

ONE STOP OPERATOR PROPOSAL REQUIREMENTS PONCE LOCAL WORKFORCE DEVELOPMENT AREA



I. INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA) also known as P.L 113-128 was enacted in July 2014 with the purpose of helping citizens seeking jobs. WIOA provides job seekers support by educating and providing service training with the end goal of becoming successful in the labor workforce and fulfill employer demands with qualified and specialized employees that can compete in the global economy.

Specifically, in the Title I section of WIOA, it establishes a system comprised of Local Workforce Development Areas which offer training services and jobs through One Stop Centers (OSC) and American Job Centers (AJC) throughout Puerto Rico.

II. JUSTIFICATION

The OSC and AJC are designed to facilitate training and job access to individuals that need assistance in areas that contribute to their workforce needs.

WIOA and its implementing Regulations require that Workforce Development Boards (WDB's) use a competitive process for the selection of an entity to operate OSC-AJC.

The Ponce Local Board, is interested in selecting and contracting the services of an operator (coordinator) to coordinate services among partners in One- Stop Center according to the requirements mentioned in this document in **Part VII. Roles and Responsibilities of One-Stop Operator (Pages 3 and 4)**. Successful fulfillment of these requirements will improve the quality of our workforce and enhance local area productivity and competition.

III. RESOURCES

The Board developed a plan that contains significant information concerning One Stop required and optional partners as well as the local workforce market. The information is readily available to applicants; therefore, it will not be included in this document. The plan may be obtained at the following web address: <https://www.aldIPonce.com>. Job specifications for the year 2018 may be requested by Email at: juntalocalponce_seleccionCGU@yahoo.com.

Proposers must have knowledge of the laws, statues, rules, regulations and public policies applicable to OSC-AJC. A copy of the WIOA and its Regulation may be downloaded at: <https://www.doleta.gov/WIOA>.

IV. PURPOSE

The purpose of this document is to request Proposals from qualified entities to select the One Stop Operator (OSO)-(AJC) of Ponce. The proposal selected by the Evaluation Committee will work according to the Regional and Local Plans, and the job specifications that will serve the population of Ponce. In accordance, the entity will be contracted based on the cost effectiveness described in the document, its outreach, and the services that will be offered to achieve stability within the system for the best interest of the local area.

The entity selected will be required to serve everyone who requests technical assistance, including low-income individuals, Veterans and people who require education, academic and occupational training with the purpose of obtaining paid employment.

V. ELIGIBILITY

The operator of the OSC-AJC can be a public or private non-profit entity or a consortium of entities with experience and a successful standing history which can be corroborated.

The types of entities that can be operators of the OSC-AJC include:

1. Higher Education Institutions;
2. State employment service agencies under Wagner-Peyser Law in representation of the local office of the agency;
3. Private Non-profit entities (including community-based organizations);
4. Private For-profit entities;
5. Government agencies;
6. A Local Board can be an operator of the OSC-AJC. However, the Local Boards **must** compete and comply with the mandatory requirements contained in 20 CFR 678.605 (c) and 678.615 (a). In the event that a Local Board is selected, the Governor and the designated member of the Board of Mayors, must agree with the selection and obtain approval (in a written and signed document) of the official designated member of the Board of Mayors and the Governor;
7. Other interested organizations capable of carrying out the duties of the one-stop operator of the OSC-AJC, such as a business organization or labor organization;
8. *Note:* Elementary school and secondary schools shall not be eligible for designation as One-Stop Operators, except non-traditional public secondary schools such as adult and technical education schools.

VI. IMPLEMENTATION PHASE / LOGISTIC ELEMENTS

- A. The Ponce Local Board has established a One-Stop Center which serves the community as a resource for people seeking jobs and employers to help them identify ideal candidates that are able to respond to their workforce needs. This system also offers varied employment services such as career exploration, identification of required partners, and resources to support customer services at the center and focus on results.
- B. The system is based on the following principles of WIOA:
1. Optimal services;
 2. Empowered individuals;
 3. Universal access;
 4. Increased accountability;
 5. Capable roles in leadership, supervision and administration for Boards and the private sector;
 6. Local flexibility;
 7. Improved Youth Programs.

VII. ROLES AND RESPONSIBILITIES OF ONE-STOP OPERATOR (OSO)

One-Stop Operator will be in charge of coordinating services among partners.

Duties (roles and responsibilities) include but are not limited to:

1. Supervising day-to-day operations, services to the public and other activities to support the center.
2. Coordinating responsibilities of partners defined in a Memorandum of Understanding (MOU).
3. Coordinating One -Stop operation schedules.
4. Coordinating services for participants and businesses.
5. Ensuring basic services are available (orientation, information regarding local labor market, resource facility area.)
6. Implementing policies of the Workforce Development Board.
7. Guaranteeing regulations and state / federal policies.
8. Reporting operations, performance and recommendations for continuous improvement to the Workforce Development Board.
9. Facilitating, as part of the integration of business partners, the services in common to customers that are served by the partners who comprise OSC-AJC.
10. Developing and implementing operation policies that manifest performance and communication of an integrated system and utilize technology to expand services.
11. Organizing and integrating services by functions instead of by programs in coordination with practices and training of human resources.

12. Developing One- Stop staff with skills and knowledge necessary to provide quality services for job seekers, including the disabled and employers focused on a frame of reference, and regional services consistent with the requirements of each partner.
13. Offering Cross Training workshops to staff of One-Stop to increase capabilities, expertise and efficiency.
14. Other duties determined by the Local Board.

PROPOSAL PRESENTATIONS

A. Proposal Content

1. Format

- a. Proposals should be word processed on a computer, single spaced and letter size (8 ½" x 11") with a one-inch margin. Pages should be numbered with the format "Page 1 of 24."
- b. Original proposals should be signed by an official authorized to do business and sign contracts. (See Appendix A) Proposals should not contain the name of the respondent in any other part. Proposals that have a respondent's name in any other part of the document, will **NOT** be considered for evaluation.
- c. Proposals should contain the following parts: (See Proposal Form)

I. General Information:

- a. Proposal Narrative
- b. Justification
- c. Administration Capacity
- d. Experience in Operation of Job Programs and Educational Training
- e. Financial Management of Federal Funds
- f. Accreditations Licensing and Institutional Permits (If it applies)

II. Services, Activities and Programs:

- a. Description of the design and content of the services.
- b. Management, Administrative and Operational Structure.
- c. Resources, Technologies, Methodology and System Services.
- d. Service Infrastructure.

III. Development and Completion

- a. Capability of respondents to accomplish goals and objectives.
- b. Integration of Required and Optional Partners.
- c. Certification Criteria, Evaluation, Accessibility Programming and Improvement. (See Proposal Forms)
- d. Required Contracting Documents: (See Proposal Forms.)
- e. Authorized Representative Legal Signature Certification.

IV. Detailed Costs of the One-Stop Operator Center Operations

V. Other Supporting Documents

VI. Cover Sheet (See Appendix A)

It should be easy to detach;

- d. Respondents or Entities should comply and state Non-Discriminatory Policies in the Proposal.

B. Proposal Submissions

- 1. Proposals of interested Respondents or Entities will be submitted within thirty (30) days of the Public Notice of Request For Proposals (RFP) closing date published in a newspaper of Puerto Rico by any of the following means:
 - a. In-person delivery;
 - b. Mail or Messenger Service (Ex: FedEx, USPS, UPS, etc.);
 - c. Internet Email:

IN-PERSON DELIVERY OR MAIL SERVICE

- 1. All in-person delivery of Proposals (identified with authentic first-hand signatures and initials on the Cover Sheet), require five (5) paper copies or a PDF electronic format in a USB flash drive, and should be sent to the following address:

Address: Junta Local de Ponce
Calle Isabel # 6163
Ponce, Puerto Rico, 00733

Or

Mailing Address: Junta Local de Ponce
P.O. Box 33-1709
Ponce, Puerto Rico, 00733-1709

2. All proposals (original and copies) should be delivered in a sealed package on or before 3:00 p.m., on July 23, 2018. Please be advised that **ALL** proposals received after this time will **NOT** be considered. Proposals received out of the time frame will be returned unopened and unaltered.
3. Proposals should be identified on the cover sheet as a respondent with the title: "Sealed Proposal: One- Stop Operator According to WIOA."
4. Designated officials will receive the proposals, number them according to the delivery date and time, and enter the evidence in a Registry Sheet for exclusive staff use who will evaluate the minimum submission information (date and time, etc.)
5. Proposals can be delivered thru regular mail, express mail or in-person.
6. Proposal packages should be completed and ensure USB flash drives were included. Not filing proposal requirements correctly will risk exclusions.
7. Inside the package, an original copy of the proposal should be in a separate identified envelope. All documents should be original and identified as such.
8. The Board will not be responsible for any submission costs of the respondents in this process.
9. Information included in the proposals will be sole property of the Board. The information and all related documents will not be made public until a proposal rejection notice of non-selection is issued and the contract is awarded to a winning entity.

INTERNET PROPOSAL SUBMISSIONS (Email):

Email proposal submissions to the Board will be accepted as a viable method.

1. Proposals should be saved in PDF formats.
2. Files can be submitted to the following Email address:
JuntaLocalPonce_SeleccionCGU@yahoo.com
3. The title of the RFP and the entities' name should be included in the subject of the Email.

4. The PDF file name should be in the following format: **Selection OSOC-Ponce-Company Name.**
5. Proposals should be received by Board on or before the closing date and time established.
6. The Board will not consider any proposals sent to a different Email address than the one specified above;
7. The Board recommends proposers to send proposals in one file, if possible, and if not, include an explanation indicating which Email file should be considered as the final proposal;
8. If instructions are not clear, the Board will require the proposer to clarify which file is considered the final version. However, additional information to the proposal cannot be submitted in response to this inquiry.
9. Only Emails received within the closing time frame will be accepted which means there is a risk that some files sent separately, in the case of multiple Emails, may not be accepted.
10. There are potential risks when submitting proposals thru the Internet including a delay between the sender's routing system and the receiver's, in this case, the Board;
11. The Board recommends tagging the e-mail with the option "*delivery receipt request*" and "*read receipt request*";
12. If the Email is not delivered and an automatic reply is not received from the Board, please contact Juan Santiago Capielo, Local Board Coordinator.
13. Emails with viruses such as "malware" will be rejected;
14. Designated Local Board staff will not open any attachments before the closing date and time. In the event that one or more files do not open, (For example, corrupt files) the proposers will **NOT** have the opportunity to resend the files after the closing;
15. The proposers are responsible for methods and channels they select to submit proposals. The Ponce Local Board does not assume any responsibility for Emails that are rejected or late or any files that do not open; and
16. Proposers assume all responsibility for partner risks when sending proposals thru Email and delayed submissions, regardless of the reasons, they will be rejected.

VIII. PROPOSAL EVALUATION

A. Review Committee

1. Consists of five (5) members of the Board including a representative of Wagner-Peyser.
2. The names of the Review Committee of the Ponce Local Board will be made public.
3. No member of the Review Committee, the Board, nor management staff is allowed to make a binding agreement related to Request For Proposals.
4. No member of the Review Committee, nor the Board, may disclose under any circumstances the proposal content, evaluations nor determinations, in consideration of the proposers.

B. Evaluation and Scoring

1. The basic criteria to evaluate and select a One-Stop Operator proposal will be, without limitations:
 - a. Human Resources proposed.
 - b. Technical Resources and Infrastructure proposed.
 - c. Prior experience in Public and Federal Funding Management.
 - d. Prior experience regarding training and/or job programs;
 - e. Financial Capacity;
 - f. All cost in the proposed budget are reasonable and within the funds available.
 - g. Other criteria determined by the Board.
2. Other additional specific criteria to include:
 - a. Those related to Regional and Local Plans, and job descriptions.
3. Other pertinent and adequate criteria deemed necessary.

C. Selection Notification

1. Once the One Stop Operator - AJC entity is selected, all proposers who participated in the Request For Proposal will be notified in a certified written mail statement accompanied by an acknowledgment receipt of

the final decision. Proposals that were rejected will receive feedback of unmet criteria and reasons to base non-selection, a summary of the process, and the right to claim for reconsideration.

IX. AVAILABILITY OF FUNDS

Financial grant subsidy for One-Stop Operator is mainly federally funded. For planning eventuality, proposers interested in RFP should assume that more funds cannot be designated annually to each program. For the financial year 2018-2019, the amount of funds available for the (coordinator) operator is \$ 30,000 or between \$ 30,000 and \$40,000.

X. CONTRACTING

- A. The completion period is one (1) year from October 1, 2018 to June 30, 2019. Based on performance, availability of funds, and at the discretion of the Local Board, the contract can be extended one (1) or two (2) years (additional programs (2019-2020) (2020-2021).)
- B. The contract between the Board and One Stop Operator - AJC will specify the role and responsibilities of the operator.
- C. The One- Stop Operator selected will offer services in our facilities and use our resources available at: **Isabel Street # 61-63 Ponce, PR 00733.**
- D. Any proposer the Board contracts to provide the services described in this document will be categorized as a sub recipient to whom all statues, and federal regulations is obligated to comply with the dispositions in 2 CFC Part 200 as well as WIOA and others.
- E. The role of One Stop Operators should clearly delineate all stages of the acquisition process and the legal contract between the Local Board and One Stop. Subsidized funds of One Stop fluctuate every year. The contract should be modified to increase or decrease the amount of funds administered according to the roles of the delegates.

XI. RECONSIDERATION

- A. Any proposer or participating entity in this process has the right to ask for reconsideration of the Board's decision that may have resulted adverse.
- B. Proposers or entities should appeal a settlement to the Board within fifteen (15) consecutive days, counting as of the notification date received that is esteemed adverse.

- C. This appeal should explain incorrect or adverse judgements and the corresponding corrective actions. This appeal will be sent to:

Address: Ponce Local Board
Isabel Street # 6163
Ponce, Puerto Rico, 00733

Mailing Address: Ponce Local Board
P.O. Box 33-1709
Ponce, Puerto Rico, 00733-1709.

- D. The Board will have a thirty (30) day period upon receiving the appeal to resolve and answer in writing.
- E. All One Stop Operator proposers and participating entities in the selection process have the right to view the awarding proposal file which includes all proposals and reviews, among other documents, with a prior request. Request to view the file by the proposers or entities should be presented within fifteen (15) days after receiving the proposal acceptance or rejection notification.
- F. If the proposer or participating entity does not agree with the Board's appeal response they will have fifteen (15) days after receiving the determination to appeal at the State Level. The appeal will be sent to:

Address: Work Development Program
Department of Economic Development and Trade
Fomento Industrial Building, 2nd Floor,
Roosevelt Ave. #355, Hato Rey, Puerto Rico

Mailing : Work Development Program
Department of Economic Development and Trade
P.O. Box 192159
San Juan, Puerto Rico, 00919-2159

- G. The State will have a thirty (30) day period upon receiving the appeal to resolve and respond in writing.
- H. Proposers should certify by means of Corporate Resolution, if applicable, stating the person authorized to represent the entity in the appeals process as well as sign the contract if they are selected.
- I. In the case of individuals, they should certify they have the legal capacity to make contracts with the government and nothing should impede this process.

APPENDIX A: COVER SHEET

Proposer's Name:

Mailing Address:

Contact Person:

Title:

Telephone:

Email Address:

Website:

I hereby certify that the information provided is correct in all its parts.

Proposers Signature:

Authorized Representative of the
Proposer:

Authorized Signature for the Contract:

Initials: