

WIOA BUSINESS SERVICES REQUEST FOR PROSALS VIRTUAL BIDDER'S CONFERENCE

MARCH 30, 2021

WELCOME!

Please use the chat box to put your:
NAME, ORGANIZATION, EMAIL



SEAKINGWDC.ORG

HOUSE KEEPING



- Please remain muted
- All questions should be submitted to operations@seakingwdc.org
 - They will be added to the Q&A section of the WDC's Business Services RFP website
- This presentation is being recorded and will be posted on the WDC website for future reference
- We intend to share the entire roster of attendees who were able to make this Bidder's Conference. If you would like to remain off that roster, please email Liesel Schilperoort (lschilperoort@seakingwdc.org).

OBJECTIVES



- Brief background of Workforce Innovation and Opportunity Act (WIOA)
- An overview of the requirements, scope, and logistics of the RFP process
- Guidance on how to seek support in the application process

FOR ALL MATERIALS...



seakingwdc.org/rfp20-02

TIMELINE



| | |
|--|--|
| RFP Release Date | Monday, March 15, 2021 |
| Bidder's Conference | Tuesday March 30, 2021 3:30 pm (PST) |
| Letter of Intent to Bid Due – MANDATORY | Monday April 5, 2021 12:00 pm (PST) |
| Last Day to Submit Questions | Monday April 12, 2021 12:00 pm (PST) |
| Proposal Packages Due – RFP DEADLINE | Monday April 19, 2021 4:00 pm (PST) |
| Oral Interviews (if requested by WDC) | Week of May 10, 2021 |
| Contract Start/End Date | July 1, 2021 – June 30, 2022 <i>(with option to extend yearly for up to four years)</i> |

NAVIGATING THE RFP



Part 1: Background and Context

- Intent: all the information you need to understanding scope of services for funding

Part 2: Program Design

- Scoring guidelines, evaluation, etc.

PART 1: BACKGROUND AND CONTEXT



All updates, documents, information:
seakingwdc.org/rfp20-02

Q&A Process:

- Fair, open, transparent process
- operations@seakingwdc.org
- Please include “RFP 20-02” in the subject of the email
- Questions submitted by 12:00pm each Friday will be answered and posted the following Monday

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) BUSINESS SERVICES

March 15, 2021

APPLICATION DOCUMENTS

- [Request for Proposals 20-02](#)
- *Required Attachments:*
 - [Proposal Cover Sheet](#)
 - [Statement of Compliance Form](#)
 - [Budget and Cost Proposal](#)

SUPPLEMENTAL RESOURCES

- [WorkSource Seattle-King County Map/Menu of Services](#)
- [Annual Report - Performance](#)
- [WDC Regional Strategic Plan](#)
- [Coordinated Business Services](#)
- [Next Generation Partnership Model](#)
- [Healthcare Industry Leadership Table \(HILT\)](#)

QUESTIONS & ANSWERS



QUESTION & ANSWER DIGEST

- **Monday, March 29, 2021**

Please submit questions to operations@seakingwdc.org.

Questions submitted by 12 pm each Friday (through April 12, 2021) during the open Q&A period will be answered the following week and posted above.

FUNDING



- Total funds available: \$666,010
- “Maximum...” funding levels because allocations come from the Federal Department of Labor in Spring. Funding levels are subject to change based on WIOA funding allocations.
- Contracts from July 1, 2021 – June 30, 2022
- Based on performance, funding, program priorities, awards may be renewed on an annual basis for up to four years through June 30, 2025.

ELIGIBILITY



- Government, businesses, non-profits, educational institutions, and faith-based organizations are eligible.
- For this grant funding opportunity, the WDC will consider the following types of applications:
 - Sole organization applicant, serving as lead and fiscal agent, and applicant will not subcontract;
 - or partnership or consortium consisting of two or more agencies or organizations applying together, in one proposal, to conduct activities under the grant, in which each agency receives a portion of the funding and leverages the others' strengths.
- The proposal must clearly articulate which agency serves as lead and fiscal agent.

FUNDING AND TYPES OF APPLICATIONS



| SOLE ORGANIZATIONS | PARTNERSHIP CONSORTIUM |
|---|---|
| <ul style="list-style-type: none">• Applicant is both the lead organization and fiscal agent• Can apply for less than maximum funding amount outlined in RFP | <ul style="list-style-type: none">• Two or more organizations – must identify fiscal agent and lead org (do not need to be the same)• Applications must equal to or less than maximum funding amount outlined in RFP• Required to have formal partnerships and/or Memoranda of Understanding (MOU) with partner organizations |

LETTER OF INTENT TO BID



- LOI due **Monday April 5, 2021 by 12:00pm**
- Key to ensuring planning for rating committee, fair, open process
- Inclusion of partner organizations in the LOI does not commit these partners to participating in the final proposal
- # of proposals sent in = # of LOI's

IMPORTANT BACKGROUND INFORMATION



WDC's Regional Strategic Plan for Equitable Recovery – Dec 2020

Workforce Development Council of Seattle-King County, WIOA Memorandum of Understanding 2020-2023

Coordinated Business Services

Rapid Response for WIOA Title I and Trade Adjustment Assistance Programs

Washington's Integrated Service Delivery with Co-Enrollment Site

Federal Training and Employment Notice 13-20, Advancing a “One Workforce” Vision and Strategy

Realizing the One-Stop System:

Employment Security Department's One-Stop Evaluation and Certification Policy

Progress toward Economic Self Sufficiency

Next Generation Sector Partnership Model

Healthcare Industry Leadership Table (HILT)

PART 2: PROGRAM DESIGN

REQUIRED PROGRAM DESIGN ELEMENTS



1. Equity Focus
2. COVID-19 Economic Recovery
3. WorkSource System Integration
4. Recruitment
5. Partnership
6. Industry Engagement Strategy
7. Business Resources
8. Rapid Response
9. Data and Continuous Quality Improvement
10. Business Services Team Staffing
11. Project Outcomes

PERFORMANCE OUTCOMES



- All services recorded in the X2 Business 2 Business Customer Relationship Management (B2B) tool purchased and managed by the WDC.
- Business Services provider(s) are not currently required to enter service delivery data into Washington State's official management information system (MIS) for WIOA services, which is currently Efforts to Outcomes (ETO). The WDC can direct Business Services provider(s) data entry into ETO or another MIS during any time during the program year.

PROPOSAL INSTRUCTIONS



- Digital copies of the following must be submitted/sent by
Monday April 19, 2021, 4:00 pm (PST)
to operations@seakingwdc.org
- The subject line should read
“Business Services – RFP 20-02: FinalProposal_NameofOrganization 2021”
- Use 12-point Times New Roman type, 1-inch margins and single spacing
- Proposal narrative is limited to 6 narrative pages. *Required table of contents, budget narrative, organizational charts, and budget and cost proposal form do not count toward the proposal narrative page limit.*
- Budget narrative may not exceed 2 pages, single spaced.

PROPOSAL SCORING



Organizational Background, Capacity, and Performance History

Points available: _____ 35

Proposed Program Design

Points available: _____ 70

Budget Form and Narrative

Points available: _____ 15

TOTAL: 120

EVALUATION PROCESS



All applications will go through an identical evaluation, rating, and notification process:

- Rating Team
- Compliance Review
- Rating Committee
- Selection
- Board Action and Contract Award
- Appeals Process and Access to Evaluation
- Negotiations and Contract
 - Contracts start July 1, 2021 and go through June 30, 2022 for the initial program year.

ONGOING QUESTIONS AND INFORMATION



All updates, documents, information:
seakingwdc.org/rfp20-02

Q&A Process:

- Fair, open, transparent process
- operations@seakingwdc.org
- Please include “RFP 20-02” in the subject of the email
- Questions submitted by 12:00pm each Friday will be answered and posted the following Monday

FINAL sent to WDC April 19th by 4pm

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) BUSINESS SERVICES

March 15, 2021

APPLICATION DOCUMENTS

- [Request for Proposals 20-02](#)
- *Required Attachments:*
 - [Proposal Cover Sheet](#)
 - [Statement of Compliance Form](#)
 - [Budget and Cost Proposal](#)

SUPPLEMENTAL RESOURCES

- [WorkSource Seattle-King County Map/Menu of Services](#)
- [Annual Report - Performance](#)
- [WDC Regional Strategic Plan](#)
- [Coordinated Business Services](#)
- [Next Generation Partnership Model](#)
- [Healthcare Industry Leadership Table \(HILT\)](#)



THANK YOU!

SEAKINGWDC.ORG