

SVWDB, Inc. Request for Provision of Workforce Consulting Services April 2021



**Shenandoah Valley Workforce Development Board, Inc.
Local Workforce Development Area 4 (LWDA4)**

Request for Proposal

For the Provision of Workforce Consulting
Services in Support of the Shenandoah Valley
Workforce Development Board, Inc.

Release Date: April 30, 2021

Proposal Deadline: 1:00 p.m. EST on Friday, May 28, 2021

Initial Contract Period: July 1, 2021 – June 30, 2022

1076 Jefferson Highway
Staunton, VA 24401
(540) 442-7134
www.vcwvalley.com

AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

VCW - Shenandoah Valley Region does not discriminate on the basis of race, color, religion, political affiliation, national origin, gender, marital status, sexual orientation, age, disability, or veteran's status in its programs, activities or employment practices.

Auxiliary aids and services are available upon request to individuals with disabilities.
TDD: VA Relay Center: 711 or 800.828.1120

Dr. Sharon Johnson | CEO | EO Officer | (540) 442-7134 | sjohnson@vcwvalley.com

This product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award of \$1,621,437 (#AA-32183-18-55-A-51) made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System. No costs of this product were financed by nongovernmental sources. The information contained herein does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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Authorized for Public Release:

DocuSigned by:

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Sharon Johnson, Ph.D.
Chief Executive Officer
SVWDB, Inc.

4/30/2021

Date

STATEMENT OF REQUIREMENTS

SCOPE OF CONTRACT/PURPOSE

The Shenandoah Valley Workforce Development Board, Inc, (SVWDB) is seeking proposals from qualified individuals or organizations capable of providing consulting services focused on expertise in Federal Workforce Innovation and Opportunity Act rules and regulations and in the further development of a regional workforce system and the organizational structure responsible for the regional system.

1. BACKGROUND

The SVWDB, Inc. serves as the fiscal agent for the Shenandoah Valley Workforce Region (Local Workforce Area IV). The regional SVWDB includes 16 jurisdictions of the counties of Rockbridge, Augusta, Bath, Highland, Rockingham, Shenandoah, Page, Frederick, Warren, Clarke, and the cities of Harrisonburg, Staunton, Waynesboro, Lexington, Buena Vista, and Winchester.

The Valley Shenandoah Workforce Development Board (SVWDB), established in 2000, carries out the vision of the Chief Elected Officials (CEOs) Consortium, economic development, and community partners by coordinating, administering, and advancing the work of the workforce development system, known as Virginia Career Works.

SVWDB champions a comprehensive approach to workforce development as a vital component to a strong economy. The SVWDB works to catalyze system wide collaboration and work in conjunction with regional partners to actively pursue investments in workforce development. The SVWDB administers multiple funding streams including funding from the Federal Workforce Innovation and Opportunity Act, the U.S. Department of Labor, Virginia Community College System, Virginia Employment Commission, along with other non-categorical funding. Over the past five years, the SVWDB has been awarded more than \$6,500,000 in discretionary grant funding and receives WIOA funding for Adult, Dislocated Worker and Youth programming. The SVWDB ensures that businesses, workers, and jobseekers in the region receive reliable, high quality services and resources.

Information on the SVWDB, Inc. can be found online at www.vcwvalley.com.

2. SCOPE OF SERVICES TO BE PROVIDED BY OFFEROR(S)

Contractor will be expected to provide the following services to the SVWDB, Inc.:

- a) Provide general consulting services on an as-needed basis regarding all aspects of system design and implementation of the Workforce Innovation and Opportunity Act (WIOA) and organization structuring in Area IV. Consultation will typically occur Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
- b) Provide analysis of Federal, State, and local legislative actions for impact to Shenandoah Valley Workforce Development Board (SVWDB) programs, policy, and

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structure, including implementation of the Federal Workforce Innovation and Opportunity Act (WIOA) and potential reorganization of workforce development programs and services in the Commonwealth of Virginia.

- c) Facilitate group presentations and trainings on the SVWDB's administrative and operational workforce system structure to staff, board, committee and consortium members, businesses, and the community.
- d) Create communication flow in and among SVWDB's workforce structures and coordinate between local workforce areas and state agencies.
- e) Provide coaching, consultation, training and process facilitation in the areas of workforce system structures, Board committee work, strategic planning, Board member orientations, workforce system partner committees and work groups, and One-Stop system development, operation and monitoring.
- f) Assist with the preparation and editing of state or federally mandated reports for Local Workforce Area IV.
- g) Develop annual and ad hoc reports, as requested by the SVWDB Chief Executive Officer.

3. SUBMISSION OF PROPOSALS

3.1. All proposals should clearly demonstrate the Respondent's interest in and ability to provide the proposed outreach services. Offeror(s) must complete and submit a 2-part proposal consisting of a Technical proposal and a Business proposal. The narrative of the Technical proposal should be no longer than **10 double-spaced pages**, excluding cover page, table of contents, and attachments. Brief proposals are welcome.

3.2. Formatting Requirements

In order to simplify the review process and obtain the maximum degree of comparison, each proposal shall be organized as follows:

- Font size: 12 point
- Font style: Times New Roman
- Line spacing: Double spaced
- Margins: One-inch margins on all sides
- Pages: Single sided
- Page number: Centered at the bottom of each page
- Language: English
- Other: Proposals should not be placed in binders or folders; use one staple or paper clip in the upper left hand corner to secure all pages.

3.3. The Technical Proposal should be concise, yet complete. The Technical Proposal should not exceed ten (10) pages and include the following:

- a. Name and address of the Offeror or company, and if a corporation, when and where incorporated as well as appropriate Federal, State and county Tax ID numbers.

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- b. The Technical Proposal should demonstrate an understanding of the need and the Offeror's proposed work plan or strategy for accomplishing the scope of services identified in Section 2, Scope of Services to be Provided by Offeror(s). The Offeror's description should be in sufficient detail to demonstrate an understanding of the work of the SVWDB, Inc. and the WIOA and workforce consulting requirements.
- c. Description of past experience in providing WIOA and workforce consulting services. Offeror should also include any specific experience with public and non-profit organizations, including local workforce development boards, and other workforce and economic development organizations. Offeror should provide a list of references familiar with the Offeror's past work, and also may include work samples that best demonstrate scope and quality of prior work and understanding of proposed strategic workforce consulting and planning.
- d. Offeror should certify that it is not suspended or disbarred from contracting with or under investigation by, any unit of federal, state, or local government.
- e. Offeror should include a description of the organization and staff experience in providing the services requested. Include resumes of key staff and clearly identify how they will contribute to the provision of services, including their relationship to the contracting organization (full-time, part-time, consultant) and amount of time to be devoted to the project.

3.4. The Business Proposal should contain the justification for the cost of the service. It should also contain data adequate to establish the reasonableness of the proposed costs. It should delineate personnel costs, travel, supplies, equipment, or other expenses, as appropriate.

- a. The total cost of the services to the SVWDB, Inc. per hour and/or per day of services. Include a price breakdown of direct labor and labor overhead costs, including number of man-hours and application actual and average hourly rates, overhead rate and supporting schedule. Rates will be at the allowable DOL consultant rate.
- b. Any incentive price breaks, discounts or free additional services.
- c. Cost breakdown of related expenses (such as travel, materials, printing, supplies, etc.)
- d. Offerors will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided.

Workforce consulting services will be organized by individual task orders that are authorized and approved by the SVWDB, Inc. Chief Executive Officer. Individual task orders will include the scope, tasks, and budget at the allowable DOL consultant rate.

3.5. Table of Contents

Include a table of contents that identifies the material in the proposal by section and page number.

3.6. Attachments

Offeror may include relevant work samples from other projects that best demonstrate scope and quality of prior work and understanding of the proposed strategic workforce consulting and planning. **Attachments may not exceed ten (10) pages.**

3.7. Submit one (1) unbound copy containing original signatures and a USB flash drive with an electronic version of the proposal delivered to the SVWDB – Virginia Career Works Center as listed below no later than 1:00 p.m. EST on Friday, May 28, 2021. Proposals must be sealed and clearly labeled as an OFFER. Proposals submitted via email or fax will not be considered. Send the signed proposal and USB drive packet to:

Sharon Johnson, Ph.D.
Chief Executive Officer
SVWDB, Inc.
1076 Jefferson Highway
Staunton, VA 24401

Clearly mark the proposal envelope as an OFFER.

If Offeror has any technical questions prior to the proposal submission date, please contact Sharon Johnson at sjohnson@vcwvalley.com.

4. EVALUATION PROCESS AND CRITERIA FOR AWARD

4.1. An RFP Review Committee will be appointed to review and evaluate all proposals received in response to this RFP. Technical and Business proposals will be evaluated based upon the following criteria:

- Overall quality of the Technical Proposal
- Experience of the Offeror in providing programs/services
- Responses to Section 3 (outlined above)
- Ability to adhere to requirements of Section 8, Insurance
- Demonstrated willingness of the Offeror to work with the audit requirements of the SVWDB, Inc.
- Flexibility of the Offeror, and experience, quality and quantity of potential staff
- References
- Reasonableness of price and value for what is proposed with the price

4.2. Upon receipt of the Technical and Business proposals, the RFP Review Committee will evaluate the responses and rank the Offeror(s). SVWDB, Inc. reserves the right to waive any informalities and to reject all proposals in whole or in part.

5. PERIOD OF CONTRACT

5.1. The period of this contract shall be from July 1, 2021 through June 30, 2022, based on annually renewable agreements between both parties. This contract may be renewed at its expiration for four (4) additional one-year periods, if agreeable, to all parties. Notice

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of Intent to renew will be given to the Offeror in writing by the SVWDB, Inc. normally 60 days before the expiration date of the current contract. (This notice will not be deemed to commit the SVWDB, Inc. to a contract renewal.)

6. PRICING

6.1. The subsequent contract will require that all work be organized by Task Order and is only authorized upon signatures of representatives from both organizations. The fee(s) for any routine monthly costs will be charged at a firm hourly rate within the allowable DOL consultant rates and will include all charges that may be incurred in fulfilling the requirements of approved activities under the contract. Any additional work will be discussed in the future and price will be negotiated at that time.

7. PAYMENT

7.1. Payments will be made by the SVWDB to the Contractor after acceptance and approval of a properly completed invoice. The Invoices should be sent to the following mail or email address no later than 15 days after the last day of the month that services took place.

Mailing Address:

Sharon Johnson
SVWDB, Inc.
1076 Jefferson Highway
Staunton, VA 24401

Email Address:

sjohnson@vcwvalley.com

7.2. Payment will be made by the SVWDB, Inc. within 30 days of receipt of accurate and completed invoices from the Contractor.

8. INSURANCE

The Contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith whether owned by the contractor or by the SVWDB, Inc. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

8.1. The Contractor shall, during the continuance of all work under the Contract provide the following:

- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.

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- b. The Contractor agrees to maintain Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, to protect the contractor, its subcontractors, and the interest of the SVWDB, Inc., against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
- c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
- d. The Contractor agrees to maintain insurance in the amount of \$1,000,000 to cover each individual professional staff.
- e. The Contractor agrees to maintain liability insurance in the amount of \$1,000,000 to cover its operations.
- f. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- g. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
- h. The only exceptions to this are insurers of the London Syndicate and other recognized British and European insurers who are not rated by Best Guide.
- i. **Hold-harmless and Indemnification:**
Contractor shall indemnify, keep and save harmless the SVWDB, Inc., its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgements, costs and expenses which may otherwise accrue against the SVWDB in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in conjunction therewith; and if any judgement shall be rendered against the SVWDB in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no

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way limit the responsibility to indemnify, keep, and save harmless and defend the SVWDB, Inc. as herein provided.

- j. The Contractor will provide an original, signed Certificate of Insurance and such endorsements as prescribed herein, and shall have it filed with the SVWDB before any work is started.
- k. If the Contractor delivers services from a SVWDB-leased facility, the Contractor is required to carry personal property insurance on all equipment installed and maintained on the premises.

8.2. No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five (45) day written notice to the SVWDB. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

8.3. Precaution shall be exercised at all times for the protection of persons (including employees) and property.

8.4. SVWDB, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the SVWDB, Inc. may possess.

8.5. If an "ACORD" Insurance Certificate form is used by the Contractor's Insurance agent, the words, "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.

9. MONITORING

9.1 SVWDB staff may institute such monitoring activities as are reasonably needed to ensure that this agreement is performed in accordance with its provisions.

10. NEWS RELEASES BY CONTRACTORS

10.1 The SVWDB does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of the SVWDB, Inc. CEO.

11. ACCESS TO AND INSPECTION OF WORK

SVWDB staff shall, at all reasonable times, have access to the work being performed under this agreement, wherever it may be in progress or preparation. Upon written request, Contractor shall make available to the SVWDB, Inc. all reports, records and other documents reasonably required.

12. ADDITIONAL DETAILS

12.1 Addenda to this Request for Proposal: The SVWDB may, at any time, by written order, require changes in the services to be performed by the Respondent. If it becomes necessary to revise any part of this RFP, an addendum will be posted on the SVWDB's website. Any clarification, including responses to questions, will become an addendum to the RFP.

12.2 Right to Cancel: The SVWDB reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. The SVWDB also reserves the right to modify the RFP process and timeline as deemed necessary.

13. SHENANDOAH VALLEY WORKFORCE AREA BOUNDARY MAP

The successful Offeror will provide WIOA consulting services for Shenandoah Valley Local Workforce Development Area #IV, which includes 16 jurisdictions of the counties of Rockbridge, Augusta, Bath, Highland, Rockingham, Shenandoah, Page, Frederick, Warren, Clarke and the cities of Harrisonburg, Staunton, Waynesboro, Lexington, Buena Vista, and Winchester in the Commonwealth of Virginia.

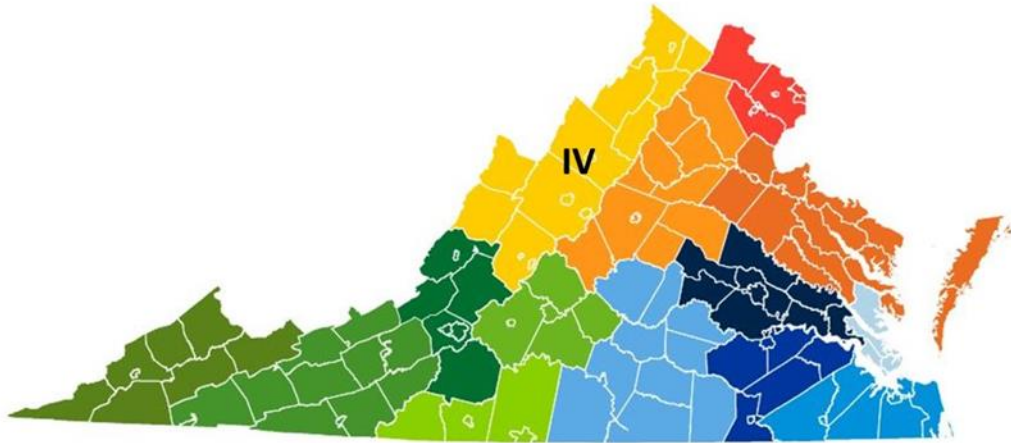
There are three Virginia Career Works Centers in the Shenandoah Valley Service region. The locations are listed below.

Virginia Career Works – Harrisonburg Center (Comprehensive Center)
160 North Mason Street
Harrisonburg, VA 22802

Virginia Career Works – Winchester Center (Affiliate Center)
419 North Cameron Street
Winchester, VA 22601
Located on the Our Health Nonprofit Campus

Virginia Career Works - Fishersville Center
1076 Jefferson Highway
Staunton, VA 24401

Shenandoah Valley Workforce Development Board , Inc. - LWDA IV



LWDA IV Service Area includes the following cities and counties:

- | | |
|--------------------------|-----------------------------|
| Augusta County | Shenandoah County |
| Bath County | Warren County |
| Clarke Count | City of Buena Vista |
| Frederick County | City of Harrisonburg |
| Highland County | City of Lexington |
| Page County | City of Staunton |
| Rockbridge County | City of Waynesboro |
| Rockingham County | City of Winchester |