



Capital Region
Workforce Development Board

Capital Region Workforce Development Board (WDB)

Request for Proposals

Capital Region One Stop System Operator

Workforce Innovation and Opportunity Act (WIOA)

Contract Period: February 1, 2022 – January 31, 2023

Essential Information w/Dates

Release Date	December 13, 2021
Deadline for Submission	January 10, 2022
Formal Award Notification	January 28, 2022
Target Start Date	February 1, 2022

** At its discretion the Capital Region WDB may amend contracts based on performance and funding availability, and/or renew contracts for up to 3 consecutive contract periods based on performance and funding availability.*

PLEASE NOTE: The Requirements under this RFP Solicitation are based on the federal legislation, the Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014. All potential applicants are strongly encouraged to read this RFP carefully.

1. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, with the intent to strengthen the workforce system through alignment of services to promote innovation, as well as individual and national economic growth. (To read the full law: <https://www.doleta.gov/wioa/>). Inclusive in the requirements under WIOA is the necessity to competitively select a ‘One Stop System Operator’ to support the implementation of services within the career center system locally.

To service the local areas, thousands of local job seekers and businesses receive employment and training services through three (3) Career Center operations.

Albany
Career Central
175 Central Avenue
Albany, New York 12206

Rensselaer
Rensselaer County Department of Employment & Training
1600 Seventh Avenue
Troy, NY 12180

Schenectady
Schenectady County Job Training Agency
797 Broadway
Schenectady, NY 12305

The Career Centers are “one-stop” access points for services available through the system. Job seekers can utilize resource rooms stocked with computers, copiers, faxes, telephones, and job search materials, attend workshops, receive one-to-one job search assistance, career counseling, and access training funds to improve skills. Businesses find qualified employees, post jobs, access training funds to upgrade their workforce skills, and use the Career Centers to conduct recruitment events, get tax credit information, access outplacement services for laid-off employees and get connected to other economic development resources and initiatives. Additional information on programs and services can be found at www.capreg.org

2. PURPOSE

Background:

WIOA’s focus is on further enhancing the high quality one-stop center system by continuing to align investments in workforce, education, and economic development with regional in-demand jobs. The law places greater emphasis on local resource coordination to better meet the needs of jobseekers, workers, and businesses. This includes, the cultivation of partnerships and strategies necessary for one- stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services. Therefore, under WIOA, the Career Centers are required to partner with a range of federally funded employment and training programs to promote the coordination of services on behalf of job seekers and businesses. The One Stop System Operator will be integral in supporting the system and in coordinating these services.

The mandated partners include:

- **WIOA Title I: Adult, Dislocated Worker (DW), and Youth**
City of Albany/Rensselaer County Department of Employment & Training/Schenectady County Job Training Agency
- **WIOA Title I: Job Corps - Glenmont Job Corps**
- **WIOA Title I: YouthBuild**
Commission on Economic Opportunity/Social Enterprise and Training Center
- **WIOA Title II: NYS Department of Education**
- **WIOA Title III: New York State Department of Labor (NYSDOL) administered:**
Wagner-Peysner Program under Title III of WIOA (WP)
Trade Adjustment Assistance (TAA) under Title II of Trade Act
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.
- **WIOA Title IV: Vocational Rehabilitation—Adult Career & Continuing Education Services (ACCES-VR)**
- **WIOA Title IV: Vocational Rehabilitation—Office of Children and Family Services (OCFS)/New York State Commission for the Blind (NYSCB)**
- **WIOA Title V: Older Americans Act - Senior Community Service Employment Programs (SCSEP)**
National Grantees - Associates for Training & Development., Inc. (A4TD).
- **Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act: Capital District Educational Opportunity Center/SUNY SCCC**
- **Community Services Block Grants (CSBG) Employment & Training:** Albany Community Action Partnership (ACAP)/Commission On Economic Opportunity (CEO)/Schenectady Community Action Program (SCAP)
- **Housing and Urban Development (HUD) Employment & Training Programs:**
Albany/Troy/Schenectady
- **Temporary Assistance to Needy Families (TANF): Albany/Rensselaer/Schenectady LDSS**

Role of the One Stop System Operator:

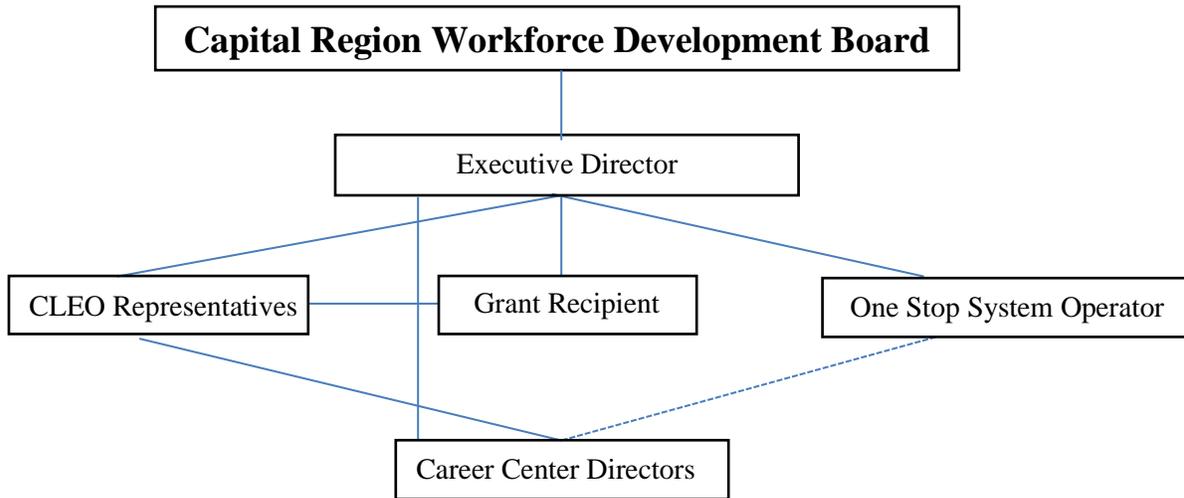
The One Stop System Operator (“Operator”), in a consultant capacity, will play a critical role in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its ‘to be defined’ performance goals. Specifically, the Operator will:

- Convene up to four meetings per year of mandated partners to support the Memorandum of Understanding (MOU)¹ implementation. The Operator will develop meeting agendas, (in conjunction with the Executive Director and staff), meeting activities, facilitate meetings, and provide meeting notes. Additionally, in conjunction with staff from Capital Region WDB the Operator will develop an appropriate mechanism to report on a semi-annually basis on the progress and performance of the partnerships across the system, to the Capital Region Workforce Development Board.

¹ Under WIOA, each mandated partner is required to enter into a Memorandum of Understanding (MOU) that outlines the relationship for co-located partners, and service delivery coordination and “cost sharing” for non-co-located partners

- Support Capital Region WDB in developing benchmarks to measure a baseline of “system performance”, e.g., customer service, system flow, etc. In future years, the expectation is that the Operator will make recommendations for continuous improvement based on this data.

Below is the expected reporting relationship for the One Stop System Operator:



_____ Straight line indicates a direct reporting relationship ----- Dotted line indicates a monitoring relationship

3. FUNDING

Capital Region WDB intends to obligate no more than \$4,800 annually for this reimbursement-based contract. At its discretion, the Board may amend contracts based on performance and funding availability, and/or renew contracts for up to an additional 3 consecutive contract periods. Proposers must include their hourly reimbursement rate in the proposal. The rate should be inclusive, and detail all expenses such as travel, etc.

4. APPLICANT ELIGIBILITY

The WIOA Joint Final Rule requires Local Workforce Boards to use a competitive process based on local procurement policies and procedures, and the principles of competitive procurement in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200 and 2 CFR part 2900, which may be found at <http://www.ecfr.gov>. To ensure unbiased competition, the Capital Region WDB, is soliciting proposals from governmental units, public or private not-for-profit or for-profit entities (including corporations, partnerships, or sole proprietorships), eligible local educational agencies, faith-based and community-based agencies, and/or a consortium of WIOA partners as described in the law. For more information on eligibility see: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15-16_Acc.pdf. As a result of this process, a committee will collect, independently review/score, and recommend a proposer to the Capital Region Workforce Development Board for selection.

Qualifications are as follows:

- A thorough understanding of the Workforce Innovation and Opportunity Act. Similarly, a general understanding of the local workforce system and its stakeholders is not required, but preferred.
- Strong, demonstrated experience (4-6 years) facilitating large, diverse stakeholder groups for a common goal or outcome is expected. The ability to remain a neutral facilitator will be critical.
- Experience in meeting agenda development, planning, and execution.
- Ability to work closely with the Workforce Development Board to monitor the system's strategic objectives and make recommendations for system continuous improvements.
- Other roles and responsibilities as defined by the Board.

5. PROPOSAL INSTRUCTIONS

5.1 Deadline

Proposals submitted in response to this RFP must be received as a solitary PDF document no later than 12:00 p.m. (Noon) on January 10, 2022, via email (subject line to read: One Stop System Operator Proposal for CRWDB) to CapitalRegionWDB@capreg.org

Proposals received to the above email on/or before the deadline which comply with all RFP requirements, will be reviewed and considered for funding.

5.2 Evaluation Criteria

The CRWDB Policy & Oversight Committee will review all proposals to ensure compliance with the requirements of the RFP, and rate the proposals accordingly.

The Committee will look for demonstrated experience, capability and description of proposed approach of each proposal. The rating scale (Maximum of 100 points) is as follows:

- Understanding of the local workforce system and WIOA (30)
- Convening and facilitating diverse partners to an outcome (20)
- Client engagement approach (15)
- Meeting development (10)
- Development of performance reports and outcomes for “partnerships” (10)
- Understanding of continuous improvement (5)
- Proposed hourly rate (10)

If necessary to clarify specific points regarding what is proposed, the Committee will reach out directly to the proposer.

Based on the results of the review process, the Committee will make recommendations to the full Board. The Capital Region Workforce Development Board makes the final approval of funding.

5.3 Format of Proposal

- A single optimized PDF document
- Arranged in proper order
- Not to exceed three (3) pages of narrative
- Formatted to 8.5 x 11 paper size using 12 point font, 1 inch margins and Times New Roman
- Text lines may be single spaced
- All pages of narrative section must be numbered and contain the applicant name as the footer
- Quantify hours of service, and other crucial components of service delivery
- Any proposed collaboration must be supported by detail
- Be concise and avoid extraneous references and unnecessary detail

5.4 Content Requirements

Organizations with interest in providing the requested services should submit a proposal narrative of not more than three pages, that outlines the following information (see Sections 4 and 5.2 for more detail):

- The organization or entity's understanding and experience in workforce development, including the local system, and/or of WIOA.
- Overview of the organization or entity's previous experience facilitating large, diverse stakeholder groups for a common goal or outcome is expected. Specific examples are strongly encouraged. What is your approach in navigating and resolving challenging partnerships?
- Description of the organization or entity's expected client engagement approach. Frequency and methods of communication, expected approach in meeting agenda development, planning, and execution, etc.
- Other information, experience, or products deemed relevant to this RFP solicitation.

Required attachments will not count against the narrative page total. Such attachments include:

- Resumes of key staff who will be assigned to this project and their roles on the project;
- Hourly rate, and expenses included within the hourly rate calculation;
- and three recent (last 5 years) references.