



## WORK4WV-Region 1, Inc.

### Region 1 Workforce Development Board Policy Letter #06

Subject: Request for Proposal Process Guidelines

Effective Date: July 1, 2016

**1. Authority:** The Region 1 Workforce Development Board / WORK4WV Region 1, Inc. maintains monitoring and oversight duties of all WDB activities, but it delegates to responsible committees and WDB staff the obligation to create the necessary Request For Proposals (RFPs) required by the Workforce Innovation and Opportunity Act of 2014. The Executive Director will sign all contracts on behalf of the WDB.

**2. Bidding Criteria:** The responsible Committee/WDB staff will determine what services are needed, what type of provider is needed, what cost analysis is required, and what type of objectives and performance criteria will be applied in the selection process. The criteria may vary depending on the nature of the services sought. The relevant committee/WDB staff will be responsible for determining the application of criteria.

**3. RFP Format:** The responsible committee/WDB staff will provide the Executive Director with the criteria for the RFP. The criteria should be kept general enough to allow opportunity to consider other quality provider options for providing needed services. The Executive Director will be responsible for ensuring the final RFP meets all applicable specification requirements.

**4. Advertising:** The Executive Committee will review the RFP and modify or approve the proposal for advertising. The Executive Director will be responsible for ensuring action is taken to submit a public notice to all Region 1 major newspapers advertising:

- ➔ existence of the RFP with directions on how to receive a copy, and
- ➔ requirement to be at the bidders conference to be a qualified bidder, if applicable, and
- ➔ location, date, and time of bidders conference.

**5. RFP Review Team:** Proposals from qualified bidders received by the established deadline will be turned over to a Review Team to evaluate content, required elements, and fiscal data according to established criteria. Points will be assigned for each completed section on an Evaluation Summary Sheet. The Review Team will be comprised of Committee and R1WDB members.

The Review Team will rate the overall acceptability of each proposal. Oral presentations by bidders may be required at the discretion of the Review Team. As part of the pre-

award survey and evaluation process, the Review Team may request performance data from other jurisdictions and funding sources regarding the bidder's ability to meet planned goals and funding requirements.

**6. Youth Committee Request for Proposals:** The procedures outlined in this issuance apply to procurements actions by the Youth Committee in developing recommendations for selecting youth service providers, except as noted in this section.

The Youth Committee with R1WDB staff will establish the parameters of the RFP and the evaluation criteria. A review Team consisting of Youth Committee and R1WDB members will review all proposals for youth services. The Review team will forward a recommendation along with the evaluation summary sheets of all proposals to the Executive Committee for action.

In the case of youth service agreements, the R1 WDB Executive Director will be responsible for negotiation and execution of all final contracts.

**7. Selection and Negotiations with Bidders:** The Review Team will forward a recommendation along with the Evaluation Summary Sheets of all Proposals to the Executive Committee.

The Executive Committee will consult with the LEO Board on awards that exceed \$100,000. The Executive Committee will make awards, with the concurrence of the LEO Board when appropriate, based upon recommendation of the Review Team and if deemed necessary its own analysis of the proposals. If the Executive Committee decides to select a bidder other than the one recommended by the Review Team, the Executive Committee will document its justification for an alternate selection. The Executive Committee will inform the Review Team of the basis of any alternate selection.

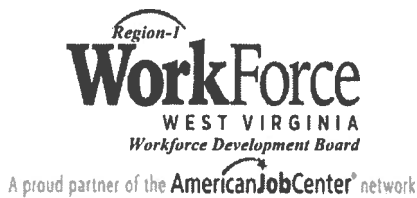
If no qualified service providers submit a proposal in response to the RFP's, the Executive Committee can use Sole Source Procurement in accordance with Policy Letter #05 for projects that fall under \$100,000.

All ITAs are governed by the Eligible Training Provider List requirements and do not fall under these RFP procedures. Other individual participant services (such as OJT contracts with an employer) that fall below \$10,000 for each participant are also exempt from these procedures. Such agreements may be entered into by WDB staff under the direction of the Executive Director without competition.

The R1 WDB Executive Director will negotiate with the successful service provider/contractor to come to an agreement on administration, performance and cost details in accord with the RFP criteria.

Contracts will normally be awarded on a program year basis with renewal options being specified in the original RFP.

<b>Approved:</b>	August 04, 2016	Executive Committee
	August 18, 2016	Region 1 Workforce Development Board
	August 24, 2016	LEO Board



## **Region 1 Workforce Development Board Policy Letter #5**

**Subject: Procurement Policy**

**Effective Date: July 1, 2016**

**Purpose:** To establish a procurement policy for the purchase of equipment and services using Region 1 Workforce Development Board funds made available through The Workforce Innovation and Opportunity Act of 2014.

**References:** Section 195(11) Workforce Innovation and Opportunity Act 2014; 2 CFR Part 200 §200.318-200.326 Procurement Standards.

**Background:** Local Workforce Development Boards, as outlined in the Section 195(11) Workforce Innovation and Opportunity Act 2014; 2 CFR Part 200 §200.318-200.326 Procurement Standards are required to ensure an open and competitive procurement process. Procurement procedures shall not restrict or eliminate competition.

**Local Preference Policy:** It is the policy of the Region 1 Workforce Development Board to give preference to qualified vendors/service providers which are located in Region 1, to increase the economic development multiplier effect of Title 1 WIOA funds allocated to this region. Products and services may be solicited from vendors/service providers outside of Region 1 only after it has been documented that quality products or services are not available locally. The required documentation is described below.

**Policy:** Procurement under grants shall be made by one of the following methods as described herein: (A) small purchases under \$5,000.00 (B) purchases in excess of \$5,000.00 (C) Purchases in excess of \$100,000.00 (Competitive Bid Process) (D) Sole Source Proposals.

Procurements under \$5,000.00 are considered small purchases and may be procured without soliciting written competitive quotations, but comparative shopping is required. Purchases in excess of \$5,000.00 require written quotations from at least three (3) vendors. Purchases in excess of \$100,000.00 require competitive proposals from at least three (3) responsible vendors and a sealed bid process shall be utilized. However, for procurements for non-participant service items, WDB staff may generate the request as opposed to a WDB committee being responsible for the first step of developing the parameters. All other requirements remain the same.

Documentation will be included in the procurement file to support the decisions made with reasons why each action was taken. In limited circumstances, sole source procurements may be employed as described in the next paragraph.

**Sole Source Procurements:** As a general rule all procurements where there is only one (1) distributor for merchandise needed and no other product meets the stated needs or specifications, quotations are not necessary. The single source procurement may be used under the following conditions:

1. Based on past experience, the WDB staff has determined that there is only one vendor who can perform the tasks needed and this fact has been documented in the procurement file citing the reasons for such action. Justification may include unique experience with Region 1 WDB systems or data is required and it would be prohibitively expensive to bring in a new vendor to learn the systems. The Executive Committee must formally approve all actions falling in this category through a recorded vote. The reasons for the action will be included in the Executive Committee minutes.
2. Public exigency or emergency when the urgency for the requirement will not permit a delay resulting from competitive solicitation.
3. After solicitation of a number of sources, competition is determined inadequate.
4. The Federal Awarding agency or pass-through entity (State of WV) expressly authorizes noncompetitive proposals in response to a written request from the R1WDB.

Service Providers awarded WIOA funds through the RFP Process must follow the intent of this Procurement Policy; however, successful Grantees and Sub-Contractors will not be required to use the RFP Process to expend awarded funds. Property purchased with WIOA funds must be accounted for on an annual basis and will revert to ownership of the Region 1 Workforce Development Board/WORK4WV Region 1, Inc. if the grantee fails to complete its contract for services.

**Expiration Date:** Effective until rescinded or modified by Region 1 Workforce Development Board.

<b>Approved:</b>	<b>August 4, 2016</b>	<b>Executive Committee</b>
	<b>August 18, 2016</b>	<b>Region 1 Workforce Development Board</b>
	<b>August 24, 2016</b>	<b>LEO Board</b>