Northern Area Local Workforce Development
(NALWDB)
Statement of Qualifications

Adult Dislocated Worker RFP
Statement of Qualification No. 2020-004

Issue date:
January 15, 2020

Closing location:

<table>
<thead>
<tr>
<th>MAIL ONLY:</th>
<th>COURIER/BY HAND:</th>
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<tbody>
<tr>
<td>1000 Cordova Pl</td>
<td>525 Camino de los Marquez,</td>
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<tr>
<td>PMB 810</td>
<td>Suite 250</td>
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<tr>
<td>Santa Fe, NM 87505</td>
<td>Santa Fe, NM 87505</td>
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<tr>
<td>Attention: Procurement</td>
<td>Attention: Procurement</td>
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</tbody>
</table>

Closing date and time:
5 complete hard copies of each Response must be received before 4:00 PM Mountain Time on April 1, 2020

Contact person:
Dr. LeAnne Montoya, Procurement
procurementofficer@nalwdb.org
1. Overview of the Requirement

The purpose of this RFP is to solicit proposals from qualified entities to provide the WIOA Adult, Dislocated Worker for the Northern Area Local Workforce Development Board. The proposal which, in the opinion of the awarding body, best provides for establishing a workforce system of services in the Northern Area Local Workforce Development Board will be invited to enter into contract negotiations. Resulting contracts will be negotiated with respect to cost, scope, and content in a manner that achieves the establishment of this System in the best interest of the Local Area. The successful bidder’s program will be required to provide services to adults, dislocated workers. The period of performance will be October 1, 2019 through September 30, 2021. Any contracts entered into as a result of this RFP may be extended for two (2) additional one-year periods, if agreeable to both parties.

The purpose of this Statement of Qualifications (SOQ) is to determine if there are qualified bidders responding to this RFP who can offer the following services to WIOA Title I eligible Adults and Dislocated Workers per WIOA Section 134(c)(2)(A). 1. Basic Career Services; 2. Eligibility determination for Title I Adult and Dislocated Program services; 3. Outreach, intake, and orientation to the information and other services available through the one-stop delivery system; 4. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities and supportive service needs; 5. Labor exchange services including job search and placement assistance; 6. Referrals to and coordination of activities with other programs and services within the one-stop delivery system; 7. Provision of workforce and labor market information; 8. Provision of performance and program cost information; 9. Provision of information on supportive services including referrals to those services; 10. Provision of information and assistance regarding filing claims for unemployment compensation. 11. Assistance in establishing eligibility for programs of financial aid assistance.
2. Request for Qualifications Definitions

Throughout this Request for Qualifications, the following definitions will be used:

a) “NALWDB RFP Bid” means the electronic tendering service maintained by the Region;

b) “NALWDB Website” means the website maintained by NALWDB RFP Bid at [https://northernboard.org](https://northernboard.org), or any replacement website;

c) “Contract” means a written contract executed by the Board and the Contractor as a result of an RFP;

d) “Contractor” means a Qualified Respondent who is the successful Proponent to an RFP who enters into a Contract with the Board;

e) “must” or “mandatory” means a requirement that must be met in order for a Response to receive consideration;

f) “Region” means the ten Counties of Northern New Mexico and includes the Organization of [The Northern Area Local Workforce Development Board](https://northernboard.org).

g) “Qualified Respondent” means a Respondent possessing the qualifications described in this SOQ;

h) “Respondent” means an individual or a company that submits, or intends to submit, a Response;

i) “Response” means a statement of qualifications submitted in reply to this SOQ;

j) “RFP” means a Request for Proposals for provision of the services described in Section 4 that may be issued to all Qualified Respondents;

k) “SOQ” means the process described in this Statement of Qualifications; and

l) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of this SOQ.
3. Request for Qualifications

3.1 Enquiries
All enquiries related to this SOQ are to be directed, in writing, to the contact person at the mailing address on the front cover of this SOQ [if you will accept enquiries by email, replace “mailing” with “e-mail” and insert the email address on the front cover]. Information obtained from any other source is not official and should not be relied upon. Do not contact the organization/agency involved. Enquiries and answers will be recorded and posted to the northerboard.org website.

3.2 Closing Date
[5] complete hard copies of each Response before 4:00 PM, Mountain, on April 1, 2020 at the address on the front cover of this SOQ. Responses must not be sent by facsimile or e-mail. Responses and their envelopes should be clearly marked with the name and address of the Respondent, the SOQ number, and the project or program title. Respondents must choose one delivery method only.

3.3 Late Responses
Responses will be marked with their receipt time at the closing location. Only complete Responses received and marked before closing time will be considered to have been received on time. Hard-copies of late Responses will not be considered or evaluated and will be returned to the Respondent. Electronic Responses that are received late on NALWDB Bid will be marked late and will not be considered or evaluated. In the event of a dispute, the Response receipt time as recorded at the closing location for hard copy Responses will prevail whether accurate or not.

3.4 Qualifications Review Committee
Review of Responses will be by a committee formed by the NALWDB board and may include employees and board members of the Region.

3.5 Review and Selection
The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses not meeting a minimum score (if specified) [option if pass/fail process used– “Responses not achieving a pass in every category”] in a category will not be considered further. Qualified Respondents will be provided with a copy of the RFP if one is issued.

3.6 Estimated Timeframes [delete this paragraph if not required and renumber paragraphs]
The following timetable outlines the anticipated schedule for the SOQ, RFP and Contract process. The timing and the sequence of events resulting from this Statement of Qualifications may vary and shall ultimately be determined by the Region.
### 3.7 Signed Responses
The Response must include a cover letter substantially similar to the cover letter set out in Appendix B and the cover letter must be signed, by a person authorized to sign, on behalf of the Respondent and to bind the Respondent to statements made in the Response to this SOQ.

If the Response is submitted electronically on NALWDB Bid, the Response must be submitted by a person authorized to submit the Response on NALWDB Bid and to use the Respondent’s e-bidding key as signature on behalf of the Respondent and to bind the Respondent to statements made in the Response to this SOQ.

### 3.8 Changes to Response Wording
The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this SOQ and no words or comments will be added to the Response unless requested by the Board for purposes of clarification.

### 3.9 Respondent Expenses
Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Board, if any. The Board will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### 3.10 Acceptance of Responses
This SOQ is not an agreement to purchase goods or services. The Board is not bound to enter into a Contract with any Qualified Respondent. Responses will be assessed in light of the qualification review criteria. The Board will be under no obligation to receive further information, whether written or oral, from any Respondent.

### 3.11 Request for Proposals
It is anticipated that an RFP will be issued to a Qualified Respondent within 90 days.

### 3.12 Definition of Contract
Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this SOQ or in any subsequent RFP. Only if a Qualified Respondent and the Board enter into a subsequent full written Contract, as a result of an RFP, will a Respondent acquire any legal or equitable rights or privileges.
3.13 **Modification of Terms**

The Board reserves the right to modify the terms of this SOQ at any time in its sole discretion. This includes the right to cancel this SOQ at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a Contract.

3.14 **Ownership of Responses**

All documents, including Responses, submitted to the Board become the property of the Board. They will be received and held in confidence by the Board, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3.15 **Confidentiality of Information**

Information pertaining to the Board obtained by the Respondent as a result of participation in this SOQ and any subsequent RFP is confidential and must not be disclosed without written authorization from the Board.
3.16 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this SOQ requires Respondents to provide the Board with personal information of employees who have been included as resources in response to this SOQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Board. Such written consents are to specify that the personal information may be forwarded to the Board for the purposes of responding to this SOQ and use by the Board for the purposes set out in the SOQ. The Board may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the Board.

3.17 (a) Receipt Confirmation Form

Additional Information on the SOQ

All subsequent information regarding this SOQ, including changes made to this document, will be posted on the NALWDB Website. It is the sole responsibility of the Respondent to check for amendments and additional information on the NALWDB Website.
4. Services

4.1 Services

The Qualified Respondents who become Contractors may perform and be responsible for the following services and duties:
Bidders responding to this RFP must offer the following services to WIOA Title I eligible Adults and Dislocated Workers per WIOA Section 134(c)(2)(A).
1. Basic Career Services;
2. Eligibility determination for Title I Adult and Dislocated Program services;
3. Outreach, intake, and orientation to the information and other services available through the one-stop delivery system;
4. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities and supportive service needs;
5. Labor exchange services including job search and placement assistance;
6. Referrals to and coordination of activities with other programs and services within the one-stop delivery system;
7. Provision of workforce and labor market information;
8. Provision of performance and program cost information;
9. Provision of information on supportive services including referrals to those services;
10. Provision of information and assistance regarding filing claims for unemployment compensation.
11. Assistance in establishing eligibility for programs of financial aid assistance.

Individualized Career Services must be made available if determined to be appropriate in order for an individual to obtain or retain employment and case management services.

1. Comprehensive and specialized assessments of the skill levels and service needs;
2. Development of an individual employment plan;
3. Supportive services including information and coordination with community resources;
4. Career planning and individual and group counseling;
5. Short-term pre-vocational services;
6. Internships and work experiences that are linked to careers;
7. Workforce preparation;
8. Financial literacy services;
9. Access to internships, work experience, OJT;
10. Out of area job search;
11. English language acquisition and integrated education and training programs;
12. Follow-up services following job placement.
5. Qualifications Review Criteria

Proposal Sequence and Checklist of Documents that must accompany this application: This page is only for instructions and should not be included as a part of the completed proposal. 1. The cover page (should address the services and area being proposed) 2. The narrative sections (A-H) 3. The Certifications and Signature section (I) 4. In Kind Costs Contributed Forms 5. Budget Information Forms 6. Projected Performance Form 7. Pages from your recent audit report/monitoring reports All pages must be numbered. The cover page must be page #1. Please check the formatting of the pages containing charts. Each of those pages should fit on a single page. A 12-point font must be used in creating your response. Your completed proposal must be submitted to the location and within the time limits as shown in the RFP package attached.

5.1 Mandatory Criteria [delete if no mandatories]

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

<table>
<thead>
<tr>
<th>Criteria</th>
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<tbody>
<tr>
<td>a) The Response must be received at the NALWDB by the specified closing date and time.</td>
</tr>
<tr>
<td>b) The Response must be in English and must not be sent by facsimile or email.</td>
</tr>
<tr>
<td>c) <strong>If delivery by hard copy is selected</strong> 5 copies of the Response must be submitted.</td>
</tr>
<tr>
<td>d) If delivery by hard copy is selected, the Response must include a cover letter substantially similar to the cover letter set out in Appendix B and the cover letter must be signed, by a person authorized to sign on behalf of the Respondent and to bind the Respondent to the statements made in the Response to this SOQ.</td>
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<td>Criterion</td>
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<tr>
<td>Overview</td>
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<td>Experience and Qualifications</td>
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<td>Program Design/Service Delivery Plan</td>
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<td>Required and Recommended Partnerships</td>
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<tr>
<td>Performance Measurements</td>
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<td><strong>TOTAL POINTS AVAILABLE</strong></td>
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6. Respondent’s Response

The following format and sequence should be followed in order to provide consistency in the Respondent’s submissions and ensure each Response receives full consideration. All pages should be consecutively numbered.
Appendix A – Response Covering Letter

Letterhead or Respondent’s name and address

Date:

[NAME OF ORGANIZATION]
[ADDRESS]

Attention: [Name]

Subject: Statement for Qualifications No. 2020-004 including any amendments or additions (the “Statement of Qualifications”)

NOTE: amendments and additions will be posted to the NALWDB Webpage www.northernboard.org It is the Respondent’s sole responsibility to check for amendments and additional information.

The enclosed Statement is submitted in response to the above-referenced Statement of Qualifications.

We have carefully read and examined the Statement of Qualifications and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

_________________________________________
Signature

Name: __________________________________________

Title: __________________________________________

Telephone Number: ____________________________

e-mail address: ________________________________

Legal name of Respondent: ________________________

Date: ________________________________
Appendix B

Receipt Confirmation Form
ADULT AND DISLOCATED WORKER SERVICES
STATEMENT OF QUALIFICATIONS NO. 2020-004
CLOSING DATE: APRIL 1, 2020
For any further distributed information about this Statement of Qualifications, please return this form by fax as soon as possible to:

Procurement Officer, NALWDB
E-mail: procurementofficer@nalwdb.org 505-986-0363

COMPANY: ______________________________________________________

STREET ADDRESS: ________________________________________________

CITY: _____________ POSTAL/ZIP CODE: _____________________________

BOARD/STATE: _____________ COUNTRY: _____________________________

MAILING ADDRESS, IF DIFFERENT: _________________________________

FAX NUMBER: (___) _____________ PHONE NUMBER: (___) _____________

CONTACT PERSON: ________________________________________________

title: ___________________________________________________________

E-MAIL ADDRESS: ________________________________________________

Please send us any further correspondence about this Statement of Qualifications by:

☐ Courier Collect: Courier Name and Account No. __________________________

☐ Fax (default if no box checked) ☐ E-Mail