



REQUEST FOR PROPOSALS
RFP NO. OSO PY '22-01
Issue Date: March 1, 2022

Hampton Roads Workforce Council
999 Waterside Drive, Suite 1314
Norfolk, VA 23510
757-314-2370
Fax 757-622-0944
www.theworkforcecouncil.org

Title:	Hampton Roads Workforce Council One-Stop Operator (OSO)
Proposals Due:	April 6, 2022 by 5:00 p.m. Eastern Time
Project Overview:	This RFP is being published, in compliance with Section 121(d)(2)(A) of the Workforce Innovation and Opportunity Act (WIOA) to solicit proposals from public or private entities interested in serving as the One-Stop Operator (OSO) for the Hampton Roads Workforce Council, Local Workforce Development Area (LWDA) #14, Commonwealth of Virginia. The OSO will be responsible for coordinating the delivery of services provided by multiple One-Stop Career Center Partners within two (2) comprehensive centers and multiple affiliate sites
Initial Contract Period:	July 1, 2022 to June 30, 2023
Contract Renewal:	A Contract awarded under this RFP may be renewed for up to three (3) twelve (12) month performance periods after completion of the Initial Contract Period, at the discretion of the Hampton Roads Workforce Council.

The Hampton Roads Workforce Council is seeking proposals from qualified entities (the “Proposer”) to furnish the goods and/or services described herein, and proposals will be received at the Hampton Roads Workforce Council, 999 Waterside Drive, Suite 1314 Norfolk, VA 23510, through the due date and hour shown above (local prevailing time).

Pre-Proposal Conference: A non-mandatory Pre-Proposal Conference will be held on Tuesday, March 15, 2022 at 10:00 a.m. Eastern Time via Zoom link that will be shared upon request.

Questions: Questions or comments related to this solicitation shall be directed to the Hampton Roads Workforce Council Operations Officer not later than 1:00 p.m. Eastern Time on March 30, 2022. All questions shall be submitted in writing via email to Bill Coley at bcoley@theworkforcecouncil.org. Telephone inquiries will not be accepted. Answers to questions will be posted on the HRWC website at www.theworkforcecouncil.org without further notice.

Contact Person:	Bill Coley, Operations Officer bcoley@theworkforcecouncil.org 757-314-2370 Ext. 116
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The Hampton Roads Workforce Council is an Equal Opportunity Program/Employer primarily funded by a grant awarded by the U. S. Department of Labor's (US DOL) Employment and Training Administration. Auxiliary aids and services are available upon request to individuals with disabilities. VA Relay: 711. The One-Stop Operator is funded approximately 75% (at <\$83,000) using WIOA Title I funds with the other 25% by non-governmental sources (via a public/private partnerships).

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SECTION 1: Introduction, Purpose and Requirements

1.1 Introduction

The Hampton Roads Workforce Council (Council) is a local government authority chartered under The Code of Virginia by the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg and the Counties of Gloucester, Isle of Wight, James City County, Southampton, and York, Virginia, that serves as the operating arm of the Hampton Roads Workforce Council Board of Directors (HRWC-BOD).

The HRWC-BOD is appointed by the Chief Local Elected Officials (CLEOs) of the jurisdictions listed above, **which are collectively known as Local Workforce Development Area (LWDA 14)** and consists of approximately 1,250,000 residents. Hampton Roads Workforce Council's primary responsibilities in support of the HRWC-BOD and the CLEOs are implementing, facilitating and managing federal workforce development funds; partnering with various entities, both public and private; ensuring the delivery of quality services to job seekers, workers and the business community through the One-Stop System; and, serving as the convener of workforce development stakeholders and resources within the region, in order to develop and improve the region's workforce through a comprehensive strategic vision, set forth in the 2020-2024 Local Plan. NOTE: The One-Stop System in Virginia currently operates under the unified brand of "Virginia Career Works" and One-Stop Centers are also referred to as "Virginia Career Works Centers."

WIOA Basic Career Services, as defined under Section 678.430 (a) of the WIOA Final Rules and Regulations, are currently provided by Hampton Roads Workforce Council Staff in partnership with the Virginia Employment Commission and other applicable partners. WIOA Individualized Career and Follow-up Services, as defined under Sections 678.430 (b) and 678.430(c), are currently provided by Hampton Roads Workforce Council Staff under a waiver authorized by the Governor of the Commonwealth of Virginia. WIOA Business Services, as defined under Section 678.435, are currently provided to local businesses through a One-Stop Business Services Team comprised of a number of partner organizations that is led by the Hampton Roads Workforce Council Chief Innovation Officer.

The aforementioned service delivery design will remain in place going forward into Program Year 2022 and, in that regard the One-Stop Operator will not be responsible for employing direct service provider staff.

The System has consistently exceeded all Department of Labor (DOL) Adult and Dislocated Worker (DW) Common Measures and internal participant service level goals for the last seven (7) program years.

DOL Adult and DW Performance Measure Goals for Program Years 2021 and 2022 are as follows:

GOALS	RATES
A. Adult 2 nd Quarter Employment Rate	83.00%
B. Adult 4 th Quarter Employment Rate	85.00%
C. Adult 2 nd Quarter Median Earnings	\$5,650
D. Adult Credential Attainment within 1 Year	74.00%
E. DW 2 nd Quarter Employment Rate	85.00%
F. DW 4 th Quarter Employment Rate	90.00%
G. DW 2 nd Quarter Median Earnings	\$8,500
H. DW Credential Attainment within 1 Year	70.00%

1.2 Purpose of the RFP

Hampton Roads Workforce Council is issuing this RFP in accordance with Section 678.605(a) of the Final WIOA Rules and Regulations in order to solicit proposals from qualified public or private entities to serve as the One-Stop Operator for LWDA 14, in order to facilitate the efficient and effective coordination of existing and future service providers and partner organizations and provide for enhancements to the System that will support the ongoing continuous improvement of services and performance outcomes. The One-Stop Operator will be responsible for coordinating the delivery of services provided through a network of one (2) Comprehensive and four (4) Affiliate Centers. The One-Stop Operator will work under the direction of the HRWC-BOD, through the Hampton Roads Workforce Council Business Workforce Services Committee (HRWC- BWSC).

Hampton Roads Workforce Council anticipates that **approximately \$110,000.00** will be available to fund an initial year One-Stop Operator Contract under this RFP, based on projected Program Year 2022 funding availability. The majority of this funding will be to support one (1) full time position with the possibility with and increase in funding to support an additional part time position. Funding amounts for additional contract performance periods thereafter will be negotiated with the One-Stop Operator. A contract awarded under this RFP will be operated with federal WIOA funds from the United States Department of Labor Employment and Training Administration (DOLETA), through the Virginia Community College System (VCCS), to Hampton Roads Workforce Council, through the City of Virginia Beach, Virginia, the designated Grant Recipient for Virginia Local Workforce Development Area 14.

All WIOA funded services must be delivered in accordance with the Final WIOA Rules and Regulations, related guidance from the Department of Labor, OMB Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Commonwealth of Virginia Laws and Regulations, and policies and guidelines set forth by Hampton Roads Workforce Council on behalf of the HRWC-BOD and CLEOs of the region.

Additional funding may become available as Hampton Roads Workforce Council secures discretionary grants, at which time, terms of the One- Stop Operator Contract awarded under this RFP may be amended.

1.3 Highlights of the Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and took effect on July 1, 2015. WIOA supersedes the Workforce Investment Act (WIA) of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

Additional final federal regulations pertaining to various programs tied to WIOA have been released. However, proposals submitted in response to this RFP, and any final contract(s) negotiated with the successful proposer under this RFP, are subject to any additional rules, regulations and/or policies that may be issued by the applicable funding sources.

From a policy perspective, WIOA is designed to (a) help job seekers and workers access employment, education, training and support services to succeed in the labor market and (b) to match employers with skilled workers they need to compete in the global economy. In passing WIOA, Congress reaffirmed the roles of the Workforce Development Boards and the One-Stop System as the cornerstones of the public workforce development system, and brought together and enhanced several key employment, education and training programs. The Workforce Development Boards collaborate with the Chief Local Elected Officials to set the policy direction for the workforce development system which includes the One-Stop System. The Virginia Career Works Centers are the direct service access points for job seekers, workers and employers.

The Key Highlights of WIOA for the purpose of this RFP Include:

- A. *Aligning Federal Investments to Support Job Seekers, Workers and Employers:*** At the State level, WIOA establishes a unified strategic planning across “core” programs, which include the WIOA Youth, Adult and DW Programs, Wagner-Peyser Employment Service, Adult Education and Literacy and Title I of the Rehabilitation Act programs.
- B. *Strengthening the Governing Bodies that Establish State, Regional and Local Workforce Development Priorities:*** WIOA streamlines membership of business-led, state and local workforce development boards. The Act emphasizes the role of Boards in coordinating and aligning workforce programs and adds funds to develop strategies to meet worker and employer needs.
- C. *Helping Employers Find Workers with the Necessary Skills:*** WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Act also adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training, such as On-the-Job Training (OJT), with employers.

WIOA also strongly emphasizes training that leads to industry recognized postsecondary credentials.

Proposers are strongly encouraged to consider these WIOA elements in their proposals under this RFP and to demonstrate a clear understanding of WIOA as it relates to the role of the One-Stop Operator. Additional information and updates pertaining to WIOA may be reviewed at the U.S. Department of Labor's WIOA resource page at www.doleta.gov/wioa.

1.4 Solicitation

Hampton Roads Workforce Council hereby solicits proposals from qualified entities, using a competitive proposal process, to serve as the One-Stop Operator for LWDA 14, in accordance with the Scope of Work outlined in this RFP. One (1) contract is expected to be awarded under this RFP.

This RFP does not commit Hampton Roads Workforce Council to accept any proposal submitted, nor is Hampton Roads Workforce Council responsible for any costs incurred by the proposer(s) in the preparation of responses to this RFP.

Hampton Roads Workforce Council reserves the right to (a) reject any or all proposals, or (b) to accept or reject any or all items in the proposal.

Hampton Roads Workforce Council reserves the right to negotiate with the proposer(s) after proposals are reviewed, if such action is deemed to be in the best interest of Hampton Roads Workforce Council

The specifications outlined in this RFP have been determined to be a minimum acceptable standard. The Proposer(s) are encouraged to submit a proposal that will provide the residents of LWDA 14 with the best quality and cost effective option for the services being requested.

1.4.1 RFP Release, Timeline and Questions

RFP Release Date:	March 1, 2022
Non-Mandatory Pre-Proposal Conference will be held via Zoom, linked shared upon request.	March 15, 2022, 10:00 a.m. Eastern Time
Final Deadline for Questions Submitted in writing via email to Bill Coley, Operations Officer at bcoley@theworkforcecouncil.org	March 30, 2022, 1:00 p.m. Eastern Time
RFP Proposal Due Date 5:00 p.m. Eastern Time	April 6, 2022
HRWC-BWSC Proposal Review and formulation of selection recommendation	April 28, 2022
HRWC-BOD and CLEOs meet to select a One-Stop Operator Contractor	May 18, 2022
Contract Negotiations Completed	June 2, 2022
One-Stop Operator Contract Start Date	July 1, 2022

NOTE: Dates are subject to change.

Beginning on March 1, 2022, the RFP will be available for download from the Hampton Roads Workforce Council website at www.theworkforcecouncil.org. If you have difficulty downloading the RFP, or have any questions, please contact Bill Coley, Hampton Roads Workforce Council's Operations Officer at either 757-314-2370 Ext. 116 or bcoley@theworkforcecouncil.org.

A non-mandatory Pre-Proposal Conference will be held on Tuesday, March 15, 2022, at 10:00 a.m. Eastern Time via Zoom, link to be shared upon request.

The final date for questions to be submitted is March 30, 2022, at 1:00 p.m. Eastern Time. All questions from proposers other than those posed at the Pre-Proposal Conference must be submitted via email to Bill Coley at bcoley@theworkforcecouncil.org. All questions and answers will be posted as soon as possible on www.theworkforcecouncil.org without further notice.

1.4.2 Submission of Proposals

To be considered under this RFP, one (1) original and six (6) signed and complete copies of the proposal must be received by Hampton Roads Workforce Council, either by mail or in-person, **no later than 5:00 p.m. Eastern Time on April 6, 2022. Proposers must also include one (1) electronic version of the proposal on a flash drive.** Proposals submitted via email or fax **will not** be considered. Also, incomplete proposals or any proposal(s) received after the proposal deadline **will not** be considered.

All Proposals must be sealed and labeled with RFP OSO PY '22-02 and include the proposer's name and address on the outside of the package.

All Proposals (including all documents and attachments) will not be returned.

Proposals must be submitted to at the following address:

**Hampton Roads Workforce Council
Dominion Tower
999 Waterside Drive, Suite 1314
Norfolk, VA 23510**

NOTE: Normal Business Hours are 7:00 a.m. to 5:30 p.m. Eastern Time Monday through Thursday. The office telephone number is 757-314-2370.

1.5 RFP Response

1.5.1 Proposer Eligibility and Qualifications

The One-Stop Operator may be a single entity (public, private for profit or private nonprofit) or a consortium of entities that, at a minimum, includes three (3) or more of the required WIOA One-Stop Partners located in LWDA 14 (See Attachment C). Eligible entities include the following:

- A. Government agencies or governmental units such as: local or county governments, school districts and Federal WIOA Partners.
- B. Employment Service State Agencies under the Wagner-Peyser Act, as amended by Title III of WIOA.
- C. Indian Tribes or Tribal Organizations.
- D. Educational Institutions, such as institutions of higher education, non-traditional public secondary schools such as night schools and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a One-Stop Operator).
- E. Community based organizations, nonprofit entities, or workforce intermediaries.
- F. Other organizations capable of carrying out the duties of the One-Stop Operator, such as a local chamber of commerce, other business organization, or labor organization.
- G. Private for profit entities.

Proposers must have the capability in all respects to fully perform the Scope of Work specified under this RFP and have the experience and skill sets necessary to assure good faith performance of a contract. In that regard, proposers should at a minimum have the following:

- Prior experience coordinating, managing, and/or delivering services within a One-Stop Center or substantially similar operation;
- Successful history of achieving specified performance measures;
- Working knowledge of the WIOA Law and Final Rules and Regulations and the OMB Uniform Guidance;
- Familiarity with the labor market and related dynamics of the Hampton Roads Region; and,
- Familiarity with the mandated and additional WIOA One-Stop Partner Organizations in LWDA 14 and the services that they provide.

Entities that are presently debarred, suspended, or proposed for debarment or suspension are not eligible to receive a contract that may be awarded under this RFP. The submission of a proposal under this RFP will be considered certification that the proposer is not currently debarred, suspended or proposed for debarment or suspension.

An entity selected as the One-Stop Operator under this RFP will be considered a subrecipient of a Federal Award.

The One-Stop Operator is required to be physically located within LWDA 14. Office space and utilities for the One-Stop Operator in the Virginia Career Works Comprehensive Centers located in Norfolk and Hampton will be provided at no cost.

1.5.2 Technical Proposal Format

To facilitate the review of proposals, Proposers should prepare their proposals according to the instructions and in the order presented in this section. Proposals should be prepared as simply as possible with straightforward, concise descriptions to demonstrate an understanding of the Scope of Work and related services required by Hampton Roads Workforce Council. Proposals that provide innovative alternatives and creative approaches are encouraged. Any other information thought to be relevant, but not applicable to the categories below, may be provided as an appendix to the proposal. Also, any information contained in proposals that is considered by the proposer to be proprietary should be indicated accordingly.

The proposal should be organized with tabs in the following order and contain the following:

- A. Proposal Submission Form (Attachment A). The Proposal Submission Form should act as the cover page of the proposal.
- B. Executive Summary that provides a narrative, prepared in non-technical terms, summarizing the proposal.
- C. Profile which includes the proposing organization's ownership, products or services, qualifications, financial status, and other pertinent information.
- D. Description of the Proposer's understanding of the requirements contained in the Scope of Work. Include how relationships with existing partners will be maintained and new partners will be engaged.
- E. Approach to be used, in detail, to meet the requirements identified in the Scope of Work.
- F. Key personnel, including experience history, who will be assigned to work on the project/provide services. Identify any subcontractors/consultants who will work on the project and/or provide services and define their roles.
- G. Successes on projects that are the same or substantially similar to that which is requested under this RFP.
- H. Work References (Attachment D) References are to be for entities for whom the proposer has done the same or substantially similar work as set forth in the RFP.
- I. Price Proposal Form (Attachment B).
- J. Small, Women-owned, and Minority-owned Business (SWaM) certification documentation, if applicable.
- K. Other Appendices as determined by the Proposer.

1.5.3 Price Proposal

Complete and provide the Price Proposal Form (Attachment B) with your proposal. The proposed total price should reflect the initial contract performance period of 7/1/22 to 6/30/23, only.

1.5.4 Evaluation Criteria

Each proposal will be evaluated according to the following criteria:

- A. Demonstrated understanding and proposed approach to provide the Scope of Work identified in this RFP. (25 points)
- B. Successful experience and capabilities of the proposer providing the same or substantially similar services. (25 points)
- C. Experience, Qualifications and Demonstrated Knowledge of key personnel. (20 points)
- D. Work References. (10 points)
- E. Price. (10 points)
- F. Completeness of Proposal. (10 points)

1.5.5 Evaluation of Proposals

Only proposals that are seen as responsive, from Proposers deemed responsible, will be evaluated against the RFP evaluation criteria and be eligible for an award.

Proposals will be evaluated according to the established evaluation criteria. Hampton Roads Workforce Council will select at least the top two (2) ranked proposals from all that are submitted that are deemed to be fully qualified and best suited to provide the required services. Hampton Roads Workforce Council may initiate discussions/interviews with the selected Proposers. Hampton Roads Workforce Council will conduct negotiations with each of the selected Proposers and may obtain best and final offers. Once negotiations are complete Hampton Roads Workforce Council will determine which proposal is more competitively responsive to this solicitation.

Should Hampton Roads Workforce Council determine that only one (1) Proposer is fully qualified or that one (1) Proposer is clearly more highly qualified than others, a contract may be negotiated and subsequently awarded to that Proposer, if Hampton Roads Workforce Council finds, in its sole discretion that such a selection is in the best interests of the LWDA 14.

1.5.6 Proposal Reconsideration Process

Please see Attachment E.

SECTION 2 SCOPE OF WORK

2.1 Background

The One-Stop Operator will work in cooperation with all One-Stop Partner Organizations and service providers in order to provide for the coordination of services delivered through the One-Stop System in LWDA 14. Through the designated authority of the HRWC-BOD and the WIOA Law and Final Rules and Regulations, the One-Stop Operator will be responsible for organizing and delivering coordinated access to all required customer services through collaborative solutions as part of a fully integrated; partner led One-Stop System.

As the One-Stop System requires multiple partners to deliver services, effective collaboration and coordination amongst all is essential. In that regard, it is paramount that the One-Stop Operator, as the primary System Coordinator, develops and maintains those critical relationships on an ongoing basis, while also being astute to the identification of new partners or increased contributions for existing partners, in order to underpin the continuous improvement and support of the One-Stop System.

2.2 Primary One-Stop Operator Responsibilities:

- A. In cooperation with the HRWC-BOD, establish and maintain effective working relationships with all partners and service providers that comprise the Hampton Roads One-Stop System. Systematic, overarching responsibilities will include the following functions:
1. Coordinate the ongoing operation of a One-Stop Partner Leadership Team (OSPLT) comprised of all MOU Partners and Hampton Roads Workforce Council by convening regular meetings to conduct One-Stop System business. Serve as the facilitator of the Team;
 2. Engage new partners and relationships as necessary to advance the One-Stop System's effectiveness attainment of goals;
 3. Assist the HRWC-BOD with crafting and managing the execution of Partner MOUs, in cooperation with the OSPLT;
 4. Assure that partner responsibilities and commitments are implemented as set forth in the MOU; and,
 5. Establish and maintain customer satisfaction reports (job seeker and employer) and customer referral processes, in collaboration with the OSPLT and Hampton Roads Workforce Council.
 6. Explore, identify and promote best practices for One-Stop service delivery in support of continuous improvement for the System.
- B. Coordinate the service delivery of partners and service providers, as follows:
1. Facilitate a collaborative partner-led and funded approach in support of services and responsibilities at the Virginia Career Works Centers;
 2. Promote effective integrated, cross agency business practices in the Virginia Career Works Centers amongst partners;
 3. Provide partner driven and shared solutions for all One-Stop System services and activities;

4. Ensure that access to customer Basic Career Services is available (both on-site and electronically) and supports, as necessary, daily operations of a partner integrated One-Stop System; and,
 5. Collaborates, as necessary, with Business Services Team as it pertains to the One Stop system services.
- C. Assist with the coordination and implementation of workforce development policy as it pertains to integrated One-Stop Operations across all partner agencies, as follows:
1. Adhere to all applicable WIOA rules, regulations and policies;
 2. Implement all applicable local HRWC-BOD policies and other requirements; and,
 3. Recommend revisions to existing local policies or other requirements or the need for additional ones, in cooperation with the OSPLT.
- D. Other functional duties of the One-Stop Operator include:
1. Report to the HRWC-BOD on One-Stop operations through the HRWC-BWSC, in writing and/or in person at Committee meetings, as prescribed;
 2. Act as the first-line, intermediary for addressing/resolving problems attendant to partner roles, relationships and coordinated responsibilities as such relates to the One-Stop System;

By virtue of the interrelationship and co-dependence with the WIOA mandatory partners, the supporting role of the One-Stop Operator must be partner based and collegial.

NOTE: The One-Stop Operator will not directly supervise or employ any One-Stop staff for the direct delivery of daily customer services.

2.3 Current Virginia Career Works Center Site Locations within LWDA 14:

COMPREHENSIVE CENTERS

Virginia Career Works - Hampton Center
 Peninsula Workforce Development Center
 600 Butler Farm Road, Room 1015
 Hampton, VA 23666

Virginia Career Works - Norfolk Center
 Circle East Office Building
 861 Glenrock Road, Suite 100
 Norfolk, VA 23502

AFFILIATE CENTERS

Virginia Career Works - Franklin Affiliate Center
Regional Workforce Development Center
Paul D. Camp Community Center
100 North College Drive, Room 214
Franklin, VA 23851

Virginia Career Works - Portsmouth Affiliate Center
4824 George Washington Hwy.
Portsmouth, VA 23702

Virginia Career Works - Suffolk Affiliate Center
Suffolk Workforce Development Center
157 North Main Street, 2nd Floor
Suffolk, VA 23434

Virginia Career Works - Williamsburg Affiliate Center
Historic Triangle Campus, TNCC
4601 Opportunity Way, Room 118
Williamsburg, VA 23188

All of the aforementioned Center Sites are to be maintained. Additional ones may be considered as applicable and appropriate.

2.4 Site Visits

Site visits may be arranged for any or all of the above Center site locations by contacting Bill Coley, Hampton Roads Workforce Council's Operations Officer, at either 757-314-2370 Ext. 116 or bcoley@theworkforcecouncil.org.

Site Visits may be conducted until March 30, 2022, by appointment.

SECTION 3 GENERAL REQUIREMENTS, TERMS AND CONDITIONS

3.1 VIRGINIA PUBLIC PROCUREMENT ACT (VPPA): This RFP is subject to the provisions of the VPPA and any revisions thereto, which are hereby incorporated into this document by reference.

3.2 APPLICABLE LAWS AND COURTS: This RFP and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the Courts of the Commonwealth and must be in compliance with all applicable federal, State and local laws, rules and regulations, inclusive of, but not limited to, the Workforce Innovation and Opportunity Act (WIOA) of 2014, as amended, or any other federal, State or local funding source that may be identified.

3.3 ETHICS IN PUBLIC CONTRACTING: Proposing organizations certify that their proposals are made without collusion or fraud and that they have not been offered or received any kickbacks or inducements from any other proposer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

3.4 IMMIGRATION REFORM AND CONTROL ACT OF 1986: Proposing organizations certify that they do not and will not employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 in the performance of any contract resulting from this RFP.

3.5 ANTITRUST: By entering into a contract resulting from this RFP, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the services purchased by Hampton Roads Workforce Council under said contract.

3.6 PAYMENTS: The terms for payments will be part of the competitive negotiation process for this RFP and stipulated in the contract.

3.7 INDEPENDENT CONTRACTOR: A Contractor resulting from this RFP, and any employees, agents, or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees, or agents of Hampton Roads Workforce Council or the HRWC-BOD.

3.8 SEVERABILITY: If any provision of a contract resulting from this RFP or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

3.9 ADDENDA: Changes or supplemental instructions related to this RFP will be in the form of a written Addendum. Any Addendum that may be required will be posted on the Hampton Roads Workforce Council website at www.theworkforcecouncil.org with this RFP, without notice. It is the responsibility of proposers to check for such on the website prior to the proposal due date and time in order to ensure that all of such are received.

3.10 SUBRECIPIENT STATUS: An entity that is awarded a contract as a result of this RFP will be considered a Subrecipient of a Federal Award.

3.11 QUALIFICATIONS OF PROPOSING ORGANIZATION: Proposing organizations agree to provide Hampton Roads Workforce Council with any other requested information at any time to determine their ability to perform the services proposed. Hampton Roads Workforce Council may, at its sole discretion, cease negotiations with proposing organizations if information provided or other evidence fails to meet the requirements of the RFP.

3.12 ASSIGNMENT OF CONTRACT: A contract which may result from RFPs shall not be assignable by the contractor, in whole or in part, without the prior written consent of Hampton Roads Workforce Council

3.13 CHANGES TO THE CONTRACT: Either party to the contract may request, in writing, changes to the contract. Changes are not binding until both parties have signed an official contract modification document. An increase or decrease in the price of the contract resulting from any modification is subject to applicable provisions of the Virginia Public Procurement Act.

3.14 DEFAULT: In case of failure to deliver services in accordance with the contract terms and conditions, Opportunity Inc may declare the contractor in default and will immediately notify the contractor in writing. As a result, Hampton Roads Workforce Council may procure the same services from other sources and reserves the right to seek compensation from the contractor for any and all additional expenditures as a result of the default

3.15 INSURANCE: By signing and submitting a proposal in response to an RFP proposing organizations certify that they shall maintain and provide documentation, if requested, of all applicable and/or required insurance coverage(s). Insurance requirements for contracts with Federal, State or Local Governments or their agencies may vary from contracts with private entities.

3.16 AVAILABILITY OF FUNDS: In the event Federal, State or Local funds that are the resources for contracts are discontinued, curtailed or otherwise no longer available; contracts awarded as a result of any RFP may be cancelled or reduced at any time. Hampton Roads Workforce Council will notify contractors in writing as soon as possible after receiving any such notice.

3.17 PROPOSAL ACCEPTANCE PERIOD: Proposals shall be binding upon proposing organizations for one hundred twenty (120) calendar days following submission deadline. Any proposal that requests a shorter acceptance period may be rejected at the sole discretion of Hampton Roads Workforce Council

3.18 SUBCONTRACTS: In the event that a Contractor desires to subcontract for services to be provided, the contractor shall furnish to Hampton Roads Workforce Council the names, qualifications and experience of their proposed subcontractor. The Contractor shall remain fully liable and responsible for the work to be done by their subcontractor and shall ensure compliance with all contract requirements. All subcontracts must be approved in writing by Hampton Roads Workforce Council prior to execution.

3.19 RECORDS RETENTION: Contractors agree to retain all books, records, and other documents relative to contracts for four (4) years following the expiration of the contract or until audited, whichever is greater. However, if any audit claim, litigation, negotiation or other action involving the records has been started as a result of the audit or before the expiration of the four (4) year period, the records shall be retained until completion of the action and resolution of all issues which may arise. Hampton Roads Workforce Council, its authorized representatives, and/or State and Federal auditors shall have full access to and the right to examine any of said materials during said period. Contractors are responsible for all costs associated with the retention of the books, records and other documents.

3.20 CLARIFICATION OF TERMS OR QUESTIONS: Clarifications to RFPs and answers to questions not contained in RFPs, as applicable and appropriate, will be posted on the website at www.theworkforcecouncil.org without further notice.

3.21 HOLD HARMLESS: Contractors agree to indemnify, defend and hold harmless Hampton Roads Workforce Council, the HRWC-BOD, the Chief Local Elected Officials of the Hampton Roads Region, the Commonwealth of Virginia, and their officers, agents and employees from any claims, damages, and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, or equipment of any kind or nature furnished by the contractor, or arising from, or caused by any services of any kind or nature provided by the contractor, provided that such liability is not attributable to the sole gross negligence on the part of Hampton Roads Workforce Council or to the failure of Hampton Roads Workforce Council to use the materials, goods, or equipment in the manner outlined by Contractors and descriptive literature of specifications submitted with contractors' proposals. This section does not apply to contracts with Federal, State or Local Governments or their agencies.

3.22 CONTRACTUAL DISPUTES: In accordance with Section 2.2-4363 of The Code of Virginia, claims arising out of a contract issued as a result of any RFP, whether for money or other form of compensation, shall be submitted by the contractor, in writing, with all necessary data and information attached to the claim. This submission must be received by Hampton Roads Workforce Council no later than sixty (60) calendar days after final payment is provided under any contract. Hampton Roads Workforce Council will respond in writing within ninety (90) calendar days of receipt of the claim, unless both parties agree to a longer response period. In the event Hampton Roads Workforce Council does not respond within this time period, the contractor may institute legal action pursuant to Section 2.2-4364 of The Code of Virginia.

3.23 EXTENSION OF CONTRACT: All RFPs will include statements specifying if contracts will be able to be extended past their original term.

3.24 HUMAN TRAFFICKING: Executive Order 13333 requires the termination without penalty of any contract if the contractor engages in human trafficking.

3.25 ROLE OF THE VIRGINIA COMMUNITY COLLEGE SYSTEM (VCCS): In Virginia, the VCCS at the State level is responsible for the formula distribution of WIOA funds; the award of certain Dislocated Worker WIOA Grants; ensuring the integrity of the funds; oversight and monitoring of local workforce development boards; and, developing and implementing WIOA operational guidance and policies in coordination with the Virginia Workforce Development Board. The aforementioned documents can be found at www.elevatevirginia.org/practitioners-corner/ .

3.26 CONTRACT AWARD: Hampton Roads Workforce Council will enter into a contract with the selected proposer under this RFP. The initial contract will be for the period of July 1, 2022 to June 30, 2023. Thereafter, the contract may be renewed for up to three (3) twelve (12) month performance periods, at the discretion of Hampton Roads Workforce Council. The initial contract amount will remain in force throughout that performance period, unless otherwise authorized by Hampton Roads Workforce Council. Amounts for subsequent contract extensions will be negotiated with the contractor.

3.27 CERTIFICATIONS AND ASSURANCES: The following Certifications and Assurances are incorporated by reference and will be made part of any contract(s) entered into by Hampton Roads Workforce Council as a result of all RFPs:

1. Certification Regarding Lobbying (29 CFR § 93);
2. Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR § 98);
3. Nondiscrimination and Equal Opportunity Assurance (29 CFR § 37);
4. Drug-Free Workplace Requirements Certification (29 CFR § 98); and
5. Standard Form 424B Standard Assurances (Non-Construction Programs).

NOTE: The Hampton Roads Workforce Council is an Equal Opportunity Program/Employer and does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political belief or citizenship. The full Hampton Roads Workforce Council EO/Nondiscrimination Policy 15-14 is posted on the website at www.theworkforcecouncil.org.

ATTACHMENT A PROPOSAL SUBMISSION FORM

RFP Number:	RFP OSO PY '22-01
Proposal Name:	One-Stop Operator
Due Date and Time:	4/6/2022 5:00 p.m. Eastern Time

1. PROPOSER INFORMATION	
Organization Name (Legal Name)	
Mailing Address	
Payment Address (if different from Mailing Address)	
Telephone Number	
Employer Identification Number (EIN)	
Social Security Number (only if an EIN is NOT provided)	
Representative Name/Title	
Representative Telephone Number	
Representative Email	

2. AUTHORIZATION TO TRANSACT BUSINESS IN VIRGINIA

SCC Identification Number: _____

or

Organization/Company is not required to have/maintain registration because:

ATTACHMENT A - Continued

3. ANTI-COLLUSION CERTIFICATION

The undersigned certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Proposer understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

4. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS (SWaM)

Is the Proposer’s Business SWaM Certified? Yes No (If Yes, attach Certification Documentation)

5. AUTHORIZATION

In accordance with the terms, conditions and specifications of this RFP, the undersigned agrees to furnish the services requested. The undersigned acknowledges that the proposal is valid for a period of 120 days from the due date and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFP and is authorized to contract on behalf of the Organization named below.

Organization Name: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

(This Form must be fully completed, signed and dated.
All signatures must be original and not photocopies.)

**ATTACHMENT B
PRICE PROPOSAL
RFP OSO PY '22-01**

(Completed Form must be submitted with the proposal)

ORGANIZATION NAME: _____

Line No.	Line Item Description	Calculation Methodology	Amount
01	Personnel Costs:	-----	-----
02	Salaries		\$
03	Fringe Benefits		\$
04	Total Personnel Costs		\$
05			
06	Non-Personnel Costs:	-----	-----
07	Advertising		\$
08	Communications		\$
09	Contractual Services		\$
10	Equipment		\$
11	Insurance		\$
12	Office Supplies		\$
13	Subscriptions		\$
14	Meeting Expenses		\$
15	Travel Within LWDA #14		\$
16	Travel Outside LWDA #14		\$
17	Administrative Overhead (no greater than 10%)		\$
18	Other (Please Specify)		\$
19	Total Non-Personnel Costs		\$
20	GRAND TOTAL COSTS		\$

NOTE: Rent and utilities costs for the One-Stop Operator’s office space within the Virginia Career Works Comprehensive Centers in Hampton and Norfolk will be provided to the Contractor at no cost. Proposers should not include these costs in their proposed budget.

ATTACHMENT C
WIOA ONE-STOP PARTNER ENTITIES
RFP OSO PY '22-01

Required One-Stop Partners and Local Entities in LWDA 14 (Section 678.400 (b) of the WIOA Final Rules and Regulations)

1. Programs authorized under Title I of WIOA, including:
 - A. Adult Funding Stream (Hampton Roads Workforce Council).
 - B. Dislocated Worker Funding Stream (Hampton Roads Workforce Council).
 - C. Youth Funding Stream (Hampton Roads Workforce Council).
 - D. Job Corps (No Job Corps Center in LWDA 14, currently).
 - E. YouthBuild (Volunteers of America, Chesapeake).
 - F. Native American Programs (No Grantee in LWDA 14, currently).
 - G. Migrant and Seasonal Farmworker Programs (No Grantee in LWDA 14, currently).
2. Employment Services authorized under the Wagner-Peyser Act (Virginia Employment Commission).
3. Adult Education and Literacy authorized under Title II of WIOA (Region 18, 19, 20 and 21 Adult Education Consortium on behalf of local Adult Education and Literacy Public School Division Departments).
4. The Vocational Rehabilitation Program authorized under Title I of the Rehabilitation Act of 1973 (Virginia Department for Aging and Rehabilitative Services).
5. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (AARP Foundation).
6. Career and Technical Education Programs at the post-secondary level authorized under the Carl D. Perkins Act of 2006 (Thomas Nelson Community College, Tidewater Community College, Paul D. Camp Community College and Rappahannock Community College, Glenn's Campus).
7. Trade Adjustment Assistance under the Trade Act of 1974 (Virginia Employment Commission).

ATTACHMENT C – Continued

8. Jobs for Veterans State Grant Programs authorized under Chapter 41 of Title 38, U.S.C. (Virginia Employment Commission Bridge to Employment Program).
9. Employment and Training Activities carried out under the Community Service Block Grant (STOP, Inc., Choice Neighborhood Initiative).
10. Employment and Training Activities carried out under the Department of Housing and Urban Development (Local Public Housing Authorities).
11. State Unemployment Compensation (Virginia Employment Commission).
12. Programs authorized under the Second Chance Act of 2007 (No Grantee in LWDA 14, currently).
13. Temporary Assistance to Needy Families (TANF) (Local Social Services Departments).

NOTE: There are MOUs in place with all required WIOA mandated partners in LWDA 14.

Roles and Responsibilities of Required One-Stop Partners (Section 678.420 of the WIOA Final Rules and Regulations)

1. Provide access to its programs or activities through the one-stop delivery system, in addition to any other appropriate locations;
2. Use a portion of funds made available to the partner's program, to the extent consistent with the Federal Law authorizing its program and applicable Federal Cost Principles, based on a reasonable cost allocation methodology, to support the infrastructure cost sharing of the one-stop delivery system;
3. Provide applicable career services;
4. Work collaboratively with the State and local Board to establish and maintain the one-stop delivery system;
5. Enter into an MOU with the local Board consistent with Section (678.500 (b)).
6. Participate in the operation of the one-stop delivery system; and,
7. Provide representation on the State and local Boards, as required, and participate on local Board committees, as needed.

ATTACHMENT C – Continued

One-Stop Partner Entity Defined (Section 678.415 (a) of the WIOA Final Rules and Regulations)

WIOA stipulates that the entity that serves as either the required or additional partner is the grant recipient, administrative entity or organization responsible for administering the funds of the specific program in the local area. The term entity does not include the service providers that contract with or are subrecipients of the local administrative entity. For programs that do not include local administrative entities, the responsible State Agency must be the partner.

Additional One-Stop Partners (Section 678.410 of the WIOA Final Rules and Regulations)

Other entities that carry out a workforce development program in the local area, including Federal, State, or local programs and programs in the private sector, may serve as additional partners in the one-stop delivery system with the approval of the local Board and CLEOs. These additional partners may include:

1. Federal, State or Local workforce development or workforce development programs in the Private Sector.
2. Employment and Training Programs administered by the Social Security Administration.
3. Employment and Training Programs carried out by the Small Business Administration.
4. Supplemental Nutrition Assistance Program (SNAP) Employment and Training Programs.
5. Client Assistance Program authorized under the Rehabilitation Act of 1973.
6. Programs authorized under the National Community Service Act of 1990.
7. Other appropriate employment, education or training programs operated by public libraries or the Private Sector.

NOTE: There are MOUs currently in place with two (2) additional One-Stop Partner Organizations (Virginia Tidewater Consortium for Higher Education and United Way of South Hampton Roads) Decisions made regarding the inclusion of additional One-Stop Partner Organizations are to be based on the additional services and resources that would result in a “value added” benefit to the One-Stop System and customers.

**ATTACHMENT D
REFERENCE PAGE
RFP OSO PY '22-01**

(Completed Form Must Be Submitted with the Proposal)

ORGANIZATION NAME: _____

REFERENCE 1	
Name of Business, City, County or Agency	
Street Address	
City and State	
Contract Dates	
Name of Contact	
Title	
Telephone	
Email	
Contract Amount:	
Description of Work Performed/ Results Achieved:	

ATTACHMENT D - Continued

REFERENCE 2	
Name of Business, City, County or Agency	
Street Address	
City and State	
Contract Dates	
Name of Contact	
Title	
Telephone	
Email	
Contract Amount:	
Description of Work Performed/ Results Achieved:	

REFERENCE 3	
Name of Business, City, County or Agency	
Street Address	
City and State	
Contract Dates	
Name of Contact	
Title	
Telephone	
Email	
Contract Amount:	
Description of Work Performed/ Results Achieved:	

ATTACHMENT E
PROPOSAL RECONSIDERATION PROCESS
RFP OSO PY '22-01

The Hampton Roads Workforce Development Board (HRWC-BOD), the Workforce Development Board for Local Workforce Development Area 14 under the Workforce Innovation and Opportunity Act (WIOA) of 2014, has the responsibility for selecting program providers for the Region from among various applicants.

It is the desire of the HRWC-BOD to voluntarily provide an informal process for any applicant who submits a proposal which is not selected or program contract that is not extended or ITA program that is not recertified for continued eligibility, to have the opportunity to request reconsideration of such action.

Therefore, the following process applies to proposals received in response to Hampton Roads Workforce Council RFPs, ITA Applications and Hampton Roads Workforce Council decisions to not extend a program contract or ITA program for an additional performance period, in accordance with the applicable RFP or ITA Application/ Vendor Agreement:

PROCESS STEPS

1. If a proposal is not accepted, a program contract is not extended or an ITA program is not continued, the Hampton Roads Workforce Council Workforce Services Officer shall formally notify the applicant/program contractor/ITA Vendor of such action within five (5) workdays of the decision. Such notification will have attached thereto a copy of this process.
2. In the event the applicant/program contractor/ITA Vendor desires reconsideration of a proposal, a program contract extension decision or removal of an ITA program, such applicant/program contractor/ITA Vendor shall submit a written request for reconsideration to the Hampton Roads Workforce Council Workforce Services Officer within five (5) workdays of notification of the decision.
3. Upon receipt of such written request, the Hampton Roads Workforce Council's Operations Officer shall within five (5) workdays of receipt of such, notify the Chairperson of the HRWC-BOD. The HRWC-BOD Chairperson shall within five (5) workdays of such notification, appoint an AD HOC Committee to informally meet with the applicant/program contractor/ITA Vendor to discuss the request for reconsideration. In the case of youth proposals/contractors, most of the AD HOC Committee members shall be Youth Committee members.
4. The Chairperson of the AD HOC Committee, appointed by the HRWC-BOD Chairperson, shall then set a time for a meeting with the applicant/program contractor/ITA Vendor, to be held within ten (10) workdays or as expeditiously as possible, thereafter.

ATTACHMENT E - Continued

5. Said meeting shall be informal, and be restricted to the AD HOC Committee, the applicant/program contractor/ITA Vendor and Hampton Roads Workforce Council staff, as requested by the AD HOC Committee Chairperson.
6. The AD HOC Committee shall allow, under procedures to be set by the AD HOC Committee Chairperson, the applicant/program contractor/ITA Vendor to submit either orally or in writing, any additional information, as it relates to the applicant's proposal, contract extension decision or ITA program removal.
7. The AD HOC Committee shall report to the HRWC-BOD's Executive Committee at their next regularly scheduled meeting the result of any vote taken as to whether to recommend proposal/contract extension/ITA program removal reconsideration and the reason (s) for any such recommendation or to affirm the original decision.
8. The HRWC-BOD's Executive Committee shall consider such recommendation and act as it deems appropriate. Any such recommendation which results in the award of funding to an applicant's proposal or an increase in the original award amount of an applicant's proposal or the extension of a program contract shall be presented to the full HRWC-BOD at its next regularly scheduled meeting, for action. ITA programs recommended for inclusion on the HRWC-BOD Approved ITA Programs List may be added by Executive Committee in between HRWC-BOD meetings.
9. Nothing contained in this process shall create a right to funding or a right of appeal if the AD HOC Committee does not in its sole discretion, recommend that the applicant's proposal/ contract extension decision/ITA program removal be reconsidered by the HRWC-BOD's Executive Committee.

NOTE: Applicants seeking resolution for a proposed ITA program(s) not being selected or removed by the HRWC-BOD **must first go through this local process before seeking resolution under the State Process.**