

# Southern Nevada Workforce Investment Board

## Notice Of Request For Proposals For

### Adult & Dislocated Worker Employment and Training Services

The Southern Nevada Workforce Investment Board is seeking proposals to provide employment and training services under the Workforce Investment Act Adult Programs (CFDA No. 17.258)

#### **A. Introduction**

The Southern Nevada Workforce Investment Board (SNWIB) is a public agency that provides a variety of workforce development services to Southern Nevada's residents, businesses and education and training providers. A major portion of funding available through this RFP has been authorized by the American Recovery and Reinvestment Act of 2009 (ARRA) which focuses on the following goals: (1) To preserve and create jobs and promote economic recovery; (2) To assist those most impacted by the recession; (3) To provide investments needed to increase economic efficiency by spurring technological advances in science and health; (4) To invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits; and, (5) To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

These ARRA funds are made available through the the Department of Labor's Workforce Investment Act and are designated for employment and training activities, including supportive services and needs-related payments for adults and dislocated workers with priority given to recipients of public assistance and other low-income individuals.

The SNWIB is soliciting proposals from applicants with experience and expertise in providing employment training and placement services. Our intent is to procure a qualified provider (or providers) to enter into a one year contract to provide services to Adult and Dislocated Workers in Clark, Lincoln, Nye and Esmeralda counties, with the option to reissue the contract(s) for up to two (2) additional one-year periods based on need, performance, and funding availability.

The SNWIB is seeking innovative ways to increase the employability of the Southern Nevada workforce and provide employers with appropriately trained and skilled employees. Special consideration will be given to those organizations that focus on high growth job sectors within Southern Nevada and showcase innovative customized training, employer partnership projects, industry-wide collaboratives, staffing projects and green jobs initiatives. We encourage qualified applicants from for-profit organizations, non-profit organizations, and public agencies that reflect an entrepreneurial spirit, with an emphasis on results, and measurable outcomes to apply.

The SNWIB particularly encourages applicants with the capacity to provide services to rural residents of the Service Delivery Area to apply. Should this solicitation fail to produce appropriate proposals to serve the rural populations, the SNWIB reserves the right to withhold a portion of funds and issue an additional RFP to obtain dedicated rural employment services.

#### **B. Funds Available**

The SNWIB estimates an amount not to exceed \$10,000,000.00 in funding will be available to serve Adults and Dislocated Workers in Southern Nevada.

"Equal Opportunity Employer/Program  
Auxiliary aids and services available upon request for individuals with disabilities."

## C. Technical Requirements

### 1. Letter of Intent

To better anticipate and prepare for a thorough and equitable review of all proposals submitted, the SNWIB is requiring all organizations who intend to submit a proposal to fax or e-mail a letter of intent prior to **5:00 PM on Friday, May 1, 2009**. The letter of intent is included in this solicitation package.

### 2. Submitting a Proposal

Please submit ONE ORIGINAL and 6 unbound copies of each proposal in a sealed envelope with the name of your organization and “Adult/Dislocated Worker” clearly written on the outside. All proposals must be received in the administration office of the Southern Nevada Workforce Investment Board on or before **4:00 P.M., Friday, May 15, 2009**, regardless of the delivery method utilized. All proposals will be marked with a time and date stamp when received. Persons who hand-deliver proposals will be issued a written receipt. Timely submission of proposals is the sole responsibility of the proposer. Mail delivery should be addressed to:

Adult Program Manager  
Southern Nevada Workforce Investment Board  
7251 West Lake Mead, Suite 200  
Las Vegas, Nevada 89128

In addition, one electronic copy of the proposal in .pdf format must be e-mailed to [adultrfp@snwib.org](mailto:adultrfp@snwib.org) within 24 hours of the hard copy deadline above.

### 3. Proposal Format

Each respondent is requested to submit their proposal in a format that is easy to read and navigate. They should avoid repetitious material. The proposal(s) should clearly demonstrate the respondent’s ability to effectively manage and operate a program under the Workforce Investment Act and provide the services requested. In order to simplify the review process and obtain the maximum degree of comparability, proposals shall follow the order of the questions asked in the Proposal Narrative section of the RFP and include section headings that correspond to the questions asked (i.e.: A. Abstract or Summary, B. Program Management, C. Problem Statement/Needs Assessment, etc.)

### 4. Page Limits

- Executive Summary – 1 page
- Proposal Content – 6 pages
- No other page limits are in effect. The SNWIB will remove any excess pages from proposals exceeding these limits before the proposals are distributed for review. The attachment section including organizational charts, budget pages, project organization chart, and resumes or job descriptions, are not subject to the page limits.

### 5. Layout Requirements

- Font size: 12 point
- Margins: One inch minimum
- Text: Single-spaced
- Pages: Single-sided
- Footer: The name of the submitting organization at the bottom of each page
- Page numbering: Consecutively numbered at the bottom of each page. (Prefer 1 of 6, 2 of 6, etc.)

# General RFP Information

## 1. Solicitation Process

This RFP does not commit the SNWIB to accept any proposal submitted, nor is the SNWIB responsible for any costs incurred in the preparation of responses to this RFP. The SNWIB reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award the contract in whole or in part as is deemed to be in the best interest of the SNWIB. The SNWIB reserves the right to negotiate separate proposal components after the proposal(s) are reviewed, if such action is deemed to be in the best interest of the SNWIB. The SNWIB reserves the right to cancel, delay, amend, or reissue the RFP at any time.

## 2. Questions about this Solicitation

Questions regarding this RFP may be submitted in writing prior to the Bidder's Conference. Questions may also be asked or presented in writing at the bidder's conference. Written responses to questions received by the SNWIB will be posted on the website [www.snwib.org](http://www.snwib.org) within 7 days following the bidder's conference. The responses may also be obtained at the SNWIB administration office. Written questions should be directed to Heather DeSart via facsimile (702) 638-8774, or via e-mail to [adultrfp@snwib.org](mailto:adultrfp@snwib.org). No questions will be accepted or technical assistance provided after Monday, May 8, 2009.

## 3. Eligibility and Qualifications

Community-Based Organizations (CBO); Public Agencies; Private For-Profit Businesses; Private Non-Profit Organizations; Educational Entities; Faith-Based Organizations and consortiums are eligible to apply. Consortiums must be lead by a qualifying agency responsible for ensuring compliance with all terms and conditions of the contract and for administering the programmatic and fiscal elements of the contract. As such, they will ultimately be held accountable for program and performance results. Applicants shall have a minimum two (2) years of documented, successful experience within the last five (5) years in providing skills-based workforce development services to adults, or demonstrate sufficient capacity within the organization to perform as indicated in the proposal and meet federal performance standards.

## 4. Selection Process

The selection process will be conducted utilizing a fair and objective process that adheres to state procurement policy. Proposals will first undergo a Technical Review (see B. Technical Requirements above) to determine that the respondent has met all the technical requirements of the RFP. Proposals that fail the technical review will **not** be forwarded to the Proposal Review Committee for further consideration.

Proposals that pass the Technical Review will undergo an evaluation by a Proposal Review Committee. Proposals will be selected for funding based on a favorable evaluation and/or the need for services offered. Priority may be given to those proposals that illustrate the most comprehensive and broadest range of services for a reasonable cost while complying with established guidelines for achieving required performance measurements.

The SNWIB may select a service provider based on the initial proposal received without modification; however, the SNWIB reserves the right to request additional data, conduct oral discussions, or review documentation in support of the proposal before making an award. Respondents may also be asked to make an oral presentation to the SNWIB. The SNWIB staff will schedule the time and location for these presentations if necessary.

All proposals submitted in response to the RFP shall become the property of the SNWIB and the SNWIB retains proprietary rights to all submitted proposals. Copies of the Executive Summary will be made available to the general public during the scheduled SNWIB meeting for award announcement.

## 5. Award of Contract

- a. Each respondent submitting a proposal will be notified in writing or via e-mail of the SNWIB decision concerning their proposal. Formal notification to award a contract, and the actual execution of a contract are subject to the following conditions:
  - receipt of WIA funds from federal and state administering agencies;
  - results of negotiations between selected service providers and the SNWIB administrative staff; and,
  - continued availability of SNWIB WIA funds.
- b. All awards are contingent upon the results of a more thorough pre-award review including an assessment of the Statement of Qualifications. If the results of the review indicate, in the opinion of the SNWIB, that the proposed service provider may not be able to fulfill contract expectations, the SNWIB reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the respondent's proposal.
- c. The SNWIB may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations.
- d. The SNWIB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the SNWIB, the services proposed are not needed, the goals of the proposal do not align with goals of the SNWIB, or the costs are higher than the SNWIB finds reasonable in relation to the overall funds available.
- e. Any changes to the WIA program, the State of Nevada and/or SNWIB WIA Plan, may result in a change in contract terms. The SNWIB reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies. In such instances, the SNWIB will not be held liable for provisions in the Request for Proposal package that become invalid.
- f. Additional funds received by the SNWIB may be used to expand existing contracts, or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of the SNWIB.

## 6. Protests/Disputes/Grievance/Appeals Process and Procedures:

- a. Respondents that are not funded have the right to dispute any provision of the awarded contract(s). While contracted service delivery will continue, disputes shall be promptly processed as outlined in SNWIB policy 3.5.
- b. All protests, grievances and complaints shall be presented to the Executive Director for review. All protests, grievances and complaints shall be assessed by the Executive Director to determine their merit. If protests, grievances or complaints are found to have merit, they will be promptly processed as outlined in SNWIB policy 3.5.
- c. Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final based on the "best business judgement" of the review panel and are not subject to question. An appealing agency may appeal the award denial, if it can show that any substantial portion of the published RFP was not followed. All appeals must be submitted in writing addressed to the SNWIB Executive Director within five (5) working days of the notification of refusal or denial of an award. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered. Once reviewed for merit, the appeal will be evaluated first by the appropriate SNWIB committee, and then by the full SNWIB. Appeals received after the established deadline will not be accepted. The funding decisions made by the full SNWIB will be final.

## 7. Program Period

The initial funding period is from July 1, 2009 through June 30, 2010, The SNWIB reserves the right to renew, extend, reissue or renegotiate contracts for up to two additional years based on funding availability and contractor performance. Excellent performance by a contractor does not necessarily bind the SNWIB to extend an existing contract.

## 8. Type of Contract

- a. The SNWIB will enter into a cost reimbursable contract with each entity receiving funding. Contractors shall be reimbursed for the actual expenses incurred based on the approved line item budget. The contractor's expenditures under this award may not exceed (except at contractor's risk) the total funding available unless the SNWIB agrees to amend the contract to provide additional funds.
- b. The SNWIB may extend or modify a contract if it appears to be in the best interest of the WIA Title I program and is agreeable with the contractor. The number of participants served and/or associated services and costs may be modified at any time during a contract period by executing a contract modification agreement signed by both parties.
- c. If any part of the work included in the proposal is to be subgranted, the grantee shall identify the services they intend to subcontract and the process used to procure those services. Service providers must follow the SNWIB procurement policies to ensure the process provides open and free competition. Copies of any subgrant agreements must be submitted to the SNWIB prior to the execution of the final contract, however; if the subgrantee organization has been a "partner" in the development of the application prior to the grant award, and if the partner's absence would lead to non-performance or failure, no further procurement process is required. Partner activities must be specified in the original Statement of Work.

## 9. Contractor Requirements

- a. Respondents selected for funding must comply with U.S. DOL Regulations: 20 CFR Part 652, Office of Management and Budget Circulars A-21, A-87, A-110, A-122, A-133, or 48 CFR Part 31, whichever is applicable. (Available at <http://www.whitehouse.gov/omb/circulars/index.html>)
- b. All service providers must adhere to the federal WIA provisions and all applicable federal regulations, (<http://www.doleta.gov/usworkforce/wia/act.cfm>) the State of Nevada WIA Compliance policies ([http://www.nvdetr.org/wia/wia\\_pol.htm](http://www.nvdetr.org/wia/wia_pol.htm)) and SNWIB policies and procedures (<http://www.snwib.org/policies.html>).
- c. Service providers are required to collect, verify, and submit monthly reports and reimbursement invoices to the SNWIB.
- d. All service providers must ensure equal opportunity to all individuals. No individual in the Southern Nevada Workforce Investment Area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- e. Service providers must accept liability for all aspects of any WIA program conducted under contract with the SNWIB. Service providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
- f. Any contract resulting from this solicitation process may be reduced or cancelled during the contract period if a service provider fails to meet outcome goals specified in the contract and/or if anticipated funds are not forthcoming from the federal or state governments.
- g. Service providers will allow access to all WIA records, program materials, staff, and participants to local, state, and federal representatives. In addition, service providers are required to maintain all WIA records for at least three years, beginning on the last day of the program year.

## 10. Request for Proposals Calendar\*

RFP Announcement Advertisement	Friday, April 17, 2009
RFP Available for Pick-Up or Download from Internet	Friday, April 17, 2009
Bidders Conference	Friday, April 24, 2009 @ 9:00 AM
Letter of Intent Submittal Deadline	Friday, May 1, 2009 by 5:00 PM
Proposal Submittal Deadline	Friday, May 15, 2009 @ 4:00 PM
Independent Proposal Review	Week of May 18-22, 2009
Review Committee Final Review	Week of May 26-29, 2009
Approval by Full SNWIB	June Board Meeting - Date TBA
Contract/Budget Negotiations	After June Board Meeting
Project Start Date	Wednesday, July 1, 2009

\* Subject to change

## 11. Bidder's Conference

A proposers' conference for all organizations or agencies intending to submit proposals will be held on Friday, April 24, 2009 at 9:00 A.M., at the Department of Employment Training and Rehabilitation office located at 2800 E. St. Louis Avenue, Las Vegas, NV 89104.

## 12. Request for Qualifications

All potential subcontractors must submit a "Statement of Qualifications" (SOQ) before any awards are made or contracts signed. To submit a statement of qualifications, respondents should download the Request for Qualifications (RFQ) package available on the SNWIB.org website, complete the required information and submit it to the SNWIB as soon as possible. Once the SOQ has been reviewed and approved, the agency is cleared for a potential award of contract.

## 13. Ex Parte Communication

It is the policy of the SNWIB to prohibit ex parte communication regarding proposals with any member of the SNWIB or SNWIB staff. Ex parte communication means an oral or written off-the-record communication made to decision-making personnel either directly or through a third party, without required notice to the parties, to influence or attempt to influence the merits or outcome of a future decision. Written and oral communications with regard to proposals are neither solicited nor received by individual WIB members. Violation of this policy may disqualify an agency from consideration. This policy, however, does not preclude proposers, the SNWIB, SNWIB staff, or proposal evaluators from requesting clarification on parts of the solicitation process.

## 14. Complete Proposal Checklist

Those agencies or organizations wishing to submit proposals should verify that each of the following components is included:

- Cover Page (signed and dated)
- Executive Summary (one page)
- Narrative Section (no more than 6 pages)
- Budget Detail and Budget Narrative

### Additional Mandatory Items to be included in the Appendix

- Resumes of key personnel, or job descriptions if positions will be filled upon award
- Agreements with partners/subcontractors or other organizations associated with carrying out the proposed program (if indicated in your proposal).
- Organization Chart
- Timeline showing major activities proposed

### Optional Items

- Include additional material you would like the Board to consider (no more than 10 pages).

### Associated Documentation

- Completed Statement of Qualifications (SOQ) in response to the Request for Qualifications (RFQ). The SOQ may be submitted anytime. No contracts will be issued until SOQ has been submitted and approved.

# Proposal Cover Sheet

**1. Agency Information:**

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**2. Area(s) to be Served (Pleased check all that apply)**

**Clark County**

- Boulder City
- Henderson
- Las Vegas
- Laughlin/Searchlight
- Mesquite
- Moapa/Logandale/Overton
- North Las Vegas

**Esmeralda County**

- Dyer
- Goldfield
- Nye County**
- Amargosa Valley/Beatty
- Manhattan/Round Mtn.
- Pahrump
- Tonopah/Goldfield

**Lincoln County**

- Caliente/Pioche/Panaca
- Alamo

**Other**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**3. Amount Requested**

Categories	Amount
a. Total WIA Funds Requested from the SNWIB	\$
b. Total Number of Clients Proposed	
c. Average Cost Per Client Served (a ÷ b)	\$

**4. Affirmation and Certification:**

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP), and that my agency/organization is prepared to implement the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my agency/organization. I also understand that by signing any contract initiated as a result this proposal, my agency/organization is responsible for meeting each performance measure set forth in this RFP and/or established by federal, state and local WIA regulations. I fully affirm and understand that failure to meet the performance measures set forth in this RFP may result in my organization's contract being terminated.

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

# Proposal Narrative Questions

## A. Executive Summary (5 points total)

- Please provide an Executive Summary of no more than one (1) page outlining your proposed program.

## B. Program Management (20 points total)

- Provide a brief background/history of your organization and your qualifications related to employment training and placement.
- Please describe any other entities that may be involved in providing the services you are proposing. Include verbiage on how they were or will be selected, the role they will play and their qualifications. (4 points)

## C. Problem Statement/Needs Assessment (15 points total)

- Describe in detail the workforce related problem(s) or need(s) your program will address.

## D. Target Population (10 points total)

- Describe who will benefit from your proposed solution including both employers and/or employees.

## E. Project Description (Solution) (30 points total)

- Describe how you will reach out to employees and employers and the efforts you will undertake to serve the hardest-to-employ segments of the Southern Nevada populations including the unemployed, under-employed, recipients of public assistance, low-income individuals, seniors, veterans, ex-offenders and/or the disabled, and identify any other special populations or geographic areas you propose to serve.
- Describe any proposed activities that will specifically address the needs of employees and employers.
- Describe any innovative customized training, employer partnership projects, industry-wide collaboratives, staffing projects and/or green jobs initiatives you propose to implement.

## F. Goals and Objectives (10 points total)

- Describe your proposed program's goal(s) and objectives

*Note: The Workforce Investment Act (WIA) and the American Reinvestment and Recovery Act (ARRA) sets forth specific performance measures to be achieved by all recipients of funding. Each contractor will be given information and is expected to understand and meet these performance measures. When completing this section, please indicate your organization's goals and objectives and show how they support, align with, and/or exceed WIA and ARRA performance measures as you understand them.*

## G. Budget & Budget Narrative (10 points total)

- Please provide a detailed budget showing the cost of each component of the program as an individual line item.
- Provide a narrative describing and justifying the need for each line item identified in the budget.
- Describe any matching funds to be utilized in your proposed program. Indicate whether the matching funds are in-kind or cash and identify their source.

## H. Appendix

Your appendix must contain the following documents:

- Resumes of key personnel, or job descriptions if positions will be filled following award.
- Agreements with partners/subcontractors or other organizations associated with carrying out the proposed program (if indicated in your proposal).
- Organization Chart.
- Timeline showing major activities proposed.

Your appendix may also include the following items:

- Brochures and/or annual reports

# Statement Of Compliance

As the authorized signatory official for: \_\_\_\_\_  
(Proposing Agency/Organization)

I hereby certify:

That the above-named proposer is duly approved to submit this application requesting funding under the Workforce Investment Act (P. L. 105-220).

That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act (P. L. 105-220) and the Southern Nevada Workforce Investment Board (SNWIB) policies and guidelines, and other administrative requirements issued by the Governor of the State of Nevada. The service provider shall notify the SNWIB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

That the above named proposer will undertake special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

That the above named proposer has reviewed and is in agreement with SNWIB performance standards criteria for the Program Year for which funds are sought; and

That this application represents a firm request to deliver adult and dislocated worker employment and training services under the Workforce Investment Act; and

That the above named proposer is in agreement that the SNWIB reserves the right to accept or reject any proposal for funding; and

That the above named proposer waives any right to claims against the members and staff of the SNWIB in their individual capacities; and

That the contents of the application are truthful and accurate.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date

LETTER OF INTENT TO SUBMIT A PROPOSAL

*The Southern Nevada Workforce Investment Board must receive prospective applicants' "Letter of Intent to Submit a Proposal" by Friday May 1, 2009. Letters may be faxed or e-mailed as noted below.*

Date: \_\_\_\_\_

To: Heather DeSart, Programs Manager  
Via E-mail: hdesart@snwib.org  
Via Fax: 638-8774

RE: Submission of a 2009 Adult and Dislocated Worker Services Proposal

This is to advise you that \_\_\_\_\_ (name of lead agency) intends to submit a proposal under the 2009 Adult and Dislocated Worker services Program. Our project will provide employment and training services for Adults and Dislocated Workers in the following counties/cities:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <b><u>Clark County</u></b><br><input type="checkbox"/> Boulder City<br><input type="checkbox"/> Henderson<br><input type="checkbox"/> Las Vegas<br><input type="checkbox"/> Laughlin/Searchlight<br><input type="checkbox"/> Mesquite<br><input type="checkbox"/> Moapa/Logandale/Overton<br><input type="checkbox"/> North Las Vegas | <input type="checkbox"/> <b><u>Esmeralda County</u></b><br><input type="checkbox"/> Dyer<br><input type="checkbox"/> Goldfield<br><input type="checkbox"/> <b><u>Nye County</u></b><br><input type="checkbox"/> Amargosa Valley/Beatty<br><input type="checkbox"/> Manhattan/Round Mtn.<br><input type="checkbox"/> Pahrump<br><input type="checkbox"/> Tonopah/Goldfield | <input type="checkbox"/> <b><u>Lincoln County</u></b><br><input type="checkbox"/> Caliente/Pioche/Panaca<br><input type="checkbox"/> Alamo<br><input type="checkbox"/> <b><u>Other</u></b><br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____ |
|--|---|--|

We understand that this Letter of Intent can be rescinded at any time before the submission due date of Friday, May 15, 2009. We will advise the SNWIB if we decide not to compete for 2009 Adult and Dislocated Worker services grant funding.

\_\_\_\_\_  
Signature of Lead Agency Representative

\_\_\_\_\_  
Name and Title of Lead Agency Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Email Address