

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

Request for Proposal - Negotiation
PROFESSIONAL SERVICES

To: Date April 7, 2017
..... RFP-004-2017 (Professional)

Pursuant to 31 V. I. C. § 239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Property and Procurement, will receive proposals/applications for the work described below. Proposals/Applications will be received until **Monday, May 8, 2017 at 4:00 P.M.**

DESCRIPTION OF WORK

The Government of the Virgin Islands, Department of Property and Procurement is requesting proposals/applications from qualified contractors for the following services: **RFP-004-2017 (P) One-Stop Operator for the Virgin Islands Workforce System.**

SCOPE OF SERVICES: SEE ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals, the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS:

Selection criteria will include (i.) Professional qualifications, registration and general reputation of the principals of the firm; (ii) the extent to which the firm or person specialized in or has designed project of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting schedules; and (v) quality of performances on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or persons with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee shall negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated? Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Lloyd T. Bough Jr.
Commissioner Nominee
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

This project is for, the following services: **RFP-004-2017 (P) One-Stop Operator for the Virgin Islands Workforce System.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, hereinafter referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall be considered.

Applicants are requested to submit proposals based on the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Procurement Officer, Alexis J. Leycock at alexis.leycock@dpp.vi.gov**.

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government of the Virgin Islands in meeting The need for the following services: **RFP-004-2017 (P) One-Stop Operator for the Virgin Islands Workforce System.**

C. PROPOSED SCOPE OF WORK

SEE ATTACHED

D. TIMETABLE.

1. Proposals will be accepted at the Department of Property and Procurement, no later than **Monday, May 8, 2017 at 4:00 P.M.**
2. Last Day for Questions: **Monday, April 24, 2017 at 4:00 P.M.**

E. SUBMISSION OF PROPOSAL/APPLICATION

All interested parties shall submit five (5) sets of proposals/applications (one (1) original and four (4) copies), which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Monday, May 8, 2017 at 4:00 P.M.**

They shall be addressed to:

Lloyd T. Bough Jr.
Commissioner Nominee
Department of Property and Procurement
#3274 Estate Richmond, Christiansted
St. Croix, U.S. Virgin Islands 00820-4200

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS - DO NOT OPEN

RFP-004-2017(P)
(Name of Offeror)
(Mailing Address of Offeror)
(Telephone Number of Offeror)
(Fax Number of Offeror)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to the Department of Property and Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL/APPLICATION

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Procurement Officer, Alexis J. Leycock** GVI will not respond to questions received after the above-established date. The person submitting the request

will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se, but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Firm Name, address, fax and telephone
 - b. Type of service for which Firm is qualified.
2. Organization:
 - a. Names of Principals of Firm
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Article of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of Valid Business License
 - g. Copy of Certificate of Good Standing
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:

- a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection, with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V. I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V. I. Business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures that do business in the Virgin Islands must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "**Additional insured.**" The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand**

(\$100,000.00) dollars for any one occurrence for property damage. Offeror must provide public liability insurance with ten (10) working days after award.

2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful offeror must submit a copy of their certificate providing that his firm and his agents are covered by Workers Compensation Employee's Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT.

Background: The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA represents a workforce development system that is job driven, responsive to the needs of business, customer centered and delivers career development and training services designed to meet the needs of the local and global community. WIOA supersedes the previously authorized Workforce Investment Act of 1998.

Workforce services are delivered through a One Stop Operations system known as the American Job Centers (AJC). These services include career services, training services and business services. The Workforce Innovation and Opportunity Act and its implementing regulations require local Workforce Development Boards (WDB) to use a competitive process for the selection of a one-stop operator for the system and to support continuous improvement through the evaluation of one-stop operators at least every four years. Competition is intended to promote the efficiency and effectiveness of one-stop operators by providing a mechanism for local WDB's to regularly examine performance and costs against original expectations.

By July 1, 2017, all existing and new one-stop operators must have been selected using a competitive process and must be in full operation. One-Stop Operators will be tasked with the full day to day operation of the local workforce centers or American Job Centers (AJC) in the US Virgin Islands. A comprehensive American Job Center as described in 20 CFR 678.305 is a physical location where job seekers and employer customers can access the programs, services and activities of all required one-stop partners and additional partners as determined by the Workforce Development Board. The goal of the AJC is to provide an integrated service delivery system for eligible adults, dislocated workers and youth that provides access to workforce services and activities to include training, which lead to an individual becoming a functional and integral part of the working community.

I. Purpose of Request for Proposal

The purpose of this RFP is to solicit proposals from qualified entities to function as the One-Stop Operator of Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker services and activities in the Territory of the United States Virgin Islands. The One-Stop Operator is responsible for providing career development and training services for job seekers and workforce growth opportunities for businesses within the Virgin Islands Workforce Development Area.

II. Eligible Entities

The one-stop operator must be an entity (public, private or non-profit) or a consortium of entities that at a minimum includes three or more of the required one-stop partners of demonstrated effectiveness, located in the local area. Entities selected and serving as one-stop operators are

sub-recipients of a Federal award and thus are required to follow the Uniform Guidance. Such entities may include the following:

- **Government agencies or governmental units**, such as State agencies, school districts or Federal WIOA partners;
- **Employment Service State agencies under the Wagner-Peyser Act**, as amended by title III of WIOA;
- **Educational institutions**, such as institutions of higher education, nontraditional public secondary schools such as night schools, and local career and technical education schools (however, not elementary or secondary schools)
- **Community based organizations**, non-profit entities or workforce intermediaries;
- **Local chambers of commerce** or other business or labor organizations; and
- **Private for profit entities**

Eligible entities should have experience with or a working knowledge of services provided by the public workforce system under the former Workforce Investment Act or the currently funded Workforce Innovation and Opportunity Act. To be eligible to receive funding under this RFP, Proposers must demonstrate the ability and capacity to perform the services as described in this RFP including program design, staff capacity and fiscal stability.

III. One-Stop Operator Roles and Prohibited Functions

The role of a one-stop operator is to coordinate the service delivery of required one-stop partners, additional partners and service providers in the provision of services to the Adult and Dislocated Worker population eligible for WIOA program services. The One Stop Operator must function as the primary provider of services within the center and coordinate service delivery throughout the US Virgin Islands Workforce Area to include the St. Croix district and the St. Thomas/St. John district. One-Stop operators **must do** the following:

- Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with particular training service providers or other service providers, including but not limited to career services providers;
- In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to

employment who may require longer-term services, such as intensive employment, education and training services; and

- Comply with Federal regulations, and procurement policies relating to the calculation and use of profits.

One-Stop Operators may **NOT** perform the following functions:

- Convene system stakeholders to assist in the development of the local plan;
- Prepare or submit local plans;
- Be responsible for oversight of itself;
- Manage or significantly participate in the competitive selection process for one-stop operators;
- Select or terminate one-stop operators, career service providers and youth providers;
- Negotiate local performance accountability measures;
- Develop and submit budgets for activities of the local WDB in the local area.

IV. Availability of Funds

Funding for this project falls under the Workforce Innovation and Opportunity Act Title I – Adult and Dislocated Worker funding streams. The amounts allocated for each funding stream is subject to change depending on the federal grant award for each subsequent program year. The Virgin Islands Department of Labor is the grant recipient of WIOA Title I funds and is responsible for the lease and maintenance of the One-Stop facilities which are housed at the VI Department of Labor in each respective district. The One-Stop Operator is responsible for the staffing costs of the One-Stop as well as the costs associated with the delivery of all required services.

V. Project Time Frame

Contingent on Workforce Innovation and Opportunity Act (WIOA) funding, the award period will be from July 1, 2017 – June 30, 2018. This agreement is renewable annually based on performance and the availability of future WIOA funding.

Technical Requirements

Overview

The Virgin Islands Workforce Development Board is seeking proposals from eligible entities with knowledge of the publicly funded Workforce System authorized under the Workforce Innovation and Opportunity Act (WIOA) to deliver adult and dislocated worker services, business services and to coordinate such activities with *core* partners to include Wagner-Peyser programs, the Vocational Rehabilitation program and the Adult Education programs. Also, to coordinate with *non-core*, one-stop partner programs – Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Career and Technical Education (CTE) programs; and Unemployment Insurance.

Scope of Work

The One-Stop Operator will serve as the primary provider of services within the One-Stop Center to include providing the services associated with WIOA Title I Adult and Dislocated Worker programs and will be responsible for coordinating services of all partner programs across the delivery system.

A. Coordination of Services

To ensure the seamless delivery of services to the job seeker and employer customer the One-Stop Operator must ensure that such services are coordinated between all One-Stop Partners. Coordination activities may involve:

- Development of written operational policies and procedures that guide the flow of services between partners in the One-Stop centers;
- Adequate staff training to include cross training of staff to ensure universal representation of basic partner services;
- Employment and training activities in coordination with activities to facilitate remote access to services provided through the one-stop delivery system, including facilitating access through the use of technology;
- Improving coordination between workforce investment activities and economic development activities to promote entrepreneurial skills training and microenterprise services;
- Improving services and linkages between the local workforce investment system and employers, including small employers;
- Strengthening linkages between the one-stop system delivery system and the unemployment insurance programs; and
- Improving coordination between employment and training activities and programs carried out in the local area for individuals with disabilities, including programs carried out by Statewide Independent Living Councils, and activities carried out by Centers for Independent Living;

- Other Federal agency supported workforce development initiatives, under the Departments of Transportation, Energy, Veterans Affairs, Housing and Urban Development, Interior, Health and Human Services and Defense programs, as applicable.

B. Provision of Career Services

Basic Career Services must be made available to all individual job seekers through the One-Stop Centers. The services include:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated or youth programs;
- Outreach, intake (including identification through the Worker Profiling and Reemployment Services system of Unemployment Insurance claimants likely to exhaust benefits) and orientation to information and other services available through the one-stop delivery system;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps) and supportive services;
- Provision of referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and when appropriate other workforce development programs;
- Provision of performance information and program cost information on eligible providers of training services by program and type of providers;
- Provision of information relating to the availability of supportive services or assistance and appropriate referrals to those services and assistance including: child care, child support, medical or child health assistance available through the Territory's Medicaid program and Children's Health Insurance Program, benefits under Supplemental Nutrition Assistance Program (SNAP), assistance through the earned income tax credit, housing counseling and assistance services sponsored through the US Department of Housing and Urban Development (HUD), and assistance under the Temporary Assistance for Needy Families (TANF) program and other supportive services and transportation provided through that program; and
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA

Individualized Career Services – If One-Stop Center staff determines that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available to the individual. These services must be available in all one-stop centers.

One Stop Center staff may use recent previous assessments by partner programs to determine if individualized career services would be appropriate. These services include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include –
 - Diagnostic testing and use of other assessment tools; and
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

- Development of an individual service strategy, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve his or her employment goals, including the list of and information about eligible training providers;
- Group and/or individual counseling and mentoring;
- Career planning;
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems and obtaining skills necessary for successful transition into and completion of postsecondary education or training or employment;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-Up Services must be provided as appropriate for customers who are placed in unsubsidized employment for up to (12) months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service.

Delivery of Career Services – Career Services shall be provided through the One-Stop Delivery System –

- (i) Directly through one-stop operations; or
- (ii) Through contracts with service providers, which may include contracts with public, private for profit, and private nonprofit service providers approved by the local Board

C. Provision of Training Services

Training services may be made available to Adults and Dislocated Workers who are eligible to receive services from the One-Stop Center –

- (I) Who after an interview, evaluation or assessment and career planning have been determined by a One-Stop Operator or One-Stop Partner as appropriate to –
 - (a) Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services;

- (b) Be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
- (c) Have the skills and qualifications to successfully participate in the selected program of training services;
- (II) Who select programs of training services that are directly linked to the employment opportunities in the local area or the planning region or in another area to which the adults or dislocated workers are willing to commute or relocate;
- (III) Who meet the requirements of Adult and Dislocated Worker funding eligibility; and
- (IV) Who are determined to be eligible in accordance with the Adult Priority requirements

Training services may include –

- Occupational skills training, including training for non-traditional employment;
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs offered by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job readiness training provided *in combination with* services described above;
- Adult education and literacy training provided *concurrently or in combination* with services described in above;
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training.

Work-based Training – There are additional work-based training options and flexibilities for adults and dislocated workers under WIOA. The One-Stop Operator is responsible for coordination with the employer community to provide these services. They include –

- Registered Apprenticeship
- On-the-Job Training
- Incumbent Worker Training
- Transitional Jobs

Delivery of Training Services

- *Consumer Choice*

Training services provided shall be provided in a manner that maximizes consumer choice in the selection of an eligible provider of such service.

- *Linkage to Occupations in Demand*

Training services shall be directly linked to an in-demand industry sector or occupation in the local area or in another area to which an adult or dislocated worker receiving such services is willing to relocate. The Board *may* authorize a program of training services for occupations not

currently in demand but that have a high potential for sustained demand or growth in the local area.

- *Priority*

Priority shall be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient for receipt of career services described.

D. Provision of Employer Services

The One-Stop Operator is responsible for ensuring that activities to provide services and strategies that meet the workforce development needs of area employers are available in the workforce area. They include:

- Customized screening and referral of qualified participants in career and training services to employers;
- Customized employment-related services to employers, employer associations or other such organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under Wagner-Peyser;
- Developing and delivering innovative workforce services and strategies which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship and other effective initiatives; and
- Activities to area employers in managing reductions in force in coordination with rapid response activities provided with strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms and the delivery of employment and training activities to address risk factors

Evaluation Criteria

Executive Summary (no more than two pages) (10 points)

- A brief summary of the proposed project, its goals and proposed outcomes.
- Include name of organization, physical address, telephone and email address and contact person responsible for this project. Also include signature of the individual authorized to respond for the organization, title and date of submission.

Project Narrative (50 points)

Based on information provided in Part II of this document describe how your organization will approach the following areas. Provide goals, benchmarks and timelines where applicable.

- a. Project Design – Describe the comprehensiveness and effectiveness of the proposed work plan as it pertains to WIOA Core and Non-Core partners.
- b. Key Personnel and Staffing Needs – Describe the staffing needs associated with achieving set outcomes.
- c. Service Delivery Design – Describe strategies proposed for:
 - all job seeker customers;
 - target populations (individuals with barriers to attaining and maintaining successful employment); and
 - employer customers

Budget and Budget Narrative (15 points)

- a. The extent to which the budget is reasonable based on the activities outlined in the Project Narrative;
- b. The extent to which the time allocated to the project by key personnel is sufficient to meet project goals

Qualifications and Experience (20 points)

- a. Organization Structure – The extent to which the applicant has the capacity to carry out the proposed project, including the extent to which the applicant can manage and lead the One-Stop partnerships;
- b. Prior Experience with Federal programs – the level of qualifications and experience managing federal programs/projects and partnerships with other federal and non-federal funded programs;
- c. Relevant experience working with job seekers, business services and/or public/private partnerships

Assurances (5 points)

The Proposer must provide written assurances of compliance with the following:

- Non-Collusion & Conflict of Interest
- Debarment & Suspension
- Drug Free Workplace

- Non-Discrimination & Equal Opportunity
- Standard General Provisions and Assurances of Adherence to Federal Requirements

Total (100 points)
