



**REQUEST FOR QUOTE (RFQ)  
FOR  
ONE-STOP OPERATOR**

**Contact: Larry Yanni  
Deputy Director**

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**Mother Lode Job Training Agency (MLJT)  
197 Mono Way, Suite B  
Sonora, CA 95370**

**[www.mljt.org](http://www.mljt.org)**

# **REQUEST FOR QUOTE (RFQ)**

## **For**

# **ONE-STOP OPERATOR**

### **BACKGROUND**

The Mother Lode Job Training Agency (MLJT) is seeking quotes from qualified sources to serve as One-Stop Operator in accordance with the Workforce Innovation & Opportunity Act (WIOA) Section 121(d).

The MLJT serves Amador, Calaveras, Tuolumne, and Mariposa Counties.

Primary funding for this project is provided by the Workforce Innovation & Opportunity Act (WIOA).

Applicants should be aware that MLJT's activities, as well as those of any MLJT- funded contractor, are subject to modifications based on needs, services, and funding and those required by federal and State legislation and their regulations, local laws, specific funding-source requirements, and applicable MLJT policies and procedures.

### **PURPOSE OF SOLICITATION**

This RFQ has been released to allow MLJT to secure qualified vendors to serve as One-Stop Operator for the Mother Lode Consortium serving Amador, Calaveras, Tuolumne, and Mariposa Counties in accordance with WIOA 121(d).

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

### **QUALIFIED APPLICANTS**

Qualified applicant agencies include:

- Consortium (includes at least 3 One-Stop partners listed in 121(b)(1))
- Institution of Higher Education
- Employment Services State agency established under Wagner-Peyser
- Community Based Organizations (CBO)
- Private for-profit entities
- Private non-profit agencies/institutions
- Government agencies
- Local Chamber or Business Organization
- Labor Organization
- Nontraditional public secondary school (121(d)(3))

## **AVAILABLE FUNDS**

Funds are provided to MLJT by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Development Board, pursuant to the Workforce Innovation & Opportunity Act (WIOA) and/or its successor legislation under Title I.

## **BIDDER'S CONFERENCE**

ALL RESPONDENTS PROPOSING SERVICES UNDER THIS RFQ MUST ATTEND. THIS IS A MANDATORY REQUIREMENT.

The location, date and time will be as follows:

Date: April 10, 2017\*  
Time: 10:00 a.m. – 11:00 a.m.  
Location: Mother Lode Job Training  
197 Mono Way, Suite B  
Sonora, CA 95370

This attendance requirement may be met by attending in person or via teleconference. Please contact MLJT at (209) 533-3396 for teleconference details. The RFQ will be available on website at [www.mljt.org](http://www.mljt.org) no later than March 30, 2017\*.

The RFQ document will be reviewed at the Bidder's Conference. All prospective proposers MUST attend the Bidder's Conference. Prospective proposers are also encouraged to submit questions in advance of the Bidder's Conference to the contact person identified in the RFQ Contact section. To ensure a fair and objective evaluation, answers to all questions will be posted at [www.mljt.org](http://www.mljt.org).

\*This date and times are subject to change with or without modification of RFQ.

## **FORMAL CONTRACT**

All successful applicants selected to provide services will be required to enter into a standard form service agreement with MLJT.

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

## **REQUIRED RESPONSE**

Interested applicants must respond using the Proposal form (Exhibit A) provided (forms may also be downloaded from MLJT's website at [www.mljt.org](http://www.mljt.org)). NO SUBSTITUTIONS IN FORMAT, DESIGN, OR SERVICES WILL BE CONSIDERED.

## **PERIOD OF SOLICITATION**

### **Timelines**

RFQ open March 30, 2017; 8:00 am  
Mandatory Bidder's Conference April 10, 2017; 10-11 am  
Final questions April 14, 2017; 5:00 pm  
RFQ responses due April 28, 2017; 5:00 pm  
Review period closes May 8, 2017; 5:00 pm  
Workforce Board approval of award May 18, 2017  
Board of Directors approval of award May 18, 2017\*  
Award announcement May 18, 2017; 8:00 am\*

*\*Special meeting will be requested to approve awardee*

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

## **SUBMITTAL PROCEDURE**

To be considered for One-Stop Operator, applicants must submit proposal packet (Exhibit A) via electronic means.

The proposal must be signed by an appropriate official who is authorized to submit the proposal for the responding entity.

Completed proposal packet should be submitted to:

Mother Lode Job Training Agency  
197 Mono Way, Suite B  
Sonora, CA 95370  
Attn: Larry Yanni, Deputy Director  
Email: [lyanni@mljt.org](mailto:lyanni@mljt.org)

Questions regarding the RFQ and/or the submission process should be directed to:

Mother Lode Job Training Agency  
197 Mono Way, Suite B  
Sonora, CA 95370  
Attn: Larry Yanni, Deputy Director  
Email: [lyanni@mljt.org](mailto:lyanni@mljt.org)

## **SELECTION/EVALUATION PROCEDURE AND CRITERIA**

Proposals will be evaluated by a qualified evaluation team. Applicants may be contacted in writing to answer questions or provide clarification to the evaluation team. Upon completion of evaluation process and submittal of supplemental documents, staff will notify all vendors of proposal status.

The following is a summary of the evaluation criteria:

### **Capabilities (30 points)**

Description of the history and experience of the applicant as it applies to WIOA (or WIA) or partner programs, the organizational structure, and references.

### **Service (50 points)**

Description of proposed service.

### **Reasonableness of Cost (20 points)**

Comparisons will be made of proposed cost to the historical cost of vendors with similar services and those of other proposers

## **SUPPLEMENTAL DOCUMENTS**

All contractors that successfully pass the evaluation process will be required to submit administrative (W-9) and insurance (outlined in contract template) documents. Only verification of insurance required at this point; endorsement will be required if selected to provide services.

## **PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES**

All protests to resolve disputes concerning this RFQ shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to the MLJT within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFQ shall be eligible for any remedy.

Any applicant desiring to protest a determination concerning this RFQ or the recommendation of MLJT staff, must file a protest, in writing, no later than five (5) calendar days following release of the staff recommendation. The MLJT Executive Director shall resolve any protest based upon the written protest and any oral and written response thereto provided by MLJT staff. Any resolution of the protest shall be deemed final.

## **Appeals**

- a. An appeal of a **denial of award** can only be brought on the following grounds:
  - i. Failure of MLJT Staff to follow the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments;
  - ii. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq;
  - iii. A violation of State or Federal law.
- b. Appeals will not be accepted for any reasons other than those stated above.
- c. Appeals must be sent to:

**Mother Lode Job Training Agency  
Attn: Executive Director  
197 Mono Way, Suite B  
Sonora, CA 95370**

- d. Accepted appeals will be processed and reviewed by the Executive Director of the Agency;
- e. The Executive Director will consider only those specific issues addressed in the written appeal.

## **LIMITATIONS**

MLJT shall not pay for any costs incurred by the applicant agency in the completion of this proposal. Submission of proposals does not, in any way, obligate MLJT to award a contract.

MLJT reserves the right to accept or reject any proposal, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of MLJT to do so.

MLJT may require successful applicants to participate in contract negotiations and to submit additional programmatic or financial information as a result of negotiations prior to contract finalization. MLJT shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFQ process.

## **MODIFICATION OF CONTRACTS**

Any contract awarded pursuant to this RFQ may be unilaterally modified by MLJT upon written notice to the contractor under the following circumstances:

- a) Contractor fails to meet performance and service expectations set forth in the contract, or
- b) The Federal or State government increases, reduces or withdraws funds allocated to MLJT, which impact services solicited under this RFQ, or
- c) There is a change in Federal or State legislation and/or their regulations, local laws, or applicable MLJT policies or procedures.

## **SUBCONTRACTING**

Subcontracting for specialized, technical portions of services, may be permitted upon approval of the evaluation team. In such instances, applicants must clearly delineate in the proposal any plans to subcontract, identify the nature and scope of any planned subcontracting activity, and identify and verify the capability of the proposed subcontractor(s). MLJT reserves the right to approve the form and content of all subcontracts.

## **COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

All organizations and facilities must comply with the 1990 Americans with Disabilities Act (ADA). Under Title III of the Act, all privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Any complaints regarding the above should be directed to Mr. Larry Yanni at (209) 533-3396.

## **NONDISCRIMINATION REQUIREMENTS**

Successful applicants must not deny any individual an opportunity to participate in services based on grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity. Furthermore, successful applicants will ensure that all qualified applicants receive consideration for employment and that employees are treated during employment without regard to their race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any financially assisted program or activity.

## **PROTECTION OF HUMAN SUBJECTS**

Successful applicants shall comply with the provisions of applicable federal regulations, including but not limited to Executive Order 13627 dated September 25, 2012, which requires safeguarding the rights and welfare of human subjects who are involved in activities supported by federal program funds.

## **PROPOSED SERVICES**

The One-Stop Operator must provide services in accordance with WIOA Section 121(d).

The One-Stop Operator has two distinct roles summarized below:

- Coordinating the service delivery of required AJCC partners and service providers.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding - Phase I and Phase II.

Proposed services include:

- ☐ In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and Cost Sharing Agreements (CSA) with all mandated partners.
- ☐ The convening and facilitation of quarterly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners.
- ☐ The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually.



# ONE-STOP OPERATOR PROPOSAL

## COVER PAGE

Applicant Organization Name		IRS Employer Identification Number	
Organization Address		City	State
			Zip
Phone	Fax		E-Mail
Contact Name		Title	
<b>Status:</b> <input type="checkbox"/> Consortium (includes at least 3 One-Stop partners listed in 121(b)(1)) 1) _____, 2) _____, 3) _____ <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> Employment Services State agency established under Wagner-Peyser <input type="checkbox"/> Community Based Organizations (CBO) <input type="checkbox"/> Private for-profit entities <input type="checkbox"/> Private non-profit agencies/institutions <input type="checkbox"/> Government agencies <input type="checkbox"/> Local Chamber or Business Organization <input type="checkbox"/> Labor Organization <input type="checkbox"/> Nontraditional public secondary school (121(d)(3))			

### **Assurances and Certification:**

**I, (We), the undersigned, as the duly-authorized representative(s) of the respondent organization, affirm that the information and statements contained on this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent organization to deliver services.**

Signature \_\_\_\_\_

Typed Name

Date \_\_\_\_\_

# ONE-STOP OPERATOR

## PROPOSAL

**A) Organizational History, Experience, and Structure: (25 points)**

- 1) Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.
- 2) Describe your organization's experience in operating the proposed services.
- 3) Describe your organization's familiarity with programs such as WIOA/WIA and partner programs associated with these programs.
- 4) Attach an organization chart.

**B) References (5 points)**

Applicants who have not received funding from MLJT within the past two years of the submitting this proposal must complete References, and provide at least three (3) complete references from organizations/agencies (other than MLJT), that applicant has had direct involvement with or received funding for the provision of services for which applicant is applying. The following information for each reference must be included:

- Reference's organization name
- Contact person
- Address, phone number and email address
- Grant period, funding source and/or amount or fees for funded services
- Description of services provided

**C) Services (50 points)**

In detail, describe how you will fulfill each of the objectives outlined below:

- 1) In conjunction with Workforce Board oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandums of Understanding (MOUs) and Cost Sharing Agreements (CSA) with all mandated partners.
- 2) The convening and facilitation of quarterly WIOA partner meetings that focus on systems alignment, process improvement and building value added collaboration amongst system partners.

- 3) The One-Stop Operator will act as a liaison between the Workforce Board and the system partners and as such will be required to attend meetings of workforce board or its Executive Committee to receive direction and to report on progress no less than three times annually.

**D) Cost (20 points)**

Provide the following:

- cost breakout (staff, travel, materials, etc.)  
estimated # of hours to provide service