



Lower Chattahoochee Workforce Development Area 14 Bidder's Conference

January 23, 2018
GDOL – American Job Center
700 Veterans Street
Columbus, Georgia 31902

These minutes encompasses an overview of the discussion and questions and answers generated during the Bidder's Conference for the solicitation of Adult and Dislocated Worker Services held by the Columbus Consolidated Government Job Training Division on behalf of the Lower Chattahoochee Workforce Area 14. This conference was held at 10:00 a.m., January 23, 2018 at the American Job Center, 700 Veterans Parkway, Columbus, Georgia.

Please be reminded that this was the only opportunity questions could be answered during the solicitation process. Good luck.

Organizations Represented:

Ms. Stephanie Hundley, Goodwill Industries of the Southern Rivers
Mr. Marcus McBride, Goodwill Industries of the Southern Rivers
Ms. Loraine Cobb, Georgia Job T.I.P.S.

WIOA Staff

Ms. Feleshia Marshall, WIOA Asst. Director
Mr. James Shipp, WIOA Consultant (Retired)
Mr. William Crawford, WIOA Program Specialist II
Mr. Quentin Daniel, WIOA Monitor
Mr. Stan Gordon, WIOA Program Specialist I
Ms. Lisa Lane, WIOA Administrative Staff

Overview

The facilitator welcomed all attendees to the Bidders Conference and requested introductions.

A notice of correction to Page 11 under the “DETAILED IMPLEMENTATION SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS”, the Bidder’s Conference should read as follows:

10:00 a.m., “Tuesday”, January 23, 2018.

Attendees were informed that this is the only opportunity available to ask questions concerning the proposal for adult and dislocated worker services that has been released.

Attendees were provided an overview of the solicitation packet. The purpose of the solicitation is to seek an innovative program design for the Lower Chattahoochee Workforce Development Area that provides work-based training and services identified in the solicitation packet for the following activity: Work Reintegrative Training Program Work Experience and Placement Services for Adult and Dislocated Workers. The program design shall be one that includes the following: 1) Provides case management services that include career services and development of pathways that align with the individual’s interest and aptitude and develops or enhances skill sets necessary for job attainment, placement and retention in unsubsidized employment at end of training; 2) Develops service plans and strategies that outlines training goals and objectives leading to securing unsubsidized employment; 3) Secures allowable worksite training with area employers with the expectation of employment outcomes for the proposed number of program participants by June 30, 2019; and 4) Provides documented follow-up services for 12 months after completion of training and during unsubsidized employment that shall continue until expiration of the contract period.

Attendees were informed that \$157,500.00 had been set aside (by the Board) to serve 20 adults and 20 dislocated workers (collectively for a total of 40 customers) eligible for WIOA programs residing in the counties of Chattahoochee, Harris, Muscogee and Talbot in the Lower Chattahoochee Workforce Development Area, for Program Year 2018 (July 1, 2018 thru June 30, 2019). The contract will be awarded with an optional contract renewal not to exceed two additional years, based upon defined contract performance outcomes as it relates to meeting WIOA measures, future availability, contractor’s satisfactory performance and other factors as may be deemed appropriate and necessary as negotiated and approved by both parties and the Board

The facilitator further noted that services to adults and dislocated workers would be a decentralized delivery system utilizing both public and private sector service delivery operations. Although WIOA is the fund source and oversight entity, successful contractor retains operational control of their program, so long as functions under WIOA are within the scope of contract guidelines established by the WIOA Administrator, federal and state laws, regulations, and processes as it relates to services provided with WIOA Funds.

A reiteration of the specific funding information was discussed. It was clarified that \$78,750 in funding for the two funding streams – Adult and Dislocated Worker (a combined total of \$157,500) will be awarded for a Work Experience activity that must result in job placement in full time, unsubsidized employment upon completion of training.

Information: DUNS & CCR: Attendees were informed that the successful bidder will be required to have a Dun & Bradstreet Numbering System (DUNS) number (www.dnb.com) and must maintain active and current profiles in the Central Contractor Registration (CCR) (www.uscontractorregistration.com) as required. The attendees were encouraged to register with the CCR and also obtain a DUNS number if their agency is seeking other federal grant opportunities.

Include a certified copy of your fidelity bond, which shows coverage for the period that would be covered (July 1, 2018 – June 30, 2019).

A brief overview of the Implementation Schedule outlined on Page 11 of the solicitation package was discussed.

The facilitator noted that Page 14, describes how proposals must be submitted. Bidders were informed that all proposals must be in sealed enveloped marked in upper right hand corner marked as requested in the proposal packet. “Proposal: PY18 Work Reintegrative Training Program Work Experience and Placement Services for Adult and Dislocated Workers”

Each package submitted must contain one original and 3 copies. Each proposal must be clearly marked 'Original' or 'Copy'. The original copy and all attachments, **which require signatures**, must be signed by the person authorized to enter into contracts on behalf of the organization/agency. It was stated that the original proposal must be in **a color other than black ink** (preferably BLUE INK) in order to distinguish which is the original versus copy of the proposal.

Attendees were informed that no proposals will be accepted after the deadline for submission. As outlined on Page 10, deadline for submission is 5:00 p.m., February 26, 2018; and must be received at the Columbus Consolidated Government Annex – Job Training Division, 420 Tenth Street, 1st Floor, Columbus, Georgia. It was stressed that any proposals received after this time and date will not be accepted.

Upon receipt, proposals will be reviewed to determine whether or not they are responsive. Proposals will be considered responsive if it meets the criteria outlined on Page 12 of the proposal packet. The Administrative, Programmatic & Oversight Committee will review only responsive bids. The review is rated on a 100-point scale, with 5 additional points for local ownership. Minority and female business are encouraged to submit proposals.

Attendees were informed that the successful bidder will be provided training prior to start of program to cover Administration requires of contract implementation and reporting. Attendees were informed that it will be the successful bidder's responsibility to recruit participants for the services being funded. The WIOA Administration will determine eligibility, administer assessment/testing to determine basic skills functioning levels Adults and Dislocated Workers served and other requirements that are part of the WIOA Administration policy.

Attendees were informed that the contract awarded will be "cost reimbursement", which means that the WIOA Administration will reimbursement any costs outlined in the agreed budget that have been incurred and support documentation provided.

The Cover Page must be submitted with all proposals. The forms identified on page 41, 42, 44, 45 54, 55-57 and 58 must be completed.

Page 42 requires listing occupational titles that you will target and entry-level wages. You can find the O'Net codes for the positions you will target at <http://online.onetcenter.org/>

Attendees were informed that members of the Administrative Entity will conduct a pre-award monitoring during the period of negotiations and prior to actual signing of contracts with selected bidders.

In regards to the Budget, attendees were informed that a narrative must be submitted with a proposal that explains the costs identified in each of the budgets (Adult and Dislocated Worker). No material, labor, equipment or facility costs will be provided by the Lower Chattahoochee unless specified in the budget and agreed upon by the WIOA Administration/Board.

Attendees were further informed that the assurances and certifications listed within the proposal will be part of all contracts that are awarded for Program Year 2018

The Management Plan describes your organization. Tell us how you are set up; provide organizational chart, and how you will monitor yourself. On Page 45, you are asked to discuss your financial capability. You must provide a copy of your UI Tax and Federal Identification number (State and Federal Tax Numbers).

The Certification of debarment certificate must be submitted with the proposal.

ATTENTION ALL BIDDERS: NOTICE OF CORRECTION PROGRAM YEAR 2018 SOLICITATION PACKAGE

CORRECTION IS MADE TO SOLICITATION PACKAGE AS FOLLOWS:

"PROPOSAL CHECKLIST – PLUS ITEMS A 2 FORM AND F FORM OMMITTED IN ERROR"

These documents are attached to the minutes and will be posted to the webpage as a notice of correction to the PY2018 Solicitation Package.

The following list contains some of the general questions that were asked during the bidders conference, followed by responses of the Administrative Entity. We extend our thanks to each of the agencies in attendance and wish all bidders good luck.

Questions & Answers

No additional questions or answers may be provided.

Bidders were informed that all costs that are associated with providing program services must be identified on the budget form(s) provided in the solicitation package.

A. What Counties are we serving, all eight or only the four?

Q. *We serve the eight counties of Chattahoochee, Clay, Harris, Musoogee, Quitman, Randolph, Stewart and Talbot; however, job development and placement will be for the four Counties of Chattahoochee, Harris, Muscogee, and Talbot.*

A. Do Dislocated Workers have to reside in the four counties?

Q. *No, Dislocated Workers that have lost employment due to no fault of their own (i.e.: lay-offs, down sizing, or company closures) within the eight counties we serve may be eligible for WIOA services regardless of their residency.*

A. Are there specific "Pathways" targeted or is it entirely up to the individual?

Q. *The State of Georgia does have a High Demand Career Initiative (HDCI) where objectives in each workforce development area have been identified in-demand talent needs of business with the purpose of aligning education and training to meet those specific needs. The Lower Chattahoochee Workforce Development Area Fourteen has identified Health Care, Transportation and Manufacturing as the in-demand career paths for our area. Ultimately, it is up to the individual which career path they wish to explore.*

A. What is the "fidelity bond"?

Q. *Another terminology "liability insurance", covers policyholders for losses that they incur as a result of fraudulent acts by specified individuals. As stated in the package, bidders must provide a "fidelity bond" that adheres to the requirements discussed on Page 18 of the solicitation package.*

A. What are "allowable" reimbursement costs?

Q. *Allowable reimbursement costs are reimbursements of payments that are made to the contracted agency for incurred actual expenses against approved line items and expense amounts contained in a budget that was negotiated by both parties and approved by the Board that satisfies applicable cost principles for your program.*

A. How often is reporting due?

Q. *Counseling Notes are due once a month from all contracted Service Providers. Follow-up services must be conducted for 12 months beginning on the first day after completion of training and shall continue through attainment of unsubsidized employment or until the expiration of the contract award period, at which time the participant follow-up record will be transferred to the WIOA Administration, unless a renewal option has been approved. If renewed, the contractor will maintain responsible for those active participants still enrolled in the activity unless otherwise approved by the WIOA Administration.*

A. How many hours can an individual participate in work experience activity?

Q. *The maximum number of hours allowed in the work experience activity is up to 480 hours. Any additional hours that may be required will be negotiated with the WIOA Administration. This does not include the hours for any other activities associated with program design.*

- A. How can agencies obtain information regarding the prevailing entry wages for a specific occupation?
Q. *You may inquire through the local Georgia Department of Labor, located at 700 Veterans Parkway, Columbus, GA; thru the GDOL website at www.dol.state.ga.us; or inquire through local business.*
- A. Does the Program Specialists approve an individual for training?
Q. *No, the Program Specialists will determine eligibility for WIOA programing, perform the assessments and process all the required back up documentation in order to submit an approval request to the WIOA Administration for approval.*
- A. What are the performance measures required?
Q. *The performance measures are detailed on page 38 of the solicitation packet under number "9) Level of Performance" for both Dislocated Workers and Adults.*
- A. What is the length of time records are to be maintained for the contract?
Q. *Records must be maintained for a period of three (3) years.*

The facilitator asked if there were any additional questions that needed to be asked; any clarification required of what was being requested in the solicitation. No further questions were asked during the Bidders Conference.

The facilitator informed attendees that the local workforce areas in the State of Georgia had been received notice regarding the Governor's decision to move our State's Division of Workforce Development from the Georgia Department of Economic Development to the Technical College System of Georgia (TCSG). This transition will commence July 1, 2018

Attendees were further reminded that once the meeting adjourned, no additional questions or responses could be provided. With no further discussion, the Bidder's conference was adjourned. Good Luck to all interested parties.

PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms listed on this are included in the proposal, regardless of whether it has been mentioned. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements remember to ask at the Bidders Conference. This checklist is not required to be included in proposal packet.

Before submitting your proposal, check the following:

One original proposal and required documents, plus three copies. Appropriately marked.

A. Proposal Response Package Requirements.

1. Proposal Cover Page

2. Organization Information Form

3. Organizational Experience and Past Performance

4. Proposal Summary

5. Program Design

6. Program Cost and Performance, Budget Summary, and Detail Form(s)

7. Planned Performance Form

8. Reference Listing

9. Statement of Compliance Form

B. Proposal Response Package Requirements (Not required with proposal packet)

C. Copy of Business License

D. Copy of Liability Insurance/Fidelity bond

E. Lease/Rental Agreements and/or other Support Documents that Funds will be applied

F. Authorized Agency Contacts Form

ITEM A # 2
ORGANIZATIONAL INFORMATION FORM

1. General Information. Proposal must incorporate questions asked below. Summary format is acceptable provided all questions are addressed.

a. Date organization was established:

b. Is this organization a Corporation? YES _____ NO _____.

If "YES", attach a copy of the most current corporate registration certificate for the State of Georgia.

c. Is this a community-based organization? YES _____

NO _____. Note that government agencies are not "community-based organizations".

d. Current Federal Withholding Tax Identification Number:

e. Georgia Withholding Tax Identification Number:

f. DUNS Number and CCR Registration Date:

g. Attach letter from the organization's CPA or Financial Official verifying that the federal and state withholding taxes and Georgia UI taxes are current.

h. Does organization have a current fidelity bond? YES _____

NO _____. If yes, attach copy of current fidelity bond as attachment to proposal. If not provide written explanation.

i. Indicate the number of staff necessary for operations of this project.

j. Indicate the number of staff to be hired. _____

k. Is the organization accessible and reasonable accommodations are made for provision of services for disabled individual. YES _____

NO _____.

l. Indicate number of existing staff to be used in the operation of this project.

Attach a job description for each position to be used in implementing this project. If existing staff is to be utilized, attach resumes for each person. List

below, positions they will fill, annual salary and the percent of their time for each position that will be charged to this project.

- If staff is to be hired, list the positions, annual salary and percentage of salary charged to contract and later forward resumes of personnel hired, indicating which positions they fill and percentage of time.