



**WORKFORCE DEVELOPMENT BOARD  
OF SOUTH CENTRAL WISCONSIN, INC.  
(WDBSCW)**

**REQUEST FOR PROPOSALS**

**FOR**

**One Stop Operator  
Funded Through  
Workforce Innovation and Opportunity Act (WIOA)**

**Proposal Due Date:**

April 4, 2018 – 3:00 p.m. Central Standard Time

**Deliver or Mail Proposals to:**

Mr. Seth Lentz

Deputy Director

Re: One Stop Operator

Workforce Development Board of South Central Wisconsin

3513 Anderson Street, Suite 104

Madison, WI 53704

**RFP Issued:**

March 7, 2018

## Notice of Request for Proposals (RFP)

**Due Date:** April 4, 2018

**Submit To:** Mr. Seth Lentz  
Deputy Director  
Re: OSO Program  
Workforce Development Board of South Central Wisconsin  
3513 Anderson Street, Suite 104  
Madison, WI 53704

**Services:** One Stop Operator to support the South Central Wisconsin Comprehensive and Affiliate American Job Centers

**Contract Type:** Cost Reimbursement

**Contract Term:** July 1, 2017 – June 30, 2018 with the option to renew for an additional one-year period

**Funds Available:** \$93,662

**RFP Contact:** Seth Lentz  
[slentz@wdbscw.org](mailto:slentz@wdbscw.org)  
608/249-9001

**RFP Issued:** March 7, 2018

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## **SECTION I: GENERAL INFORMATION**

### **A. About the WDBSCW**

The Workforce Development Board of South Central Wisconsin (WDBSCW) is a non-profit organization that collaborates with businesses and workforce in the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk to promote a healthy economy. We adapt to the changing economic environment and respond to the pressures felt by workers, businesses and communities in our 6-county region. We are recognized for our ability to anticipate needs and forge partnerships to address those needs directly. The WDBSCW's vision is to build public and private partnerships that support innovation and excellence in workforce development by maximizing access, alignment and accountability to build a talent pipeline for companies and workers. We dedicate time, talent and financial resources to: collaboration, flexibility, innovation and improvement, regionalism, customer focus, fiscal responsibility, valuing people and performance accountability.

The WDBSCW has worked to coordinate various funding sources, initiatives and efforts under a common American Job Center and WorkSmart Network branding strategy. The American Job Center and WorkSmart Network in the South Central Wisconsin Workforce Development Area is built on a Career Pathway Framework to support individuals' exploration and continuous engagement in a work-and-learn strategy to advance their careers. American Job Centers are the main service delivery locations for the workforce development system and serve as office locations for the majority of the WIOA-funded staff. The American Job Center and workforce development system are also supported by community-based partners, which, together, compose the WorkSmart Network.

WDBSCW seeks service delivery proposals that meet the purpose and expectation of this Request for Proposal (RFP) and are aligned with the WDBSCW's principals. Through these services, the WDBSCW expects to achieve a measurable and positive impact on the success of employers and workers in the South Central Wisconsin region. This procurement is not "business as usual" for the WDBSCW. This is an opportunity to implement specific strategies targeted to prepare and connect adult workers to careers in high growth, high opportunity and high demand industries in the South Central Wisconsin region. It also offers selected service providers an opportunity to engage in workforce development efforts, collaborations and partnerships that are unique to the South Central Wisconsin region.

### **B. Purpose of Request for Proposal**

The purpose of this RFP is specifically to solicit competitive proposals to retain a One Stop Operator to support the single South Central WI comprehensive One Stop Center in Dane County located at 1819 Aberg Avenue in Madison, Wisconsin. Contract(s) resulting from this RFP are anticipated to commence on July 1, 2018 and end June 30, 2019. Based on future funding availability and contractor's performance, the WDBSCW reserves the option to extend the contract by one year. Renegotiation will be initiated by the WDBSCW before the expiration of the first full year's contract. In order for the WDBSCW to exercise a contract extension, consideration will be based on defined performance outcomes, future funding availability, contractors' satisfactory performance, and other factors. However, the WDBSCW is not bound to exercise a second-year contract solely on stated performance outcomes.

WDBSCW currently estimates the available funding will not exceed \$93,662 for the contract period. Final funding awards will be based upon WIOA funding allocations, WDBSCW priorities, and other factors at the discretion of the WDBSCW. The actual amount of the contract award will be based on the proposed budgets, availability of funds, and the standards for the use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). The proposal(s) most advantageous to WDBSCW in terms of quality and cost will be recommended for funding.

The WDBSCW, in coordination with the Board’s Planning and Development Committee has established a model framework, which proposals must respond within. This framework identifies the specific roles and contract conditions required. Funds available are to include all salary/wage, fringe and associated costs. Cost price comparisons will be a component of the review process.

**C. Eligible Applicants**

Eligible applicants may be a single entity (public, private, or nonprofit) or a consortium of entities (that may include a minimum of the three required WIOA Comprehensive One Stop Center partners with clearly defined roles of each). Proposals from consortia, partnerships or other combinations of organizations must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships.

The types of entities that might be a One-Stop Operator include: (1) an institution of higher education; (2) an employment service State agency established under the Wagner-Peyser Act; (3) a community-based organization, nonprofit organization, or workforce intermediary; (4) a private for-profit entity; (5) a government agency; (6) a Local Board, with the approval of the local CEO and the Governor; or (7) another interested organization or entity that can carry out the duties of the One-Stop Operator. Examples include a local chamber of commerce or other business organization, or a labor organization.

**D. Contract Type**

Contracts executed as a result of this RFP process will be cost reimbursement. Final contracts will also be subject to any changes in the legislation, regulations or policies initiated by the funding sources and funding availability. WDBSCW reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, goal, performance standards, as it deems necessary in the interest of the WDBSCW and its programs.

**E. Schedule for RFP Submission, Review, and Awards**

RFP Released	March 7, 2018	Available on WDBSCW’s website: <a href="http://www.wdbscw.org">www.wdbscw.org</a>
Bidder’s Conference	March 9, 2018	8:30 a.m. to 9:30 a.m. Central Standard Time  Madison College – Foundation 3591 Anderson Street, Madison, Wisconsin Room 111/113

		You may obtain a parking pass and park at the WDBSCW office located at 3513 Anderson Street, Suite 104, Madison. The Foundation is directly across the parking lot in TEC 1.
Questions to WDBSCW	March 30, 2018	Must be received at <a href="mailto:slentz@wdbscw.org">slentz@wdbscw.org</a> by 12:00 p.m. Central Standard Time
Proposals Due	April 4, 2018	Must be received at WDBSCW office by 3:00 p.m. Central Standard Time
Procurement Committee Review	TBD	TBD
Contract Recommendations	May 17, 2018	Recommendation to WDBSCW
Contract(s) Starts	July 1, 2018	

WDBSCW reserves the right to make changes to the above timeline.

#### F. Questions and Answers

The primary mode of communication between WDBSCW and potential bidders will occur at [www.wdbscw.org](http://www.wdbscw.org). Beginning March 7, 2018, interested parties may download the Request for Proposals from the WDBSCW website. After the Bidders' Conference scheduled on March 9, 2018, a question and answer page will be available on the WDBSCW website. Any questions must be submitted via e-mail, no later than 12:00 p.m. Noon CST on March 30, 2018 for a response to be posted to the RFP section of the WDBSCW website ([www.wdbscw.org](http://www.wdbscw.org)). Please note "RFP Question" in the subject line of the e-mail and submit questions to: [slentz@wdbscw.org](mailto:slentz@wdbscw.org). Questions received after March 30, 2018 will not be answered.

#### G. American Job Center and WorkSmart Network

The regional One-Stop Workforce Development System and WorkSmart Network model was developed from a strategic planning process in which Workforce Development Board committees engaged program partners and current contractors to identify critical workforce development system elements to be incorporated into the model. The WDBSCW intends to maintain a regional platform that extends across the six counties of South Central Wisconsin and builds on the existing American Job Center Structure. The current structure includes three Job Center locations with full time, WIOA-funded staff (Dane, Jefferson and Sauk Counties). The Dane County Job Center is the single Comprehensive American Job Center for the region. The Jefferson County Workforce Development Center and Sauk County Job Center are Affiliated Job Center locations. For a mapping of the Job Centers and current WorkSmart Network, please see the reference documents located on the WDBSCW website (<http://wdbscw.org/>).

Comprehensive American Job Center	Dane County Job Center 1819 Aberg Avenue Madison, WI 53713	
Affiliate Sites	Sauk County Job Center 505 Broadway Street Room 232 Baraboo, WI 53913	Jefferson County Workforce Development Center 874 Collins Road Jefferson, WI 53549

A successful proposal will support and incorporate the following elements:

1. Support the maintenance of a regional platform that extends across the six counties of South Central Wisconsin, is anchored by the existing American Job Center and Affiliated Site locations while engaging WorkSmart Network partners.
2. Maintain active engagement (signature and participation) in the local Memorandum of Understanding (MOU) to support a coordinated menu of services with partners to provide comprehensive customer services to employers and workers through the American Job Center.
3. Incorporate continuous improvement practices to meet and exceed established performance goals.
4. Support and utilize the WDBSCW sector partnerships to guide system services and activities.
5. Adhere to American Job Center and WorkSmart network branding parameters.
6. Engage in the expansion of services to targeted, barriered, underrepresented populations while adhering to Equal Opportunity (EO) and accessibility requirements.
7. Maximize the utilization of technology to expand the availability of services and activities.

Due to the evolving WIOA guidance, bidders are strongly encouraged to be familiar with online resources.

#### **H. Overview of the Roles of the One Stop Operator**

The One Stop Operator will provide support to the Dane County Job Center (single comprehensive American Job Center) and Affiliate Job Center locations in South Central Wisconsin Workforce Development Area.

Proposed Services/Roles:

1. Support the WDBSCW in the management of the South Central Wisconsin American Job Center/One-Stop System Memorandum of Understanding (MOU).
2. Support the WDBSCW in maintaining the Dane County Job Center Comprehensive American Job Center Certification status as well as the Affiliate Job Center Certification status.
3. Implement training or staff development, such as customer services training, cross training on Partners services or other community services, for the American Job Center staff.
4. Support the coordination of outreach and recruitment plans for the American Job Center.
5. Support the alignment and expansion of WIOA Youth services and initiatives with American Job Center location. This would include the Out of School and In-School Youth platforms and contractors.
6. Insure compliance with all state and local policies and procedures related to the American Job Center. Examples are serve as complaint officer, conduct ADA, Equal Opportunity, and Accessibility compliance reviews and arrange technical assistance as needed.
7. Implement and oversee technology solutions to manage and support enhanced cooperation and coordination of Core Partner Programs (Activities and Resources).
8. Responsible for coordinating physical space planning, monitoring upkeep, and facilitating adjustments.
9. Support the achievement of WIOA performance standards.
10. Support the continuous improvement, integration and alignment of WDBSCW initiatives.

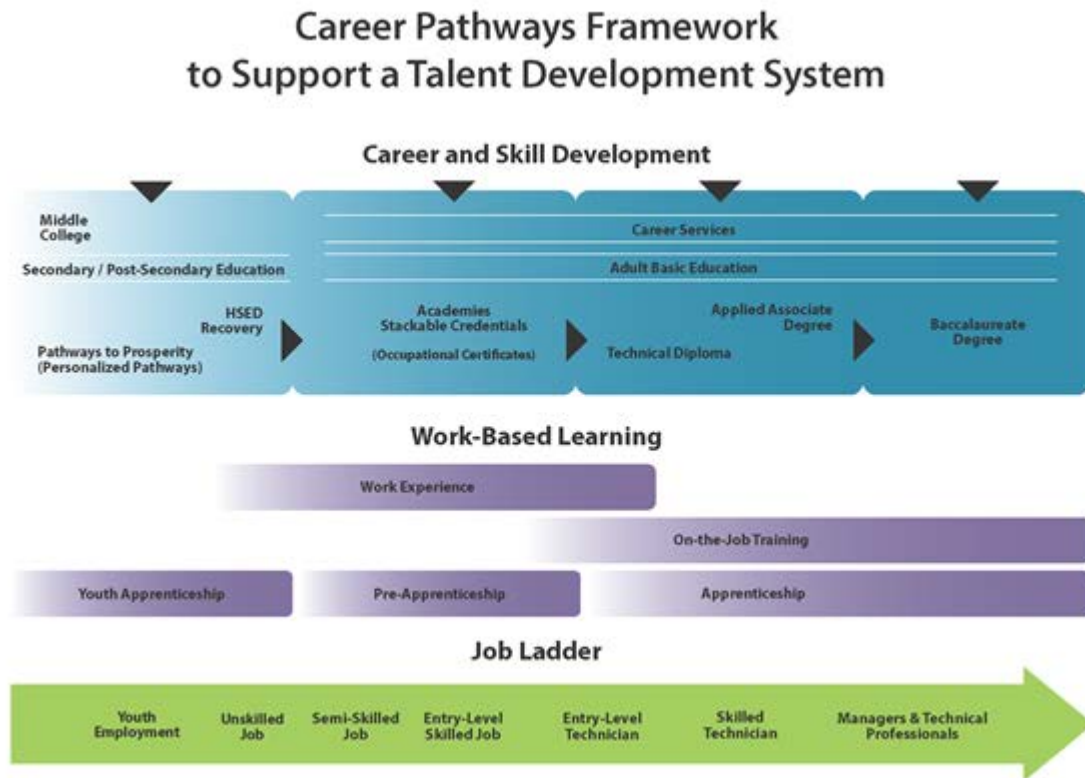
## **I. American Job Center System and WorkSmart Network Service Design**

In developing the WorkSmart Network service delivery design, the WDBSCW examined the intent of the Workforce Innovation and Opportunity Act as far as expectations for new levels of collaboration among the other American Job Center WIOA-funded partners: Job Service, Department of Vocational Rehabilitation, Veterans Services, and the technical college adult basic education activities. The WDBSCW also considered the current and projected profile of program participants. There was acknowledgment that future participants across all our work: in-school youth, out-of-school youth, disadvantaged adults and dislocated workers are facing similar challenges but may require different strategies to prepare and engage in the workforce. The need to be able to engage at various times throughout their career and the growing need to continue their skill development has been and continues to be confirmed by feedback from business and industry. Businesses continue to express that their greatest hiring challenge is identifying people who have strong workplace skills and technical skills. Thus the WDBSCW validated that the Career Pathway Framework continues to be the foundation for our work (reference Figure 1).

The WDBSCW also considered the new emphasis on deliberate recruitment for and the delivery of career and training services in the WIOA legislation. Career services includes a significantly more robust package of services which could offer participants a direct path to employment. The WIOA also emphasizes the alignment of partner resources to support participants in career services, including deploying staff resources so that we are not duplicating the career services provided by our American Job Center partners. To support the intentional alignment, WIOA legislation requires that the WDBSCW to execute a Memorandum of Understanding (MOU) with the other American Job Center partners to articulate service delivery alignments and the financial platform required to sustain the operation. The One-Stop Operator (OSO) that will help the WDBSCW and its staff to guide, coordinate and evaluate the American Job Center services delivery alignments, continuous improvement efforts, compliance related issues and performance.



**Figure 1. Career Pathways Framework**



**J. WIOA Performance Standards**

Successful proposals will support the attainment of the established WIOA performance standard levels required under WIOA. The WIOA Adult & Dislocated Worker Program Performance Standards for Program Year 2018 (tentative; subject to change), as provided to the WDBSCW by DWD/DET are as follows (<https://dwd.wisconsin.gov/wioa/policy/11/11.5.htm>) :

WIOA Program Performance Measures	Adult	Dislocated Worker
Unsubsidized Employment during 2nd Quarter after Exit	80.0%	85.0%
Unsubsidized Employment during 4thd Quarter after Exit	75.0%	83.0%
Median Earnings	\$5,000	\$7,000
Credential Attainment Rate (CAR)	60%	70%
Measurable Skills Gain (MSG)	TBA	TBA

**K. Assurances**

The chosen contractor(s) from this RFP will must agree to the provisions outlined in **Attachment A**. Successful agencies through this RFP will be required to sign and agree to additional contractual assurance as part of the contract completion and implementation process.

## SECTION II: Proposal Format

### A. General Preparation Instructions

The RFP response is divided into eight components as follows:

Section	Format	Evaluation Criteria
1) Cover Page	Form	Pass/Fail
2) Proposal Checklist	Form	Pass/Fail
3) Proposal Summary	Narrative	Pass/Fail
4) Organizational Experience and Past Performance	Narrative	20 points
5) Design	Narrative	35 points
6) Relationships and Collaborations	Narrative	25 points
7) Outcomes and Indicators	Form and Narrative	10 Points
8) Budgets / Costs	Form and Narrative	10 points
9) Compliance Forms	Form	Pass/Fail

The maximum number of points available is 100 points. Sections 1-3 and 9 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 4-8. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified they are to successfully carry out their proposal. All sections are required to be completed. Refusal to complete all of the sections successfully will eliminate the proposer from consideration.

### B. Proposal Sections Overview

The narrative section of the proposal should not exceed established page limits. The instructions for each section are provided below. Please repeat the question in your response.

- 1) Cover Page – The cover page is to be completed by the proposing organization or lead applicant if the proposal is from more than one organization. The proposal cover page must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one cover page is needed per proposal.
- 2) Proposal Checklist – Please complete this form by placing a checkmark by each item included in your proposal. It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal.
- 3) Proposal Summary – *Maximum of 1 page* – Please provide an executive summary of your proposal.
- 4) Organizational Experience and Past Performance – *Maximum of 1 page* – Please answer the questions in the order listed. This category will evaluate past experience in providing services similar to those being proposed, including the ability to deliver as proposed, attain, track, and

report performance. Additionally, this section will be used to evaluate the performance and management capability of the proposing agency(s).

- 5) Design – *Maximum 2 pages* – Please answer the questions in the order listed. This category will evaluate the adequacy, creativity, and plausibility and alignment of staff and services within the of program design.
- 6) Relationships and Collaboration – *Maximum of 1 page* – Please answer the questions in the order listed. This category will evaluate how well the bidder has planned to work with the organizations needed to accomplish the proposed work.
- 7) Budget/Cost – Please utilize the established format. This category will evaluate the cost and of the proposal and the degree to which expenditure of funds relates to performance outcomes. Budgets will be reviewed for accuracy, completeness and competitiveness in comparison to other proposals.
- 8) Compliance Forms – Please certify the statement of compliance through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal.

#### **A. Proposal Narrative Response**

##### **Proposal Summary**

Please provide an executive summary of your proposal. (Maximum of 1 page)

1. In addition to the executive summary narrative, please include: the organization name (if consortium, list collaborators), address, proposal contact, phone, email and dollar amount requested.

##### **Organizational Experience and Past Performance – 20 Points (*Maximum of 2 pages*)**

1. Describe your organization’s experience and staff’s experience related to the proposed role of the One Stop Operator function.
2. Describe your agency’s vision, mission, and service expertise and how this proposal relates to your organization’s goals and to WDBSCW’s work.
3. Describe your organization’s experience in managing various state and/or federal funded/government programs, financial management (including use of acceptable accounting practices and controls).

##### **Design – 35 points (*Maximum of 2 pages*)**

If the proposal is a collaborative please be sure to articulate which of the agencies will be responsible for associated elements reflected in your response.

Describe your strategies for accomplishing the proposed roles of the One Stop Operator. Include proposed staffing design, timelines, and expected outcomes.

**Relationships and Collaborations – 25 points (*Maximum of 2 pages*)**

1. Please describe the partnerships necessary to serve as the One Stop Operator. Please reference the current status of these partnerships in relation to this proposal. Include how these organizations will support the successful fulfillment of the roles of the One Stop Operator. Please provide letters of reference and/or support from agencies cited to document their agency commitment to the One Stop Operator proposal. Include these letters in the attachment section of your proposal.
2. Describe how you envision effectively collaborating with the WDBSCW staff to effectively establish and maintain the role of the One Stop Operator.

**Outcomes and Indicators – 10 points (*Maximum of 1 page*)**

1. Describe at least three outcomes/goals associated with the project. Also included indicators you will use to measure your process towards your goals. (Information may be displayed in a chart or table format).

**Budget/Cost – 10 Points**

Please complete the Budget Summary to summarize your total budget. If you are submitting a consortium proposal, please complete the Consortium Budget Summary to articulate the funding directed toward each consortium partner. Please reflect leveraged resources which support the proposal design. Please complete a Detail Budget and provide narrative to explain costs reflected. Please complete a Detail Budget describing the leveraged resources. Also complete the Staffing Pattern to articulate the staffing strategy to support the proposal design.

Please be sure to reference 2 CFR part 200 when compiling your budget. Please review the 10% de Minimis and approved indirect cost rate requirements as applicable to your proposal. If you have and are using a Federally Approved Indirect Cost Rate, please acknowledge on your budget document accordingly. You will be required to supply appropriate documentation upon contracting.

## SECTION III: Submission and Review

### A. Submission

WDBSCW must receive all sealed proposals no later than 3:00 p.m. CST, April 4, 2018. Regardless of postmark or arrival, (if hand-delivered), proposals received after the due date and time will not be considered. Proposals may be submitted by U.S. mail, other mail carrier services, or hand-delivered. Faxed or e-mailed proposals will NOT be accepted. Untimely proposals are not eligible for appeal. The applicant is solely responsible for assuring that everything sent to WDBSCW arrives completely, legibly and on time. Submissions must include one original, six (6) copies of the proposal (narrative and budget only) and one full electronic version. Deliver proposals to:

Mr. Seth Lentz, Deputy Director  
Re: One Stop Operator  
Workforce Development Board of South Central Wisconsin  
3513 Anderson Street, Suite 104  
Madison, WI 53704

### B. Format Requirements

Clear, thorough, concise and relevant information and answers are required. If it is necessary to repeat text within the proposal, please do so rather than referring the evaluator to another section of the proposal. Clarity and completeness are essential. Use specific details to describe activities, tasks, knowledge, skills, abilities, results and leveraged resources. A journalistic approach of “who, what, when, how, why and how much” is recommended. Charts may be inserted to communicate information and data as appropriate.

Each proposal must contain all required documents identified and physically adhere to the following:

1. Must be printed on 8.5” x 11” plain white paper
2. Must be single spaced in 12-point Times New Roman or Arial font
3. Each page must have a one-inch margin
4. Each page must be single sided
5. Pages must be sequentially numbered
6. Must submit one (1) original proposal marked “Original” and manually signed by officials authorized to represent and bind applicants
7. Include six (6) copies and one electronic copy on flash drive. The files must be compatible with Microsoft Word and Excel.

### C. Proposal Review and Evaluation Process

**Phase I:** WDBSCW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria. The following minimum criteria will be used to determine which proposals will continue on to Phase II:

- All required services for the program for which they are bidding are addressed;

- All requested information and documentation is included in the application package; and,
- The proposal is submitted in accordance with the RFP.

**Phase II:** Proposals that have met the minimum criteria, as stated above, will then be reviewed and by a WDBSCW Review Committee. The Review Committee is compiled of WDBSCW Board and community members who have no fiduciary interest in bidding for any of the WIOA programs. All WDBSCW staff and Review Committee Members have signed non-disclosure agreements and cannot be lobbied or share any information relating to the procurement review process or submissions.

Proposals will be scored based on evaluation criteria outlined previously in Section II-A. These rankings will be used to identify the strongest proposals. Once the strongest proposals are identified and affirmed by the review committee, the proposals will be further discussed and the committee will formulate the recommendation(s) for contracting. **Note: WDBSCW retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.**

**Phase III:** The recommendations of the Review Committee, if any, will be presented to the full WDBSCW board for approval and award of contracts. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, the successful completion of contract negotiations, and the availability of funds.

#### **D. Withdrawals**

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to WDBSCW. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of WDBSCW and may be subject to public disclosure.

#### **E. Disqualification**

Proposals containing one or more of the following will not be considered nor will they be subject to appeal:

1. Proposals and any other requested information received after the stipulated due date and or time;
2. Proposals that are incomplete, not containing all required documentation stated;
3. All mandatory certifications not completed and/or submitted;
4. Not printed on 8.5" x 11" plain white paper with 1" margins on each side, top and bottom;
5. Not printed in 12 point Times New Roman or Arial font;
6. Not have pages sequentially numbered on the bottom right hand corner of the page;
7. Not have page numbers reflected in the table of contents;
8. The original proposal lacks an original signature by the applicant's authorized representative, and/or marked "original";

9. None less than six (6) copies or no digital version on CD/flash drive;
10. Facsimiles and electronic submissions of proposals;
11. Incomplete or erroneous information, withholding material information, or falsifying information will result in disqualification or subsequent contract termination; and,
12. Inappropriate contact. To avoid actual conflicts, the appearance of conflicts, or undue influence over the process, all prospective applicants, their employees, agents, sub-applicants etc. are prohibited from contacting and WDBSCW member, staff or other persons identified by WDBSCW regarding this RFP.

## **F. Appeals**

Applicants will receive written notice advising them of WDBSCW's selection from this RFP. Non-selected applicants have the right to file one (1) original appeal.

To appeal, the applicant must submit a letter to the WDBSCW Executive Director within three (3) business days from the date of selection notification. The letter must state that an appeal to the selection is being filed and all specific reasons for that appeal or disqualification must be based on one or more of the following:

- Clear and substantial error or misstated facts upon which the decision was made by WDBSCW,
- Unfair competition or conflict of interest in the decision making process,
- Any illegal or improper act of violation of law, or
- Any other legal basis on grounds that may substantially alter WDBSCW's decision.

The letter of original appeal must be received within three (3) business days from the date of selection notification via a traceable delivery system that required signature upon receipt at the address below. Letters of original appeal cannot be submitted via facsimile or electronic mail. The same person that signed the applicant submitted proposal must sign the letter of original appeal.

WDBSCW's Executive Director will review the original appeal and determine whether or not the appeal meets one of the established criteria. The applicant will receive written notice advising as to whether or not their original appeal has been accepted or rejected within ten (10) calendar days from the appeal date. In the event WDBSCW's Executive Director's response is not satisfactory to the applicant; one (1) subsequent appeal to the WDBSCW Executive Committee is permitted. This appeal must clearly state why the applicant believes a review is justified and must be submitted in writing within ten (10) calendar days from the date of the Executive Director's decision to:

WDBSCW Chair  
Re: RFP Subsequent Appeal  
WDBSCW  
3513 Anderson Street, Suite 104  
Madison, WI 53704

The letter of subsequent appeal is required to be sent first via traceable delivery service requiring a signature upon delivery. The same person that signed the applicant's submitted proposal and original appeal must sign the letter of subsequent appeal. WDBSCW will schedule the subsequent appeal hearing after consultation with the WDBSCW Executive Director. Decisions by the WDBSCW Executive Committee will be mailed to the applicant and are final. An original or subsequent appeal will not delay the WDBSCW from conducting and concluding contract negotiations with the selected applicant(s).



## SECTION IV: Resources and Attachments

### Resources

The following is a list of some web resources that may be helpful as you develop your proposal:

Workforce Development Board of South Central Wisconsin	<a href="http://www.wdbscw.org">www.wdbscw.org</a>
Wisconsin Department of Workforce Development - WIOA Resource Page	<a href="https://dwd.wisconsin.gov/wioa/">https://dwd.wisconsin.gov/wioa/</a>
WIOA Final Rules – Workforce Innovation and Opportunity	<a href="https://www.doleta.gov/wioa/Final_Rules_Resources.cfm">https://www.doleta.gov/wioa/Final_Rules_Resources.cfm</a>
WIOA Eligibility and Documentation Guide	<a href="http://dwd.wisconsin.gov/dwdWIA/PDF/eligibility_documentation_201507.pdf">http://dwd.wisconsin.gov/dwdWIA/PDF/eligibility_documentation_201507.pdf</a>
DWD WIOA Adult and Dislocated Worker Program Case File Documentation Guide	<a href="https://dwd.wisconsin.gov/dwdwia/PDF/adult_dislocated_documentation_201507.pdf">https://dwd.wisconsin.gov/dwdwia/PDF/adult_dislocated_documentation_201507.pdf</a>
DWD/DET Policy and Procedure Guide	<a href="https://dwd.wisconsin.gov/wioa/policy/">https://dwd.wisconsin.gov/wioa/policy/</a>
Uniform Guidance	<a href="http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1">http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1</a>
DWD/DET ASSET Users Guide	<a href="http://dwd.wisconsin.gov/asset/manual/default.htm">http://dwd.wisconsin.gov/asset/manual/default.htm</a>
WIOA Performance	<a href="http://www.doleta.gov/performance">http://www.doleta.gov/performance</a>

## Attachment A – Provisions and Disclaimers

1. All solicitations are contingent upon availability of funds.
2. This RFP is for 12 months and is renewable at the discretion of the WDBSCW.
3. WDBSCW reserves the right to accept or reject any or all proposals received.
4. WDBSCW reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit WDBSCW to award a contract.
6. This RFP is for WIOA services and other related programs and funding streams which may become available to WDBSCW during this funding period.
7. WDBSCW may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
8. WDBSCW may select a service provider based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WDBSCW.
9. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
10. WDBSCW retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the WDBSCW and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
13. The final award and execution of a contract is subject to receipt of WIOA funds, WDBSCW's satisfactory negotiation of the terms of the contract, and the continued availability of funds.
14. Any changes to the WIOA program, performance measures, funding level, or WDBSCW direction may result in a change in contracting. In such instances, WDBSCW shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
15. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations, State of Wisconsin policies, and WDBSCW policies and procedures.
16. Bidders selected for funding must also ensure compliance with the following, as applicable: US Department of Labor (DOL) regulations 2 CFR Part 200, 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200, 48 CFR Part 31, 29 CFR Part 93, 37 and 98, 20 CFR Part 652 et al.
17. Bidders will be expected to adhere to WDBSCW procedures to collect, verify, and submit required data and submit monthly invoices to WDBSCW.
18. Additional funds received by WDBSCW may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of WDBSCW.
19. WDBSCW 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 WDBSCW, the services proposed are not needed, or the costs

are higher than WDBSCW finds reasonable in relation to the overall funds available, or if past management concerns lead WDBSCW to believe that the bidder has undertaken more services than it can reasonably provide.

20. WDBSCW has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
21. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by WDBSCW staff. This site visit will establish, to WDBSCW's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of WDBSCW, that the bidder may not be able to fulfill contract expectations, WDBSCW reserves the right not to enter into contract with the organization, regardless of WDBSCW approval of the bidder's proposal.
22. WDBSCW is required to abide by all WIOA legislation and regulations. Therefore, WDBSCW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
23. All contractors must ensure compliance with the State of Wisconsin Department of Workforce Development (DWD)'s Civil Rights Compliance plan and expectations and provided equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
24. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Bidders selected for funding must ensure equitable access to clients with limited English speaking, reading or writing ability and upon contracting will need to identify a Limited English Proficiency (LEP) coordinator as part of the Civil Rights Compliance planning.
26. Contractors must accept liability for all aspects of the WIOA program conducted under contract with WDBSCW. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
27. Contractors must have an established grievance and complaint process and procedure to address any participant concerns, complaints or grievance. Any such complaints or grievances must be documented and addressed and resolved if possible prior to the engagement of the WDBSCW complaint and grievance process.
28. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
29. Contractors will allow local, state, and federal representatives access to all related records, program materials, staff, and participants. In addition, bidders are required to maintain all contract related records for the period required by State of Wisconsin DWD record retention requirements, beginning on the last day of the program year.
30. The contract award will not be final until WDBSCW and the successful bidder have executed a mutually satisfactory contractual agreement. WDBSCW reserves the right to make an award without

further discussion of the proposal submitted. No program activity may begin prior to final WDBSCW approval of the award and execution of a contractual agreement between the successful bidder and WDBSCW.

31. Contracts will be cost reimbursement only. Developed budgets shall define anticipated costs associated with the delivery of proposed service plan.
32. WDBSCW reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
33. WDBSCW reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
34. The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
35. WDBSCW reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
36. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage in the amount of \$1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The contractor will provide a certificate of insurance satisfactory to WDBSCW.
37. Applicants are advised that most documents in the possession of WDBSCW are considered public records and subject to disclosure.

**Proposal Cover Page**

**One Stop Operator  
Funded Through  
Workforce Innovation and Opportunities Act**

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

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

(If consortium list collaborators): \_\_\_\_\_

\_\_\_\_\_

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

Proposal Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

Number to be served: \_\_\_\_\_

**Request Summary:**

I hereby declare that the information provided in this RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization(s) listed above and act on behalf of in all matters relating to the RFP. Additionally, I will comply with all RFP provisions and associated contract assurances upon successful award.

Proposal Contact Signature: \_\_\_\_\_

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

**For WDBSCW Internal Use Only**

Date Received:

Time Received:

Received By:

## PROPOSAL CHECKLIST

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It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms are subject to disqualification. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to WDBSCW to be answered on our website.

Before submitting your proposal, checkmark the following:

- One original proposal and required documents, plus six (6) hard copies
- One electronic copy of Proposal Response Package
  - Flash Drive
- Proposal Response Package Requirements:
  - Proposal Cover Page
  - Proposal Checklist
  - Proposal Summary
  - Organizational Experience and Past Performance
  - Staffing Design
  - Relationships and Collaboration
  - Outcomes and Indicators
  - Budget / Cost
    - Budget Summary
    - Consortium Budget Summary (If Applicable)
    - Budget Detail
    - Leveraged Detail
    - Staffing Pattern
  - Statement of Compliance Form
  - Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance Form
  - Letter(s) of Commitment (If Applicable)
  - One copy each of the last two years' audited financial statements

**STATEMENT OF COMPLIANCE FORM**

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As the authorized signatory official for: \_\_\_\_\_  
Submitting / Lead Organization

I hereby certify:

1. That the above named proposer is legally authorized to submit this application requesting funding under the One-Stop Operator procurement.
  
2. That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Wisconsin Department of Workforce Development Division of Employment and Training, Workforce Development Board of South Central Wisconsin policies and guidelines, and other administrative requirements issued by the State of Wisconsin Department of Workforce Development or governing authority. The vendor shall notify the WDBSCW within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and,
  
3. That the above named proposer will ensure 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,
  
4. That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the provisions and policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the WDBSCW reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above named proposer waives any right to claims against the members and staff of the Workforce Development Board of South Central Wisconsin.

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

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

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

## **Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance Form**

Bidders and successful contractors must, as a condition of receiving Federal assistance, acknowledge and agree to comply with (these requirements apply to any other sub-grantee, subcontractor, successors, transferees, and assignees that is extended Federal assistance under this subcontract), to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin (42 U.S.C. 200d et seq.), [as implemented by the Department of Labor (DOL), 29 CFR Part §31.

As clarified by Executive Order 13166-Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access and equal opportunity to your program in accordance with DOL Enforcement of Title VI of the Civil Rights Act of 1964 Federal Register Vol. 68, No. 103.. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>;

- Title IX of the Education Amendments of 1972 as amended, prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 168 et seq.), as implemented by the DOL 29 CFR Part § 36;
- The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age (42 U.S.C. 6101) as implemented by DOL 29 CFR Part §35;
- Section 504 of the Rehabilitation Act of 1972, as amended, prohibits discrimination on the basis of disability (29 U.S.C. 794) as implemented by DOL 29 CFR Part §32;
- Title VII of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, religion, national origin, or sex ( including gender identity, sexual orientation and pregnancy),protection is afforded to individuals due to retaliation for having file a complaint of discrimination.
- The Age Discrimination Act of 1967 (ADEA)
- The Genetic Information Nondiscrimination Act of 2008 (GINA), prohibits discrimination on the basis of genetic information with respect to health insurance and employment.
- The Equal Pay Act of 1963 (EPA), makes it illegal to pay different wages to men and women if they perform equal work in the same workplace and retaliation against persons because the person complained
- Title I, II, and III of the American with Disability Act of 1990, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain entities conducting testing (42 U.S.C. §§ 12131 – 12189), as implemented by the Department of Justice regulations at 28 C.F.R Part 35 and 36.



**Equal Opportunity Nondiscrimination Assurance and  
Affirmative Action Plan Requirements Compliance Form – Continued Page 2**

The successful bidder/contractor acknowledges and agrees that it must comply and require any sub-grantees, sub-contractors, successors, transferees, and/or assignees to also comply with all applicable provisions governing **Workforce Development Board of South Central Wisconsin** and allow DWD-DET and DOL access to records, accounts, documents, information, facilities, and staff as follows:

- The Bidder/Contractor must cooperate with any compliance review or complaint investigation conducted by South Central Workforce Development Board or DWD-DET.
- The Bidder/Contractor must give South Central Workforce Development Board, DWD-DET, and/or DOL access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant. Must also permit access to facilities, personnel, and other individuals and information as may be necessary, as required under DOL provisions at, 29 CFR Part §31.5 (c), 29 CFR Part §32.44 (c), and 29 CFR Part §38.40.
- The Bidder/Contractor must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether the Bidder/Contractor has complied or are complying with relevant obligations.
- The Bidder/Contractor must comply with all other reporting, data, collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
- If, during the past three years, the Bidder/Contractor has been accused of discrimination on the basis of race, color, national origin (including LEP), sex (include gender identity, gender expressions, and sex stereotyping, and on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom), age, disability, religion, or family status, against the Bidder/Contractor, or the Bidder/Contractor settled a case or matter alleging such discrimination, you must provide a list of such proceedings, pending or completed, including outcome and copies of settlement agreements.
- In the event any court or administrative agency rules there is a finding of discrimination on the basis of race, color, national origin, (including LEP), sex (include gender identity, gender expressions, and sex stereotyping, and on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom), age, disability, religion, familial status, against the Bidder/Contractor or the Bidder/Contractor settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to **Workforce Development Board of South Central Wisconsin (EO Officer or Executive Director)**.

Workforce Development Board of South Central Wisconsin, the Department of Workforce Development, Division of Employment and Training and the United States Department of Labor have the right to seek judicial enforcement of these obligations.

**Equal Opportunity Nondiscrimination Assurance and  
Affirmative Action Plan Requirements Compliance Form – Continued Page 3**

The Bidder/Contractor also acknowledges and agrees that it must comply with (and requires any sub-grantees, sub-contractors, successors, transferees, and assignees to comply) with applicable provisions of the Section 188 of WIOA nondiscrimination policy requirements and regulations at 29 CFR Part §38.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this RFP document is accurate and complete, and that the Bidder/Contractor is or will come into compliance with the nondiscrimination requirements set forth above.

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Submitting / Lead Organization

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Authorized Representative Signature

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Typed Name and Title

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Date

## Budget Forms

Workforce Development Board of South Central Wisconsin - Effective: 7/1/2018 - 6/30/2019

Proposing Agency	Total WIOA Request	Leveraged Resources
Staff Salaries	\$-	
Staff Fringe Benefits	\$-	
<b>Staff Total Salary + Fringe</b>	<b>\$-</b>	<b>\$-</b>
<b>Non-Personnel:</b>		
Audit and Accounting	\$-	
Communication	\$-	
Rent	\$-	
Facilities	\$-	
Supplies	\$-	
Staff Travel	\$-	
Staff Training *	\$-	
Equipment (Single Item Cost >\$5,000)*	\$-	
Contracted Services	\$-	
Equipment Lease/Maintenance	\$-	
Indirect Costs	\$-	
Other: (specify)	\$-	
Other: (specify)	\$-	
Other: (specify)	\$-	
<b>Total Non-Personnel</b>	<b>\$-</b>	<b>\$-</b>
<b>Grand Total</b>	<b>\$-</b>	<b>\$-</b>

\* Items require pre-approval before expenditure

Please complete based on above budget	
Fringe Rate:	
Non-Personnel Rate:	

If Applicable (documentation will be required upon contracting)	
Federally Approved Indirect Cost Rate	

**Workforce Development Board of South Central Wisconsin - Effective: 7/1/2018 - 6/30/2019**

	Partner	Partner	Total WIOA Request	Leveraged Resources
<b>Staff Salaries</b>			\$ -	\$ -
<b>Staff Fringe Benefits</b>			\$ -	\$ -
<b>Staff Total Salary + Fringe</b>	\$ -	\$ -	\$ -	\$ -
<b>Non-Personnel:</b>				
Audit and Accounting			\$ -	\$ -
Communication			\$ -	\$ -
Rent			\$ -	\$ -
Facilities			\$ -	\$ -
Supplies			\$ -	\$ -
Staff Travel			\$ -	\$ -
Staff Training *			\$ -	\$ -
Equipment (Single Item Cost >\$5,000)*			\$ -	\$ -
Contracted Services			\$ -	\$ -
Equipment Lease/Maintenance			\$ -	\$ -
Indirect Costs			\$ -	\$ -
Other: (specify)			\$ -	\$ -
Other: (specify)			\$ -	\$ -
Other: (specify)			\$ -	\$ -
<b>Total Non-Personnel</b>	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ -	\$ -	\$ -	\$ -

<b>Please complete based on above budget</b>	
<b>Fringe Rate:</b>	
<b>Non-Personnel Rate:</b>	

**Program Budget Detail**

	<b>WIOA Request</b>	<b>Detail / Description</b>
<b>Staff Salaries</b>	\$ -	
<b>Staff Fringe Benefits</b>	\$ -	
<b>Staff Total Salary + Fringe</b>	<b>\$ -</b>	
<b>Non-Personnel:</b>		
Audit and Accounting	\$ -	
Communication	\$ -	
Rent	\$ -	
Facilities	\$ -	
Supplies	\$ -	
Staff Travel	\$ -	
Staff Training *	\$ -	
Equipment (Single Item Cost >\$5,000)*	\$ -	
Contracted Services	\$ -	
Equipment Lease/Maintenance	\$ -	
Indirect Costs	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
<b>Total Non-Personnel</b>	<b>\$ -</b>	
<b>Grand Total</b>	<b>\$ -</b>	

**Leveraged Budget Detail**

	<b>Leveraged</b>	<b>Detail / Description</b>
<b>Staff Salaries</b>	\$ -	
<b>Staff Fringe Benefits</b>	\$ -	
<b>Staff Total Salary + Fringe</b>	\$ -	-
<b>Non-Personnel:</b>		
Audit and Accounting	\$ -	
Communication	\$ -	
Rent	\$ -	
Facilities	\$ -	
Supplies	\$ -	
Staff Travel	\$ -	
Staff Training *	\$ -	
Equipment (Single Item Cost >\$5,000)*	\$ -	
Contracted Services	\$ -	
Equipment Lease/Maintenance	\$ -	
Indirect Costs	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
<b>Total Non-Personnel</b>	\$ -	
<b>Grand Total</b>	\$ -	

**Staffing Pattern**

Position	Location	Monthly Salary / Wages		Percent Charged		Number of Months		Total	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
<b>Staffing Total</b>								=	<b>\$0.00</b>