

<b>Policy # 10</b>	
<b>SUBJECT:</b>	Request for Proposals Process
<b>DATE ISSUED:</b>	April 17, 2017
<b>DATE EFFECTIVE:</b>	July 1, 2016
<b>REVISION DATE:</b>	July 11, 2018; September 17, 2021

**REFERENCES:** Public Law (P.L.) 115-31, Division H, Title V, Section 505

**BACKGROUND:** The Region III Workforce Development Board of Kanawha County (WDB-KC) maintains monitoring and oversight duties of all WDB-KC activities, but it delegates responsible committees and WDB-KC 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-KC.

**ACTION:**

**BIDDING CRITERIA:** The responsible Committee/WDB-KC 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 Committee/WDB-KC staff will be responsible for determining the application of criteria.

**RFP FORMAT:** The responsible Committee/WDB-KC 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. All RFPs must include the following (Public Law (P.L.) 115-31, Division H, Title V, Section 505):

- The specific training and/or services to be completed during the program or project;
- The timeframe for the program or project;
- The funding available for the program or project;
- The percentage of the total program or project costs which will be financed with federal money;
- The dollar amount of federal funds for the program or project;
- The percentage and dollar amount of the total costs of the program or project financed by non-governmental sources.

The Executive Director will be responsible for ensuring the final RFP meets all applicable specification requirements. The Executive Committee will review the RFP and modify or approve the proposal for advertising.



ADVERTISING: It will be the practice of the WDB-KC to advertise in the local newspapers, on the WDB-KC website, and through other media sources for any and all programs or projects to be subcontracted. The Executive Director will be responsible for ensuring all action is taken to submit a public notice to all Region III 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 the bidders' conference.

RFP RATING COMMITTEE: Proposals from qualified bidders received by the established deadline will be turned over to a Rating Committee to evaluate content, required elements, and fiscal data according to established criteria. Points will be assigned for each completed section on a Summary sheet. The Rating Committee will be comprised of the Committee and WDB-KC members.

The Rating Committee will rate the overall acceptability of each proposal. Oral presentations by bidders may be required at the discretion of the Rating Committee. As part of the evaluation process, the Rating Committee may request performance data from other jurisdictions and funding sources regarding the bidder's ability to meet planned goals and funding requirements.

YOUTH COMMITTEE REQUEST FOR PROPOSALS: The procedures outlined in the issuance apply to procurement actions by the Youth Committee in developing recommendations for selecting youth services providers, except as noted in this section.

The Youth Committee with WDB-KC staff will establish the parameters of the RFP and the evaluation criteria. A Rating Committee consisting of Youth Committee members, WDB-KC Board members and WDB-KC staff will review all proposals for youth services. The Rating Committee will forward a recommendation along with the evaluation summary sheets of all proposals to the Executive Committee for action.

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

SELECTION AND NEGOTIATION WITH BIDDERS: The Rating Committee will forward a recommendation along with the Evaluation Summary Sheets of all proposals to the Executive Committee. The Executive Committee will make awards, with the concurrence of the WDB-KC Board when appropriate, based upon the recommendation of the Rating Committee 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 Rating Committee, the Executive Committee will document its justification for an alternate selection. The Executive Committee will inform the Rating Committee of the basis of any alternate selection.

If no qualified service providers submit a proposal in response to the RFP, the Executive Committee may use Sole Source Procurement as specified in the WDB-KC's Financial Plan.



All Individual Training Accounts (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, are also exempt from these procedures. Such agreements may be entered into by the WDB-KC staff under the direction of the Executive Director without competition.

The WDB-KC's 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 the renewal options being specified in the original RFP.