

May 1, 2019

## Finger Lakes Workforce Investment Board

### Request for Proposal

July 1, 2019-June 30, 2020

**With option to renew for two years based on performance**

The Finger Lakes Workforce Investment Board (FLWIB) is issuing this RFP to solicit organizations that are interested in becoming the One-Stop Operator for the Finger Lakes Workforce system in Ontario, Seneca, Yates and Wayne Counties.

#### Abbreviation and Terminology

1. WIOA- Federal Workforce Innovation and Opportunity Act
2. WIA- Federal Workforce Investment Act
3. WDB - Workforce Development Board
4. AJC-OS – American Jobs Center – One-Stop
5. OSO – One Stop Operator
6. FLWIB – Finger Lakes Workforce Investment Board
7. FL Works –Finger Lakes area Career Centers

#### Introduction and purpose of the RFP

The FLWIB is responsible for development, oversight, implementation, and leadership of the publicly-funded Finger Lakes Workforce system, which provides workforce services for the counties of Ontario, Seneca, Yates and Wayne. Services are determined by the FLWIB through a variety of research methods, including traditional demographic and labor market information, review of real-time labor market data, sector partnerships convened by the FLWIB, general market surveys and many other methods. Services are provided through a partnership of workforce organizations with resources and expertise in serving employers and job seekers across the region. A consortium of partners has previously served as the operator and the Finger Lakes Works Career Centers have been successfully providing federally funded workforce programs for the last 30 years.

In 2014, Congress replaced WIA with WIOA, the Workforce Innovation and Opportunity Act. WIOA Section 107 (g) (2) requires local areas to select an operator through a **competitive process**.

## **Eligible Applicants**

WIOA allows a one-stop operator to be a single eligible entity or a consortium of entities (minimum of 3 one-stop partners in consortia). Consortia, like single entities, must be selected through a competitive process.

Eligible applicants for this designation include:

1. An institution of higher education.
2. An employment service state agency established under Wagner Peyser.
3. A community-based organization, non-profit organization or workforce intermediary
4. A private, for-profit entity.
5. Government agency (i.e., municipality).
6. Another interested organization or entity capable of carrying the duties of the OSO may include but not limited to: Chamber of commerce, business organization or labor organization.
7. Non-traditional public secondary schools such as a night school, adult school or an area career and technical education provider.
8. Section 678.600 states that a one-stop operator may be a single entity or a consortium of entities, and that if a consortium consists of one-stop partners, it must include a minimum of three of the one-stop partners described in § 678.400.

Elementary schools and Secondary schools are not eligible to be selected as the One-Stop Operator.

## **Role of the One Stop Operator:**

The One Stop Operator (“Operator”), in a high level facilitation role, will play a critical part in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its performance goals. Specifically, the Operator will:

1. Convene up to four (2), two-hour meetings per year of mandated partners to support the Memorandum of Understanding (MOU) implementation. The Operator will develop meeting agendas (in conjunction with FLWIB staff) and meeting activities, facilitate meetings, and provide meeting notes.
2. In conjunction with staff from FLWIB, the Operator will develop an appropriate mechanism to quarterly report on the progress and performance of the partnerships across the FLWIB region.

3. Support FLWIB in making recommendations for benchmarks to measure a baseline of “system performance,” e.g. customer service, system flow, etc. It is the expectation that the Operator will make recommendations for continuous improvement based on this data.
4. Monitor the utilization of the participant referral form and provide a quarterly report to the FLWIB on referrals.
5. In cooperation with the FLWIB staff, provide a one day staff development opportunity for all partner staff(may need to schedule two days to allow all partner staff to attend).

**A One-Stop Operator may not perform the following functions**

1. Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans.
2. Be responsible for oversight of itself.
3. Manage or significantly participate in the competitive selection process for OSO.
4. Select or terminate OSO, career services and youth providers.
5. Negotiate local performance accountability measures.
6. Develop and submit budget for activities of the workforce board in the local area.

**Qualifications for Bidders are:**

1. An understanding of the Workforce Innovation and Opportunity Act and understanding of the local workforce system and its stakeholders.
2. Experience facilitating large, diverse stakeholder groups to a common goal or outcome is expected. The ability to remain a neutral facilitator will be critical.
3. Experience in meeting agenda development, planning, and execution.
4. Work closely with the FLWIB to monitor the system’s strategic objectives and make recommendations for system continuous improvements.

<b>Criteria</b>	<b>Points</b>
1. Experience of Bidding Organization and staff identified as lead	25
2. Plan of Service	40
3. Partnerships and coordination in the four county region	15
4. Staffing Plan and Organization	10
5. Budget and Financial Management	10

## Response Narrative

Please submit response in 12 pt. Calibri font addressing the criteria outlined in the Role of the Operator and the Qualifications section. Please include the mission and vision of your organization as well as the following information. (Not to exceed four pages)

Name of the Organization:

Address:

Primary Contact:

Phone number

Email address:

## Budget

The amount available for the One-Stop Operator will be \$10,000. Please include an excel spread sheet of the line item budget.

**Required attachments will not count against the narrative page total. Such attachments include:**

1. Resumes of key staff who will be assigned to this project and their roles on the project
2. Budget to include hourly rate, and expenses included within the hourly rate calculation;
3. Three recent (last 5 years) references

All questions should be directed to the Finger Lakes Workforce Investment Board, Inc. at: [kspringmeier@fingerlakesworks.com](mailto:kspringmeier@fingerlakesworks.com) or by calling 315-789-3131 Ext 102.

Responses to the RFP will be accepted up to the close of business, 4:30 p.m. **Wednesday May 22, 2019.**

Responses should be sent to:

Karen Springmeier, Executive Director  
Finger Lakes Workforce Investment Board  
41 Lewis St. Suite 104  
Geneva, New York 14456

Or email to [kspringmeier@fingerlakesworks.com](mailto:kspringmeier@fingerlakesworks.com)