

# Imperial County Workforce Development Board

## Workforce Innovation and Opportunity Act Local Plan Writer Request for Proposals

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Imperial County Workforce Development Board  
2799 S. 4<sup>th</sup> Street  
El Centro, CA 92243

Present RFP to ICWDB for Approval	August 26, 2020
Request to ICBOS for Release of RFP	September 15, 2020
Technical Assistance Contacts:	Timothy Druihet E-mail: <a href="mailto:timothydruihet@co.imperial.ca.us">timothydruihet@co.imperial.ca.us</a> Phone: (442) 265-4959 or Jeffrey Burquist E-mail: <a href="mailto:jeffreyburquist@co.imperial.ca.us">jeffreyburquist@co.imperial.ca.us</a> Phone: (442) 265-4955
Deadline for Submission of Proposals	October 16, 2020
RFP Evaluation Panel	October 22, 2020
ICWDB Approve Recommendation	October 28, 2020
Recommendation for Approval to ICBOS	November 17, 2020
Contract Commences	November 23, 2020

## **I. GENERAL RFP INFORMATION**

### **A. Introduction**

The Work Investment Act (WIA) of 1998 created a number of programs that provided employment and training services to eligible youth, adults, and dislocated workers. WIA sunsetted on June 30, 2015, and has been replaced by the Workforce Innovation and Opportunity Act (WIOA). Per Section 108 of WIOA, the local board shall collaborate with local board members and the chief elected official in the preparation and submission of Imperial County's Local Plan.

The Imperial County Workforce Development Board (ICWDB) is seeking the services of a qualified individual or organization to write the ICWDB Local Plan for PY 2020-2023.

### **B. Funding Available Through this RFP**

No more than \$15,000 will be committed to this project. These funds will come from WIOA funds. This project must be completed by June 30, 2021.

### **C. Eligible Proposers**

The ICWDB is seeking responses from individuals and/or organizations with experience in the past five years in providing similar service to comparable organizations. The vendor must have documented experience in developing a document similar to the one describe in the Scope of Work section of this RFP. The proposer must be familiar with WIOA.

### **D. Deadline for Receipt of Proposal**

Tree copies of the proposal must be received no later than 5:00 p. m. on October 16, 2020, at the following address:

Imperial County Workforce Development Board  
2799 S. 4<sup>th</sup> Street  
El Centro, CA 92243

Late proposals will not be accepted.

### **E. Technical Assistance**

Request for technical assistance should be directed to [timothydruihet@co.imperial.ca.us](mailto:timothydruihet@co.imperial.ca.us) or [jeffreyburquist@co.imperial.ca.us](mailto:jeffreyburquist@co.imperial.ca.us).

Responses from the ICWDB will be in writing.

### **F. General Proposal and Contract Conditions**

1. All costs of proposal preparation shall be borne by the proposer. The ICWDB shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation and/or submission of the proposal.
2. The proposer shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the ICWDB that will remain open and valid for a minimum of four months from the proposal submission deadline.

3. Nothing contained in this RFP shall create any contractual relationship between the proposer and the ICWDB. Selection of proposer as a contractor is not an acceptance of the terms and conditions included in the proposal as is. Selection is only the beginning of an offer-counteroffer process.
4. The proposal must set forth accurate and complete information. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.
5. The ICWDB reserves the right to withdraw this RFP at any time without prior notice. The ICWDB make no representation that any contract will be awarded to any offeror responding to this RFP. The ICWDB reserves the right to reject any or all bids and or items therein.
6. The ICWDB reserves the right to determine that the RFP is a “failed competition”; that there are not a sufficient number of satisfactory proposals to award all of the funds. In that case, the ICWDB may reissue the RFP to solicit additional proposals or award the contract on a sole source basis.
7. Proposals shall be reviewed and rated by the ICWDB as submitted. No changes or additions may be made by the proposer after the deadline for receipt of proposals.
8. If proposer knowingly submits false information, the ICWDB reserves the right to reject that proposals. If a contract was awarded as a result of false data submitted in response to this RFP, the ICWDB reserves the right to withdraw the award or terminate contract.

## **II. SCOPE OF WORK**

The consultant will be expected to do the following:

- Facilitate focus group sessions designed to attain input on the Local Plan.
- Write the narrative to the Imperial County Local Plan in accordance with the format and outline laid out in the guide contained in State Directives.

## **III. CONTRACT/FISCAL POLICIES**

### **A. Method of Contracting**

Contractor will be required to enter into a Purchase Order contract with the ICWDB on a format to be designated by the ICWDB. The contract will be on a fee for performance basis.

## **IV. INSTRUCTOTIONS FOR COMPLETING AND SUBMITTING PROPOSALS**

### **A. General Instructions**

1. Three (3) complete copies of the proposal must be submitted. One copy must contain original signatures and be stamped “Original” on the cover sheet.

2. All proposals must be typed and bound.
3. Pages must be numbered.
4. Proposals will consist of a narrative, budget and other required exhibits.
5. Applicants must use the forms provided in completing their proposals. Information submitted on another format will not be accepted for review.
6. Do not submit information, data, forms, or letters not specifically requested.

B. Project Narrative

**1. Demonstrated Ability**

- Describe your experience in participating in similar projects
- Provide the names, addresses, phone numbers of other customers who have received similar services.

**2. Scope of Services**

Describe your approach to implementing the requirements of the Scope of Work of this RFP. Include a discussion of the individual activities you will undertake to complete the project.

**3. Budget**

Complete the Budget exhibit.

**4. Timelines**

Describe your timeline for completion of the project.

A. Forms to be Completed

Proposer must complete the Budget and all of the exhibits and attachments.

**V. FUNDING RECOMMENDATION PROCESS AND EVALUATION CRITERIA**

A. Funding Recommendation Process

The funding recommendations process is as follows:

1. Acceptance for Review

Proposals received by the deadline that meet the minimum eligibility requirements shall be accepted and reviewed.

2. Contents Review

Proposals received by the deadline and accepted for review shall be ranked and scored according to the criteria listed in this RFP.

3. Pre-Award Conference/Contract Negotiation

Upon final approval, the ICWDB shall conduct a pre-award conference to discuss expectations and contract negotiations. Contract negotiations will be rescheduled with the recommended vendors to negotiate within a prescribe time. If a contract cannot be negotiated within this period of time, the contract award shall be withdrawn and any expenses incurred will not be reimbursed.

B. Evaluation Criteria

Evaluation criteria is as follows:

1. Demonstrated Ability- 50 Points

Applicants will be scored on the following: experience with and successful performance in managing a similar project.

2. Responsiveness to and Implementation of Scope of Work-30 Points

Applicants will be rated on the narrative's compliance with the requirements of the RFP Scope of Work, and sufficient detail in the narrative to show the project can be Successfully completed within the proposed timeline.

3. Cost/Price Reasonableness- 20 Points

Applicant's budgets will be review to determine that costs are reasonable, competitive, and comply with cost standards.

**VI. CONTRACT REQUIREMENTS**

A. Non-Discrimination/Equal Opportunity

Contractors shall comply with federal, state, and County of Imperial non-discrimination/equal opportunity requirements.

The County of Imperial is committed to a policy of Equal Opportunity Contracting. Qualified firms including small business and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the City's ordinances and regulations regarding Affirmative Actions and Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

# Cover Sheet

Imperial County Workforce Innovation and  
Opportunity Act  
Local Plan Consultants Application

## Applicant Information

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

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

City/State/ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# Proposed Budget

**Please complete the following information.**

Cost per Hour: \_\_\_\_\_

What cost elements go into this figure:

Number of hours projected to complete scope of services: \_\_\_\_\_

Hourly Cost \_\_\_\_\_ X No. of Hours \_\_\_\_\_ = \$ \_\_\_\_\_

AFFIDAVIT I

AFFIDAVIT OF NON-COLLUSION

I, \_\_\_\_\_, depose and say that I am the  
\_\_\_\_\_ of  
(“President”, “Vice President”, etc.

\_\_\_\_\_, who  
(Insert name and address of proposing organization)

Submits this proposal to the ICWDB and hereby declares that this proposal is genuine, and not sham or collusive, nor make in the interest or in behalf of any person not herein named and the that applicant had to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the applicant has not in any manner sought by collusion to secure for himself in advantage over any other applicant.

\_\_\_\_\_ at \_\_\_\_\_  
Date City, State

Affix Corporate Seal

I certify or declare under penalty  
or perjury that the foregoing is  
true and correct

\_\_\_\_\_

AFFIDAVIT II

ALL ORGANIZATIONS MUST COMPLETE THE FOLLOWING AS TO NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES.

The undersigned representatives do hereby certify that, consistent with the regulations issued pursuant to the Workforce Innovation and Opportunity Act the applicant or contractor does and will continue to comply with Title VI of the Civil Right Acts of 1964 (42USCS2000d) and all other applicable federal, state and local statutes relative to non-discrimination.

The undersigned further recognizes that the ICWDB may not contract with any organization, which is not compliance with these assurances, No person shall on the grounds of race, creed, national origin, color, handicap, sex, sexual preference, religion, age, or political affiliations, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity funded in whole or in part with funds available under the Workforce Innovation and Opportunity Act.

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Organization

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Location (address)

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City, State and Zip Code

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Officer's Signature

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Officer's Title with Organization

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Date

AFFIDAVIT III

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment of modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all "subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all" subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Grantee/Contractor Organization

Program/Title

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Name and Title of Authorized Signatory

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Signature

Date

AFFIDAVIT IV

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of statements in this certification, such prospective participants shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

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Date