



Lower Chattahoochee Workforce Development Bidders Conference

February 10, 2021
Columbus Consolidated Government Annex
420 Tenth Street
Columbus, Georgia

These minutes encompasses an overview of the discussion and questions and answers generated during the Bidder's Conference for the solicitation of Adult and Dislocated Worker Services held by the Columbus Consolidated Government Job Training Division on behalf of the Lower Chattahoochee Workforce Area14. This conference was held at 10:00 a.m., February 10, 2021 at the Columbus consolidated Annex Building, 420 Tenth Street, Columbus, Georgia.

Please be reminded that this was the only opportunity questions could be answered during the solicitation process. Good luck!

Interested Parties in attendance:

Ms. Ashley Becker, In The Door, LLC
Ms. Lorraine Cobb, Georgia Job T.I.P.S.
Mr. Robert Gordon, In The Door, LLC
Mr. Jerry Myers, In The Door, LLC

WIOA Staff

Ms. Feleshia Marshall, WIOA Assistant Director
Mr. James Shipp, WIOA Program Specialist II (Consultant)
Ms. Lisa Lane, WIOA Administrative Support Staff



Overview

The facilitator welcomed all attendees to the Bidders Conference and requested introductions.

NOTICE OF CORRECTIONS

PROGRAM YEAR 2021

SOLICITATION PACKAGE/INVITATION TO BID

ADULT & DISLOCATED WORKER SERVICES

CORRECTION #1 IS MADE TO PAGE 13 AS FOLLOWS:

A. WORKFORCE DEVELOPMENT OVERVIEW SHOULD READ AS FOLLOWS:

“The federal Workforce Innovation and Opportunity Act was signed into law by the President on July 22, 2014 (P.L. 113-128), with an effective date of implementation on July 1, 2015. Guidance for implementation of programs and services under this Act have been received through both the Technical College System of Georgia and the US Department of Labor. This Request for Proposal is for adult and dislocated worker services for Program Year 2021 (July 1, 2021 thru June 30, 2022) in compliance with allowable services under the Act.”

CORRECTION #2 IS MADE TO PAGE 21 AS FOLLOWS:

SECTION IV: PROVISIONS AND DISCLAIMERS - 15. SHOULD READ AS FOLLOWS:

15. “Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations and amendments, Technical College System of Georgia, Office of Workforce Development policies and LCWDB/WDA Administrator policies and procedures.”

CORRECTION #3 IS MADE TO PAGE 32 AS FOLLOWS:

ASSURANCES AND CERTIFICATIONS – 17. PARAGRAPH 3 SHOULD READ AS FOLLOWS:

“The Contractor will permit access to any contract-related books, records, and accounts, by the Contracting agency, the Technical College System of Georgia, Office of Workforce Development, and the Secretary of Labor for purposes of investigation to ascertain compliance with applicable rules, regulations, and orders.”

The Facilitator noted a corrected copy of the Solicitation Packet would be made available upon request.

Attendees were informed that this is the only opportunity available to ask questions concerning the proposal for adult and dislocated worker services that had been released.

Attendees were provided an overview of the solicitation packet. The purpose of the solicitations is to seek an innovative program design for the Lower Chattahoochee Workforce Development Area that provides work-based training and services identified in the solicitation packet for the following activities: 1.) Work Reintegrative Training Program Work Experience and Placement Services for Adult and Dislocated Workers; and 2.) WIOA Workforce Reintegrative On-The-Job Training Services for Dislocated Workers.

The Work Reintegrative Training Program Work Experience and Placement Services for Adult and Dislocated Workers program design shall be one that includes the following: 1) Provides case management services that include career services and development of pathways that align with the individual’s interest and aptitude and develops or enhances skill sets necessary for job attainment, placement and retention in unsubsidized employment at end of training; 2) Develops service plans and strategies that outlines training goals and objectives leading to securing unsubsidized employment; 3) Secures allowable worksite training with area employers with the expectation of employment outcomes for the proposed number of program participants by June 30, 2022; and 4)

Provides documented follow-up services for 12 months after completion of training and during unsubsidized employment that shall continue until expiration of the contract period.

Attendees were informed that \$167,500.00 had been set aside (by the Board) to serve 20 adults and 20 dislocated workers (collectively for a total of 40 customers) eligible for WIOA programs residing in the counties of Chattahoochee, Harris, Muscogee and Talbot in the Lower Chattahoochee Workforce Development Area, for Program Year 2021 (July 1, 2021 thru June 30, 2022). The contract would be awarded with an optional contract renewal not to exceed two additional years, based upon defined contract performance outcomes as it relates to meeting WIOA measures, future availability, contractor's satisfactory performance and other factors as may be deemed appropriate and necessary as negotiated and approved by both parties and the Board

The Workforce Reintegrative On-The-Job Training Services for Dislocated Workers program design shall provide on-the-job training administered in a normal working situation in which employer selects and hires the individual and places on their payroll. Thus, the employer will be reimbursed up to 50% for the extraordinary cost of training the individual for the eight-counties of: Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot.

Attendees were informed that \$208,000.00 (approximately \$131,000 for operating costs and \$77,000 for employer reimbursement) had been set aside (by the Board) to serve 50 dislocated workers eligible for WIOA programs in the Lower Chattahoochee Workforce Development Area for Program Year 2021 (July 1, 2021 thru June 30, 2022). The contract would be awarded with an optional contract renewal not to exceed two additional years, based upon defined contract performance outcomes as it relates to meeting WIOA measures, future availability, contractor's satisfactory performance and other factors as may be deemed appropriate and necessary as negotiated and approved by both parties and the Board

The facilitator further noted that services provided to adults and dislocated workers would be a decentralized delivery system utilizing both public and private sector service delivery operations. Although WIOA is the fund source and oversight entity, successful contractor retains operational control of their program, so long as functions under WIOA are within the scope of contract guidelines established by the WIOA Administrator, federal and state laws, regulations, and processes as it relates to services provided with WIOA Funds.

A reiteration of the specific funding information was discussed. It was clarified that \$83,750 in funding for each of the two funding streams – Adult and Dislocated Worker (a combined total of \$167,500) would be awarded for a Work Experience activity that must result in job placement in full time, unsubsidized employment upon completion of training.

A brief overview of the Implementation Schedule outlined on Page 7 of the solicitation package was discussed.

The facilitator noted that the definitions started on page 8 and were a helpful tool in understanding the terms used throughout the solicitation package.

The Facilitator noted the Workforce Board reserves the option to modify contracts as required to meet federal and state requirements. All funding is linked to defined performance outcomes including federal, state, and local negotiated performance measures, future finding availability, contractors' satisfactory performance, and other factors as may be deemed appropriate and necessary.

Under the advanced funding policy, this local area would not accept any request for; honor any requests for advance funding. Please note that there is no pre-funding available.

The facilitator pointed out Section II: Background Information on Page 13 of the solicitation package which gives a background of Workforce Development and the Workforce Innovation and Opportunity Act. The successful bidder awarded a contract would be required to comply with federal, state and local regulations, policies and procedures.

The facilitator noted that Page 24, Section V, describes how proposals must be submitted. Bidders were informed that all proposals must be received **no later than 5:00 PM on March 12, 2021** in the Job Training Division; Columbus Consolidated Government Annex, 420 Tenth Street, Columbus, Georgia 31902. **No proposal will be accepted after this date and time.** Proposals must be submitted in a sealed envelope and marked, in the upper left-hand corner. **“Proposal: PY21 WORKFORCE REINTEGRATIVE TRAINING (WORK EXPERIENCE & PLACEMENT SERVICES) FOR ADULTS AND DISLOCATED WORKERS”; or “Proposal: PY21 WIOA WORKFORCE REINTEGRATIVE ON-THE JOB TRAINING SERVICES FOR DISLOCATED WORKERS”.**

Each proposal submitted shall contain **one “Original Signature” proposal and three additional copies** of the signed respective proposal. 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, **in a color other than black ink (preferably BLUE INK)** in order to distinguish which is the original versus copy of the proposal.

It was reiterated that no proposals would be accepted after the deadline for submission.

Upon receipt, proposals would be reviewed to determine whether or not they are responsive. Proposals will be considered responsive if they met the criteria outlined in Phase I on Page 16 of the proposal packet. Only responsive bids would be qualified for further consideration in the competitive evaluation. 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.

Attendees were informed that the successful bidder would be provided training prior to start of program to cover the WIOA Administration requirements of contract implementation and reporting. Attendees were informed that it would be the successful bidder's responsibility to recruit participants for the services being funded. The WIOA Administration will determine eligibility, administer assessment/testing to determine basic skills functioning levels Adults and Dislocated Workers served and other requirements that are part of the WIOA Administration policy.

Attendees were informed that the contract awarded would be "cost reimbursement", which meant that the WIOA Administration would reimburse any costs outlined in the agreed budget that have been incurred and support documentation provided.

The Cover Page must be submitted with all proposals.

Page 42 requires listing occupational titles that you will target and entry-level wages. You can find the O'Net codes for the positions you will target at <http://online.onetcenter.org/>

In regards to the Budget, attendees were informed that a narrative must be submitted with a proposal that explains the costs identified in each of the budgets (Adult and Dislocated Worker). No material, labor, equipment or facility costs will be provided by the Lower Chattahoochee unless specified in the budget and agreed upon by the WIOA Administration/Board.

Attendees were further informed that the assurances and certifications listed within the proposal will be part of all contracts that are awarded for Program Year 2021.

The Management Plan describes your organization. Tell us how you are set up; provide organizational chart, and how you will monitor yourself.

Under Part 2 – Request for Proposal Package, Page 3, you are asked to discuss your financial capability. On Page 6 you are asked to describe your agency's past experience and performance with the identified populations.

Attendees were informed that 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.

The Facilitator asked if there were any other questions regarding the solicitations for adult and dislocated worker services for PY2021. The Facilitator reminded the attendees that this was the only opportunity available to ask questions concerning the solicitations.

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

Questions & Answers

Q: What Counties are we serving, all eight or only the four?

A: *Lower Chattahoochee Workforce Development Area 14 (WDA-14) serves the eight counties of Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot; however, the job development and placement services activity for Adults and Dislocated Workers will be for the four Counties of Chattahoochee, Harris, Muscogee, and Talbot.*

The On-the-Job Training Services for Dislocated Workers activity will be for all eight counties.

Q: Why are the lower/outlying counties not included in the combined Adult and Dislocated Worker Work Reintegration Training Activity? What has changed?

A: *Nothing has changed. The Work Reintegrative Training Activity for Adults and Dislocated Workers has always been advertised for the four counties of Chattahoochee, Harris, Muscogee and Talbot.*

Q: Will there be carry overs from the previous provider and if so, how many will there be?

A: *It is estimated that there may be very few customers who would be considered carryover from a specific activity; however, should it be required for the awarded agency to take on the responsibility of follow-up services where applicable, coordination will be made from the WIOA Administrator (We would not have those figures until after the completion of the current program year).*

Q: Multiple Components / Combination Bids if an agency is planning to utilize current structure and current programming to help offset some of the cost for the solicitations in this RFP, do we need to provide two separate proposals for that – one with our leverage cost and then an additional proposal based on the contract being a standalone or how does that work?

A: *For individuals that have multiple services, each solicitation (I or II) is a standalone service. We are awarding two (2) separate contracts. One for work reintegration for Adults and Dislocated Workers and one for On-the-Job Training of Dislocated Workers. If you have an additional service that you are providing, when you complete your “Cost Allocation Plan”, it should show how you are spreading your costs for additional personnel and operating expenses for providing the multiple programs. Your budget should show how much you are charging for each program based on your cost allocation split.*

Remember, when completing a proposal for the Work Reintegration for Adults and Dislocated Workers you **must** complete a budget for **each** funding stream “adult” and “dislocated worker”.

Q: Do we have to bid on both activities as a whole?

A: *No. There are two separate activities being solicited. Work Reintegrative (Work Experience) and Placement Services for Adults and Dislocated Workers; and Work Reintegrative On-the-Job Training Services for Dislocated Workers. Each solicitation/activity is a standalone program. An agency is invited to bid on providing the services for Program Year 2021 (July 1, 2021 through June 30, 2022). It is up to the agency which activity or both they choose to submit a proposal for.*

Q: Do we have to submit two separate bids for the Adult and Dislocated Worker Work Experience activity?

A: *No. This activity and the contract awarded will be for a combined Adult and Dislocated Worker job development (work experience) and placement services for 20 WIOA eligible Adults and 20 WIOA eligible Dislocated Workers. The funding set aside for this contract is \$83,750 in Adult funding and \$83,750 in Dislocated Worker funding for a combine total of \$167,500.00. Having said that, when completing your detailed line-item budgets for this activity, you must complete a separate detailed budget form for each - Adult funding (\$83,750) and Dislocated Worker funding (\$83,750). The budgets are two separate funding streams, therefore there must be two separate budgets.*

Q: How often is reporting due?

A: *All counseling during training or services performed shall be documented in the participant’s case file using the approved counselling record form provided by the Administrative Entity, and a copy forwarded to the Administrative Entity in accordance with established procedures. Counselling notes are due once a month from all contracted Service Providers. Each provider is expected to conduct tracking on all participants and provide follow-up services for a minimum of 12 months following end of service or exit of WDA services under the guidelines established by the Lower Chattahoochee Workforce Development Board.*

Q: For the Participant Characteristics Form (Priority of Service), do you have to put a number for each or how does that work?

A: *The Participant Characteristics Form (Priority of Service) is not eligibility criteria. It is a means to ensure emphasis on providing services to “higher-need populations”. The information provided in this chart is solely at the discretion of the*

bidder. However, consideration of your agency's strategies to serve the "most in need" should be reflected in the totals of the proposed planned number and planned percentage for each target group.

The Facilitator asked if there were any other questions regarding the solicitations. The Facilitator reminded the attendees that this was the only opportunity available to ask questions concerning them.

The Facilitator reiterated that once the meeting adjourned, no additional questions or responses could be accepted or responded to.

Adjournment

With no further discussion, meeting was adjourned. Good Luck to all interested parties.