

REQUEST FOR QUOTATION:
Region 5 Workforce Board, Inc.
Procurement Support Services Consultant
Issued: January 17, 2018

Scope of Services

Consultant will provide to the Region 5 Workforce Board, Inc. (WDB) any and all staff support needed to complete the procurement of an Organization to provide WDB staffing, One Stop Operator, Service Provider and Business Services in a unified structure under the Workforce Innovation and Opportunity Act (WIOA) for the period beginning July 1, 2018 forward.

Assistance will include but not necessarily be limited to the following:

- Administrative staff support to WDB and WDB Selection Team
- Prepare Request for Proposal (RFP) document consistent with WIOA regulations, State Requirements and Local policies for WDB Final approval. RFP document will include schedule of procurement process
- Publicize and Distribute RFP for competitive procurement
- Conduct Pre-Bid meeting with interested parties
- Respond to prospective bidders questions
- Receive all proposal submissions
- Evaluate Proposals received for technical compliance (i.e. timely, correct format, completeness, assurances, signatures)
- Preparation of an evaluation rating form for use by Selection Team in scoring proposals
- Schedule interviews with Proposers and Selection Team
- Summarize Selection Team ratings and recommendations
- Maintain complete procurement file documentation

Deliverables:

- Request for Proposal (RFP) document
- Schedule for Procurement
- Proposal Rating Form
- Technical Evaluation of Proposals
- Listing of All proposals received
- Summary of Ratings from WDB Selection Team Members
- Complete Procurement File documenting the history of the procurement action

Timeline:

The selected Consultant will work with the WDB in determining an appropriate schedule for the various steps in the procurement process to ensure that the organization procured for WIOA services can be in place by July 1, 2018.

Future WDB meeting dates: February 15, April 19, June 21

Contract Award: Issuance of this RFQ does not obligate the WDB to award any contract or pay for the costs of quote preparations. The WDB intends to contract with a competent and cost effective entity for receipt of those services stated in the Scope of Services. Contract award is anticipated not later than February 15, 2018. All bidders will be notified of the successful bidder.

Background: Region 5 Workforce Board, Inc. is a 501 c (3) corporation. Located in Greenfield, IN. It serves as a Workforce Development Board authorized under the Workforce Innovation and Opportunity Act (WIOA) planning for and directing the use of WIOA and State and local workforce development funds in an eight county region of Central Indiana. The WDB desires to engage a consultant to assist with a competitive procurement process for its operations and programs. A Selection Team comprised of several WDB members will lead the procurement process on behalf of the entire WDB. The WDB seeks an organization that can successfully operate in a unified role including WDB Staff, One-Stop Operator, Adult/Dislocated Worker/Youth services provider and business services. This contract will be funded with WIOA funds and the successful Bidder will be required to agree to all WIOA required assurances and Certifications.

Interested Entities should submit a quote including:

Organization Name and contact information including email address
Lead Person for the engagement
Organizational Description
Experience in conducting like or similar work
Estimated hours of service to complete engagement
Fee for Services including a not to exceed amount
Assurance of compliance with all pertinent laws and regulations
Signature of Authorized Representative

Quote submissions should be emailed to: **region5wdb@gmail.com by 4 pm January 31, 2018.**

Questions may be submitted to: region5wdb@gmail.com by 4 pm January 29, 2018.

The Region 5 Workforce Board, Inc. is an equal opportunity organization.