



## The Mother Lode Workforce Development Board Local Plan, Middle Sierra Regional Plan, and AJCC Certification Request for Proposal (RFP)

DEADLINE FOR SUBMISSION DATE: APRIL 4, 2024 5:00 PM

March 04, 2024

Prepared by Mother Lode Consortium

### **PERIOD OF SOLICITATION**

#### **Timelines**

RFP Opens	<b>March 4, 2024; 11:00 am</b>
Deadline for Questions	<b>March 18, 2024; 5:00 pm</b>
Answers to Questions Posted	<b>March 22, 2024; 5:00 pm</b>
RFP Responses Due	<b>April 4, 2024; 5:00 pm</b>
Review Period Commences	<b>April 12, 2024</b>
Board of Directors Approval of Award	<b>April 15, 2024</b>
Award Announcement	<b>April 19, 2024; 8:00 am</b>

This RFP may be updated without notice at any time to promote successful outcomes and ensure program compliance.

### **SUMMARY**

The Mother Lode Workforce Development Board (WDB) is a business-led policy and oversight body that oversees employment and training programs and services in the local areas of Amador, Mariposa, Tuolumne, and Calaveras Counties including those authorized through the Workforce Innovation and Opportunity Act (WIOA). These programs and services help job seekers gain employment and connect businesses with a qualified workforce. The Mother Lode WDB and its staff mobilize leaders from business, economic development, education, labor, community-based organizations, and public agencies to align resources and investments for

residents who need assistance with developing skills that help expand access to high-quality jobs and careers offering income mobility.

The WIOA was enacted in July 2014, with the intention of increasing global economic competitiveness by strengthening the workforce development system through a coordinated system, which serves individuals with barriers to employment. WIOA strengthens the alignment of its core programs and other essential programs and reaffirms the role of the America's Job Center of California (AJCC), for the delivery of training and career services to jobseekers, aligned to meet the needs of employers.

Under guidance from the California Workforce Development Board (CWDB) and the Employment Development Department (EDD), the Mother Lode WDB sets program policies in alignment with WIOA. The Mother Lode WDB also provides administrative oversight of workforce development activities, which includes the oversight of contracted service providers for the AJCC, youth programs and services.

### **LOCAL PLAN**

The Local Plan is a WIOA requirement that aims to demonstrate operational alignment with the strategic objectives outlined in the accompanying Regional Plan, promote coordination with local partners, and showcase key service delivery strategies. This local plan explores the extent of braided resources, support provided to relevant workforce system partners, and strategic partnerships.

Coordination and collaboration with local workforce partners to accomplish the vision laid out in the Regional Plan is a key component of the Local Plan. This Local Plan highlights some of the key cooperative agreements and core partnerships defined under WIOA section 121, including WIOA Title II, WIOA Title III, WIOA Title IV, and Carl Perkins Technical Education.

Throughout development of the local and regional plan, all WIOA regulations must be incorporated.

### **MIDDLE SIERRA REGIONAL PLAN**

Regional plans and partnerships required by WIOA function under California's State Plan as the primary mechanism for aligning educational and training provider services with regional industry sector needs in California's fourteen WIOA Regional Planning Units (RPU's). California state law requires coordination between the K-12, Community Colleges, and WIOA systems and requires the use of sector strategies as the operational framework for the state's workforce system. These two state mandated requirements are met under the State Plan by making federally required WIOA regional plans and partnerships the primary mechanism for aligning educational and training programs with regional industry sector needs. As such, the main aim of regional plans is the development of "regional sector pathway" programs, by which is meant

the identification, utilization, and servicing of career pathway programs aligned with regional industry sector needs in each of the RPUs.

### **AJCC CERTIFICATION**

The WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective, and continuously improving AJCCs. To assist in these efforts, the California Workforce Development Board (CWDB), in consultation with an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives, developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area). Detailed forms and instructions for the certification process is found in WSD23-05 located at [https://edd.ca.gov/en/Jobs\\_and\\_Training/Policy\\_and\\_Guidance](https://edd.ca.gov/en/Jobs_and_Training/Policy_and_Guidance).

#### **Comprehensive AJCC Baseline Certification:**

The following requirements must be met to certify an AJCC as comprehensive:

- 1) Each Local Board and partner within the comprehensive AJCC have a signed and implemented Memorandum of Understanding (MOU) with the Local Board meeting the requirements in the WIOA Memorandums of Understanding directive (WSD18-12).
- 2) The AJCC has implemented the board-defined roles and responsibilities of the AJCC Operator and Title I Adult and Dislocated Worker Career Services Provider as indicated in the Selection of AJCC Operators and Career Services Providers directive (WSD22-13).
- 3) The AJCC complies with equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, WIOA Joint Final Rule Section 678.800, and all other applicable federal and state guidance.
- 4) The AJCC meets all regulatory requirements to be considered a comprehensive AJCC as identified in the WIOA Joint Final Rule Section 678.305.

#### **Affiliate and Specialized AJCC Baseline Certification:**

The following requirements must be met to certify an AJCC as an affiliate or specialized:

- 1) Each Local Board and partner within an affiliate or specialized AJCC have a signed and implemented MOU with the Local Board meeting the requirements in the WIOA Memorandums of Understanding directive (WSD18-12).
- 2) The AJCC complies with equal opportunity for individuals with disabilities in accordance with the ADA, WIOA Section 188, Title 29 CFR Part 38, WIOA Joint Final Rule Section 678.800, and all other applicable federal and state guidance.

- 3) Meets all regulatory requirements to be considered an affiliate or specialized AJCC as identified in the WIOA Joint Final Rule Sections 678.300(d)(3), 678.310, and 678.320.

The comprehensive, affiliate and specialized AJCC certification matrixes are **due by November 1, 2024**.

The certification process for comprehensive, affiliate, and specialized AJCCs will be conducted during Program Year (PY) 2024-25 and take effect January 1, 2025.

### **PROJECT PURPOSE**

The Mother Lode WDB is seeking quotes from individuals or entities to develop the WDB's 4-year Workforce Innovation & Opportunity Act (WIOA) Local Plan, the Middle Sierra Regional Plan, and the AJCC Certifications, including one comprehensive and three affiliates, to be consistent with the policy direction of the California State Plan and WIOA regulations. The WDB's current Local and Regional Plans can be found at [www.mljt.org](http://www.mljt.org).

The selected entity will work closely with Mother Lode WDB members, community members at large, staff and other consultants who are supporting related work activities associated with this project. Ideally, the respondents will be familiar with both the WIOA and how local workforce boards help support networks, programs, and services that help to grow economic opportunity and strengthen the ties between local businesses and residents. Qualified contractors must have excellent communication skills and the ability to work effectively with complex public-private partnerships and ideally, will be able to use data from the local area to demonstrate the particularities of the workforce needs in the Mother Lode region.

### **SCOPE OF WORK/SERVICES**

The Local Plan and Regional Plan must be completed by **March 31, 2025**.

The comprehensive AJCC certification matrixes are **due by November 1, 2024**.

The respondent must include a statement which indicates the cost of the proposed project. The anticipated start date of the project will be on or around May 1, 2024 and is subject to change.

Contracted services will include, but not be limited to the following tasks:

1. Develop the 2025-2028 Mother Lode WDB strategic workforce development plan requirements and involve all the required partners;
2. Collaborate and communicate with Mother Lode WDB staff to learn about programs, initiatives, partnerships and gather pertinent documents to develop the Local Plan, Regional Plan, and AJCC Certification;

3. Facilitate and/or co-facilitate with Mother Lode WDB staff, Board meetings, inclusive outreach and community engagement: community forums and/or stakeholder meetings, focus groups, etc. per State of California Employment Development Directive; (WSD22-05.)
4. Develop a stakeholder and community engagement plan inclusive of locations most impacted by high unemployment;
5. Attend and/or facilitate community outreach meetings;
6. Work with the regional planning team and its leadership to operationally align with the strategic objectives of the Regional Plan;
7. Analyze and synthesize reading materials, including labor market information, legislation, directives from the State and other pertinent documents necessary to develop the Local and Regional Plan; and
8. Modify the Local Plan and Middle Sierra Regional Plan as necessary, to accommodate recommendations from the public, board members, required partners, as well as changes in contingent legislation, and other required changes, during a 30-day comment period.

### **AGREEMENT TERM**

The Agreement term shall be for a period of two (2) years with an option to renew for one additional period of two years. The start date will commence May 1, 2024, with a scheduled completion date of June 30, 2026, contingent on appropriate and sufficient funding, and subject to one mutually agreed upon two-year extension to June 30, 2028.

### **RFP SUBMITTAL REQUIREMENTS**

Respondents must prepare a proposed scope of work and project schedule. The Mother Lode WDB and the selected contractor will determine the final scope of work following selection. This is a high priority project, and as such, an aggressive schedule towards completion is anticipated.

- 1) A short description of experience/related expertise, the name, address, telephone, and email of the individual submitting the proposal and type of organization.
- 2) Outline of the work plan, including the number of hours to accomplish the task of updating the WDB Local, Regional Plan, and AJCC Certification.
- 3) Standard rate sheet including cost per/hour and per/day or per/project. All fees, charges, billing rates, overhead costs must be explained.

Submissions must not exceed 10 pages and must be in 12-point Times New Roman font with normal or moderate margins.

## **CRITERIA FOR SELECTION**

The following rubric will be followed in assigning points to the written response to the RFP. The written response with the highest score will be selected:

<b>Criteria</b>	<b>Assigned Points</b>
<p><b>Relevant Experience:</b> The written response demonstrates authentic familiarity with WIOA and the workforce development system (local workforce development boards, community college district, adult schools, economic development, etc.) and includes at least one example of a similar project. Prior experience and ability to work with workforce development partners, community groups, and other stakeholders.</p>	25
<p><b>Approach:</b> The written response demonstrates a clear, streamlined, and articulate strategy for achieving the scope of work for the development of the Local Plan and Regional Plan as well as the certification of the AJCCs. Understanding of the nature and extent of the services required. A specific outline of how the work will be performed. Awareness of potential problems and providing possible solutions. Special resources offered that are relevant to the successful completion of the project.</p>	30
<p><b>Community Engagement:</b> The written response demonstrates a track record of facilitating community forums, focus groups and/or meetings, to gather feedback from the stakeholders in the development of the Local Plan and Regional Plan. The strategy must include an inclusive outreach and engagement approach to be effective with underrepresented populations.</p>	30

<p><b>Organization/Qualifications</b></p> <p>The written response demonstrates that the prospective party has the capacity to complete and carry out the scope of work.</p> <p>Professional background and qualifications of team members and firms comprising the team.</p> <p>Current workload, available staff and resources.</p> <p>Capacity and flexibility to meet schedules, including any unexpected work.</p> <p>Ability to perform on short notice and under time constraints.</p> <p>Cost control procedures in design and construction.</p> <p>Ability to perform numerous projects at the same time.</p>	<p>15</p>
<p>Total</p>	<p>100</p>

**FORMAL CONTRACT**

All successful applicants selected to provide services will be required to enter into a standard form service agreement with MLWDB, subject to the General Conditions / Special Conditions of WIOA (Exhibit I).

[Exhibit I](#)

Applicants are advised that the MLWDB will require that all recipients of funds publicize the fact that the program it operates is funded, in whole, or in part, by MLWDB. All contracts will contain a provision requiring the provider to abide by this requirement.

**DEADLINE FOR SUBMISSION**

The deadline to submit the written response to this RFP is **April 4, 2024** at 5pm PST. Written responses to RFPs are to be submitted to:

Nicole Hurtado  
 Compliance and Contracts Manager  
 procurement@mljt.org