**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.

**Required Format for RFP**

* All responses must be submitted on 8 ½ x 11 paper, neatly typed, with normal (1-inch) margins and single-spaced. **The proposal narrative must be no more than 10 pages**. Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page. Signatures in blue ink are required on all attachments, and must be scanned and emailed with proposal at time of ELECTRONIC submission.
* Response to this RFP must be in the form of a proposal package, which must be submitted in the following format:
* 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.
* Required Attachments – Must be signed in ***blue ink*** and must be submitted with proposal.

**Technical Proposal** (70 points)

* 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.
* 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.
* 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.

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

* 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 mustprovide 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.

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

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

**General Information**

* Submission of a response indicates that the Bidder has read and understands the entire RFP, to include all attachments.
* All aspects of the RFP, including cost, have been determined independently, without consultation with any other bidder or competitor for the purpose of restricting competition.
* All proposals must be submitted either by mail to address found on page 1 or electronically to 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.
* NWDB reserves the right to waive, at its discretion, any irregularity, which NWDB deems reasonably correctable or otherwise not warranting rejection of the proposal.
* NWDB shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.
* Any bidder who wishes to make modifications prior to the submittal deadline to a proposal already received by NWDB must withdraw his/her first proposal in order to make the modifications. All modifications request must be made via email to jrussell@northeasternwdb.org, properly initialed by bidder’s authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation in hard copy. It is the responsibility of the bidder to ensure that modified proposals are resubmitted before the RFP submittal deadline. Bidders may withdraw their proposals at any time prior to the due date and time by submitting notification of withdrawal signed by the bidder’s authorized agent.
* Responses and/or declarations in the RFP and attachments are true and shall constitute a warranty, and the falsity of which will entitle the NWDB to pursue any remedy by the law if there are damages or legal suits to the NWDB by the bidder.
* This RFP does not commit the NWDB to award a contract. The NWDB reserves the right to accept or reject any or all received RFP’s if the NWDB determines it is in the best interest of the NWDB to do so. The NWDB will notify all Bidders in writing if the NWDB rejects all RFP’s. The NWDB also reserves the right to terminate this RFP process at any time.
* RFP’s shall remain open, valid and subject to acceptance anytime within one hundred eighty (180) days after the RFP opening and up to the end of the agreement period. The NWDB reserves the right to reject any or all RFP’s.
* 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.
* Use of Responses Received – all responses received shall become the property of the NWDB. If Bidder submits information it believes to be confidential or proprietary it shall specifically identify such information and separate it from the other information provided.
* 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.