

REQUEST FOR PROPOSALS

WORKSOURCE SNOHOMISH COUNTY SYSTEM CAPACITY BUILDING

SECTION I - BACKGROUND

In response to rapidly changing economic conditions, Workforce Development Council Snohomish County (WDCSC) anticipates that the WorkSource Snohomish County system may soon have resources for rapidly expanding system capacity in the next few months. While no funds are certain at this time, WDCSC deems it prudent to identify all community partners that may have the knowledge, skills, and ability to rapidly expand capacity and deliver best-in-class services in one or more of the following categories:

- **WorkSource Comprehensive Center/Affiliate/Connection Site Operator**
- **Summer/Year-Round Youth Employment Program**
- **Adult/Dislocated Worker Employment Program**
- **Supportive Services**

Should resources be made available, all services to be provided will be implemented within the context of the WorkSource Snohomish County system and involve a range of partners including Washington State Employment Security Department, Snohomish County secondary and post-secondary educational institutions, and all other WorkSource Snohomish County partners as well as United Way of Snohomish County, Refugee and Immigrant Services Northwest, Volunteers of America of Western Washington, and the Salvation Army. WDCSC is offering interested organizations an opportunity to respond to this Request for Proposals (RFP) to provide services in one or more of the categories listed above within this team-based model as needed to respond to rapid unfolding economic circumstances and economic stimulus opportunities throughout Snohomish County. The successful bidder(s) will be an active participant(s) in contributing to the economic prosperity of Snohomish County through a collaborative relationship with WDCSC and the WorkSource Snohomish County system. A description of that system is provided in the current 2007 Updated Operations Plan and 2007 Two-Year Operations Plan Supplement which may be found at: <http://www.wdcsc.org/resources/reports/index.html>.

Section II – RFP Process

Interested parties must answer all questions for a given category in accordance with the directions below. All documents must be submitted electronically to Debbie Little at debbie.little@wdcsc.org. A bidder must submit a separate Letter of Proposal for each category in which it is interested in receiving funds. The Letter must answer the relevant questions for category selected in Section III in no more than 3 pages. The letter should be single spaced in 12 point font.

An existing WDCSC subcontractor must prepare a Letter of Proposal for expansion of the above services even if it is currently receiving a subcontract for services in that category to be added to the list of entities that may be utilized for expansion of those services. For example, an existing Workforce Investment Act (WIA) Title I-B Youth Program subcontractor should prepare a Letter

of Proposal should that entity wish to operate a Summer or a Year-Round Youth Employment Program.

The timeline for this RFP process is listed below:

February 10, 2009	RFP released	
March 2, 2009	Letters of Proposal due to WDC	No later than 5 p.m.
March 17, 2009	Proposals approved by the WDCSC Board of Directors for inclusion on the capacity-building partners list for potential subcontracts	No later than noon

Interested parties may submit questions about this RFP. Questions are considered public information and will be posted, in their entirety, on the WDCSC website with answers within 1 working day of receipt. Questions will be accepted by e-mail only, and only until February 26, 2009. Questions submitted in alternate formats or after that date will not be answered. All questions should be submitted to Debbie Little at debbie.little@wdcsc.org.

Section III – Questions

WorkSource Center/Affiliate/Connection Site Operator

- 1) Describe your experience serving as a WorkSource Snohomish County Site Operator including whether you were/are an Operator of a center, affiliate site, or connection site. Include dates and locations. (20 points)
- 2) Describe any other relevant past performance fulfilling the functions of a WorkSource Snohomish County Site Operator including the development and management of quality control processes. Include dates and locations, if different. (15 points)
- 3) Describe any facilities for which you have site control and equipment that could be used to launch a WorkSource Snohomish County center, affiliate site, or connection site. (15 points)
- 4) Identify any existing staff that your might utilize for provision of Site Operator functions including their experience and qualifications. If you do not have existing staff to fulfill these functions, describe the timeline for hiring and training staff. Include typical time to fill vacant positions. (20 points)
- 5) Given your space, staff, and other capacity considerations, identify the number of centers, affiliate sites, and/or connection sites you would be able to manage assuming funding were available. (20 points)
- 6) Provide any other relevant information that you feel demonstrates your organization’s ability to effectively fulfill the Site Operator function within the WorkSource Snohomish County framework. (10 points)
- 7) Provide the name and contact information for the individual(s) who can answer questions about the proposal.

Summer/Year-Round Youth Employment Program

- 1) Describe your experience delivering summer and/or year-round youth services, including experience in Snohomish County within the WorkSource Snohomish County framework. Include dates and locations. (20 points)
- 2) Describe any other relevant past performance delivering youth employment services. Include dates and locations, if different. (15 points)
- 3) Describe any working relationships you may have with school districts and community colleges to provide services to in and/or out-of-school youth. (15 points)
- 4) Identify any existing staff that your might utilize for provision of youth employment program services including their experience and qualifications. If you do not have existing staff to fulfill these functions, describe the timeline for hiring and training staff. Include typical time to fill vacant positions. (20 points)
- 5) Given your staff and other capacity considerations, identify the number of participants you would be able to serve assuming funding were available. (20 points)
- 6) Provide any other relevant information that you feel demonstrates your organization's ability to provide effective youth employment program services within the WorkSource Snohomish County framework including experience providing services to particular target populations or communities. (10 points)
- 7) Provide the name and contact information for the individual(s) who can answer questions about the proposal.

Adult/Dislocated Worker Program

- 1) Describe your experience delivering adult and/or dislocated worker program services, including experience in Snohomish County within the WorkSource Snohomish County framework. Include dates and locations. (20 points)
- 2) Describe any other relevant past performance delivering adult and/or dislocated worker services. Include dates and locations, if different. (15 points)
- 3) Describe your experience working with collective bargaining units and Labor Management Committees in the delivery of services as indicated. (15 points)
- 4) Identify any existing staff that your might utilize for provision of adult and/or dislocated worker program services including their experience and qualifications. If you do not have existing staff to fulfill these functions, describe the timeline for hiring and training staff. Include typical time to fill vacant positions. (20 points)
- 5) Given your staff and other capacity considerations, identify the number of participants you would be able to serve assuming funding were available. (20 points)
- 6) Provide any other relevant information that you feel demonstrates your organization's ability to provide effective adult and/or dislocated worker program services within the WorkSource Snohomish County framework including experience providing services to particular target populations or communities. (10 points)

- 7) Provide the name and contact information for the individual(s) who can answer questions about the proposal.

Supportive Services

- 1) Describe your experience providing supportive services to youth and/or adults, including the type(s) of services and experience in Snohomish County within the WorkSource Snohomish County framework. Include dates and locations. (20 points)
- 2) Describe any other relevant past performance delivering supportive services to participants in workforce investment programs. Include dates and locations, if different. (20 points)
- 3) Identify any existing staff that you might utilize for provision of supportive services including their experience and qualifications. If you do not have existing staff to fulfill these functions, describe the timeline for hiring and training staff. Include typical time to fill vacant positions. (20 points)
- 4) Given your staff and other capacity considerations, identify the number of participants you would be able to serve assuming funding were available. (20 points)
- 5) Provide any other relevant information that you feel demonstrates your organization's ability to provide effective supportive services to participants in a workforce investment program within the WorkSource Snohomish County framework including experience providing services to particular target populations or communities. (20 points)
- 6) Provide the name and contact information for the individual(s) who can answer questions about the proposal.

Section IV. Additional Clauses

AWARD PERIOD AND AMOUNT AVAILABLE

This RFP may result in the award of a subcontract or subcontracts pending receipt of funds by WDCSC. **Completion and approval of a Letter of Proposal does not obligate WDCSC to enter into a subcontract with a given bidder and any bidder may be required to provide documentation of qualifications, such as a copy of its most recent audit, prior to the issuance of a subcontract. WDCSC will not enter into a subcontract with an entity that has not responded to this RFP or a subsequent procurement action.**

At its discretion, the WDC may extend the length of subcontracts or negotiate new subcontracts for the continuation or expansion of services based on Letters of Proposal received, performance review, and/or continuity of services considerations.

COST OF PREPARING PROPOSALS

Costs for developing a proposal are solely the responsibility of the bidder. WDCSC will not provide reimbursement for such costs.

WITHDRAWALS

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to debbie.little@wdcsc.org.

CLARIFICATION PROCEDURES

All clarifications or changes to submitted proposals must be in the form of a written addendum and received electronically prior to the closing of the RFP.

PUBLIC RECORDS

Applicants are advised that most documents in the possession of WDCSC are considered public records and subject to disclosure under the State Public Records Law.

EVALUATION PROCESS

An Evaluation Committee will be formed comprised of members of the WDCSC Service Delivery Committee or other interested Board members who have no fiduciary interest in bidding for programs under WDCSC. Evaluation Committee members will review and score proposals according to the criteria and assigned points specified in Section III. WDCSC retains the right to request additional information from any applicant.

The Evaluation Committee members' scores will be calculated. Scores will be used as a guide for discussion and approval of a subcontractor (if a response does not adequately address the relevant questions, the committee may recommend that no award be made). Any subcontract(s) will be awarded by the WDCSC Board of Directors.

A particular bidder may not be recommended for funding regardless of the merits of the letter submitted if it has a history of contract non-compliance with WDCSC or any other funding source. The bidder may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of any subcontract issued.

PROTESTS OF SUBCONTRACT APPROVAL/DISAPPROVAL

Bidders who have submitted a Letter of Proposal may protest the approval/disapproval of any letter(s). The process for protesting the approval is as follows:

- Protests must be filed in writing by email, facsimile, or hand delivered to Debbie Little of Workforce Development Council Snohomish County by March 27, 2009. All protests are public information after the protest period ends.
- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule, or regulation applicable to the contracting process.

- WDCSC will review protests that meet the above conditions.
- During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by WDCSC. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this RFP.
- The WDCSC President/CEO will review the protest and issue a written response that is intended as a complete and final answer to the protest. The answer will be issued no later than April 10, 2009.

COMPLIANCE REQUIREMENTS

Each bidder awarded a subcontract must comply with the Workforce Investment Act, associated regulations, associated state policies, and WDCSC fiscal procedures and monitoring guidelines.