



**BERKSHIRE
WORKFORCE BOARD**

Bidder's Conference
WIOA One-Stop Career Center Operator/Service
Provider in Berkshire County

Berkshire County Regional Employment Board, Inc.
(BCREB)

Request for Proposals 7/1/25-6/30/26

October 24, 2024

<https://us02web.zoom.us/meeting/register/tZEvceypqDMpH9Xxc3DaQnWljCbo3ubSCKdJ>



Bidder's Conference Agenda

October 24, 2024; 10:00AM

- I. Welcome and Introductions
- II. Purpose of RFP
 - WIOA Background
 - Resources
 - Eligible Bidders & Other Selection Considerations
 - Submission Timeframe & Review Process
- III. Bidder's Conference and Questions and Answers
- IV. Submission of Proposals
 - Submission logistics
 - Availability of Funds
 - Appeals Process
- V. Proposal Content
 - Cover Sheet
 - Narrative Requirements
 - Fiscal Accountability & Budget
 - Evaluation & Selection
- VI. Next Steps and Questions

GENERAL INFORMATION

(Page 3)

Request for Proposals (RFP) Schedule

Target Dates-Subject to Change

October 2nd, 2024	RFP released
October 24th, 2024	Bidders Conference
November 1st, 2024	Mandatory Letter of Intent to Bid by 12:00 noon
November 8th, 2024	Written Question Deadline
November 15th, 2024	Proposals due at BCREB, 75 So. Church St, Suite 355, Pittsfield, MA 01201 by 12:00 noon
November 18th, 2024	Proposals Forwarded to Selection Committee
December 2-4, 2024	Proposal Presentations/Site Visits (if needed)
December 5, 2024	Recommendation to Board
January – April 2025	Appeals (if required)
July 1, 2025	New Contracts in Place

BACKGROUND

(PAGE 4)

- WORKFORCE INNOVATION AND OPPORTUNITY ACT
 - One Stop Bid requirement for period July 1, 2025 to June 30, 2026 with up to 3 years renewal
- New WIOA Core Partners
 - Title II Adult Education and Family Literacy
 - Title IV Vocational Rehabilitation programs
 - MA includes Department of Transitional Assistance funded employment & education related programs, Senior Community Service Employment Program, and Unemployment Assistance as core partners.

RESOURCES

(PAGE 6)

- Local: MassHireBerkshire.com for Local Plan, Strategic Plan and Labor Market Information for region
- State: Mass.gov/Massworkforce for State WIOA Plan and Policies
- Federal: DOLETA.gov/WIOA for The WIOA Act, Regulations, OMB Rules



Purpose of the RFP

(Page 6)

- Select organization with the capacity and expertise to be designated as One Stop Career Center Operator to provide excellent services to job seekers and businesses in Berkshire County.

ELIGIBLE PROPOSERS

(PAGE 7)

Eligible entities include [WIOA Section 121(d)(2)(B):

An entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the One-Stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area, which may include--

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private-for-profit entity
- A government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.
- **EXCEPTION:** Elementary schools and secondary schools shall not be eligible for designation as One-Stop Operator

Note:

- This proposal is for one comprehensive center serving Berkshire County

Bidder's CONFERENCE AND QUESTIONS

(PAGE 8-9)

- QUESTIONS – Accepted in writing by November 8th to Heather@MassHireBerkshire.com
- All questions & answers will be posted on MassHireBerkshire.com weekly.
- ADDENDUMS will be - PUBLISHED ON WEBSITE MassHireBerkshire.com weekly.
- MANDATORY Letter of Intent to Bid – due Friday, November 1st, 2024 by 12PM (noon) to Heather@MassHireBerkshire.com with Return Receipt requested.

SUBMISSION OF PROPOSALS

(PAGE 10)



- ONE ORIGINAL (takes precedence) AND Nine COPIES (faxed or email proposals not accepted)
- ONE ELECTRONIC COPY – USB port
- SUBMITTED TO BCREB Office – WIOA Selection Committee, 75 South Church Street, Suite 355, Pittsfield, MA 01201
- *Offices open 11/15/24 from 9AM-12PM. Applicants can arrange to drop off at an earlier time by contacting Heather@MassHireBerkshire.com
- DATE AND TIME – 12:00PM November 15, 2024
- REVIEW COMMITTEE (BCREB/ Partners/ Community Leaders/staff) – will become public information once this is finalized

BE TIMELY, ACCURATE, CONFORM TO RFP SUBMISSION REQUIREMENTS, EASY TO REVIEW, COMPLETE, AND CLEAR

Funding & Performance Period

(PAGE 12-13)

- FEDERAL FUNDING – PRIMARY SOURCE – Approx \$750K in core funding
- The Berkshire Career Center is funded through a variety of federal and state resources, some of which are formula driven and others of which are competitively obtained through collaborative proposals among the BCREB, the One-Stop and various Partners.
- FY 2025 BUDGET
- The contract agreement shall be modified to increase or decrease funding as needed to reflect actual federal funds received during the contract period. The successful Contractor will be awarded a cost-reimbursement contract performed pursuant to this RFP. The Board may expand the scope of the contract to include other workforce programs, funding or requirements with the Workforce Board deems necessary and appropriate.
- Potential Year one reduced payments possible due to potential transition costs (refer to page 13).



New Operator Considerations

- Should a new operator be chosen, the successful bidder is encouraged to plan access to non-awarded financial resources as the successful bidder may receive a reduced amount in the first year in order that the BCREB satisfy any existing budget obligations.
- Fiscal Agent – selected by Chief Elected Official to administer and manage funds on behalf of the 32 municipalities.
- Interview rights to jobs created – Any new operator must agree to interview and consider all incumbent program operations staff who apply for employment.

PAYMENT PROCESS

(PAGE 14)

- BCREB will enter into a chartering agreement with the selected Operator for a period of four years, pursuant to WIOA requirements, with annual re-chartering within this period
- One-Year Financial Contracts will be Cost-Reimbursement and reimbursed monthly
- Based on budget developed by operator, BCREB, and CEO
- Income generated must be utilized for the center as part of the budget
- Operator must perform to level negotiated with BCREB

MINIMUM STANDARDS

(PAGE 15)

- Must submit complete application on time
- Must meet requirements of RFP
- Must be an eligible provider
- Must have appropriate signatures & required certifications
- If using subcontractors, must include certifications from them as well



ADDITIONAL STANDARDS

- Ability to meet program design at reasonable cost
- Satisfactory record of prior performance
- Ability to perform in demand-driven environment
- Ability to work with community partners
- Services to lead to attainment of competencies
- Necessary experience, fiscal controls, and technical skills to perform work
- Ability to transition to operator at a reasonable cost with no negative impact on performance

APPEAL PROCESS

(PAGE 17-18)

- See page 18 for Local and State Appeals Processes
- Only unsuccessful bidders who have reason to believe that the selection process described in the RFP has been violated in a manner that affected the outcome of the procurement decision may appeal. Generalized allegations of impropriety or dissatisfaction with the results of the process are not grounds for appeal.
- Please note – appeal to USDOL is no longer an option.

RESPONSE CONTENT AND INSTRUCTIONS

(PAGE 19)

- PAGES – 25 may be single spaced/no less than 12 font
- COPIES – one original; one USB; 9 bound hard copies
- SIGNATORY AUTHORITY – sole signatory for all pages
- PROPOSAL NARRATIVE – Section II B of RFP

RESPONSE CONTENT AND INSTRUCTIONS

(PAGE 20)

A. Proposal Cover Sheet

B. Checklist

- C. Executive Summary (limited to 2 pages; not part of 25 page narrative)
- D. Proposal Narrative (Limited to 25 pages)
- E. Budget and Budget Narrative
- F. Organizational Chart; Job Descriptions or Resumes; Employer Flow Chart; Job Seeker Flow Chart; Youth Flow Chart and Timeline (not part of 25 page narrative)
- G. Assurances and Certifications
- H. Attachments – Should include 3 references – others at applicant discretion

Program Narrative Requirements

(PAGE 20 - 22)

- ORGANIZATIONAL CAPACITY – 35 points
 - Bidder eligibility
 - Alignment with WIOA program goals
 - Experience
 - Data and performance management
 - Organizational structure and proposed staff
 - Provide Organizational Chart

PROGRAM ELEMENTS / IMPLEMENTATION PLAN

(PAGE 22-27)

Program Elements/Implementation Plan – 40 Points

- Demand driven
- Streamline services
- Empowering individuals
- Universal Access
- Increased Accountability
- Strong leadership, oversight, management role for WIBS and private sector
- Local flexibility
- Virtual Services

PROGRAM ELEMENTS / IMPLEMENTATION PLAN

(Page 24)

Population Served

- Companies
- Job Seekers
- Outreach and Recruitment
- Eligibility
- Youth
- Services to Target Population

Provide Job Seeker Customer Flow Chart

Provide Employer Customer Flow Chart

Provide Youth Services Flow Chart

REQUIRED ELEMENTS

(PAGE 24-27)

- Provisions of demand-driven services to companies and job seekers;
- Provisions of career services;
- Access to training services;
- Access to employment and training activities;
- Access to programs and activities carried out by all WIOA partners
- Access to data, information, and analysis for the local labor market, and
- Provision of job search, placement, recruitment, and employment activities

DESCRIPTION OF REQUIRED ACTIVITIES

(PAGE 24-26)

- Information management
- Marketing and public relations
- Service integration and coordination
- Workshops and events
- Facility responsibilities, compliance, and traffic design
- Access to Virtual Services

Involvement of Multiple Partners

(PAGE 26)

- Partners support integrated model of service delivery
- Collaborative
- Partner letters
- Industry partnerships/sector initiatives

PROGRAM OUTCOME AND DELIVERABLES

10 Points (PAGE 27-29)

- PERFORMANCE MEASURES
 - a. Description on how One-Stop Operator and Partners will attain all WIOA Measures
 - b. Additional local Performance Measures (see sample goals)
- MANAGING PERFORMANCE OUTCOMES
 - a. Methods used to track data
 - b. Reporting to BCREB

FISCAL ACCOUNTABILITY & BUDGET

15 Points (PAGE 29-30)

- Administrative and Financial Management
- Previous Experience
- Two most recent Audits
- Certificate of Good standing
- Funding Sources
- Budget and Budget Narrative
- References – provide 3

EVALUATION

(Begins on PAGE 30)

PROPOSALS WILL BE RANKED BASED UPON COMPARATIVE CRITERIA (125 points max)

- The ability of the proposer to meet the program design specifications and performance goals
- A satisfactory record of past performance in operator-related activities
- The ability to perform in a demand-driven environment
- The ability to work with community partners and make referrals as needed
- The ability to provide services that can lead to the achievement of competency standards for job seekers with identified deficiencies
- A satisfactory record of integrity, business ethics, and fiscal accountability
- The necessary organization, experience, accounting, and operation controls
- The technical skills to perform the work

SELECTION PROCESS

(PAGE 32-33)

- WIOA Selection Task Force Review
- Funding decisions will consider proposal scores in each category, overall responsiveness to RFP, likelihood to meet program goals, and price/cost effective factors being considered.
- Highest ranking bidders may be interviewed December 2-4th
- Recommendation to BCREB Board of Directors on December 5th. Requires agreement by the WIOA Chief Elected Official (Pittsfield Mayor Peter Marchetti)
- Enter into Contract Negotiations which are subject to FY26 funding availability.



Next Steps/Questions

Post-Bidders Conference

- Power Point, attendees list, initial Q&As to be posted by October 28, 2024
- Letter of Intent due November 1st, 2024 by 12PM noon
- Open Q&A Period through November 8th, 2024
- Proposals due November 15th, 2024; 12PM noon
- Review commences

- Questions?