

Program Provider Selection Process

For the selection of Participant Service Providers, the following procedures are in effect:

1. The Request for Proposal (RFP) process will be utilized to solicit, evaluate, and select all Workforce Development service providers. As part of the pre-planning process, the WDB Planning and Development Committee, in conjunction with the Administrative Entity staff, will develop the program design and select the components to be procured through the RFP process. (For MPRI, the MPRI Steering Team has this role.) An RFP package is developed by utilizing the approved program design.
2. An RFP Notice of Availability will be mailed to each agency on the Bidders List. The notice briefly describes the available funding, specifications of the activities to be funded and requires that interested agencies request a copy of the appropriate RFP package. Also, a Public Notice stating the availability of an RFP package (with a description of the program) is published in the newspapers of the three county area. Finally, the RFP notice and documents are posted on the CISD website.
3. Each agency responding will receive a copy of the appropriate RFP package and will be invited to a mandatory Bidder's Conference designed to assist in the development of program proposals.
4. Staff completes an unscored technical/compliance review and passes on those proposals meeting these basic requirements to a Review Panel consisting of Board members. The Review Panel evaluates and scores the proposals according to the following criteria, as applicable.
 - (a) The degree to which the bidder demonstrates that the program design meets RFP specifications and shows an understanding of the objectives of the proposed workforce program, based upon the description of program design and planned activities. The creativity, practicality and probable effectiveness of the proposed design.
 - (b) Implementation and flow of activities.
 - (c) Clearly-defined coordination with other community resources, with specific benefits for the customers.
 - (d) Performance standards and participant service schedule are consistent with RFP specifications and program design; outcomes are reasonable; additional performance objectives are proposed and a method for measuring is established.
 - (e) The work plan is comprehensive and sequential; it covers all activities and tasks necessary to implement the proposed program. Each task has a measurable objective and reasonable time frame.
 - (f) Line item budget analysis; relationship to proposed program design, expenses are clearly defined, budget shows reasonableness of proposed costs, provides back-up and detail for line items, supplies, materials, etc., and overall cost effectiveness. Amount of in-kind contributions to the budget.
 - (g) Organizational chart, staffing plan and job descriptions are clear and show the expertise and capacity to effectively implement, execute and complete the proposed

program. Job descriptions are included for all positions in the budget and include all information requested in the RFP.

(h) Bidder has documented history and expertise in providing the same or similar services, with a record of meeting established performance standards.

(i) Bidder has documented history of compliance with contract requirements, as well as accuracy and timeliness of fiscal, programmatic and MIS reporting.

(j) Bidder has a documented system for conducting internal monitoring to ensure contractual and quality compliance including procedures for corrective action.

(k) No findings of substance are identified in the bidder's Annual Audit Management Letters.

(l) The bidder is not listed on the applicable "excluded parties list" (i.e. debarred from receiving federal or state funds).

NOTE: A demonstrated effectiveness information form will be completed by staff on those bidding organizations who are deliverers of past programs. These forms, consisting of the following information, as applicable, will be utilized by the evaluators of the proposals.

Information:

- (a) Geographic region covered by contract
- (b) Type and complexity of contract/program
- (c) Financial information including level of funding, level of expenditures and annual audit management letters
- (d) Performance information including type and complexity of performance measures and percentage of performance standards meeting at least minimum contract performance standards
- (e) Monitoring information including corrective action, and responsiveness to corrective action
- (f) Any other issues of concern that were formally communicated to the contractor

4. All bidders will be asked to provide reference persons who *may* be contacted to verify or clarify information provided in the proposal.
5. The Review Panel may interview the finalists to further clarify information contained in their proposal. The Review Panel will then make a recommendation for contract award to the WDB Planning and Development committee. This recommendation is then presented to the full Workforce Development Board for approval at their next scheduled meeting.