



REQUEST FOR PROPOSAL FOR ONE-STOP OPERATOR

*To provide One-Stop Operator services through the
Workforce and Innovation and Opportunity Act of 2014*

Issued: June 26, 2020

Northern Rural Training and Employment Consortium (NoRTEC)
A Proud Partner of America's Job Center of California Network
525 Wall Street, Chico, CA 95928
(530) 892-9600

NoRTEC is an Equal Opportunity Employer and provider of employment and training programs.
Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

Michael Cross, Executive Director
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SECTION 1: PURPOSE, FUNDING AND SCHEDULE

RFP PURPOSE

The Northern Rural Employment and Training Consortium (NoRTEC) Workforce Development Board is requesting proposals from qualified firms and/or individuals to serve as the One-Stop Operator in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The purpose of NoRTEC’s One-Stop Operator Request for Proposal (RFP) is to solicit services from one entity (or consortium) to serve as a One-Stop Operator for NoRTEC’s thirteen America’s Job Centers of California (“AJCC” also sometimes referred to herein as “One-Stop” center). The One-Stop Operator will be responsible for coordinating the service delivery, responsibilities and contributions of required AJCC partners across the eleven county NoRTEC Workforce Development Area.

This RFP is not seeking a provider of career services within NoRTECs One Stop Centers. NoRTEC’s Service Providers have been designated as the entity to manage and provide NoRTEC’s career services within the regional workforce development area for the WIOA Adult, Dislocated Worker and Youth Programs.

Instead, this RFP is to engage an entity to serve as a coordinator of the required/mandatory partners within the One Stop Centers and ensure implementation of partner responsibilities and contributions agreed upon in the NoRTEC Memorandum of Understanding.

RFP SCHEDULE

Proposals must be received in the NoRTEC Administrative Office no later than **5:00 p.m. on July 23, 2020**. Proposals must be emailed to:

Andrea Campos, Director of Program Administration at acampos@ncen.org
NoRTEC
525 Wall Street
Chico, CA 95928
(530)892-9600, x205
E-mail: acampos@ncen.org

E-mailed proposals must be formatted as PDF. Proposals in other file formats will not be reviewed. Faxed proposals will not be accepted.

TENTATIVE SCHEDULE OF EVENTS

Date	Activities/Events
June 26, 2020	RFP Release Date
July 23, 2020	Deadline for Proposal Submittal

Week of July 27, 2020	Evaluation Committee Review and Selection
August 3, 2020	Negotiation with Recommended Entity
August 10, 2020	Target date for Contract Execution
August 17, 2020	Provision of services begin

NoRTEC reserves the right to adjust the schedule when it is in the best interest of the Board to extend or modify any published deadline in this RFP. The RFP timeline will be consistently updated on NoRTEC’s website at www.ncen.org.

RFP CONTACT

RFP Contact Person and mailing address for questions about the proposal process or technical issues:

Andrea Campos, Director of Program Administration
NoRTEC
525 Wall Street, Chico CA 95928
acampos@ncen.org
(530) 892-9600 x205

TIME AND COMPENSATION

A defined schedule will be established for the entity selected. NORTEC estimates \$10,000 to \$20,000 is available to fund this initiative, depending on the entity’s experience, ability to begin the project, and understanding of the initiative as described in this RFP.

SECTION 2: BACKGROUND

WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014 by President Obama, sets forth a new vision for the workforce development systems to operate as a comprehensive, integrated, streamlined system that aligns with the needs of business and is a force in helping stimulate local economies. WIOA also sets forth a vision that local workforce development boards serve as strategic leaders developing investments that support regional economies, effective approaches to service delivery, and produce results (WIOA, Subpart C §679.300).

As part of WIOA, local workforce boards are required to define the role of the One-Stop Operator and competitively procure the entity or entities (WIOA Section 121 (d)(2)(A)). NoRTEC is required to move forward on this work and establish a One-Stop Operator by July 1, 2021.

Both WIOA and the regulations can be accessed on the U.S. Department of Labor's site [WIOA Legislation](#).

NORTEC

NoRTEC is headquartered in Chico, California and administers WIOA programs in eleven Northern California counties. Established in 1983, NoRTEC is led by a Governing Board and Workforce Development Board (WDB) that oversees a broad range of programs and initiatives. The WDB includes representatives from small, medium and large businesses, labor organizations, education, economic development, community based organizations and one-stop partners.

NoRTEC is a special district organized under a Joint Powers Agreement to provide United States Department of Labor (USDOL) Workforce Innovation and Opportunities Act (WIOA) services and has established contracts with nonprofit agencies in eleven counties to ensure job seekers and businesses have access to a comprehensive array of job training and employment services. The counties in NoRTEC service area are Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity. The NoRTEC Administrative Entity is located in Chico, California. Additional information about NoRTEC can be obtained at www.ncen.org.

NORTEC ONE STOP SYSTEM AND AMERICA'S JOB CENTERS OF CALIFORNIA (AJCC)

The establishment of a One-Stop delivery system for workforce development services is a cornerstone of the WIOA, and is the primary charge of the NoRTEC WDB and Governing Board. In general, the One Stop delivery system is a network of One Stop Employment Centers (also known as AJCCs) within which entities responsible for administering separate workforce development, educational, and other human resource programs and funding streams (referred to as One Stop partners) provide services.

America's Job Centers of California (AJCCs) collaborate to create a seamless system of service delivery designed to enhance access to the programs' services and improve long-term

employment outcomes for individuals receiving assistance. The WIOA funded Adult and Dislocated Worker programs must be provided through the One Stop delivery system, and further specifies the specific services that must be provided and the partners that must participate in the operation of the system and the delivery of these services.

There are 13 AJCCs throughout the NoRTEC region, and there is at least one center in every county (Butte County has two centers and Nevada County has two).

NoRTEC AJCC Center Locations:

Butte County – Chico Comprehensive AJCC

Alliance for Workforce Development
500 Cohasset Road, Suite 30
Chico, CA 95926
(530) 961-5125
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Butte County – Oroville Comprehensive AJCC

Oroville Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965
(530) 538-7301
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWorks: Butte County Department of Employment and Social Services

Del Norte County – Comprehensive AJCC

Del Norte Workforce Center
875 5th Street
Crescent City, CA 95531
(707) 464-8347
<http://dnworkforcecenter.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center
- WIOA Title IV – Vocational Rehabilitation: California Department of Rehabilitation
- TANF/CalWorks – Del Norte County Department of Health & Human Services

Lassen County – Comprehensive AJCC

Business and Career Network

1616 Chestnut Street
Susanville, CA 96130
(530) 257-2567
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Lassen County Health & Social Services Department

Modoc County Comprehensive AJCC

Business and Career Network
701 N. Main Street, Suite F
Alturas, CA 96101
(530) 233-4161
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TEACH – Adult Education

Nevada County - Comprehensive AJCC

Business and Career Network
988 McCourtney Road
Grass Valley, CA 95949
(530) 265-7088
<http://afwd.org>

[Partners Colocated at this AJCC:](#)

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Nevada County Department of Social Services

Nevada County – Comprehensive AJCC

Business and Career Network
10075 Levon Ave
Truckee, CA 96161
(530) 550-3015
<http://afwd.org>

[Partners Colocated at this AJCC:](#)

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Nevada County Department of Social Services

Plumas County – Comprehensive AJCC

Business and Career Network
7 Quincy Junction Road
Quincy, CA 95971

(530) 283-1606
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

Shasta County – Comprehensive AJCC

Smart Business Resource Center
1201 Placer Street
Redding, CA 96001
(530) 246-7911
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

Sierra County Comprehensive AJCC

Business and Career Network
305 South Lincoln Street
Sierraville, CA 96126
(530) 994-3349
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development

Siskiyou County Comprehensive AJCC

SMART Business Resource Center (previously Siskiyou Training & Employment Program)
190 Boles Street
Weed, CA 96094
(530) 938-3231
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

Tehama County Comprehensive AJCC

Job Training Center of Tehama County
718 Main Street
Red Bluff, CA 96080
(530) 529-7000
<http://jobtrainingcenter.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Job Training Center of Tehama County

Trinity County Comprehensive AJCC

Smart Business Resource Center

790 Main Street, Suite 618

Weaverville, CA 96093

(530) 623-5538

<http://thesmartcenter.biz>

[Partners Colocated at this AJCC:](#)

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

Per Section 121(b) of the WIOA, the following entities are required partners in the One-Stop System:

1. NoRTEC, the WIOA Title I grant recipient and administrative entity.
2. WIOA Title I Adult, Dislocated Worker, and Youth Programs
3. WIOA Title I Native American Programs (Section 166)
4. WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)
5. WIOA Title II Adult Education and Literacy Programs
6. WIOA Title III Wagner-Peyser Programs
7. WIOA Title IV Vocational Rehabilitation Programs
8. Title V Older Americans Act Programs
9. Trade Adjustment Assistance (TAA) Programs
10. Veterans Programs
11. Unemployment Insurance Program
12. Temporary Assistance for Needy Families (TANF)/CalWORKs

The WDB has developed Regional and Local Plans that contain significant information about the integration of partners at the One-Stop Center comprehensive service delivery site, as well as labor market information about the area. Since the information is readily available to proposers, it will not be repeated in this RFP. The Plans and Plan Modifications may be accessed at our website at www.ncen.org.

SECTION 3: ELIGIBLE RESPONDANTS AND DESIRED QUALIFICATIONS

ELIGIBLE RESPONDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

- An institution of higher education.
 - An employment service state agency established under the *Wagner-Peyser Act*.
 - A community-based organization, nonprofit organization, or workforce intermediary.
 - A private for-profit entity.
 - A government agency or governmental unit, such as, local or county governments, school districts, state agencies, and federal WIOA partners.
 - Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.
- (WIOA Section 121[d][2][B])

If the entity serving as the one-stop operator is also serving in a different role within the one-stop delivery system, the one-stop operator may perform some or all of the functions, but only if it has been established sufficient firewalls and conflict of interest policies and procedures, as described in Section 11 of the Department of Labor [Training and Employment Guidance Letter No. 15-16](#).

Additionally, if the entity that has been disbarred, suspended or otherwise determined to be ineligible to receive funds by an action of any governmental agency; or the entity has not complied with an official order of any agency of the State of California or the United States Department of Labor to repay disallowed costs incurred during its conducted projects or services; or the entity's previous contract(s) with NoRTEC have been terminated for cause; or the entity's name appears on the State's convicted Proposers list; or for any other good and just cause, the entity will not be considered and should not submit a proposal.

ONE-STOP OPERATOR QUALIFICATIONS

NoRTEC seeks an entity that meets the following qualifications:

- Possesses a strong business acumen and professional presence.
- Ability to work with various demographics in the eleven county region.
- The individual representing the entity must have a minimum education level of Bachelor's degree in Business, Public Administration, Political Science or closely related field. Master's degree is preferred.
- Knowledge of the Workforce Innovation and Opportunity Act.
- Demonstrated experience in facilitation of distinct groups whose goals and objectives may be similar but do not directly align.
- Proven mediation or negotiation experience.
- Knowledge of the local eleven county region that include demographic, economic, and social factors.

Additionally, entities must satisfy the following criteria to be considered eligible respondents to this RFP:

1. Entities must operate in accordance with Federal, State, and local law;
2. Entities must be currently eligible to do business with the 11-county NoRTEC region and the State of California.
3. Entities must be willing to comply with 20 CFR 678.600(e), which sets expectations that the One-Stop Operator: Disclose any potential conflicts of interest arising from its relationships with training and other service providers; Not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term career and training services; and Comply with Federal regulations and procurement policies relating to the calculation and use of profits, including 20 CFR 683.295, the Uniform Guidance at 2 CFR part 200, and other applicable regulations and policies; and

3. Entities must possess the technical competence, management expertise, professional staff capacity, administrative and fiscal capacity, and demonstrated fiduciary responsibility to accomplish the objectives and scope of work stated in this RFP.

Respondents may submit proposals in which subcontractors are identified to provide components of the full scope of services. If including subcontractors in a proposal, the respondent's proposal must: In the narrative response, clearly delineate the respective roles and responsibilities of the prime respondent and each subcontractor; and in the fiscal response, clearly identify the respective percentage of fiscal responsibility of the prime respondent and each subcontractor.

Minority-owned, DBEs, and women-owned entities are encouraged to respond to this RFP.

SECTION 4: SCOPE OF WORK AND PROPOSAL FORMAT

SCOPE OF WORK

NoRTEC is seeking a One-Stop Operator that will deliver the following scope of services:

- Coordinating the service delivery of required one-stop partners and service providers (20 CFR 678.620) in accordance with the AJCC System MOUs
- Convene meetings to support implementation of the NoRTEC Memorandum of Understanding (MOU) between WIOA One-Stop Partners.
 - Coordinate with One-Stop Partners to develop agendas and facilitate meetings;
 - Convene monthly center-level Partner meetings to ensure service coordination;
 - Convene quarterly system-level Partner meetings;
 - Convene other Partner meetings as required to support MOU implementation; and;
 - Produce and disseminate meeting minutes.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in NoRTEC's Memorandum of Understanding
- Reconciling AJCC System Partner contributions - actual system and infrastructure costs incurred through the AJCC System MOU
- Undertake other functions to coordinate service delivery across WIOA One-Stop Partners.

Information on the One-Stop Partner Memorandum of Understanding may be found [NoRTEC MOU](#).

It is important to note that there are certain restrictions Local Boards must adhere to when defining the AJCC Operator role. Within the defined roles and responsibilities, the AJCC Operator may not perform any of the following:

- Convene system stakeholders to assist in the development of the local plan.
- Prepare and submit local plans.
- Be responsible for oversight of itself.

- Manage or significantly participate in the competitive selection process for AJCC Operators.
- Select or terminate AJCC Operators, Adult and Dislocated Worker Career Services Providers, and Youth Service Providers.
- Negotiate local performance accountability measures.
- Develop and submit budget for activities of the Local Board in the Local Area.

If the entity serving as the AJCC Operator also serves in a different capacity within the AJCC service delivery system (e.g. Local Board support), it may perform some or all of the functions listed above only when acting in its other role as long as there are clearly established firewalls and conflict of interest policies and procedures in place that conform with Title 20 CFR Section 679.430 (Title 20 CFR Section 678.620).

PROPOSAL REQUIREMENTS AND FORMAT

All proposals must be organized and assembled according to the requirements of this section and in the order described:

1. Proposal Cover Sheet. The cover sheet should include the name of the respondent, type of organization, address and contact information and name of person authorized to submit the proposal on behalf of the organization.
2. Executive Summary. Each proposal must include an executive summary which at a minimum describes the respondent organization, summarizes its relevant experience and qualifications and outlines the scope of services being proposed. The Executive Summary is limited to two (2) pages.
3. Narrative. A written narrative statement to include:
 - Experience and background of bidder in providing services requested in this RFP, including the ability to meet specifications, and the technical skills to accomplish the work. Bidder should exhibit knowledge of the national workforce system funded in part by the Workforce Innovation Act, and the relationship of the system with key stakeholders
 - Specific plan for complying with the scope of work including the approach in accomplishing specific tasks
 - Names, qualifications and experience of personnel to be assigned to the project.
 - The inclusive flat rate fee for all labor, materials and travel expenditures required to perform One-Stop Operator services in accordance with the scope of work.
4. Letters of Reference. Each proposal may include up to five (5) signed letters of reference from entities for whom the bidder has provided services.
5. Optional Bidder Attachments. Optional attachments are limited to five (5) pages.

6. Signed Attachment “A”, part 1 and 2 and Attachment “B” of this RFP.

SECTION 5: CONTRACT INFORMATION

CONTRACT TERM

The contract term will be a one-year term, renewable for up to four years.

CONTRACT TYPE

NoRTEC contemplates payment under a cost-reimbursement basis, including performance-based provisions that will be based upon actual costs and performance delivery outcomes. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at contractor's risk) unless the awarding party agrees to amend the contract and provide additional funds.

NoRTEC is responsible for ensuring that contracted costs are both necessary and reasonable. Provisions are made for limited movement of funding among line items. The contractor is required to maintain records sufficient to account for all expenditures. Costs will be reported monthly.

For the purposes of responding to this RFP, Respondents should develop a line-item budget showing all expected costs associated with delivering the proposed services.

Due to the nature of the WDB's funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes, adjustments in the delivery system, or any activities provided.

CONFLICT OF INTEREST

All proposals will be reviewed for a perceived conflict of interest. All respondents must 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. Conflicts must be disclosed and submitted as part of the proposal (Attachment "B" to this RFP).

Respondents will not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WDB (including special committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization for the purpose of having an influencing effect toward their own proposal or any other proposal submitted. No employee, officer, or agent of the WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest or potential conflict would be involved. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's proposal to be rejected.

SECTION 6: EVALUATION CRITERIA

All complete proposals will be evaluated according to the guidelines set forth in this RFP. All bids will be evaluated based on responsiveness to this RFP.

Negotiations will be started with the bidder(s) whose proposal(s) has been judged most appropriate with regard to all factors, including product quality and cost. The lowest-priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered. Quality, warranty, and support are other very important considerations. An established history of past satisfactory experience in doing business in California as confirmed by positive evaluations by references, product evaluations from web and print resources, and comparison of the Proposer’s service proposals will contribute to the selection.

The following criteria will form the basis upon which NORTEC will evaluate proposals. Proposals that meet the mandatory (complete and compliant) requirements, as stated above, will be evaluated with the following:

Criteria	Points
Proposer identified a clear strategy on how they will sufficiently address the project scope of work and deliverable Considerations: <ul style="list-style-type: none"> ❖ Proposer statement regarding how they will accomplish the scope of work and an articulated strategy of how the requirements within the scope of work will be accomplished 	25
Proposer sufficiently addressed their demonstrated knowledge of WIOA, operation of state or federal workforce programs, and one or more required partners Considerations: Proposer statements of their knowledge includes the following elements: <ul style="list-style-type: none"> ❖ Identifies other projects, assignment or work that involved WIOA ❖ Provides information on past involvement of one or more required partner programs ❖ Has conveyed an understanding of federal guidance and resources available ❖ Proven understanding of WIOA intention to collaborate articulated comprehension of state and federal metrics 	30
Proposer has sufficient qualifications to conduct the scope of services and satisfy all requested requirements to fulfill the role of a One-Stop Operator Considerations: Proposer statement of their qualifications includes the following elements: <ul style="list-style-type: none"> ❖ Identifies examples of facilitation of distinct groups to gain consensus ❖ States how the proposer will work with all eleven counties ❖ Provides expertise of various demographics in the local operation area ❖ Skill in mediation or negotiation 	20

Proposer compensation is reasonable according to their qualifications in the area of experience, skills, abilities and education. Considerations: Proposer statement on compensation includes the following elements: <ul style="list-style-type: none"> ❖ Proposer’s cost seems reasonable within current business environment ❖ Understanding of proposer’s background is clearly identified ❖ If proposer is a for-profit entity, profit is separately stated ❖ Proposer is agreeable to potential negotiation. 	20
Proposer business status is a certified minority-owned, women-owned, veteran-owned business and/or proposer’s business is located/operated in a labor surplus designated area.	5
total	100

REVIEW PROCESS

NoRTEC may, at its discretion, request presentations by or meetings with any proposers to clarify or negotiate modifications to the proposals. However, NoRTEC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms the Proposer can provide from both technical and price standpoints. NoRTEC anticipates awarding the contract to the proposer with the highest total points.

ACCESS TO SCORE SHEET AND COMMENTS

Individual score sheets and comments used during the evaluation process may be provided in the form of summaries as prepared by NoRTEC staff. Actual individual scores sheets will not be disclosed. These summaries will be provided to applicants of the RFP who submit a written request. Requests for this information shall be responded to within ten (10) business days of the final contract/agreement recommendations and any appeals submitted. The purpose for releasing this information is for technical assistance and continuous improvement and not for purpose of an appeal.

NEGOTIATION/AGREEMENT

All Respondents shall designate an authorized negotiator. (The name and contact information for this person must be included on the title page of the proposal.) This designated person must be empowered to make binding commitments for the successful Respondent and its subcontractors, if any. NoRTEC reserves the right to negotiate the final terms of the contract/agreement with the successful Respondent(s). Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, the implementation schedule, and the final award amount.

NOTIFICATION OF AWARD

It is expected that a decision will be made within 30 days of the closing date. Upon conclusion of final negotiations with the successful proposer, all proposers will be informed in writing of the name of the successful firm/individual.

SECTION 7: DISCLAIMERS AND GENERAL PROVISIONS

At the discretion of NoRTEC, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on NoRTEC's website. Any clarification will become an addendum to this RFP.

Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA reauthorization, changes to performance measures, and revisions to the timeline).

RIGHT TO CANCEL

NoRTEC reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and time line as is deemed necessary.

NONRESPONSIVE PROPOSALS

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received on a timely basis in accordance with the terms of this RFP.
- The proposal does not include all of the specified elements.
- The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with all of the auditing standards and requirements specified in this RFP.
- The proposal indicates that the audit reports would not be made available to NoRTEC in the time frames outlined in this RFP.

THE APPEALS PROCESS

NoRTEC must receive written notice of the Proposer's intent to appeal the decision within five (5) working days of receipt of notice of award. Proposer will have a total of 15 days in which to submit a written appeal of NoRTEC's decisions. All grievances arising out of Workforce Innovation and Opportunity Act or this RFQ must be filed according to NoRTEC's established grievance procedures. The Appeals Process - NoRTEC must receive written notice of the Proposer's intent to appeal the decision within five (5) working days of receipt of notice of award. Proposer will have a total of 15 days in which to submit a written appeal of NoRTEC's decisions.

MINORITY BUSINESS PARTICIPATION

NoRTEC, as a recipient of State and Federal funds, subscribes to the practices below and will fully comply with Federal, State, and Local laws and directives governing non-discrimination, equal opportunity, and affirmative action in all activities.

- No person shall be discriminated against whatsoever on the grounds of race, religion, color, age, sex, physical handicap, or national origin.
- No person shall because of race, religion, color, age, sex, physical handicap, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to

discrimination under any program or activity funded entirely or in part by the City, the State, or the Federal Government.

- Affirmative Action shall be taken by all levels of governments, where necessary, to support the underlying objectives of said anti-discrimination policies.

To further support policies relative to affirmative action, equal opportunity, and non-discrimination, NoRTEC will make every effort to ensure that Minority Business Enterprises have the maximum practicable opportunity to participate in construction contracts and in the procurement of goods, professional services, and supplies. Contractors are encouraged to indicate in their RFQ response if they are a certified minority business as certified through the State of California. A listing of certified minority businesses, as well as the services and commodities they provide is available from the Department of General Services 916-375-4940.

NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37).

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- 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, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

AMERICANS WITH DISABILITIES ACT

Proposer will comply with the American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities

Additional Information:

1. This RFP does not commit the NoRTEC Workforce Development Board (WDB) to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under Workforce Innovation and Opportunity Act.
3. NoRTEC may require selected proposers to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.

ATTACHMENT “A” – Proposal Form

Part 1 – Cover Sheet

Name of Respondent:	
Business Address:	
Phone:	
Fax:	
Years in Business:	
DUNS Number:	FEIN Number:
Name, title and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent:	
Name and Title: _____	
Phone: () _____ Fax: () _____	
Email: _____	
I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this RFP by tendering an offer to NoRTEC; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.	

Signature of Authorized Representative

Date

Printed Name and Title

Part 2 – Cost/Price Proposal Form

Provide estimated all-inclusive flat rate fee for all labor, materials and travel expenditures required to perform One-Stop Operator services in accordance with scope of work. Also include the hourly rate for all staff included in the proposal, including travel costs to attend any Partner meeting, if requested. *The final contract will be for an amount not to exceed. Selected provider will be required to submit detailed monthly or quarterly invoices based on work performed consistent with the Scope of Work.*

Estimated Flat Rate Fee \$ _____ *
Staff Hourly Rate (for each staff member) \$ _____ *

ATTACHMENT “B” – Conflict of Interest Form

By submitting a proposal, the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if NoRTEC awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual’s family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. NoRTEC reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Principal Agent Signature

Date