

Competitive Process for One-Stop/AJC Operator

In order to comply with one-stop operator competition requirements as outlined in section 121(d) of WIOA (20 CFR 678.600 through 678.635, 34 CFR 361.600 through 361.635, 34 CFR 463.000 through 463.635) the Gloucester County Workforce Development Board (GCWDB) requested the Gloucester County Improvement Authority (GCIA) to act as the procurement entity of the one-stop operator. The request was necessary in order to create a firewall between the County of Gloucester, the Fiscal Agent and current One-Stop Operator and the GCWDB. In addition, the RFP template that GCIA used was not developed by the WDB or Gloucester County staff. The RFP, along with the RFP scoring sheet, was developed by Meyer and Meyer for The Garden State Employment and Training Association (GSETA); thereby creating another firewall.

Furthermore, for the purpose of creating more firewalls, and to ensure a transparent one-stop operator procurement process, GCIA published the RFP, formed an RFP review committee and assigned appropriate GCIA staff to evaluate the RFP along with WDB's RFP one-stop operator review committee. The RFP Review Team, which includes GCWDB business members along with GCIA's staff were required to read and sign-off on the "One-Stop Operator Procurement Team Confidentiality and Conflict of Interest Policy and Disclosure Form." Additionally, the RFP review team scored and made the recommendation of a one-stop operator proposal. One proposal, submitted by the County of Gloucester was received and reviewed.

Time Line:

January 18, 2017	WDB Executive Committee appoints members to the RFP Review Team. Appointed members include: Les Vail, Mike Girone, Hunter Kintzing, Jack Fisher and Sam Ferraino. The appointed members represent private sector and union affiliates.
February 27, 2017	GCWDB Chair, Les Vail sends letter to GCIA requesting the entity to be the procurement agent.
March 16, 2017	GCIA agrees to act as procurement agent on behalf of the GCWDB.
March 20, 2017	GCIA publishes RFP in Newspaper (SJ Times) and website.
March 27, 2017	GCIA sponsors one stop operator RFP technical assistance conference.
April 20, 2017	Proposals due to GCIA
April 21, 2017	RFP Review – one proposal received from County of Gloucester.
April 24, 2017	Offer and acceptance; publish scores and review process available on WDB web site.
May 3, 2017	GCWDB announces to members and guests at the quarterly conference the outcome of the RFP, which the proposal was awarded to Gloucester County - the one-stop operator entity for the Gloucester County American Job Center.
May 10, 2017	GCIA creates two year contract between GCWDB and the one-stop operator entity; County of Gloucester
May 17, 2017	Contract for One-Stop Operator is signed by the WDB and Gloucester County.
June 1, 2017	One-stop operator contract is in place.
July 1, 2017	One-Stop Operator contract for the American Job Center begins.

	Possible Points
<p>A. Organization Background, Qualifications, Performance History</p> <p>Organizational stability, demonstrated experience and quality service delivery – whether bidder adequately addressed all the response items and appears to be a solid organization and extent to which bidder demonstrated evidence of ability to perform the functions described in its project plan.</p> <p>Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.</p> <ul style="list-style-type: none"> • <i>Extensive and detailed response: 13-20 pts</i> • <i>Clear and somewhat detailed response: 7-12 pts</i> • <i>Unclear and/or vague response: 1-6 pts</i> • <i>Required response not provided: 0 pts</i> 	20 max
<p>B. Plan of Service</p> <p>Adequacy of response to all items in the instructions, strength of approach and processes in streamlining operations, eliminating overlap and duplication of services and continuous improvement of the NJCC system. An understanding of the commitment to an integrated service delivery model that embraces the team-based case management approach and an understanding of the importance of employer relations and business services.</p> <ul style="list-style-type: none"> • <i>Provided a detailed and appropriate response to each item: 20-30 pts</i> • <i>Provided a somewhat detailed and appropriate response to most but not all items: 12-19 pts</i> • <i>Provided an unclear and/or vague response to the items: 1-11 pts</i> • <i>Did not provide acceptable responses to the items: 0 pts</i> 	30 max
<p>C. Staffing Plan and Organizational Chart</p> <p>Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results.</p> <ul style="list-style-type: none"> • <i>Demonstrates extensive capability to provide services: 11-15 pts</i> • <i>Demonstrates some capability to provide services: 6-10 pts</i> • <i>Demonstrates minimal capability to provide services: 1-5 pts</i> • <i>Does not demonstrate capability to provide services: 0 pts.</i> 	15 max

<p>D. Partnerships and Coordination</p> <p>Understanding of and commitment to an integrated service delivery and team-based case management model in the NJCC system and showing an effective working relationship with the Board, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.</p> <ul style="list-style-type: none"> • <i>Provides extensive description: 11-15 pts</i> • <i>Provides some description: 6-10 pts</i> • <i>Provides minimal description: 1-5 pts</i> • <i>Provides inadequate description: 0 pts</i> 	<p>15 max</p>
<p>E. Financial Management and Budget</p> <p>Reasonableness of pricing consistent with the plan of service proposed and the qualifications of bidder.</p> <ul style="list-style-type: none"> • <i>Correct budget format; Costs are consistent and reasonable: 0-10 pts</i> • <i>Detailed budget narrative: 0-5 pts</i> • <i>Complete audit and other required documents provided: 0-5 pts</i> 	<p>20 max</p>
TOTAL	100 max