



# Waccamaw Regional Council of Governments



# Waccamaw Workforce Development Board

# **REQUEST FOR PROPOSAL (RFP)**

**WRCOGWIOA2019-1**

**Title I Adult/Dislocated Worker Program Services**

**WRCOGWIOA2019-2**

**Title I Youth Program Services**

**Contract Dates: July 1, 2019-June 30, 2020**

# OVERVIEW

**Waccamaw Workforce Development Area (WWDA) consists of 3 counties:**

- **Horry**
- **Georgetown**
- **Williamsburg**

*(For labor market information, please visit the Labor Market Info section of the SC Works Online Services website: [www.scworks.org](http://www.scworks.org).)*

**The Waccamaw Workforce Development Board (WWDB) is the regional entity that implements WIOA in the WWDA and is responsible for planning and overseeing local workforce development programs.**

**Waccamaw Regional Council of Governments (WRCOG) serves as the administrative entity and fiscal agent for the WWDB.**

# OVERVIEW (Cont'd)

- **WRCOG has been the service provider for Adult, DW and Youth Programs since January 1, 2013.**
- **State Instruction Letter 17-08 issued by the SCDEW prohibits fiscal/administrative entities from also being able to perform service delivery for the WIOA Adult, DW and Youth programs.**
- **Ross Innovative Employment Solutions currently serves as the One Stop Operator.**

# SC WORKS CENTERS

There are two types of SC Works Centers: Comprehensive and Satellite.

Comprehensive centers provide access to career and training services either on-site or through referral. All satellite centers have WIOA services, however, not all of the partner services are available.

The Waccamaw Region has designated SC Works Centers currently located at:

## **Comprehensive Center**

SC Works Conway  
200A Victory Lane  
Conway, SC 29526

## **Satellites**

SC Works Georgetown  
1105 Church Street  
Georgetown, SC 29440

SC Works Kingstree  
530 Martin Luther King Ave.  
Kingstree, SC 29556

Hours: 8:30 – 5:00 M thru F

# KEY EVENTS AND DATES

- |  |                        |
|--|------------------------|
| 1. Request for Proposal (RFP) Issued                       | February 26,2019       |
| 2. Deadline for the Receipt of Letter of Intent to Propose | March 8, 2019          |
| 3. Deadline for Receipt of Questions                       | March 13, 2019         |
| 4. Proposer's Conference                                   | March 13, 2019 @ 10 am |
| 5. Extended Questions Period Begins                        | March 14, 2019         |
| 6. Extended Questions Period Ends                          | March 19, 2019         |
| 7. Extended Questions Period Replies Sent                  | March 21, 2019         |
| 8. Deadline for Receipt of Proposal                        | March 28, 2019 at 12pm |
| 9. Preliminary Review for Responsiveness by Staff          | April 1, 2019          |
| 10. Notification of Non-Responsiveness                     | April 2, 2019          |

# KEY EVENTS AND DATES

- |  |                                  |
|--|----------------------------------|
| <b>11. Corrections for Final Review for Responsiveness</b>   | <b>April 4, 2019 at 10:00 am</b> |
| <b>12. Final Review for Responsiveness by Staff</b>  | <b>April 5, 2019</b>             |
| <b>13. Proposals delivered to RFP Committee</b>  | <b>April 8, 2019</b>             |
| <b>14. RFP Committee will Rate and Develop Recommendations for Funding of Successful Proposals</b> | <b>April 12, 2019</b>            |
| <b>15. Top Proposers Presentation to RFP Committee</b>   | <b>April 17, 2019</b>            |
| <b>16. Recommendation to WWDB Board</b>  | <b>April 23, 2019</b>            |
| <b>17. Written Notification to all Proposers</b>   | <b>April 24, 2019</b>            |
| <b>18. Contract Negotiations</b>   | <b>May 1 2019</b>                |
| <b>19. Anticipated Contract Start</b>  | <b>July 1, 2019</b>              |

# EXTENDED QUESTION PERIOD AND PROCESS

Additional questions concerning this Request for Proposal will be accepted, via e-mail or USPS mail beginning March 14, 2019 through March 19, 2019.

Only questions submitted in writing will be answered and no individual answers will be given.

On Thursday, March 21, 2019, all parties who submitted a Letter of Intent to submit a proposal will receive a copy via e-mail of all questions submitted during the Extended Question Period along with the appropriate answers.

Please forward questions to:

**[ahemeon@wrcog.org](mailto:ahemeon@wrcog.org)**

Or

Waccamaw Regional Council of Governments  
Ayla Hemeon, Workforce Development Director  
1230 Highmarket Street  
Georgetown, SC 29440



# DELIVERY OF PROPOSALS

**How.** Proposals may be Mailed or Hand Delivered ONLY. No e-mailed or faxed proposals will be accepted.

**Where.** Waccamaw Regional Council of Governments  
Ayla Hemeon, Workforce Development Director  
1230 Highmarket Street  
Georgetown, SC 29440

**When.** Proposals will be accepted by the Waccamaw Regional Council of Governments until Thursday, March 28, 2019 at 12 PM EST as established by the Waccamaw Regional Council of Governments.

**\*\*Late proposals will not be** considered, regardless of the delivery method chosen by the Proposer. At the request and expense of the proposer, late proposals will be returned, unopened, providing such request is made within thirty (30) calendar days of the closing date for this RFP.

## DELIVERY OF PROPOSALS (Cont'd)

- Each Proposer must submit **eight** (8) typed copies of their proposal in a sealed container.
- One copy of the proposal must be submitted with original signatures and date and must have “**ORIGINAL**” stamped or printed on the first page or cover sheet.
- Each copy of the proposal and any attachments, should be **triple hole punched** and **clipped** together in a single volume (please use binder clips).
- **The Proposer is required to have the following information typed or printed on the outside of the sealed container/package:**
  1. Name and Address of the proposing organization;
  2. The RFP (WRCOGWIOA2019-1 ), Closing Date March 28, 2019 and Type of Service. The following is an EXAMPLE of what the required outside markings must look like:
    - EXAMPLE ABC Provider
    - 1580 Boardwalk Avenue
    - Any City, South Carolina 29000

## DELIVERY OF PROPOSALS (Cont'd)

- One of the required eight (8) copies must be designated the “Original” copy of the proposal and must be **SIGNED AND DATED in BLUE INK.**
- The person who signs the proposal must be a representative of the proposing agency who is legally authorized by his/her governing body to sign contractual agreements on behalf of the Proposer.

**Unsigned and/or undated proposals will be deemed non-responsive.**

# RESPONSIVENESS OF PROPOSALS

- Proposals will be reviewed for responsiveness based on the criteria established in this RFP. **The Check List for Procurement Proposal Submission form in Appendix B of the RFP will be used to determine the responsiveness of proposals received.**
- Proposals will be reviewed for responsiveness by the Waccamaw Regional Council of Governments Workforce Development Staff by April 1, 2019.
- Proposers will be notified regarding non-responsive proposals and the Proposer will be given until Thursday, April 4, 2019 at 10 AM EST to make appropriate corrections. Notification will be sent via e-mail and via fax to the contact person listed on the Letter of Intent to bid.

# PRESENTATIONS

- The top three Proposers will be requested to make an oral presentation of their proposal to the WWDB RFP Committee on April 17<sup>th</sup>.
- Such presentations provide an opportunity for the Proposer to clarify their proposal and to ensure mutual understanding.
- The Waccamaw Workforce Development Area's Staff will schedule these presentations.
- All costs associated with the oral presentation will be the responsibility of the Proposers.

# DISCUSSION

- By submission of a proposal, Proposers agree that during the period following issuance of a proposal and prior to final award of contract, the Proposer shall not discuss this proposal request with any party except Ayla Hemeon, or designated staff of the Waccamaw Workforce Development Board.
- Ms. Hemeon, Workforce Development Director, and her designated staff person(s) reserve the right to conduct discussions with responsible Proposers who submit proposals, which appear eligible for award, for the purpose of clarification to assure full understanding of, and responsiveness to, the requirements of this Request for Proposals.

# PROPOSAL CHECKLIST - CERTIFICATION

- 6.1 Proposal Package Cover Letter (Form)
- 6.2 Certification (Form)
- 6.3 Contract Terms and Conditions (Form)
- 6.4 Signature Sheet (Form)
- 6.5 Non-Collusion (Form)
- 6.6 Debarment, Suspension (Form)
- 6.7 Drug-Free Workplace (Form)
- 6.8 Certification Regarding Lobbying (Form)
- 6.9 General Assurances (Form)
- 6.10 Performance History (Form)

# PROPOSAL CHECKLIST – ORGANIZATIONAL INFORMATION

- 8.1 Program Proposal Synopsis 10 Points
- 8.2 Experience, Organizational Capacity and Past Performance 25 Points
- 8.3 Program Methodology 20 Points
- 8.4 Partnerships and Innovation 10 Points
- 8.5 Outreach 10 Points
- 8.6 Budget and Financial Information 25 Points



# PROPOSAL CHECKLIST – BUDGET INFORMATION

- 9.1 Budget Worksheets
  - Please be sure to follow the directions for the budget worksheets.
  - Complete the Budget Summary in its entirety. If no amount is indicated, please record \$0.