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Request for Quotation (RFQ) For Professional Services

1. Introduction

Heartland Workforce Solutions, Inc. (hereinafter referred to as HWS) announces this Request for Quote (RFQ) for the purpose of contracting for Professional Services to develop Request for Proposals (RFPs) for the Greater Omaha Workforce Development Area's Workforce Innovation and Opportunity Act (WIOA) Adult-Dislocated Worker Program, Youth Program, and One Stop Operator. HWS is a non-profit organization serving as the administrative entity for the Local Workforce Development Board (LWDB) providing board staffing, fiscal agent functions, and contracting for WIOA services. The Mayor of Omaha serves as the Chief Elected Official for the Greater Omaha area which encompasses Douglas, Sarpy, and Washington counties in Nebraska.

2. Overview of Project

The goal is to write RFPs and conduct the procurement process for the selection of vendor(s) for WIOA Adult and Dislocated Worker Services, WIOA Youth Services, and a One Stop Operator. The entity selected to write the RFPs will also ensure that all appropriate processes are followed and that a thorough evaluation of the submitted proposals is completed with a written recommendation based on the evaluation committee's scoring is submitted to the HWS Board no later than April 28, 2022.

3. Scope of Work

Specific responsibilities and actions required for this project include:

- a. After soliciting input from local stakeholders and the LWDB representatives, write three RFPs to select a vendor(s) for the following for the Greater Omaha Workforce Investment Area:
 - WIOA Adult and Dislocated Worker Services
 - WIOA Youth Services
 - One Stop Operator
- b. Provide information for a public notice regarding the RFPs.
- c. Notify potential vendors of the RFP opportunity.
- d. Conduct a Bidders' Conference. Research and respond to questions as needed.
- e. Receive closed bids. All are to be opened in a public format for evaluation to ensure that the proposals meet the technical requirements.
- f. Work with members of the evaluation team to score the proposal content and make recommendations for selection and/or interview/presentations.

- g. If an interview/presentation process is needed, the contractor will be responsible for coordinating these meetings including developing questions, setting up the location, notifying all parties, and recording what happened and the results.
- h. Provide a written recommendation provided by the evaluation committee through their scoring with an overview of the process followed to HWS on or before April 28, 2022. Present the selection recommendation with explanation to the HWS Board on April 28, 2022.
- i. Submit a summary of the process and resulting recommendations to HWS. Maintain records of all actions taken, meetings held, documents, correspondence, and other related items pertaining to the RFP process and provide them to HWS following the selection of the contractors for the WIOA Adult and Dislocated Worker programs, the WIOA Youth program, and the One Stop Operator. Contractor further agrees that, should anything prevent them from completing the contract, all documentation regarding this process will be turned over to HWS immediately.

4. Timeline

Date/Time	Action
September 1, 2021	RFQ Released to organizations
September 8, 2021, 4:00pm	Deadline for written questions
September 10, 2021	Response to written questions provided
September 17, 2021, 12:00pm	RFQ proposals due to: Erin Porterfield, HWS Inc., 5752 Ames Avenue, Omaha, NE 68104
September 28, 2021; 7:30	Recommendation for selection submitted to the HWS Board's Executive Committee
On or before October 15, 2021	Contract negotiations and fully executed contract effective.

5. Information to be included

Quotes must be typed and submitted on 8 ½ by 11 inch plain white paper in 12 point font. Double sided submissions are acceptable, as long as each page is clearly legible. Each page should be numbered and contain the name of the person/organization submitting the quote. The content should follow the format noted here:

- a. Cover Sheet (copy included)
- b. Narrative including a brief description of:
 - the individual/organization's history,
 - incorporation status (if applicable),
 - past experience with RFP processes,
 - familiarity with the economy and workforce needs of the Greater Omaha Workforce Development Area,
 - skills/qualifications of the specific staff who will be assigned to this project, and
 - work plan and proposed timeline for meeting all items addressed in the Scope of Work section of this RFQ.
- c. Budget and Budget Narrative
- d. Certifications
- e. Attachments (if appropriate)

6. Cost for services

Heartland Workforce Solutions expects the cost for this service not to exceed \$20,000. All expenses are to be included in the proposed cost for services excluding cost associated with publication for the RFP

7. Payment

Payment for the contracted services will be made between 2 to 4 weeks after receipt of an invoice, depending upon the timing of receipt of invoice and approval of the HWS. Payments will be made in 3 stages:

- 25% upon starting the contract to assist with initial travel, communication, and other costs involved in developing the RFPs.
- 25% upon completion of the Bidders' Conference and written response to questions.
- 50% upon completion of the process including the presentation to the HWS Board's Executive Committee.

8. Certifications

The proposer must sign and include the *Certification: Statement of Assurances* document enclosed in this RFQ as an attachment to their proposal. The publications referenced in the *Certification: Statement of Assurances* will not be provided to potential proposers by Heartland Workforce Solutions, but they are accessible online.

9. Submittal Instructions and Deadline

Responses to this Request for Quotation must be postmarked on or before September 17, 2021 at 12:00pm. The submittal must include information on the potential contractor's technical qualifications, budget, and signed copies of the Certifications. HWS is not responsible for any costs incurred by an organization prior to the awarding of a contract. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- if not received timely in accordance with the terms of this RFQ
- it does not follow the specified format
- it does not include the Certifications
- it is not adequate for the reviewers to form a judgment that the proposal meets the requirements to successfully complete the RFP process.

10. Award Process

All submissions meeting the above requirements as outlined in Section 5 above, will be reviewed by the HWS Executive Director, Director of Business Relations, Manager of Solutions Integration, and Manager of Finance. Notification of successful bid will be made within 10 days of the Deadline for Submission of Quotation.

11. Requests for Clarification

In lieu of a pre-Quotation conference, direct all requests for additional information to Erin Porterfield, HWS Executive Director, 5752 Ames Avenue, Omaha, NE 68104; Phone 402-218-1163; email eporterfield@hws-ne.org.



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Cover Sheet

Applicant Name:

Address:

Proposal Contact Person:

Proposal Contact Title:

Phone:

E-mail:

Web site:

Total Funding Requested: \$ _____

I certify that the information provided in this submission is accurate.

(Print Name / Title)	Signature	Date
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I certify that I am authorized to sign contracts on behalf of this organization.

(Print Name / Title)	Signature	Date
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Certification: Statement of Assurances

The undersigned party acknowledges and assures that _____ (Provider Name) and all of its employees responsible for providing the services for which it has applied will abide and comply fully with all state, federal, and local laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

- o Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- o Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- o Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- o The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
- o The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- o Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- o The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

(Print Name / Title)

Signature

Date



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ATTACHMENT A
Certification Regarding Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

Organization: _____

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98, Section 98.510 Participant’s responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (Pages 19160 19211).

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its proposal.

Signature of Authorized Official	Title
Applicant Organization	Date Submitted