

## **OSO Procurement – Review Panel**

Reviewer #1: Scott Kennedy, NS Giles Foundation

Reviewer #2: Emily Tilton, CM Auction Center

Reviewer #3: Francesca DeSanctis, Eastern Maine Community College

Reviewer #4: Sara McLaughlin, Independent Financial Consultant

#1

## One Stop Operator Proposal Evaluation

### General

Responses will be subject to a review and evaluation process developed by the NWDB, which includes:

- Minimum Bidder Requirements
- Technical Proposal
- Cost Proposal/Workplan Evaluation
- Reference Check

### Evaluation Criteria

**Initial Review (Pass/Fail)**-All responses will be initially evaluated as follows to determine if they are eligible to be considered and evaluated:

- The responses must be complete, in the required format, and comply with all RFP requirements.
- Responses must meet all RFP requirements. Failure to meet all of these requirements will result in a non-responsive response that will be rejected with no further evaluation or consideration. No responses shall be rejected, however, if it contains a minor irregularity, defect or variation and if the irregularity, defect or variation is considered by the NWDB to be immaterial or inconsequential, the NWDB may choose to accept the response. In such cases the Bidder will be notified of the deficiency in the response and given an opportunity to correct the irregularity, defect or variation or the NWDB may elect to waive the deficiency and accept the response.

Passed  
+  
Approved

### Required Format for RFP

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  - Cover Page – (Attachment A) is to be used as the cover page. This form must be fully completed and signed by an authorized officer of the Bidder. ✓
  - Table of Contents – All pages of the response, including the attachments, must be clearly and consecutively numbered and correspond to the Table of Contents in the RFP. ✓

- Technical Proposal – (Attachment B) Bidder must provide responses with adequate detail to address each question ✓
- Cost Proposal/Workplan – (Attachment C) the cost proposal must be based on a flat rate cost with a proposed deliverable work plan. ✓
- Letters of Reference – (Attachment D) A minimum of two and a maximum of four letters of reference should be included with the proposal. ✓
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Technical Proposal (70 points)

63

While proposal answered to RFP there was some opportunity for some more specificity as it related to

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- Statement that the Bidder does not have any commitments or potential commitments that may impact the Bidder's ability to perform this Agreement.
- A statement of Bidder's experience providing consulting services to WIBs/WDBs in developing strategic plans and leading board retreats and planning sessions.
- A statement of Bidder's familiarity and experience with the Workforce Innovation and Opportunity Act regulations and strategic planning requirements.
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- A statement of Bidder's practices or techniques used to engage WIBs/WDBs in the development and updating of strategic planning strategies.

certain proposal factors, particularly #5 + #7. However, the consensus was that as this relationship moved forward any concerns would be alleviated.

✱ 9  
-3.5

✱ 1  
-3.5

Cost Proposal/Workplan Evaluation (21 points)

19

- The primary consideration will be the effectiveness of the agency or organization (or consortium) to deliver the services based on demonstrated performance. Other factors considered will be the work that is proposed or the track record to effectively coordinate the required WIOA partners in the past.
- Bidder must provide a flat rate cost based on a deliverable work plan. The flat rate cost should consider the time involved in coordinating services and partners at the one stop centers through conference calls, meetings, and office supplies. Bidders must include a cost breakdown for the NWDB One Stop Operator services as noted in the Scope of Service. No additional costs outside of the established flat rate cost will be considered.

Again, lacked some specificity, but breaking down the number of 4 hours per task per quarter, the consensus was that this was more than sufficient.

Reference Letters (9 points) – A minimum of two and a maximum of four, reference letters should be included with the proposal.

9

Met the standard

Total possible score for narrative questions and budget submission is 100 points.

91

General Information

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- All proposals must be submitted either by mail to address found on page 1 or electronically to [jrussell@northeasternwdb.org](mailto:jrussell@northeasternwdb.org) by 12:00 pm DST, on June 23, 2017; the proposal shall include signatures in blue ink scanned and attached to the proposal. All proposals must be submitted in accordance with the standards and specifications contained within this RFP.
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- Cost is an important factor in the evaluation process, but the NWDB is not obligated to accept the lowest cost proposal. The NWDB will assess strategies to effectively reduce time commitments and cost to the partners whenever possible i.e. the use of Zoom and or Dropbox etc. At the NWDB's discretion, considerations other than price may factor into a decision as to which services (and product, if applicable, i.e. the use of technology and resources) provide the best value to the NWDB and its partners.

**Such considerations may include:**

- Qualifications of key staff
- Relevant project experience

- Past performance
- Value added services and use of technology
- Any other relevant factors listed in the RFP
- **Modifications – the NWDB reserves the right to issue addenda or amendments to this RFP if the NWDB considers that additional clarifications are needed.**
- Negotiations – the NWDB may require the potential Bidder(s) selected to participate in negotiations. This may include cost, technical, contractual, or other clarifications.
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- The NWDB reserves the right to reject all responses or portions of RFP or alternates received by reasons of this request, to negotiate separately with any source whatsoever in any manner necessary to serve its interests.
- The NWDB requires awarded bidders to be registered with the Maine Secretary of State in accordance with the Maine Corporations Code. Evidence of a copy of current Certificate of Status from the Maine Secretary of State will be required to be provided to the NWDB prior to execution of any agreements.
- WIOA was signed into law on July 1, 2014 with effective date of the new law on July 1, 2015.
- Bidders submitting a proposal must be legally organized to conduct business in Maine and be in good standing with the Internal Revenue Service and the State of Maine. A W-9 taxpayer identification number request form must be submitted at time of contract execution for filing with the office of the County Auditor-Controller.



#2

## One Stop Operator Proposal Evaluation

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- Technical Proposal
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- Reference Check

### Evaluation Criteria

**Initial Review** (Pass/Fail)-All responses will be initially evaluated as follows to determine if they are eligible to be considered and evaluated:

passed + approve

- The responses must be complete, in the required format, and comply with all RFP requirements.
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the proposal accurately answered the RFP — some areas were vague on how exactly the tasks would be carried out

**Technical Proposal (70 points)**

63

- ✓ • A detailed statement that the Bidder has a demonstrated capacity to perform the required scope of services; must cover all Bidder Requirements.
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- ✓ • A statement of Bidder's familiarity and experience with the Workforce Innovation and Opportunity Act regulations and strategic planning requirements.
- ✓ • A statement including the names of comparable agencies the Bidder has developed new or updated existing strategic plans.
- \* • A statement of Bidder's practices or techniques used to engage WIBs/WDBs in the development and updating of strategic planning strategies.

\* techniques were vague, assumption that they will develop quickly as meetings happen, room for reflection

-7

**Cost Proposal/Workplan Evaluation (21 points)**

19

- The primary consideration will be the effectiveness of the agency or organization (or consortium) to deliver the services based on demonstrated performance. Other factors considered will be the work that is proposed or the track record to effectively coordinate the required WIOA partners in the past.
- Bidder must provide a flat rate cost based on a deliverable work plan. The flat rate cost should consider the time involved in coordinating services and partners at the one stop centers through conference calls, meetings, and office supplies. Bidders must include a cost breakdown for the NWDB One Stop Operator services as noted in the Scope of Service. No additional costs outside of the established flat rate cost will be considered.

F2 lack of clarity/ allotted time for how long each task

9

**Reference Letters (9 points)** – A minimum of two and a maximum of four, reference letters should be included with the proposal.

will take

**Total possible score for narrative questions and budget submission is 100 points.**

91/100

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+ Approved

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**Technical Proposal (70 points)**

63

while proposal answered to the RFP, it lacked some detail so we thought a 10% deduction was appropriate. But w/ full faith they will provide service

- A detailed statement that the Bidder has a demonstrated capacity to perform the required scope of services; must cover all Bidder Requirements. ✓
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- A statement of Bidder's experience providing consulting services to WIBs/WDBs in developing strategic plans and leading board retreats and planning sessions. ✓
- A statement of Bidder's familiarity and experience with the Workforce Innovation and Opportunity Act regulations and strategic planning requirements. 3.5 off
- A statement including the names of comparable agencies the Bidder has developed new or updated existing strategic plans. ✓
- A statement of Bidder's practices or techniques used to engage WIBs/WDBs in the development and updating of strategic planning strategies. 3.5 off

**Cost Proposal/Workplan Evaluation (21 points)**

19

subtracting 2 for lack of clarity on how many hours per task. Averaging it amongst the all tasks it seemed like more than enough time allotted per task

- The primary consideration will be the effectiveness of the agency or organization (or consortium) to deliver the services based on demonstrated performance. Other factors considered will be the work that is proposed or the track record to effectively coordinate the required WIOA partners in the past. ✓
- Bidder must provide a flat rate cost based on a deliverable work plan. The flat rate cost should consider the time involved in coordinating services and partners at the one stop centers through conference calls, meetings, and office supplies. Bidders must include a cost breakdown for the NWDB One Stop Operator services as noted in the Scope of Service. No additional costs outside of the established flat rate cost will be considered.

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**Reference Letters (9 points)** – A minimum of two and a maximum of four, reference letters should be included with the proposal.

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91

The proposal answered all of the RFP's questions. Some answers were more detailed than others. I wasn't sure if I was looking for more detail than was reasonable so I decided to deduct 10%.

**Technical Proposal (70 points)** 63

- ✓ • A detailed statement that the Bidder has a demonstrated capacity to perform the required scope of services; must cover all Bidder Requirements.
- ✓ • A statement on the number of years the Bidder has been in business under the present business name, as well as related prior business names.
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**Cost Proposal/Workplan Evaluation (21 points)** 19

- ✓ • The primary consideration will be the effectiveness of the agency or organization (or consortium) to deliver the services based on demonstrated performance. Other factors considered will be the work that is proposed or the track record to effectively coordinate the required WIOA partners in the past.
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Would like to see more clarity on # hours for each task.

Divided 175 hrs / 11 tasks = ~16 hrs/task

or 4 hrs/task/quarter.

**Reference Letters (9 points)** – A minimum of two and a maximum of four, reference letters should be included with the proposal. ✓ 9

**Total possible score for narrative questions and budget submission is 100 points.**

This seemed appropriate.

**General Information**

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- Past performance
  - Value added services and use of technology
  - Any other relevant factors listed in the RFP
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