



Waccamaw Regional Council of Governments



Waccamaw Workforce Development Board

REQUEST FOR PROPOSAL (RFP)

WRCOGWIOA2022-1

Title I Adult/Dislocated Worker Program Services

WRCOGWIOA2022-2

Title I Youth Program Services

Contract Dates: July 1, 2022-June 30, 2023

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.)

The WWDB is the regional entity that implements WIOA in the 3 counties.

Ross Innovative Employment Solutions is current service provider for 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

KEY EVENTS AND DATES

- ✓ Request for Proposal (RFP) Issued March 1, 2022
- ✓ Deadline for the Receipt of Letter of Intent to Propose March 11, 2022
- ✓ Deadline for Receipt of Questions March 15, 2022 @ 12 pm
 - Mandatory Proposer's Conference March 18, 2022 @ 11 am
 - Extended Questions Period Begins March 21, 2022
 - Extended Questions Period Ends March 25, 2022
 - Extended Questions Period Replies Sent March 29, 2022
 - Deadline for Receipt of Proposal April 5, 2022 at 12pm
 - Preliminary Review for Responsiveness by Staff April 6, 2022
 - Notification of Non-Responsiveness April 13, 2022
 - Corrections for Final Review for Responsiveness April 18, 2022 at 10:00 am
 - Final Review for Responsiveness by Staff April 19, 2022

KEY EVENTS AND DATES

- **Proposals delivered to RFP Committee** **April 21, 2022**
- **RFP Committee will Rate and Recommend to WWDB** **April 25, 2022**
- **Top Proposers Presentation to RFP Committee (if requested)** **April 28, 2022**
- **Recommendation to WWDB** **May 2, 2022**
- **Written Notification to all Proposers** **May 3, 2022**
- **Contract Negotiations** **May 9, 2022**
- **Anticipated Contract Start** **July 1, 2022**

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 Tuesday, April 5, 2022 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 (WRCOGWIOA2022-1 or 2), Closing Date April 5, 2022 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
 - RFP#: WRCOGWIOA2022-? , April 5, 2022
 - _____Program

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 6, 2022.
- Proposers will be notified regarding non-responsive proposals and the Proposer will be given until Tuesday, April 18, 2022 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 Proposers **may be** requested to make an oral presentation of their proposal to the WWDB RFP Committee on April 17th.
- 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.

Questions Received for ADULT/DW Program Services

1. Does a potential provider have to bid on operating both Adult/Dislocated Worker Services and Youth Program Services in order to bid, or is it permissible to bid only for Adult/Dislocated Worker service delivery?

It is permissible to bid on separate RFPs.

2. Can you provide a Year-to-Date snapshot of program service accomplishments as follows by the current contractor?

A. Total number of Adult/DW participants carried over into program as of 07/01/2021?

B. Total number of New enrollments into Adult/DW services on or after 07/01/2021 to date?

C. Total number of participants who have been served by occupational skills training YTD for current program year?

D. Total number of participants placed on and/or On-the-Job Training contracts put into operation YTD for current program year?

E. Total number of participants placed on and/or Work Experience contracts put into operation YTD for current program year?

See slide/attachment

3. Can you provide a Year-to-Date snapshot of program (direct services) expenditures for the current program year as follows:
 - A. Total expenditures YTD versus total budget?
 - B. Total expenditures YTD for Occupational Skills Training?
 - C. Total expenditures YTD for On-the-Job Training contracts?
 - D. Total expenditures YTD for Work Experience contracts?
 - E. Total expenditures YTD for Supportive Services, mileage/transportation, etc.?

See slide/attachment

4. Can you provide a general overview of the current staffing pattern in use by your Adult/Dislocated Worker services provider as it is distributed across your Comprehensive and Satellite Centers? Are WIOA Adult/Dislocated Worker Services available full-time, Monday-Friday at your Satellite Centers currently?

Our current WIOA service provider has 9 staff members that work directly with the Adult/DW population. The structure consists of a Project Director, Assistant Project Director, Workshop Facilitator (which also serves as a Youth Career Specialist), and a total of 6 Adult/DW Career Specialists.

The comprehensive center is staffed with 3 Adult/DW Career Specialists. The Georgetown Center has 2 Adult/DW Career Specialists and the Kingstree Center has 1.

All staff members are full-time employees and provide services on a daily basis (Monday-Friday) at both the comprehensive center and the satellite offices.

5. Do you have a minimum hourly wage standard for which an OJT contract can be written? For example, an OJT contract must be written for contracts that pay at least “X” dollars per hour.

Minimum hourly wage for OJT is \$9.00 per hour.

6. What is your maximum number of hours allowed for Adult/DW Work Experience contracts AND is there a minimum dollars per hour amount for WEX contracts to be allowed?

Maximum number of hours for Adult/DW WEX is 400-500 hours.

Minimum hourly wage for WEX is \$9.00 per hour.

7. Do the contract funds for Adult/DW services have to be apportioned out specifically by each individual county or can funds be expended from one combined budget?

One combined budget.

8. For the actual proposal document, are there any page limitations for any of the sections and/or the entire proposal package?

There is no page limit.

9. For clarification, the proposal document should include SECTION VIII (as follows) and Section IX?

- a. Section 8.1
- b. Section 8.2
- c. Section 8.3
- d. Section 8.4
- e. Section 8.5
- f. Section 8.6
- g. Section IX

Yes. Please make sure to follow the Checklist provided in Appendix B of the RFP

10. For clarification, the proposal document must be in Word format, 12 point font, and there is no requirement for restatement of the actual questions for each section—simply provide a response to each? Additionally, neither do you wish to receive proposals in actual 3-ring binder notebooks, is that correct?

It is up to the Proposer whether they choose to restate/include the question with the individual responses in each section.

Proposals should not be submitted in 3-ring binders. Binder clips are requested.

Question 2. Year-to-Date snapshot of program service accomplishments as follows by the current contractor.

Run Date: 3/17/2022 12:30 PM				
Date Range: July 1, 2021 - March 17, 2022				
Enrollments and Served (Carry Over + New)				
LWDA	Customer Group	Carry Over from PY 20	Total New Enrollments	Total(C/O + New)
Waccamaw	Adult	175	179	354
Waccamaw	DWorker	28	15	43
Waccamaw	Youth	68	76	144
Received Training PY 21				
LWDA	Customer Group	Served	Received Training	Received Training %
Waccamaw	Adult	354	219	61.9%
Waccamaw	DWorker	43	25	58.1%
Waccamaw	Youth	144	61	42.4%
Work Experience and On-the-Job Training Contracts				
LWDA	Customer Group	Work Experience	OJT	
Waccamaw	Adult	9	9	
Waccamaw	DWorker	2	1	
Waccamaw	Youth	17	2	

Question 3. Year-to-Date snapshot of program (direct services) expenditures for the current program year.

**For Period July 1, 2021 - January 31, 2022

ADULT	PY 21 BUDGET	YTD Expenditures**	Variance
Assessments	4,036	875	3,161
Occupational Classroom	327,102	124,823	202,279
WEX	41,944	47,131	(5,187)
OJT	54,009	30,867	23,142
Apprenticeships	-	19,169	(19,169)
SS - Transportation	31,368	29,282	2,086
SS - Books/Supplies	123,092	48,790	74,302
SS - Child Care	8,072	-	8,072
SS - Other (Physical Exams)	6,054	-	6,054
TOTAL ADULT	595,676	300,936	294,740

Question 3. Year-to-Date snapshot of program (direct services) expenditures for the current program year.

****For Period July 1, 2021 - January 31, 2022**

DISLOCATED WORKER	PY 21 BUDGET	YTD Expenditures**	Variance
Assessments	964	350	614
Occupational Classroom	78,148	12,053	66,095
WEX	10,021	3,977	6,044
OJT	12,903	968	11,936
Apprenticeships	-	-	-
SS - Transportation	7,494	2,506	4,989
SS - Books/Supplies	29,408	4,232	25,176
SS - Child Care	1,928	-	1,928
SS - Other (Physical Exams)	1,446	-	1,446
TOTAL DW	142,314	24,085	118,228