

## **CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD ONE-STOP OPERATOR MONITOR PROCUREMENT**

### **Project:**

Central Arkansas Workforce Development Board is seeking an independent consultant to conduct One-Stop Operator monitoring of the Central Arkansas Workforce Development Area. The Central Arkansas Planning and Development District (CAPDD) is the current One-Stop Operator.

### **Background:**

Under the Workforce Innovation and Opportunity Act (WIOA), the Department of Labor (DOL) published Training and Employment Guidance Letter (TEGL) WIOA NO. 15-16. The Letter describes the groundwork for the One-Stop Operator selection process. In addition to the selection process, TEGL 15-16 requires Local Workforce Boards to conduct oversight and monitoring of its One-Stop Operator. The Central Arkansas Workforce Development Board (CAWDB) has chosen to procure an independent consultant in order to conduct the monitoring process.

### **Service Area:**

The Central Arkansas Workforce Development Board was established in July 2016 and is responsible for providing guidance, strategic planning and oversight for the Workforce Innovation and Opportunity Act (WIOA) for the Central Arkansas Area. The Central Arkansas Workforce Development Board Area is comprised of six counties. Pulaski (with the exception of the City of Little Rock), Faulkner, Lonoke, Prairie, Saline and Monroe.

### **Qualifications Required:**

Acceptable proposals must come from entities such as consultants, auditors, and/or entities that meet the independence standards specified in the generally accepted government auditing standards or from public accountants who also meet such required standards.

The successful bidder will have demonstrated knowledge and expertise in WIOA One-Stop Operator as well monitoring practices and procedures. The CAWDB reserves the right to reject any and all proposals. A contract for the accepted proposal will be based upon the factors described in this RFP. The CAWDB reserves the right to select a provider that is the lowest and best bid with experience and knowledge of the One-Stop Operator function under WIOA as a primary factor for this monitoring.

### **Timeframe To Be Monitored:**

The scope of the monitoring will be limited to the role of the One-Stop Operator during the PY2022 through PY2025 program years..

### **Questions and Answers:**

Perspective proposers are invited to ask questions or request additional information relative to this RFP by sending an e-mail. Questions regarding this Request for Proposal should be emailed to [Brad@HughesJobs.com](mailto:Brad@HughesJobs.com). In addition, the subject line should be "CAWDB RFP, OSO Question." Questions and responses will be posted to our website.

**Proposal Submission Requirements:**

- **Proposals must be received by the deadline: April 25, 2025 at 4:00 pm.** Proposals should be e-mailed to [Brad@HughesJobs.com](mailto:Brad@HughesJobs.com). In addition, the subject line should be “CAWDB RFP, CONFIDENTIAL PROPOSAL.”
- **Complete Attachment A – Coversheet**
  - **Complete Attachment B – Budget.** The budget must include a dollar amount bid for monitoring services. It is anticipated that a firm, fixed price contract will be negotiated based on this Request for Proposal. Each Quote should state the anticipated number of hours required to complete the engagement as well as the hourly rate to be charged by each level of professional providing services. After completion of the services contracted within this request, further investigation may be requested. You must quote your hourly rates for additional services. Costs occurred to prepare this proposal cannot be included within budget costs
- **Proposals must** describe entity/company/individual’s understanding and qualifications and relevant experience regarding One- Stop Operator Monitoring and monitoring WIOA Title I Service Providers. In addition, please list previous and/or similarly completed projects.
- **Proposals must** demonstrate adequate understanding of federal and state laws and regulations.
- **Proposals must** include acknowledgement that the entity will adhere to the roles/responsibilities set forth in this Request for Proposal Package.
- **Proposals must** disclose if the organization or entity’s employees are presently disbarred, suspended, proposed for debarment, declare ineligible, or voluntarily excluded from participation by a Federal department or agency.
- **Proposals must** disclose if the organization is unable to be properly bonded or insured.
- **Proposals must** disclose if the organization or its employees are engaged in fraud or abuse.
- **Proposals must** disclose any labor union disputes or issues.
- **Proposals must** include entity/company/individual name, address, and phone number. In addition, the proposal must designate an individual who will serve as its point of contact, including that person’s phone number and email address.
- Failure to comply with any of the proposal requirements may result in a disqualified proposal.

**Scope of Work to be Performed:**

1. The monitor auditor shall perform a monitoring review that will focus on sections of the compliance review supplement below and conduct a review focused on services and eligibility for the Central Arkansas Area’s One Stop Operator.

The review should adequately cover the programmatic issues described in pages 6 through 16 of the “WIOA Cluster” requirements found in the OMB A-133 Compliance Supplement for 2017, [https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance\\_Supplement\\_2017.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf) This would include, but is not limited to:

- a. Priority of service for Veterans under the WIOA
- b. Priority of service for individuals with barriers as defined in Arkansas’

WIOA Title I-B Policy 2.8 and

- c. Those procedures defined in the aforementioned OMB Supplements covering Allowable Activities and Eligibility
2. The monitor shall perform a review of the governance, administrative, financial, and program aspects of the One Stop Operator in accordance with 20 CFR 683.410; including terms and conditions of appropriate contracts and agreements.
3. The monitor shall use a monitoring tool that aligns with the Roles of One-Stop Operator as described in the Code of Federal Regulations, Title 20, Part 678 – Description of the One-Stop Delivery System under Title 1 of the Workforce Innovation and Opportunity Act.
4. The monitor shall perform an on-site review of participant files, policies, procedures, customer observations, operations observation, and conduct interviews of key managers, staff, and partners.
5. The monitor in charge will conduct an entrance conference and exit conference with the CAPDD Executive Director, CAWDB Chairperson or designee.
6. The monitor will conduct the monitoring within the timeframe.
7. The monitor will follow all applicable federal, state, and local laws, regulations, policies, and customs
8. Maintain confidentiality of information that are, or may be, deemed confidential or sensitive information.
9. The monitor must submit an attestation that it has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and condition of the contract/agreement with the one-stop operator.
10. Following the completion of the monitoring review, the monitor shall issue a written report communicating all discovered best practices, abnormal activity, past or present, its quantification, cause and consequence. It is further expected that the monitor will advise and recommend to the CAWDB and CAPDD appropriate actions to prevent future abnormal activities relating to forthcoming of a similar nature.

**Evaluation of Proposals:**

Proposals submitted in response to the RFP will be evaluated individually by the Workforce Development Board, Executive Committee or One Stop Committee. All proposers are urged not to contact any member other than the representative identified in the Questions and Answers section. During the evaluation process, proposers may be requested to participate in an oral interview with the evaluation team in order to clarify their proposals as deemed appropriate or necessary by the committee.

All quotes will be evaluated in the following areas:

- Proposer's prior experience
- Audit team composition
- Understanding of work to be performed
- Cost Analysis

The evaluation will be based on the following evaluation criteria information. Proposals must meet a minimum aggregate average of 75 points from the 100 points possible on the proposal ratings sheets in order to be considered for funding. Unnecessarily elaborate proposals and brochures are not required as a response to this RFP.

<b>Section</b>	<b>Points Possible</b>
Complete Cover Sheet (Attachment A)	5
Proposed Operational Budget (Attachment B)	20
Describe specific documentable experience monitoring One Stop Operators	15
Describe specific documentable experience monitoring WIOA Title I Service Providers	15
Demonstrate adequate understanding of federal and state laws and regulations	15
Detail how the organization will fulfill and perform the monitoring	20
Disclosures	10
Total Points Possible	100

**Rights and Disclaimers:**

The CAWDB reserves the following rights and disclaimers:

1. The right to accept or reject any or all proposals.
2. If your organization is selected, it does not guarantee your organization an immediate contact. The CAWDB and the successful proposal will begin negotiations on the final

contract. If negotiations do not result in a contract, the CAWDB reserves the right to select another proposer or reissue the RFP.

3. The CAWDB rejects any legal liability in refusing to award a contract or to pay any of the proposer's cost in preparing or submitting a response as a result of this RFP. The successful proposer must not enter into any proceedings before an official contract has been signed by the proposer and the CAWDB.
4. The CAWDB will not be held financially responsible for any costs incurred prior to the signing of an official contract by both parties. If proceedings are initiated prior to signing, the negotiations will be null and void.
5. All proposers shall receive notification as to if their proposal was successful or unsuccessful by e-mail.

**Project Steps:**

- Receive notice of award
- Submit any questions
- Sign contract
- Meet with the CAPDD to conduct an entrance interview
- Use the Monitoring appropriate monitoring tool to complete the monitoring process
- Develop a final report
- Submit final report to the CAWDB and CAPDD

**Instructions for Submission:**

Completed responses must be received via email NO LATER THAN 4:00 pm CST on April 25, 2025. Submit the proposal via email to:

[Brad@HughesJobs.org](mailto:Brad@HughesJobs.org) In addition, the subject line should be "CAWDB RFP, CONFIDENTIAL PROPOSAL." Responses received after this date/time will not be considered.

**Grievance Procedures:**

The CAWDB or the CAWDB Executive Committee is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the Arkansas Workforce Development Board (AWDB) until all remedies at the CAWDB level have been exhausted. This includes, but is not limited to, false or inaccurate information, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of the law shall be referred to such authority as may have proper jurisdiction.

**CENTRAL ARKANSAS WORKFORCE DEVELOPMENT BOARD  
ONE-STOP OPERATOR AND TITLE I SERVICE PROVIDER PROCUREMENT**

**Timeline:**

Task	Complete By
<p style="text-align: center;"><b>Request for Proposals advertisement</b></p> <p>Request for Proposals notice will be posted on the Central Arkansas Planning and Development District website, <a href="http://www.capdd.org">www.capdd.org</a>. The Request for Proposal package will be posted on <a href="http://www.workforcecar.com">www.workforcecar.com</a> The notice of Request for Proposal notice will be posted in the statewide newspaper each Sunday beginning March 23, 2025 thru April 20, 2025. Interested parties may submit a written request for a hard copy of the RFP. The written request must be submitted by email to the following:</p> <p style="text-align: center;">Email: <a href="mailto:Brad@HughesJobs.org">Brad@HughesJobs.org</a> Subject Line: CAWDB REQUEST FOR <b>“RFP, OSO Monitor PY22-PY25”</b></p>	<p style="text-align: center;">March 23, 2025 March 30, 2025 April 6, 2025 April 13, 2025 April 20, 2025</p>
<p style="text-align: center;"><b>Deadline for submitting questions.</b></p> <p>All questions must be submitted by 4:00 pm CST and sent.</p>	April 10, 2025
<p>Answers to all questions will be posted on the <a href="http://www.workforcecar.com">www.workforcecar.com</a> website.</p>	April 11, 2025
<p>Request for Proposal submission deadline: The proposal must be submitted by email to the following: Email: <a href="mailto:Brad@HughesJobs.org">Brad@HughesJobs.org</a> Subject Line: <b>CAWDB RFP, CONFIDENTIAL PROPOSAL”</b></p>	April 25, 2025
Entity is selected of award	May 2, 2025
Full Board or Executive Committee Approval	May 9, 2025
Entity signs and submits contract	May 12, 2025
Entity conducts entrance interview	May 19, 2025
Entity conducts monitoring review process	May 19, 2025
Consultant submits final report (with attestation) to CAWDB and CAPDD	Within 30 days after the review is completed

CAPDD is an Equal Opportunity Program Provider, Organization & Employer.  
Auxiliary aids and services are available upon request to individuals with disabilities.

# RFP Coversheet

## Monitoring of the One Stop Operator and WIOA Title I Service Provider

Legal Name of Organization	
Federal Identification number	
Address City, State, Zip Contact Person Title	
Phone Number	
Email Address	
Type pf Organization	
Amount of Proposal	
Timeframe to be Monitored	

By signing this coversheet, you are stating that all documents contained within are complete, accurate, and truthful

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Signature of Authorized Individual

Date

Attachment A.

# Operational Budget

## Monitoring of the One Stop Operator and WIOA Title I Service Provider

<b>WIOA Administrative Budget</b>	
<b>WIOA Program Budget</b>	
<b>WIOA Total Budget</b>	

Attachment B.