



WorkSource
M O N T G O M E R Y

Connecting Employers & Job Seekers

Welcome

One Stop Operator RFP

Bidder's Conference

December 18, 2018

Dr. Ellie Giles, CEO WorkSource Montgomery

Dr. Dave Buonora, Chief of Staff



Housekeeping

- Please ensure you are signed in
- All RFPs, forms and attachments are posted on the WorkSource Montgomery website:
<https://worksourcemontergy.com/about/one-stop-operator-rfp/>



WORKSOURCE MONTGOMERY

- WorkSource Montgomery is a non-profit 501(c) 3 organization
- Multiple Locations
 - Comprehensive American Job Center- Wheaton
 - American Job Center Affiliate Location- Germantown
 - East County H.I.R.E Center-Burtonsville
 - H.I.R.E. Centers in Various Public Libraries/Community Locations
 - Montgomery County Jail
- Serving Montgomery County, Maryland
 - Population 1,058,810



One Mission: WorkSource Montgomery Addressing Montgomery's Workforce Needs

- To meet the talent attraction, development, and retention needs of strategic industries.
- To meet the needs of the underemployed and unemployed.
- To develop career pathways that lead to sustainable wage jobs and support a thriving mission.



3 Strategic Priorities

Priority 1

To implement strong customer-focused practices with 70% sustainable employment placement rate.

Priority 2

To increase employer engagement and career pathways in strategic industries

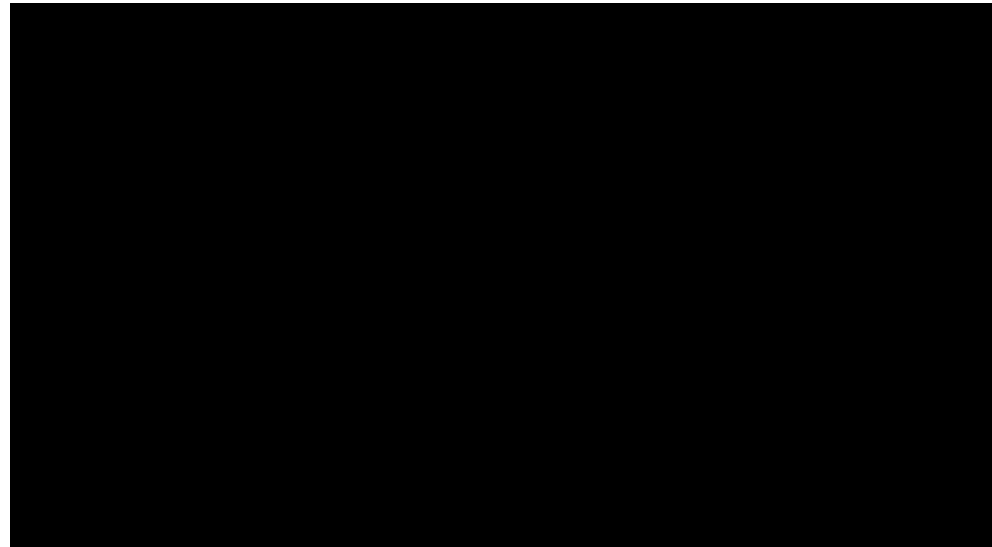
Priority 3

To enhance current community-based partnerships



The American Job Center

View video from this page via this link: <https://vimeo.com/247560116>



Key WSM Focus: Targeting Services to Employers



Industries:

- IT/Cybersecurity
- Biotech/life sciences
- Health care
- Education
- Construction
- Hospitality

Employers including:



Key WSM Focus: Strong Communication to Stakeholders

- Launched new, more customer-friendly **website** in October 2018.
- Rapidly increasing **social media** usage and following on Twitter, Facebook, LinkedIn, Instagram.
 - ✓ **33% follower increase in one quarter**
- **Bimonthly newsletter**, “The Source,” and targeted newsletter for community-based organizations.
- Featured on “**Success Files**” TV segment which airs on PBS and prominent cable channels.



One Stop Operator Role

- The OSO will coordinate the service delivery of the required One-Stop partners, service providers of core programs and other partners working within the workforce system.
- The contractor agreement period will begin **March 1, 2019 and end June 30, 2020** with WSM having an option based on successful performance to renew the contract annually thereafter for a total of four (4) years.



The RFP Timetable

ACTIVITY	RESPONSIBILITY	DATE
RFP Published	Potential Bidders	December 5, 2018
Deadline to submit technical and non-technical questions	Potential Bidders	December 10, 2018
Pre-proposal Bidders Meeting	Issuing Office/Potential Bidders	December 18, 2018
Answers to questions posted on website	Issuing Office	December 20, 2018
Monitoring the WSM website for all communications regarding the RFP submissions	Potential Bidders	December 20, 2018-January 11, 2019
Deadline to submit sealed proposal	Potential Bidders	January 11, 2019
Selection of Successful Bidder	Issuing Office	No later than February 1, 2019
Operations to begin NO LATER THAN	Successful Bidder	March 1, 2019



Position Description and Deliverables

- **Facilitates:** The OSO role is to facilitate collaboration among the partners (Industry, Education, Community Based Organizations (CBO) & Government)
- **Coordinates:** Develop a protocol to leverage available training funds from partner programs
- **Validates:** Ensure vendor and partner organizations adhere to the MOU documents regarding service provision, infrastructure (RSA) and operations.
- **Consensus Building and Alignment:** Align and enhance customer centered design model for all career centers as indicated in the ready to work customer flow process



Technical Proposal Response

Not to exceed 10 pages

- Project Narrative: Describe your experiences with and/or your philosophy regarding the following:
 - Establishing processes for regular **communication** with partners;
 - **Evaluating** workforce staff activities to reduce duplication of services;
 - Developing and maintaining **MOU and RSA** agreements;
 - Establishing a record of **collaborative partnerships**;
 - Enhancement of quality **processes and standards** throughout the workforce system;
 - **Understanding** of Federal laws and workforce or related laws, including WIOA;
 - Knowledge of **systems and practices** that align with State, Regional and Local plans.



Corporate Proposal

Not to exceed 5 pages

- Briefly describe your organization's mission and/or vision.
- How does it align with this funding opportunity and its goals?
- Why is your organization in the best position to deliver the requested services?
- What experience do you have in working with WIOA partners and within the WIOA system?



Corporate Financial Condition

- Detailed on pages of 7 and 8 of RFP, includes
 - Legal standing
 - Financial standing of organization
 - Organizational policies
 - Insurance coverage



Corporate Qualification

- Bidders must complete
 - Pre-Award for relocating Establishments
 - W-9
 - Certified MBA Utilization and Fair Solicitation Affidavit
 - Certification Regarding Lobbying
 - Drug Free Workplace Requirements Certification
 - Certification Regarding ACORN Prohibition
 - Proposal Affidavit
- ** Not required, but inadvertently left in RFP text



Staffing and Management Proposal

Should not exceed five (5) pages

- A narrative describing Bidder's experience in similar contracts and its ability to provide services in the Montgomery County, Maryland local area. **Must include process for hiring new staff members.**
 - **Staffing** (Include job descriptions, experience, and percent of time allocated to OSO duties)
 - Partner **Collaboration** (includes community, education, Industry and Government partners)
 - Partner collaboration, **communication and capacity** building
 - Performance **reporting**
 - Adherence to Board and administrative entity **policies and procedures**



Cost/Pricing Proposal

- Bidder should provide the:
 - All inclusive fixed **price**, including a breakdown of staff utilized in the project
 - **Total hours**, the hourly rate required by staff classification, the description and amounts of other charges including communication, travel and research etc.
 - Projected **annual costs** for each service as identified in Section B.
 - Bidder must have an explanation of how costs will be **recorded and tracked** including the name and software version of the proposed accounting system
 - In reference to for-profit: **For-profit Bidders** are eligible to negotiate and earn a profit as a OSO as determined as allowable for the non-federal entity under Subpart E- Cost Principles (2CFR 200). A statement documenting understanding and adherence of the guidance is required.



Evaluation Factors for Award

Scoring Methodology	
Technical requirements	45 pts
Corporate requirements	15 pts
Staffing and management requirements	15 pts
Cost and pricing requirements	25 pts
Total Available Points	100 pts



Evaluation Factors for Award

- WSM reserves the right to **conduct discussions** with Bidders for the purpose of obtaining “best and final offers” as follows:
 - Enter into **pre-selection negotiations**
 - Schedule **oral presentations**; and
 - Request **revised** proposals
 - The OSO **selection committee** will limit any discussions to those Bidders whose proposal have the potential for selection.



For Further Questions

- Please submit all questions regarding this RFP by email onestopoperator@worksourcemontgomery.com with the subject line **OSO RFP questions**

