REQUEST FOR PROPOSALS

FOR

ONE-STOP CAREER CENTER OPERATOR

Note: If you did not register to receive this RFP, you will not be notified of any addenda issued. To register, go to www.theclarusgroup.com/sswdb-rfp.

Issued: March 22, 2021

Sealed proposal due: April 9, 2021 by 1:00 p.m.

Contact: F. Daniel Ahern, Jr.
Clarus Group
dahern@theclarusgroup.com

Any questions regarding this RFP must be submitted by email to dahern@theclarusgroup.com by 5:00 p.m. EDT on March 31, 2021. The subject line of the email should state: “Question regarding RFP for One-Stop Career Center Operator.”
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Section 1. Background

Introduction

The MassHire South Shore Workforce Development Board (Board) is issuing this request for proposals (RFP) for the purpose of selecting an organization with the appropriate capacity and expertise to serve as the One-Stop Career Center Operator (Operator) for the MassHire South Shore Career Center (Center), which provides services to job seekers and businesses in the South Shore MassHire Development Area. The Center has two locations in Massachusetts, one in Quincy and the other in Plymouth.

Currently, the City of Quincy South Coastal Career Development Administration, Inc. (SCCDA) provides Operator services to the Board. The Board has been satisfied with the services of the SCCDA but is seeking competition for the Operator services pursuant to the requirements of the Workforce Innovation and Opportunity Act (WIOA). The Board encourages other interested parties to submit proposals for its consideration.

The Board operates pursuant to the WIOA and associated regulations in collaboration with Thomas P. Koch, Mayor of the City of Quincy and the Chief Elected Official in the South Shore Workforce Development Area; the MassHire Department of Career Services; and the SCCDA. Additional information about the Board, its partners, and the Center is available at www.masshiresouthshoremwb.com.

This RFP is being issued to meet the requirements of the WIOA and the MassHire Department of Career Services to conduct a competitive procurement of an Operator for the Center. This procurement is subject to the provisions of M.G.L. c. 30B, §6, and is undertaken pursuant to a delegation of authority from the chief procurement officer for the City of Quincy to the chair of the Board.

Clarus Group (www.theclarusgroup.com) is assisting the Board in conducting this procurement and in that role is authorized to communicate with potential proposers, proposers, proposer references, and others, as necessary.
Limitations

1. The Board is not liable for any cost associated with responses to this RFP and will not authorize such costs as part of the contract with the selected organization.

2. Any proposal submitted in response to this RFP will become a public record upon the completion of the proposal evaluations or upon the expiration for the time for acceptance, whichever occurs earlier.

3. The Board reserves the following rights:
   a. to accept or reject any or all proposals received, to cancel this RFP, or to reissue this RFP in part or its entirety.
   b. to correct any error(s) and/or make changes to this solicitation as it deems necessary.
   c. to contact any individual, agency, employer, or grantee listed in a proposal; to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any or all proposers.
   d. to conduct an on-site review of records, systems, and procedures, including credit and criminal background checks, of any organization selected for this contract. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
   e. to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Massachusetts Executive Office of Labor and Workforce Development/MassHire Department of Career Services or other funding sources or due to legislative changes.

4. Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own proposals or any other proposal submitted hereunder.

5. No employee, officer, or agent of the Board shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.
6. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer’s proposal to be rejected. This does not preclude partnerships or subcontracts.

7. All proposals submitted must be original work products of the proposers. The copying, paraphrasing, or otherwise use of substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.

8. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the Board as a result of a proposer’s failure to contract may be recovered from the proposer.

9. A contract with the selected proposer may be withheld, at the Board’s sole discretion, if issues of contract or questions of federal or state regulatory non-compliance, or questioned/disallowed costs, exist, until such issues are satisfactorily resolved. The Board may withdraw award of a contract if the resolution is not satisfactory to the Board.

**Procurement Schedule**

Below are the key dates in the procurement schedule. All dates are in the year 2021; all times are Eastern Daylight Time. The schedule is subject to change. Any change to the schedule will be announced by addendum, if prior to the proposal due date, or by notice to proposers if after the proposal due date. The maximum time for acceptance of a proposal is July 1.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date and time, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP issued</td>
<td>March 22</td>
</tr>
<tr>
<td>Online pre-proposal videoconference</td>
<td>March 26 at 10:30 a.m.</td>
</tr>
<tr>
<td>Deadline for submission of written questions</td>
<td>March 31 by 5:00 p.m.</td>
</tr>
<tr>
<td>Responses to written questions, if any, issued as an addendum to the RFP</td>
<td>April 2</td>
</tr>
<tr>
<td>Sealed proposals due</td>
<td>April 9 by 1:00 p.m.</td>
</tr>
<tr>
<td>Proposal review and selection period</td>
<td>April 9 – April 30</td>
</tr>
<tr>
<td>Contract effective date</td>
<td>July 1</td>
</tr>
</tbody>
</table>
Online Pre-Proposal Videoconference

The online pre-proposal videoconference will be held on March 26 at 10:30 a.m. using Microsoft Teams. Participation in the videoconference is encouraged but is not mandatory for a proposal to be evaluated by the proposal evaluation committee.

Click here at the assigned time to join the meeting.

Submission of Written Questions

Questions regarding this RFP may be submitted in writing by email to dahern@theclarusgroup.com on or before March 31 at 5:00 p.m. No telephone calls or other forms of communication will be accepted.

Working Relationship with the Board and SCCDA

The Operator will work closely with the Board and leadership and staff of the SCCDA. The Board and SCCDA will provide the Operator with office space, including utilities, in either the Quincy location or the SCCDA offices located across the street from the Quincy location. In addition, the SCCDA will provide the Operator with a computer, access as necessary to the SCCDA’s and the Center’s network, computer software used by the SCCDA and the Center for Center operations, a telephone line, an email address, and office supplies.

Contract

After selection of the most advantageous proposal, and subject to the approval of the Board and the Mayor of Quincy, the Board may execute a written contract with the successful proposer. The following contract terms will apply as appropriate, depending on the nature of the organization selected as the One-Stop Career Center Operator.

This RFP and the selected proposer’s proposal, together with any negotiated changes to the proposer’s plan for providing services, will be incorporated into the contract for Operator services. The contract will commence on July 1, 2021, and will have a term of three years, subject to the availability of funds, good performance, and continued compliance with obligations and practices contained in the attached forms entitled “Attestation Regarding Status and Practices” and “Statement of Acknowledgement and Assurances.”

Any proposer with which the Board executes a contract for the provision of the services listed in this RFP shall be a sub-recipient pursuant to applicable federal laws and regulations and shall be required to comply with 2 CFR Part 200, as well as with the WIOA and all other applicable federal and state laws and regulations.
Federal funding is the primary sub-grant support for the One-Stop Center. The federal funds available fluctuate from year to year. Consequently, funding changes may require the contract to be modified as needed to reflect actual federal funds received during the contract period.

Any organization awarded a contract will be considered an independent contractor.

Payments under the contract will be made on a cost-reimbursement basis for allowable service delivery costs after receipt and approval by the Board of a monthly payment voucher accompanied by sufficient documentation of the actual costs incurred by the contractor.

Any changes to the contractor’s key personnel, or any subcontracting or assignment of the contract by the contractor, will require the prior written approval of the Board.

The contractor will be required to maintain liability insurance with a limit of liability of at least one million dollars.

The contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

**Scope of Services**

The role of the Operator is to assist the Board and leadership of the SCCDA in coordinating service delivery by required partners and service providers of the Center. Working closely with the Board, leadership, and staff of the SCCDA, the Operator will be responsible for providing the following services.

1. Establish and maintain relationships between all One-Stop Career Center partners and other partners that support the Career Center. Subject to the approval of the Board and leadership of the SCCDA, the Operator shall, at a minimum:
   a. Create and maintain an up-to-date list of partners and the agreed-upon service offerings and client referral processes.
   b. Create and manage a process to educate and, as appropriate, update partners and Center staff on the services provided by the Center and One-Stop partners’ organizations.
   c. Coordinate, prepare agendas, post notices, schedule, and maintain records of quarterly meetings with One-Stop partners and others as appropriate to exchange information and ideas regarding topics that include, but are not necessarily limited to, the following:
i. potential means to reach common goals (performance, financial, customer satisfaction, and others as appropriate);

ii. the potential to leverage resources across partner organizations for the benefit of those served;

iii. programmatic and financial issues faced by the partners;

iv. methods for improving and maintaining an effective and successful One-Stop system;

v. opportunities for collaboration on potential grant and other opportunities that serve the mission of the One-Stop system and partner organizations; and

vi. other topics as appropriate

2. Assist the Board in ensuring that a Memorandum of Understanding with each One-Stop partner is executed, contains the appropriate clauses, supports the goals of the WIOA and the Center, serves the desired performance outcomes, and is adhered to by all parties. Such assistance shall include tracking completion, updates, and expiration of agreements as well as collection and reporting of information on the performance of the partners pursuant to the agreements.

3. Develop, implement, manage, track, and oversee a customer satisfaction program. Subject to the approval of the Board and leadership of the SCCDA, the Operator shall:

   a. identify or develop and recommend customer satisfaction measurement instruments, as well as data collection and reporting systems and procedures, and implement the systems.

   b. provide regular data and reports on the responses and results from the approved customer satisfaction tools sorted by Center, staff, and program (if possible). Such reports shall, at a minimum, summarize the data, including responses to open-ended questions, and identify trend data.

   c. Recommend actions for continuous improvement of service delivery and coordination.

4. Identify and recommend to the Board and senior SCCDA leadership opportunities for continuous improvement in the operation of the Center, including, but not necessarily limited to, administrative, technological, and programmatic improvements.
The Board anticipates that the Operator services may be provided by an organization dedicating one or more persons who collectively represent not more than one full-time equivalent staff. However, the Board is open to receiving and evaluating each proposer’s plan for providing Operator services, including proposed staffing as needed based upon the proposer’s assessment of the requirements of this scope of services.

Proposal Evaluation Process

Proposals will be evaluated by a proposal evaluation committee comprised of the members of the Board’s executive committee supplemented by participating partners of the Board. Pursuant to M.G.L. c. 30B, §6, the process for the evaluation will be as follows:

1. Each proposal will be assessed by the committee to determine whether it is responsive to this RFP. The assessment of responsiveness is subject to reconsideration at any time for any reason including, but not limited to, committee error or oversight.

2. Each proposal that is determined to be responsive to this RFP will be evaluated by the committee to determine whether the proposer meets the required qualifications. The required qualifications are identified under the heading of “Evaluation Criteria,” below.

3. Each responsive proposal that is determined by the committee to have met the required qualifications will be evaluated by the committee to determine ratings on each comparative criterion, using the criteria and rating schemes as stated below under the heading of “Evaluation Criteria.” The committee’s evaluation for each criterion will include the rating as well as a written statement identifying the reason for the rating.

4. The committee will assign a composite rating to each proposal and document in writing the reasons for the composite rating. The committee shall also document in writing changes, if any, in a proposer’s plan for providing the required services which should be obtained by negotiation prior to awarding the contract to the proposer.

5. Price proposals will be opened and evaluated.

6. The chair of the Board shall determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and the evaluation criteria set forth in this RFP. The chair may condition an award on successful negotiation of the revisions to the plan for providing services specified in the evaluation and, if such revisions are not obtained through negotiation, shall
explain in writing the reasons for omitting any such revision from a plan incorporated by reference in the contract.

7. If the chair decides to award the contract to proposer that did not submit the lowest proposal price, the chair shall explain the reasons for the award recommendation in writing, specifying in reasonable detail the basis for determining that the quality of services under the contract will not exceed the Board's actual needs.

8. The chair shall report his determination to the Board for approval.

9. The contract award will be subject to agreement by the Mayor of Quincy, the Chief Elected Official.

As part of the evaluation process, additional information may be required, references may be checked, and proposers may be interviewed.
Section 2. Evaluation Criteria

Responsiveness

To be judged responsive, a proposal must conform in all respects to this RFP. In determining the responsiveness of a proposal, the evaluation committee will waive minor informalities or allow the proposer to correct them. Pursuant to M.G.L. c. 30B, §2, minor informalities are “minor deviations, insignificant mistakes, and matters of form rather than substance of the bid, proposal, or contract document which can be waived or corrected without prejudice to other offerors, potential offerors, or the governmental body.”

Required Qualifications

In order to be considered qualified for the Operator contract, the proposal must demonstrate to the satisfaction of the proposal evaluation committee that the proposer meets the following required qualifications:

1. The proposer must be eligible to be an Operator under WIOA requirements. Eligible organizations include the following:
   a. an institution of higher education;
   b. an employment service state agency established under the Wagner-Peyser Act;
   c. a community-based organization, nonprofit organization, or workforce intermediary;
   d. a private for-profit entity;
   e. a government agency (i.e., municipality);
   f. a local board, with approval of the Local Chief Elected Official and the Governor;
   g. another interested organization or entity capable of carrying out the duties of the Operator; and
   h. a non-traditional public secondary school such as a night school, an adult school, or an area career and technical education school. (Note that elementary schools and traditional secondary schools are not eligible to be selected as the Operator.)
2. The proposer must have at least three years’ experience delivering services directly related to the One-Stop service delivery model under the WIOA to one or more workforce development boards.

3. At least one person proposed to serve as the Operator under this contract must have at least one year’s experience providing the type of services required under this RFP and one such person must be designated the organization’s key person providing Operator services under the contract.

4. The proposer must have a record of integrity, sound business ethics, and fiscal accountability.

5. The proposer must have the ability to provide the financial resources necessary to perform under the terms of the contract, including compliance with the payment terms that provide for monthly payments on a cost-reimbursement basis.

**Comparative Criteria**

Proposals determined to be responsive and qualified will be evaluated according to the following comparative criteria.

1. **Plan for Providing Services.** The proposer must provide a plan for providing the services under the Operator contract. The components of the plan must address all services detailed in the Scope of Services and, at a minimum, must address the following required elements:

   a. Plan for transition and orientation for staff providing Operator services, including integration of the Operator with SCCDA and Center operations.

   b. Staffing plan, including identification of planned roles and the required qualifications and experience of the staff who will be assigned to provide Operator services. As previously noted, the Board anticipates that the Operator services may be provided by an organization dedicating one or more persons who collectively represent not more than one full-time equivalent staff. However, the Board is open to receiving and evaluating each proposer’s plan for providing Operator services, including proposed staffing as needed based upon the proposer’s assessment of the requirements of this scope of services.

   If staff proposed to be assigned to provide services under this contract are already on the proposer’s staff or have otherwise already been identified by
the proposer, the plan must include their resumes. If such staff have not yet been identified, the plan must summarize the qualifications that will be sought and the detail the plan to recruit and train appropriate staff to provide Operator services beginning on July 1, 2021. Include in the plan all staff positions, their roles, and the staff hours to be devoted by each position to the contract. At least one staff person must be identified as the organization’s key person providing Operator services under the contract.

c. An organization chart and description of planned roles and responsibilities of the organization and staff assigned to provide Operator services, including the relationship of the staff under the Operator services contract to the management of the proposer organization.

d. A plan and proposed performance measures for efficient and effective provision of all services to be provided by the Operator and the plan to track and report on performance against the plan. Include a description of any tools to be employed perform tasks specified in the scope of services and provide copies of any sample forms and reports to be generated.

e. An explanation of the ways in which the proposed plan supports the Center in meeting One-Stop Career Center Certification Standards. (Certification standards are available at download (mass.gov).)

The plan for providing services will be evaluated by the committee and rated as follows:

**Highly advantageous:** The plan is clear, detailed, and comprehensive in that it contains each of the required elements for the plan and convincingly demonstrates that the proposer has a strong and effective plan for providing the services.

**Advantageous:** The plan is generally clear and detailed and contains all or most of the required elements but requires further development or explanation.

**Unacceptable:** Either the plan was not submitted, or the plan is unclear and does not contain all or most of the required elements.

2. **Qualifications, Experience, and Past Performance of the Proposer Organization.** The proposer must provide evidence, including required references, of its qualifications, capabilities, and experience in providing Operator services to one or more workforce
development boards pursuant to the requirements of the WIOA. The evidence will be evaluated by the committee and rated as follows:

**Highly advantageous:** The proposal and any reference(s) contacted as part of the evaluation provide clear evidence that the organization has at least three years’ experience and has consistently worked collaboratively and effectively with workforce development boards and partners, service providers, and customers in one or more One-Stop service delivery centers under the WIOA.

**Advantageous:** The proposal and any reference(s) contacted as part of the evaluation provide generally acceptable evidence that the organization has at least three years’ experience and has consistently or for the most part worked collaboratively and effectively with workforce development boards and partners, service providers, and customers in one or more One-Stop service delivery centers under WIOA.

**Unacceptable:** The proposal and any reference(s) contacted as part of the evaluation do not provide sufficient evidence that the organization has at least three years’ experience and has worked collaboratively and effectively with workforce development boards and partners, service providers, and customers in one or more One-Stop service delivery centers under WIOA.

3. **Qualifications, Experience, and Past Performance of Proposed Key Personnel.** If the proposal indicates a plan to assign any specific individuals as the organization’s key person providing Operator services under the contract, the proposer must provide evidence, including a resume and references, that such person has at least one year’s experience collaboratively, efficiently, and effectively providing the type of services required under this RFP, preferably in one or more One-Stop service delivery centers under the WIOA. The evidence will be evaluated by the committee and rated as follows:

**Highly advantageous:** The proposal and any reference(s) contacted as part of the evaluation provide clear and consistent evidence that the proposed key person has at least two years’ experience providing the type of services required under this RFP in one or more One-Stop service delivery centers under the WIOA and that the performance of proposed key person has consistently been collaborative, efficient, and effective.

**Advantageous:** The proposal and any reference(s) contacted as part of the evaluation provide generally acceptable evidence that proposed key person
has at least one year’s experience providing the type of services required under this RFP in one or more One-Stop service delivery centers under the WIOA and that the performance of the proposed key person has been collaborative, efficient, and effective.

Not advantageous: The proposal and any reference(s) contacted as part of the evaluation provide evidence that the key person has or will have, prior to commencement of this contract, at least one year’s experience providing the type of services required under this RFP, although not necessarily in a One-Stop service delivery center under the WIOA and/or performance of the proposed key personnel generally has been collaborative, efficient, and effective.

Unacceptable: The proposal and any reference(s) contacted as part of the evaluation do not provide sufficient evidence that the key person has, or will have prior to commencement of this contract, at least one year’s experience providing the type of services required under this RFP although not necessarily in a One-Stop service delivery center under the WIOA and/or does not provide sufficient evidence that performance of the proposed key person has been collaborative, efficient, and effective.

Price Proposal

The proposer must submit required information and a price for the first year of the three-year contract term using the Price Proposal Form in Appendix B. The price proposal must be submitted in a sealed envelope separate from the technical proposal.

For the purposes of this RFP, only the price for the first year of the contact will be considered in the evaluation of price proposals. The first year’s price proposal will be the maximum amount that may be paid on a reimbursement basis. Subject to the terms and limitations of this RFP and any resulting contract, the maximum amount that will be paid in year two and year three of the contract will equal the first-year contract price adjusted by the total percentage change during the preceding 12-month period beginning July 1, in the Consumer Price Index for all Urban Consumers-Boston SMSA, published by the Bureau of Labor Statistics.
Section 3. Proposal Requirements

Format Requirements

Proposals must be typed, may be single-spaced, and must be submitted on 8 ½- by 11-inch plain white paper in 12-point type with one-inch margins. The proposal must not exceed 20 pages, exclusive of the required forms, resumes, the price proposal, and sample forms and reports. Double-sided submissions are acceptable if each page is clearly legible. Each page of the proposal, with the exception of the cover sheet, must be numbered. The proposal must use the same topic headings, in the same order, as described in Proposal Content Requirements section below.

Proposal Content Requirements

The proposal should be written in a clear and concise manner that meets the requirements of this RFP. The proposal will consist of two parts: a Technical Proposal and a Price Proposal.

Technical Proposal

The Technical Proposal may not contain or otherwise characterize, imply, or reference the proposed price for the services. Inclusion of price information in the Technical Proposal may result in rejection of the proposal.

1. Cover sheet. The required cover sheet is provided in Appendix A. All required information must be provided, including the acknowledgment of any addenda issued and received by inserting in the provided space the number of addenda received by the proposer.

2. Narrative. The Narrative should summarize the organization’s qualifications and capabilities and clearly identify and address each section of the RFP to which the Narrative responds, including the required qualifications and the comparative criteria.


4. Appended information.

5. Required Forms (exclusive of the Price Proposal Form) provided in Appendix B.

Price Proposal

The Price Proposal must be submitted in a sealed envelope separate from the Technical Proposal. The Price Proposal must be submitted using the Price Proposal Form provided
Submission of Sealed Proposals

Proposals must be received in a sealed package prominently marked on the outside with the name of the proposer and the phrase “PROPOSAL FOR CAREER CENTER OPERATOR.” The sealed package must contain:

- One original Technical Proposal, clearly denoted as such and containing original ink signatures, six paper copies of the Technical Proposal, and one electronic copy of the Technical Proposal in PDF format on a USB flash drive.

- One original Price Proposal in a separately sealed envelope containing an original ink signature prominently marked on the outside with the name of the proposer and the phrase “PRICE PROPOSAL FOR CAREER CENTER OPERATOR.”

Proposals must be delivered by April 9, 2021 at 1:00 p.m. to:

Clarus Group  
147 Curtis Mill Lane  
Hanover, MA 02339

Anyone submitting a proposal is responsible for ensuring that the proposal is received at the above address by the date and time specified. Late proposals will be rejected.
Appendix A. Forms

This Appendix contains the following forms that are required to be completed and submitted with the proposal.

1. Proposal Cost Cover Sheet
2. Certification of Good Faith and Non-Collusion
3. Tax Compliance Certification
4. Disclosure of Lobbying Activities
5. Attestation Regarding Status and Practices
6. Statement of Acknowledgement and Assurances
7. Organizational References
8. Key Person References

Forms must be signed where indicated by the individual authorized to submit this proposal on behalf of the proposer organization.
Request for Proposals for One-Stop Career Center Operator

Proposal Cover Sheet

Proposer Organization

Name: ____________________________________________________
Address: ________________________________________________
Website: ________________________________________________

Proposal Contact Person

Name and Title: __________________________________________
Phone: ___________________________ Email: _________________

Indicate type of eligible organization under WIOA:

- [ ] Institution of higher education
- [ ] Employment service state agency established under Wagner-Peyser
- [ ] Community-based organization, nonprofit organization, or workforce intermediary
- [ ] Private for-profit entity
- [ ] Government agency (i.e. municipality)
- [ ] Local board, with approval of Local Chief Elected Official and Governor
- [ ] Another interested organization or entity capable of carrying out the duties of the Operator (e.g. Chamber of Commerce, Business Organizations or Labor Organizations)
- [ ] Non-traditional public secondary schools such as a night school, adult school, or an area Career and Technical Education School

I hereby certify under the pains and penalties of perjury that the information provided in this submission is accurate and complete to the best of my knowledge and I am authorized to submit this proposal on behalf of my organization.

I acknowledge receipt of all addenda issued, if any, through the addendum numbered _____. (Enter “Zero” if no addenda were issued.)

Signature: ___________________________ Date: ________________

Printed name and title: ______________________________________
Certification of Good Faith and Non-Collusion

(M.G.L. c. 30B, §10)

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal: ________________________________

Name of business: ________________________________

Tax Compliance Certification

(M.G.L. c. 62C, §49A)

The undersigned certifies under the penalties of perjury that the proposer is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting proposal: ________________________________

Federal tax ID number: ________________________________

Name of business: ________________________________

Disclosure of Lobbying Activities

(SF-LLL)


Complete and attach the Disclosure of Lobbying Activities available at SF-LLL_9707V01.pdf (usda.gov)
Request for Proposals for One-Stop Career Center Operator

Attestation Regarding Status and Practices

The undersigned attests that the proposer organization meets each the following qualifications or, if any qualification listed below does not apply to the organization, so indicate and attach a brief explanation of the reason for the inapplicability. The proposal evaluation committee or the Board may require the submission of additional documentation related to any of the qualifications.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Applicable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is certified in “Good Standing” with the Secretary of State’s Office.</td>
<td>Y</td>
</tr>
<tr>
<td>2. Is registered and issued a certificate of good standing with the Massachusetts Department of Unemployment Assistance (DUA).</td>
<td>Y</td>
</tr>
<tr>
<td>3. Has disclosed in an attachment any known potential conflicts of interest arising from the relationships of the operators with training service providers or other service providers.</td>
<td>Y</td>
</tr>
<tr>
<td>4. Does not and will not establish practices that create disincentive to providing services to individuals with barriers to employment who may require longer-term career and training services.</td>
<td>Y</td>
</tr>
<tr>
<td>5. Complies with Federal regulations and procurement policies relating to the calculation and use of profits as defined in Uniform Guidance at 2CFR Chapter II and other applicable regulations and policies.</td>
<td>Y</td>
</tr>
<tr>
<td>6. Has no outstanding citations from the Office of the Attorney General’s Fair Labor Division or Consumer Advocacy and Response Division within the prior five years.</td>
<td>Y</td>
</tr>
<tr>
<td>7. Maintains an active workers’ compensation insurance policy and is not debarred via the MA Department of Industrial Accidents (Businesses that have received Stop Work Orders by the Department of Industrial Accidents).</td>
<td>Y</td>
</tr>
<tr>
<td>8. Has a Certificate of Good Standing from the Massachusetts Department of Revenue.</td>
<td>Y</td>
</tr>
<tr>
<td>10. Is not listed on the Division of Capital Asset Management and Maintenance Debarred Contractor's List.</td>
<td>Y</td>
</tr>
<tr>
<td>11. Is not listed on the Office of the Attorney General Debarment List.</td>
<td>Y</td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ___________________
Statement of Acknowledgement and Assurances

The undersigned acknowledges and assures that the proposer and all of its employees responsible for providing the services for which it has applied will abide and comply fully with all state, federal, and local, laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

1. WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
2. Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
5. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
6. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
7. Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.52.1
8. 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I-financially assisted program or activity, and to all agreements the contractor makes to carry out the WIOA Title I-financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

Signature: ___________________________ Date: ________________
Organization References

Provide the following information for each workforce development board (WDB) to which the organization has delivered services directly related to the One-Stop service delivery model under the WIOA during the past three years. Make additional copies of this form as necessary to provide a complete list.

<table>
<thead>
<tr>
<th>Name of WDB:</th>
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<tbody>
<tr>
<td>Dates of service:</td>
</tr>
<tr>
<td>Name and title of reference:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address:</th>
<th>Telephone:</th>
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<tbody>
<tr>
<td>Brief description of services provided:</td>
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</table>

<table>
<thead>
<tr>
<th>Name of WDB:</th>
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<tbody>
<tr>
<td>Dates of service:</td>
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<td>Name and title of reference:</td>
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<td>Address:</td>
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<th>Email address:</th>
<th>Telephone:</th>
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</thead>
<tbody>
<tr>
<td>Brief description of services provided:</td>
<td></td>
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</tbody>
</table>
Proposed Key Person References

Provide the following information regarding references for any specific individual proposed to serve as the key person under the contract. Include a reference for each organization with whom the key person has worked, either as an employee or contractor, providing the type of services required under this RFP during the past two years. Make additional copies of this form as necessary to provide complete references.

Name of key person:
Reference name and title:
Reference’s organization:
☐ Check if a One-Stop service delivery center under the WIOA.
Dates of service:
Address:
Email address:  Telephone:
Brief description of services provided:

Name of key person:
Reference name and title:
Reference’s organization:
☐ Check if a One-Stop service delivery center under the WIOA.
Dates of service:
Address:
Email address:  Telephone:
Brief description of services provided:
Appendix B. Price Proposal

As noted above in Section 3, Proposal Requirements, this completed form must be submitted in a separate sealed envelope prominently marked on the outside with the name of the proposer and the phrase “PRICE PROPOSAL FOR CAREER CENTER OPERATOR.”

Provide the required information below for the first year of the contract. For the purposes of this RFP, only the price for the first year of the contact will be considered in the evaluation of price proposals. The first year’s price proposal will be the maximum amount that may be paid on a reimbursement basis. Subject to the terms and limitations of this RFP and the resulting contract, the maximum amount that will be paid in year two and year three of the contract will equal the prior-year contract price adjusted by the total percentage change during the preceding 12-month period beginning July 1, in the Consumer Price Index for all Urban Consumers-Boston SMSA, published by the Bureau of Labor Statistics.

Use the attached form or provide a substantially similar table for the price proposal. Include the following information:

- Identify staff positions proposed in this proposal, the number of hours per month that each position is expected to provide Operator services, and the proposed annual personnel charge for each staff position.
- Specify the employer’s payroll taxes to be paid to staff.
- Identify the components and provide the percentage rate charge for all benefits customarily provided to employees by the organization, including but not limited to retirement plan contributions, vacation and sick leave if not accounted for under staff positions, and professional development.
- Identify other costs, if any, anticipated to be submitted for reimbursement.
- Specify the overhead and profit rate, if any, to be charged to the contract.
Name of organization: 

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Hours per Month</th>
<th>Year One Rate</th>
<th>Year One Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>Staff Positions</strong></td>
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<tr>
<td><strong>Total all positions</strong></td>
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<tr>
<td><strong>Employer Payroll Taxes</strong></td>
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<tr>
<td><strong>Total employer payroll taxes</strong></td>
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<td></td>
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<tr>
<td><strong>Personnel Benefits</strong></td>
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<tr>
<td><strong>Total personnel benefits costs</strong></td>
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<tr>
<td><strong>Other Reimbursable Costs, if applicable</strong></td>
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<tr>
<td><strong>Total other reimbursable costs</strong></td>
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<tr>
<td><strong>Overhead and profit rate, if applicable</strong></td>
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<tr>
<td><strong>Total Price Proposal</strong></td>
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Signature: _______________________________  Date: _______________
Appendix C. Right to Appeal

A proposer may appeal the Operator contract award decision of the Board. Such an appeal must be made in writing to the local complaint officer (CO) and delivered within ten business days of notification of the Board’s contract award decision. For the purposes of this procurement, the CO is:

Fiscal Officer
South Shore Workforce Development Board
15 Cottage Avenue, Suite 302
Quincy, MA 02169

The appeal must clearly state the basis for the appeal, as well as all facts that the complainant believes substantiate the appeal, and should be accompanied by and clearly reference any pertinent documents.

The CO may make a determination based solely on the procurement file and information included in the appeal. Alternatively, the CO may obtain and consider additional information related to the appeal. The CO may request additional information from the appellant, and the CO may convene a local hearing regarding the complaint. Any request for additional information will be made in writing and will require that the additional information be submitted within five business days. If the CO is unable to contact the appellant for the purposes of obtaining additional information, or if the appellant does not provide the additional information, the CO will reject the appeal.

The CO will make a written determination within 15 business days of the receipt of the appeal or, if the CO requests additional information from the appellant, within 15 days of the receipt of the additional information.

If the CO denies the appeal, the appellant may, within ten days of receipt of CO’s written determination, request in writing a state-level appeal and/or formal appeal hearing. The request must be submitted to:

Director
MassHire State Workforce Board
Charles F. Hurley Building
19 Staniford Street, First Floor
Boston, MA 02114