



Lower Chattahoochee Workforce Development Bidders Conference

February 5, 2020
GDOL American Job Center
700 Veterans Parkway
Columbus, Georgia

These minutes encompasses an overview of the discussion and questions and answers generated during the Bidder's Conference for the solicitation of the Workforce One-Stop Operator held by the Columbus Consolidated Government Job Training Division on behalf of the Lower Chattahoochee Workforce Development Area Fourteen (WDA-14). The conference was held at 2:00 p.m.; February 5, 2020 at the American Job Center, 700 Veterans Parkway, Columbus, Georgia.

Please be aware that this was the only opportunity questions and answers to those questions could be provided during the solicitation process. Good Luck!

Interested Parties in attendance:

Ms. Alana Daniels, Second Chance Transition Corporation
Mr. Robert Gordon, In The Door
Ms. Leasa Hasting, Georgia Department of Labor
Ms. Stephanie Hundley, Goodwill Industries of the Southern Rivers, Inc.
Ms. Monique Moore, Georgia Department of Labor
Mr. Jerry Myers, In The Door
Ms. LaKisa Russell, Second Chance Transition Corporation

WIOA Staff

Mr. James Shipp, WIOA Consultant
Ms. Feleshia Marshall, WIOA Assistant Director
Mr. Quentin Daniel, WIOA Monitor
Ms. Lisa Lane, WIOA Administrative Staff



Overview

The facilitator welcomed all attendees to the Bidders Conference. Attendees were informed that this was the only opportunity available to ask questions concerning the proposal for Workforce Development One-Stop Operator that had been released.

A brief overview of the purpose of this request for proposal was provided. The purpose of the Request For Proposals (RFP) was to identify an appropriate service provider to at a minimum coordinate and manage the delivery of services provided by the required one-stop partners and service providers/one-stop affiliates with in the comprehensive One-Stop location in the workforce area.

The One-Stop Operator (OSO) will coordinate the delivery of WIOA partners and service providers through the Lower Chattahoochee Workforce Development Board (LCWDB's) One Stop system at the Comprehensive One Stop site located at the Georgia Department of Labor Area Office in Columbus, Georgia. It is the intent that basic and individualized career services as well as training services will be provided through the One-Stop system including at the comprehensive One-Stop or affiliated sites.

It was noted that this project is funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA). Lower Chattahoochee Workforce Development Area Fourteen (WDA14) comprises the eight-counties of: Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot and the cities and municipalities contained therein.

The proposer will identify methodology for administering the services solicited in the context of this RFP. The Duties include but are not limited to:

- ✓ Managing daily operations and other activities to support the center
- ✓ Managing partner responsibilities defined in the Memorandum of Understanding (MOU) among partners
- ✓ Managing hours of operation
- ✓ Managing services for individuals and businesses
- ✓ Ensuring that basic services are available (orientations, labor market information, resource room, etc.
- ✓ Implementing LCWDB Board Policy
- ✓ Adhering to all federal and state regulations and policies
- ✓ Reporting to the LCWDB Board on operations, performance and continuous improvement recommendations

The facilitator noted this RFP is issued for one Program Year 2020 (July 1, 2020 through June 30, 2021), with an option to renew for two additional years based upon agreed upon negotiated services as required by federal, state and/or local requirements. Options for renewal shall be dependent upon available funding and successful performance outcomes of awarded subrecipient of federal funds (contractor) during initial and any subsequent contract periods.

The Lower Chattahoochee Workforce Development (LCWDB) Board reserves the option to modify contracts on a year-to-year basis. Contracts will be cost reimbursement based, with funding linked to defined performance outcomes, including WIOA measures, and future funding availability, contractors' satisfactory performance and other factors as may be deemed appropriate and necessary.

It was further noted that eligible bidders are community-based organizations, educational institutions, public or private non-profit organizations, and private-for-profit businesses. Minority and women owned businesses are encouraged to submit proposals.

A brief overview of the Implementation Schedule outlined on Page 14 and 15 of the solicitation package was discussed.

The facilitator noted the submission criteria was outlined in Section IV starting on Page 18 and reiterated deadlines for submission of proposals, as specified in the Implementation Timetable must be honored if the proposing organization desires consideration. Early submission of proposals is permitted any time up to the stated deadline during normal business hours. All proposals must be submitted to the Job Training Division, Columbus Consolidated Government Annex, 420 Tenth Street, Columbus Georgia 31902 no later than 5:00 PM on March 6, 2020 (NO EXCEPTIONS).

The facilitator noted the LCWDB Board reserves the right to accept or reject any and all proposals (bids) received as a result of the request; to negotiate with any source the LCWDB Board deems qualified; or, to cancel any bid in part, or in its entirety, if it is in the best interest of the LCWDA14. Proposed bids that are determined by the LCWDB Board to be acceptable, but which are not funded will be placed on a prioritized contingency list for future use should funding become available and should the request meet the needs of the LCWDB Board.

Bidders were informed that all proposals must be submitted in a sealed envelope and clearly marked, in the upper right-hand corner

marked as requested in the proposal packet. **“Proposal: PY2020 Workforce Development One-Stop Operator Services”**.

Each package submitted must contain one original and three copies. Each proposal must be clearly marked ‘Original’ or ‘Copy’. The original copy and all attachments, **which require signatures**, must be signed by the person authorized to enter into contracts on behalf of the organization/agency. It was stated that the original proposal must be in **a color other than black ink** (preferably BLUE INK) in order to distinguish which is the original versus copy of the proposal.

Attendees were informed that no proposals will be accepted after the deadline for submission. It was stressed that any proposals received not properly sealed and labeled or after 5:00 PM on March 6, 2020 would NOT be accepted.

Monday, March 9th, proposals will be reviewed to determine whether or not they are responsive. Proposals will be considered responsive if they meet the criteria outlined in the solicitation packet. The Administrative, Programmatic Oversight & Compliance (APOC) Committee will only review those bids that have been deemed responsive. All responsive proposals will be reviewed and ranked using the Process and Criteria outlined in Section IV Proposal Selection Criteria starting on Page 18. The review is rated on a 100-point scale, with 5 additional points for local ownership. Minority and female business are encouraged to submit proposals.

The **Proposal Checklist** on page 34 was discussed. It does not have to be submitted with the proposal. However, the importance of its use when completing the proposal packet was stressed. Proposals that do not include the required elements and forms will be automatically disqualified. **No exceptions will be granted.**

NOTICE OF CORRECTION:

The PROPOSAL CHECKLIST on page 34 has been corrected under A. PROPOSAL RESPONSE PACKAGE REQUIREMENTS at number “7. Planned Performance Form” it has been corrected to read, “is not applicable to this solicitation package” (A copy of the correction on page 34 is attached to these minutes as permanent record) (Please see below the questions and answer section).

The financial capability requirements requested in the RFP were discussed. Members of the Administrative Entity will conduct a pre-award monitoring during the period of negotiations and prior to actual signing of contracts with selected bidders.

Bidders were informed that all costs that are associated with providing program services must be identified on the PY2020 detailed budget form provided in the solicitation package. A budget narrative must also be submitted with a proposal that explains the costs identified in the budget. No material, labor, equipment or facility costs will be provided by the Lower Chattahoochee unless specified in the budget and agreed upon by the WDA Administration/Board.

The facilitator reiterated that the Bidders Conference was the **only time** questions or clarification concerning the proposal and its preparation would be addressed. This is the time to ask questions for once the meeting adjourned, no additional questions would be addressed, or responses given.

The following list contains some of the general questions that were asked during the bidders conference, followed by responses of the Administrative Entity. We extend our thanks to the agencies in attendance and wish all bidders good luck.

Questions & Answers

The following questions and answers were presented and responded to during the Bidders Conference.

Q. Will the emailed question be addressed?

A. Yes. We received one question by email. It was asked if they could get the solicitation package in a word .doc format. No. Interested parties may download the .pdf (format) from our web page or pick up a hard copy from our offices located at the Columbus Consolidated Government Annex Building, Job Training Division, 420 Tenth Street, Columbus, Georgia.

Q. Can we submit our proposal electronically?

*A. No, a hard copy of all proposals must be submitted with all attachments as outlined in the solicitation packet. We must receive original ‘wet’ signatures on all attachments, **which require signatures**, and they must be signed by the person authorized to enter into contracts on behalf of the organization/agency. Please use blue ink for it will identify the signature as the original.*

Q. Where are your affiliate sites located?

A. *Our affiliate sites are as follows:*

- *Comprehensive One-Stop - GDOL, 700 Veterans Parkway, Columbus, GA 31901*
- *One-Stop Affiliate Site – Columbus Technical College, 928 Manchester Expressway, Columbus, GA 31904*
- *One-Stop Affiliate Site – Georgia Job T.I.P.S., 2027 6th Avenue, Suite A, Columbus, GA 31901*
- *One-Stop Affiliate Site – Operation M.E.N., 241 Martin Luther King Jr. Drive, Lumpkin, GA 31815*
- *One-Stop Affiliate Site – Partnership In Caring, 2210 Wynnton Rd. Suite 208, Columbus, GA 31906*
- *One-Stop Affiliate Site – Second Chance Transition Corp., 3575 Macon Road, Unit 13, Columbus, GA 31907; and*
- *One-Stop Affiliate Site – WDA14's Mobile Career Unit which travels to our outlining counties – PO Box 1340, Columbus, GA 31902*

Q. You have sixteen counties that you serve?

A. *Lower Chattahoochee Workforce Development Area Fourteen (LCWDA14) is comprised of the eight counties: Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot. We are a part of Region Eight which also includes Middle Flint Workforce Development Area Fifteen. Region Eight is comprised of the sixteen counties. This solicitation is for "LCWDA14".*

Q. Will the local workforce area provide the office space or does this expense need to be included in the \$68,000 Budget?

A. *No. Office Space will be an expense you will need to include in your budget.*

Q. So this is for an operator and not a center, a mobile person that goes around to all the programs?

A. *The purpose of this RFP is to identify an appropriate service provider to at a minimum coordinate and manage the delivery of services provided by the required one-stop partners and services providers within the comprehensive One-Stop location and any affiliate sites in LCWDA14.*

Q. Does this service exist now?

A. *Yes. LCWDA currently has One-Stop Operator Services through June 30, 2020.*

Q. If we already have a contract with LCWDA, would it be a conflict of interest for our agency to submit a proposal for this RFP?

A. *No. It would not be a conflict of interest for your agency to submit a proposal.*

Q. Does the operating budget need to include office supplies as well?

A. *Yes. Office Supplies will be an expense you will need to include in your budget.*

Q. Do we have to fill out a planned performance "form" cause I didn't see it in the package?

A. *No. Number 7 under A. PROPOSAL RESPONSE PACKAGE REQUIREMENTS on the PROPOSAL CHECKLIST on page 34 is not applicable to this RFP and you may strike through number seven.*

PLEASE NOTE: *A correction notice will be posted on our web page. It will also be noted in the minutes of this bidder's conference and will be attached as permanent record.*

The facilitator asked if there were any other questions or any clarification required of what was being requested in the solicitation. Attendees were further reminded that once the meeting adjourned, no additional questions would be addressed, or responses given. With no further discussion, the Bidders Conference was adjourned. Good Luck!

ATTENTION ALL BIDDERS:

NOTICE OF CORRECTION

PROGRAM YEAR 2020

SOLICITATION PACKAGE/INVITATION TO BID

WORKFORCE DEVELOPMENT ONE-STOP OPERATOR SERVICES

CORRECTION IS MADE TO PAGE 34 AS FOLLOWS:

A. PROPOSAL RESPONSE PACKAGE REQUIREMENTS

“7. Planned Performance Form” is not applicable to this solicitation package.

CITY OF COLUMBUS, JOB TRAINING DIVISION

WDA 14 ADMINISTRATION

ATTACHMENT A

PROPOSAL CHECKLIST

PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms listed on this are included in the proposal, regardless of whether it has been mentioned. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements remember to ask at the Bidders Conference. This checklist is not required to be included in proposal packet.

Before submitting your proposal, check the following:

One original proposal and required documents, plus three copies. Appropriately marked.

A. Proposal Response Package Requirements.

- 1. Proposal Cover Page
- 2. Organization Information Form
- 3. Organizational Experience and Past Performance
- 4. Proposal Summary
- 5. Program Design
- 6. Program Cost and Performance, Budget Summary, and Detail Form
- 7. Planned Performance Form (Not Applicable to this RFP)
- 8. Reference Listing
- 9. Provisions, Assurances and Certifications Form
- 10. Confidentiality Agreement

B. Proposal Response Package Requirements (Not required with proposal packet)

C. Copy of Business License

D. Copy of Liability Insurance/Fidelity bond

E. Lease/Rental Agreements and/or other Support Documents that Funds will be applied

F. Authorized Agency Contact Form