



# REQUEST FOR PROPOSALS

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## Workforce Development Area-12 RESEA Services

Workforce Investment Board

Butler ▪ Clermont ▪ Warren

406 Justice Dr., Suite 301  
Lebanon, Ohio 45036

## **ORGANIZATION INTRODUCTION:**

The Workforce Investment Board | Butler ▪ Clermont ▪ Warren (also known as the “Area 12 Workforce Board”, “WIBBCW”, or “Board”) is a business-led Board of Directors. The WIBBCW is a public-private partnership, executing specific laws, policies, procedures, and resources to successfully connect the businesses and job seekers of the Area, create self-sufficient taxpayers and contribute to the continuous improvement of the Workforce Area’s economy. We exist because of, and are partially funded through, the work Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014.

In the United States, there are 550 workforce development boards and one-stop career centers. The WIBBCW is designed to bring Elected Officials, Business Leaders, Area Representatives in Employment, Education and Training, Community-Based Partners, Providers and Subject-Matter Experts together. As a Think Tank, this alliance exists to continuously improve the Area’s Workforce System, using the OhioMeansJobs one-stop career centers as the hub of activity to execute solutions that meet employer demands for a skilled workforce, and the workforce needs for independence and dignity through work.

## **PROJECT OUTLINE:**

The Workforce Investment Board of Butler/Clermont/Warren (WIBBCW) is issuing a Request for Proposal to solicit interest from experienced individuals or firms to manage the Reemployment Services and Eligibility Assessment grant (RESEA) on behalf of the WIBBCW. This individual/firm will be expected to work with the WIBBCW administration and OhioMeansJobs Center management staff to deliver RESEA services. The purpose of this agreement shall be to serve individuals who have lost their employment through no fault of their own and continue with Unemployment Insurance (UI) eligibility requirements. The targeted populations are UI claimants determined to be most likely to exhaust benefits and former U.S. military servicemembers receiving Unemployment Compensation for Ex-service Members (UCX) benefits. Claimant’s participation in RESEA is mandatory and failure to complete services may affect the claimant’s UI benefits.

The success of this grant will be determined by increased engagement by the RESEA staff and job seekers to develop a plan detailing the service-delivery strategies and implementing the plan.

## QUESTIONS:

Questions relating to this RFP may be submitted prior to deadline of November 26, 2021. All questions must be in writing and directed to Becky Ehling at [Rebecca.Ehling@jfs.ohio.gov](mailto:Rebecca.Ehling@jfs.ohio.gov)

## SCOPE OF WORK:

The RFP seeks an entity to provide the services described below as well as related tasks as may be required to deliver the described services. It is assumed that the successful bidder will research the WIBBCW to be able to deliver a response.

This will be a sub-recipient agreement between the parties. The contract is scheduled to begin January 1, 2022, and end March 30, 2022. The WIBBCW reserves the right to extend this agreement for one additional grant cycle at the discretion of WIBBCW and the CEO Consortium.

The maximum amount payable for this contract shall not exceed \$169,691.41. If the contract is renewed, the funding amount may increase or decrease, based on the BCW|Workforce's discretion, time frame, available funding and/or a mutual agreement of continuing, modified and/or additionally required services and deliverables.

This contract is conditioned upon federal, state, and/or local policies and regulations. If, during any stage of this contract, policy changes occur that would impact how and what services are provided, the WIBBCW reserves the right to modify or terminate the Contract Recipient's services or the entire contract

That tasks to be performed are as follows:

- A. Promote RESEA alignment with vision of the Workforce Innovation and Opportunity Act's (WIOA) vision of increased program integration and service delivery for jobseekers, including UI claimants;
- B. Grow the role of RESEA as an entry-point for UI beneficiaries into other workforce system partner programs;
- C. Conduct in-person meetings between the claimant and an appropriately trained American Job Center (AJC) staff;
  - a. Orientation to help claimants access career services offered at AJCs through the resource room or virtually, with a particular emphasis on assessing available labor market and career information;
  - b. Registration with the state's job bank;
  - c. Referrals to appropriate services offered through AJCs such as resume writing workshops, self-assessments, education and training information, interviewing

- techniques, networking, career exploration, and online job and occupations resources; and
- d. Support in the development of the claimant's tailored individual reemployment plan that must include work search activities, workshops on topics such as resume writing, job search strategies if needed, and/or approved training.
- D. Work shall be performed at local OhioMeansJobs (OMJ) locations unless approved otherwise due to schedule or COVID;
- a. Career Services are expected to be a key part of the success of the RESEA program. Each completed RESEA should include appropriate career services which may include a referral to training or a skills assessment. However, RESEA funds may not be used to pay for training services or to purchase or pay for licenses for an assessment tool.
- E. Monthly reports, along with quarterly reports as outlined in Unemployment Insurance Program Letter No. 3-17, shall be submitted with invoices to WIBBCW verifying:
- a. Number of participants enrolled;
  - b. Verification of RESEA spent per participant;
    - i. Cost for initial RESEA is limit of no more than \$155/new participant; and
    - ii. One fundable subsequent RESEA is capped at a maximum of up to \$80. The \$80 reimbursement limit reflects the requirement that more time-intensive activities such as development of a reemployment plan, AJC orientation, and registration with the state's job bank must occur as part of the initial RESEA session.
  - c. Verification of enrollment in Wagner Peyser;
    - i. RESEA's were developed to supplement rather than supplant current reemployment activities provided by the integrated workforce system, and in this context Employment & Training Administration (ETA) is requiring that RESEA participants be enrolled in Wagner-Peyser funded Employment Services as part of the initial RESEA.
  - d. Verification if enrolled in WIOA Dislocated Worker program;
    - i. Co-enrollment in WIOA Dislocated Worker or other available programs may also be appropriate, but is not a requirement of this grant.
  - e. Additional RESEAs beyond the initial and subsequent sessions are allowable but would require leverage funding, and may not be charged to RESEA grant funds.
- F. Reduce UI duration through improved employment outcomes; and
- G. Strengthen UI program integrity.

## **RESPONSIVE PROPOSAL**

To be considered responsive, proposal must meet the following minimum criteria:

- A proposal with signature must be received no later than 4pm EST, Friday November 26, 2021. Proposals received after this deadline will not be accepted.

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- Providing incomplete or erroneous information could result in disqualification.
- Acceptable proposals will provide a description of how proposer intends to meet or deliver each of the tasks described immediately above.
- This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting agreement process, funds are not allocated and available for the proposed services as projected here within, the agreement will terminate concurrent with the notice of reduction/termination of funding. The WIBBCW will notify the Respondents at the earliest possible time if this occurs.
- The WIBBCW reserves the right to award an agreement for one or more of the proposed services; award an agreement for the entire list of proposed services; reject any proposal, or any part thereof; and waive any informality in the proposals.

No costs will be paid to the Respondent to cover the cost of preparing a proposal or procuring the agreement for services or supplies pursuant to this RFP. All materials submitted in response to the RFP will become the property of the WIBBCW and may be returned only at the WIBBCW's option and at the Respondent's expense.

## **DEMONSTRATED ABILITY TO PERFORM:**

When completing the proposal, Proposers must include an analysis and propose a plan to follow the minimum components to serve the needs of the claimant.

- UI eligibility assessment and referral to adjudication, as appropriate, if an issue or potential issue(s) is identified;
- Requirement for the claimant to report to an AJC;
- Orientation to AJC services;
- The provision of labor market and career information that addresses the claimant's specific needs;
- Registration with the state's job bank;
- Enrollment in Wagner-Peyser funded Employment Services;
- Development or revision of an individual reemployment plan that includes work search activities, accessing services provided through an AJC or using self-service tools, and/or approved training to which the claimant acknowledges agreement; and
- Provisions of at least one additional career service, such as:
  - Referrals and coordination with other workforce activities, including the WIOA Dislocated Worker Program;
  - Labor Exchange, including information about in-demand industries and occupations and/or job search assistance
  - Information about the availability of supportive services;

- Information and assistance with financial aid resources outside of those provided by WIOA;
- Financial literacy services; and
- Career readiness activities, including assistance with resume writing and/or interviewing.

## **PUBLIC RECORD:**

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to Ohio Revised Code (ORC) 149.43. Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.

## **POLICIES AND REGULATIONS:**

During the proposal process WIBBCW may modify this RFP by the issuance of one or more addenda. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the agreement document. Any addenda issued for this RFP will be posted on the WIBBCW website.

## **SELECTION CRITERIA:**

No changes, modifications, or additions to the proposal may be made after the proposal deadline unless requested by the WIBBCW. Proposals will be evaluated by a Proposal Review Panel comprised of WIBBCW staff, Fiscal Agent, and other preselected reviewers. It is intended to retain the successful proposer pursuant to "Best Value" and "Best Qualified" basis, not sole on the "Lowest Proposal Basis".

The WIBBCW will select the Contractor based on the contents of the proposal and the following criteria:

- 20 Points – Proposed project and approach
- 20 Points – Qualifications and technical ability of the individual/firm
- 20 Points – Similar experience with past projects
- 20 Points – Ability to comply with the RESEA schedule
- 20 Points – Cost

During the evaluation process, the WIBBCW may request additional information or clarifications from the proposers. The WIBBCW reserves the right to request oral interview prior to final selection and to reject any and all responses for whatever reason. The WIBBCW also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected.

No assumption can or shall be made regarding work in responding to this RFP. The WIBBCW will not compensate the bidder for work in preparing their responses or the materials.

## **RESPONSE FORMAT:**

All submittals shall include, at minimum, the following information:

- Include a cover letter summarizing individual's/firm's background, resources, and relevant experience. This letter should also include a cost estimate for the project, and resumes of individuals assigned to this engagement.
- How individual/firm can help WIBBCW achieve our goal of increasing the engagement of area businesses, employers and job seekers.
- Examples of two relevant past projects: Please include a summary describing two relevant projects. These examples should include a brief summary of each project and individual/firm specific involvement in it, as well as links to event websites and any supporting creative or writing collateral.
- Provide list of references and past projects/clients.

## **DEADLINE AND DELIVERY**

Proposals shall be emailed to Becky Ehling at [Rebecca.Ehling@jfs.ohio.gov](mailto:Rebecca.Ehling@jfs.ohio.gov), no later than 4pm EST, Friday November 26, 2021. Proposals received after the deadline will not be accepted. It is the individual/firm proposer's responsibility to ensure that the proposal is properly received by the stated deadline. No allowance will be made or deadline extended for transmission delays or other technical difficulties associated with the electronic submission.

Any questions about the RFQ shall be directed to Becky Ehling, Interim Executive Director at [Rebecca.Ehling@jfs.ohio.gov](mailto:Rebecca.Ehling@jfs.ohio.gov).