

Columbia & Greene Workforce Development Board

Request for Proposals **One-Stop Systems Coordinator for Columbia Greene Workforce Area** RFP Issued: January 4, 2022 **Deadline for Applications: 5:00 p.m. February 25, 2022** Initial Contract: July 1, 2022 – June 30, 2023*

*Contract may be renewed for up to 3 additional periods (7/1- 6/30) based on performance and availability of funding through June 30, 2026. The CG WDB may amend contracts based on performance and availability of funding.

Contracting Entity: Columbia & Greene Workforce Development Board, PO Box 753, Catskill, NY 12414.
Contact: Katy Drake/Consulting Director Email: kathleen.drake@gmail.com Phone: (518) 965-1421

Proposal Information and Schedule

Release of RFP	January 4, 2022
Deadline for Questions Questions to be submitted to: kathleen.drake@gmail.com	January 25, 2022
Questions and Answers posted on website- www.columbiagreeneetworks.org	January 28, 2022
Bidder's Conference Contact Katy Drake – kathleen.drake@gmail.com for a meeting link.	Friday, February 11 th Via Zoom
Deadline for Submission of Proposals for the One-Stop Systems Coordinator	Friday, February 25th at 5:00 p.m. All submissions will receive a confirmation email upon receipt of the proposal.
Proposal Review by Sub Committee	Meeting: March 9 th at noon
Executive Committee Review	March 30, 2022
Board Approval	April 19, 2022
Formal Award Notification	By April 22, 2022
Start Date	July 1, 2022

Workforce Abbreviations & Terminology

CG WDB - Columbia Greene Workforce Development Board
WIOA- Federal Workforce Innovation and Opportunity Act
AJC- American Job Center
MOU- Memorandum of Understanding
PY – Program Year (July 1 – June 30)

Introduction

The Columbia Greene Workforce Development Board (CG WDB) is soliciting proposals from eligible providers to serve as the **One-Stop Systems Coordinator** for the Columbia Greene Workforce Development Area in accordance with the federal Workforce Innovation and Opportunity Act (WIOA). Through this Request for Proposals, the CG WDB will procure the services of a **One-Stop Systems Coordinator** commencing on July 1, 2022. Contingent upon successful contracted performance, availability of funding and adherence to local, state and federal guidelines, contracts may be renewable for up to an additional three (3) years. The role of the One-Stop Systems Coordinator will be funded at up to \$3,000 per fiscal year (July 1 – June 30) as approved through the CG WDB.

The Columbia Greene Workforce Development Board develops local workforce policies and provides direction for local workforce initiatives and concerns; convenes and builds coalitions with other workforce entities; and promotes collaboration between economic development, education and training resources.

The role of the Columbia Greene Workforce Development Board includes:

- Convening system stakeholders to develop the local plan
- Preparing and submitting local plans
- Managing the competitive selection process for the One-Stop Systems Coordinator
- Selecting or terminating the One-Stop Systems Coordinator and youth providers
- Negotiating local performance accountability measures, and
- Developing/submitting budget for the local Workforce Development Board.

The Columbia Greene Workforce New York Career Center, through funding from the CG WDB and partner agencies, provides services to jobseekers and businesses that include job matching, developing job seeking skills, resume writing, career assessment, computer training, short-term classroom training, and on-the-job training for employed workers.

The Columbia Greene Workforce System includes a network of workforce partners, and the workforce-related services they provide, in the Career Center and across the Columbia Greene Workforce System. “The required role of the One-Stop Operator is to coordinate the service delivery of required One-Stop partners, service providers and all WIOA Titles.” (WDS TA #17-1)

Purpose of this Request for Proposals (RFP)

The purpose of this RFP is to solicit proposals from eligible providers to serve as the **Columbia Greene One-Stop Systems Coordinator** commencing on July 1, 2022.

The role of the One-Stop Systems Coordinator includes:

- Coordinating service delivery of One-Stop partners and service providers across the local workforce area
- Developing and maintaining a directory of workforce partners and the services they provide in the workforce area
- Convening a minimum of four meetings a year of the workforce partners in the Columbia Greene Workforce System to discuss systems coordination, customer engagement, systems performance and continuous improvement. Development of agendas, scheduling of the meetings and documentation of meeting notes are required.
- Coordinating partner responsibilities as defined in the Memorandum of Understanding (MOU)
- Facilitating quarterly discussions, including issues related to providing workforce services across the system in relation to the Capital Regional Economic Development Council's annual goals and identified sector-based workforce strategies
- Meeting quarterly, or more often if needed, with the CGWDB Consulting Director, the Executive Committee and One-Stop Center Director to make recommendations for improving system effectiveness in terms of shared services, resources, training and technology.

Eligible Applicants for this designation include:

- An institution of higher education
- An employment service state agency established under Wagner-Peyser
- A community-based organization, non-profit organization or workforce intermediary
- A private, for-profit entity
- Government agency
- Chambers of Commerce; business organizations or labor organizations
- Area career and technical education providers such as Boards of Cooperative Educational Services (BOCES).

Qualifications

- A solid understanding of the Workforce Innovation and Opportunity Act.
- Demonstrated experience (2 or more years) in facilitating large, diverse stakeholder groups in working towards a common goal. Experience in planning, agenda development, meeting leadership and documentation.
- A demonstrated knowledge of the Columbia Greene Workforce Area with access to resources to coordinate service delivery across all partners serving the Columbia Greene Workforce Area.
- The ability to physically visit the Columbia Greene One-Stop Center to attend meetings a minimum of four times a year.

Funding

The responsibilities of the One-Stop Systems Coordinator will be **funded** at up to \$3,000 per fiscal year (July 1 – June 30). No salaries, administrative costs, travel or other expenses will be reimbursable beyond the approved award, up to \$3,000/annually.

The Columbia Greene Workforce Development Board reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources or to cancel, in part or in entirety, this RFP if it is in the best interest of the Columbia Greene Workforce Development Board. The CG WDB reserves the right to request further information from any applicant.

This RFP does not commit the Columbia Greene Workforce Development Board to award a contract, pay any costs incurred in preparing a proposal to this request or procure/contract for services.

The applicant must be aware that the CG WDB has a priority of service policy in effect for Veterans and Eligible Spouses of Veterans for all services offered at the One-Stop Center. In submitting a response to this RFP, the applicant agrees to honor the priority of service policy.

RFP Procedure:

- Responses to this RFP should follow the outline on pages 5 & 6 of this document
- Responses should be limited to four pages, using a size 12 font, single spaced
- Responses should be submitted in a single PDF document
- Questions should be directed to Katy Drake, Columbia Greene Director, Columbia Greene Workforce Development Board at kathleen.drake@gmail.com/ (518) 965-1421 by January 25, 2022.
- Answers to all questions will be posted on the Columbia Greene Workforce website: www.columbiagreeneetworks.org for January 28, 2022.
- A bidders' conference will be held virtually on February 11, 2022. Contact Katy Drake @ kathleen.drake@gmail.com for a link to the meeting.
- **Responses must be received by close of business, 5:00 p.m., February 25, 2022; Upon receipt of submission, an email confirmation will be sent out.**
- Any proposed collaboration should be supported in detail with written documentation of support.

One-Stop Systems Coordinator Proposal

Name of Entity/Organization
Type of Organization: ___ For Profit ___ Non-Profit ___ Government Entity ___ Educational Institution Other _____
Address
Primary Contact
Name & Title:
Phone Number:
Email Address:
Agency Signatory - Name, Title & Email:

- Responses to this RFP should cover the bulleted information below
 - Responses should be limited to four pages, using a size 12 font, single spaced
 - Responses should be submitted in a single PDF document
- A. Please share the Mission and Goals of the Entity/Organization applying to serve as the Columbia Greene One-Stop Systems Coordinator
 - B. Describe the primary services provided and the customers served by the Organization/Entity
 - C. Please describe experience in developing and maintaining data bases and convening & facilitating meetings of a variety of partners
 - D. Please describe experience in addressing workforce issues in the Columbia Greene Workforce Area including regional partnerships
 - E. Please share knowledge of regional workforce issues and experience in working with the Regional Economic Development Council goals and workforce strategies
 - F. Please share technology plans & programs that will be used to communicate with partners and convene meetings
 - G. Please explain why your organization is interested in serving as the Columbia Greene One-Stop Systems Coordinator
 - H. The CG WDB intends to obligate up to \$3,000 per fiscal year for **this reimbursement-based contract**. Please outline an anticipated budget, ensuring a minimum of 4 WIOA partner meetings each year
 - I. Please attach a resume for those who will be filling the lead in One-Stop Systems Coordination, if awarded the bid
 - J. Please provide any additional pertinent information

Responses must be sent to Katy Drake, Consulting Director @ kathleen.drake@gmail.com and received **by close of business, 5:00 p.m., February 25, 2022.**

****All proposals received will be emailed a confirmation of receipt.**

Thank you for your interest in working with the Columbia Greene Workforce Development Board.