

**REQUEST FOR PROPOSALS
SELECTION OF OPERATOR OF THE SINGLE MANAGEMENT CENTER
LOCAL LABOR DEVELOPMENT AREA CAROLINA**

INTRODUCTION

Public Law 113-128, known as the Workforce Opportunities and Innovation Act (WIOA), was approved on July 22, 2014 with the purpose of helping citizens in their search for employment and provide them with education, training and support services so that they can be successful in the labor market, and thus contribute to employers having qualified and specialized workers so that they can compete in the global economy.

Specifically, Title I of WIOA establishes a system comprised of Local Labor Development Areas, which offer training and employment services through its Single Management Centers (CGU) -American Job Centers (AJC), throughout Puerto Rico.

II. JUSTIFICATION

The CGU-AJC is designed to facilitate access to training and employment services for individuals who need assistance in those areas that contribute to their employability.

WIOA and its Interpretative Regulations require that the Local Workforce Development Boards carry out a competitive procurement process to identify and select the operator of the CGU-AJC.

The Local Labor Development Board of Carolina, in coordination with the Board of Mayors, is interested in hiring the services of an organization that can offer a wide variety of services to both participants and employers, in accordance with the requirements of this document. The successful achievement of what is required here will improve the quality of our workforce and highlight the productivity and competitiveness of the Local Area.

III. MEANS

The Local Board of Labor Development of Carolina has developed a Local Plan that contains significant information about the obligated resident and itinerant members of the CGU-AJC, as well as the local labor market. Since the information is available to applicants, it will not be included in this document. The Local Plan can be obtained at the following address: <https://facebook.com/junt.local.carolina>.

Likewise, the Work Specifications for the year 2021 can be requested via email to: aldlc.cgu@gmail.com. Applicants must know the laws, regulations, regulations and

public policy applicable to the CGU-AJC. Copy of WIOA and its Regulations can be downloaded at <http://www.doleta.gov/WIOA>.

IV. PURPOSE

The purpose of this document is to request Proposals from qualified entities to be the Operator of the Single Management Center - AJC of the Local Area of Carolina. The proposal that is selected by the Evaluating Committee, will work in accordance with the Regional Plan, the Local Plan and the Work Specifications, and will serve the population included in the town of Carolina. For this purpose, the entity will be hired and the cost, scope and content of the services it will offer will be determined in said document, in order to achieve a stable system for the best interests of the Local Area.

The selected entity will be required to serve all persons requesting assistance, including low-income individuals, Veterans and individuals who require education and academic and occupational training in order to obtain gainful employment.

V. ELIGIBILITY

The CGU-AJC operator can be a public, private, non-profit entity or a consortium of entities, with experience and a history of success that can be corroborated.

The types of entities that can be operators of the CGU-AJC, include:

1. Institution of higher education;
2. State employment service agency under the Wagner-Peyser Act, on behalf of the local office of the Agency;
3. A private non-profit organization (including community-based organizations);
4. Private entity for profit;
5. Government agency;
6. A Local Board can be operator of the CGU-AJC. However, the Local Boards must compete and comply with the mandatory competitive requirements set forth in 20 CFR 678.605 (c) and 678.615 (a). In situations in which a Local Board is selected, the Governor and the member of the Board of Mayors designated for it, must be in agreement with said selection and obtain the approval (in written and signed document) of the Board member of the Board of Directors. Mayors designated for said determinations and of the Governor;
7. Another interested organization that is capable of carrying out the obligations of an operator of the CGU-AJC. Examples of this may be business organizations or labor organizations.

8. Exception: Elementary or secondary schools are not eligible to be operators of the CGU-AJC, with the exception of non-traditional schools such as: night schools, adult schools or technical schools.

VII. ROLES AND RESPONSIBILITIES OF THE OPERATOR OF THE SINGLE MANAGEMENT CENTER

1. Basic Roles

a. Coordinate the provision of services of the Core Partners and required in the CGU-AJC (physically and electronically), as defined in the Memorandum of Understanding (MOU)

b. Encourage the Alliances in the CGU-AJC to promote functioning as a multi-agency team and promote collective participation aimed at achieving accountability (execution) of the System, as well as the individual results of each of the Members.

c. Ensure that services directed to the development of the working force are offered in accordance with all laws, statutes, regulations, guidelines and policies that are established.

2. Specific Roles

a. Coordinate with the Local Board the design of a plan to implement the integration of the Partners in the System. You must have an operational plan that describes the roles and responsibilities of each Member in the CGU-AJC.

b. Ensure that Members adhere to the MOU agreements and established procedures.

c. Make sure that Members follow the Policies of the Local Board

d. Establish a single point of entry (electronic and physical) for job seekers. Focus on a coordinated and integrated service delivery model that has the labor market as a coordinator and that offers value-added services to job seekers.

F. Offer services related to employment to companies. Services for employers may include:

- Access to qualified applicants.
- Re-evaluation of the applicant
- Announce the job offers that employers have.
- Assistance with activities related to the recruitment process.
- Help plan job fairs.
- Tests and evaluation of candidates for jobs.

g. Offer the Basic Career Services, Universal Services that can be offered to all individuals:

- Disclosure and initial interview;
- Initial Assessment of Skills;
- Determination of Eligibility;
- Labor Exchange Services ("Labor Exchange Services");
- Information about Programs and Services including Support Services;
- Information on the Labor Market, including information on the job availability in demand, vacancies and the skills required for them;
- Referral in writing to Entities and / or Partners to ensure that the needs of the Clients are met;
- Information on Execution, Costs of Education Providers, Training and other related services;
- Information on the Execution of the Local Area;
- Information and assistance to unemployment claimants, if there are representatives of the Program in the CGU-AJC.

h. Register in the SIAC or in the program that is available the data of the clients that receive the service.

i. Implement the Internal Policies of the Local Board: hours of operation of the CGU-AJC, dress code, expectations of customer services and others.

j. Ensure that all Members contribute financially to the CGU-AJC, as well as resources and the time their representative invests.

k. Disclose the services to recruit clients and volunteer partners. Promote services in the CGU-AJC including the development of marketing and dissemination materials with the approval of the Local Board.

l. Promote the creation of creative and innovative methods and best practices in the provision of the required services.

m. Increase customer satisfaction through the development of flows and processes that are created taking into consideration the feedback of employers and job seekers.

n. Develop and offer technical assistance.

o. Train the Operator's personnel.

- p. Training to the representatives of Members ("cross training").
- q. Collect data and validate them.

3. Responsibilities

- a. Properly execute the vision of the Local Board in relation to the development of the working force.
- b. Comply with the provisions of the ADA Law, ensure that the facilities of the CGU-AJC are accessible to people with disabilities and provide an appropriate service to them.
- c. Make sure that the members of the CGU-AJC ensure priority services to the qualifying veterans, as well as to their spouses, as mandated by the DOL.
- d. Maintain compliance with Equal Opportunities in the offer and access to the services offered by the Operator.
- e. Responsible for complaints and concerns of customers and take corrective actions to them.
- F. Make sure that the CGU-AJC has space available for System Members.
- g. Have available a resource area for clients with information of the services offered by the Partners.
- h. Identify strengths, weaknesses, and identify solutions for continuous improvement process opportunities.
- i. Maintain records of all expenses related to the Operation of the CGU-AJC by cost category.
- j. Advise and assist the Local Board of relevant aspects related to the Certification of the CGU-AJC.
- k. Delineate the process or processes of the organization to improve the organizational capacity (knowledge, skills, tools and other resources) to be competent in the development of the activities of each partner ("capacity building").
- l. Provide reports on time. Submit it no later than 5 days after the end of the month detailing among others:
 - Attendance of the Partners;
 - Activities performed by the Operator's staff by hour and day per month;
 - Complaints and concerns presented by clients and how they were handled;

- Technical assistance and training carried out. It will detail topics, itinerary, assistance, and the evaluation of the assistants and trainers;
- Processes related to organizational capacity. It will detail topics, itinerary, assistance, and evaluation of the assistants and trainers;
- Metrics used to evaluate the success of programs and services and describe the results of the evaluation;
- Number of clients who received services, name, municipality of residence, type of services, and other information determined later.

VIII. BUDGET

The proposal must present a detailed budget of the costs that the proposed services entail. They must include the necessary cost to develop the activities described in it. Each member of the "staff" for whom funding is requested for the position will have a separate job description included as an attachment to the proposal. If the individual has already been identified, provide a resume. If the individual will be a new appointment, list the qualifications, the process for the selection and the time you need to identify and hire a trained person. Describe any other personnel that the bidder believes would be necessary for the success of the Operator. The proposal must include the job descriptions for all the positions of the organization affiliated to the CGU-AJC. In addition, the abstracts are required for all the personnel of the organization affiliated to the Operator CGU-AJC. For any position in which no personnel have been identified, describe the qualifications requested and the process by which the individuals were selected. The staff can perform more than one job function. Include the following:

- a. Include the positions for which you are requesting funds, percent of the time you will devote to each program or activity, salaries and marginal benefits proposed. Justify the request for the position in the proposal.
- b. Indicate the hours or days of regular holidays and illness that will accumulate the people who will occupy the position (s) requested.
- c. Justify each proposed expense in terms of need, permissibility, and reasonableness. Provide an explanation of how and why these expenses were used.
- d. Describe the professional development opportunities (if any) and how you estimate the costs.
- e. Identify in-kind expenditures that could be used as part of the budget. Include proposed resources and the amount of the fund.
- f. Explain how you have arrived at the estimated costs for fees, memberships and subscriptions if any.

g. List other expenses related to the activities described in the proposal.

One of the responsibilities of the Operator will be to follow up on the Partners so that they comply with the Cost Distribution Plan negotiated by the Local Board. The Fiscal Agent will collect the income for this concept and deposit it.

Travel expenses, salaries and marginal benefits of the Operator and its staff, as well as other expenses originated by the Operator, will not be covered by the Local Board and should be included in the proposed budget.

The Operator will be responsible for tracking and reporting expenses by cost category in accordance with the contract and the regulation of the WIOA Law. Administrative costs are costs associated with specific functions that are not related to offering services to participants and employers.

IX. PRESENTATION OF PROPOSALS

A. Content of the Proposal

1. Format

a. Proposals must be written on a computer, in a single space and on letter size paper (8 ½ "x 11") and a margin of 1 inch. The pages must be listed in the "page 1 of 24" format.

b. The original Proposal must be signed by the person authorized to do business and sign contracts. (See Schedule A). The proposal must not contain the Proponent's name in any other place. Proposal that contains the name of the proposer in any other part, except in the documents contained in folder 2, will NOT be evaluated.

c. The Proposal must contain the following parts and will be delivered in two (2) folders:

FOLDER 1

i. Cover page (See Appendix A) - Must be removable;

ii. Index;

iii. Executive Summary;

iv. Narrative general:

1. Eligibility;

2. Organizational Capacity;
3. Experience;
4. Information Management and Execution;
5. Organizational Structure and Human and Technical Resources;
6. Detailed description of the services that it proposes to offer using as reference the information included in Part VII of this Request for Proposal.

v. Budget and Explanatory Narrative of Budget

FOLDER 2

i. Certifications and required documents, as applicable:

1. Certificate of Incorporation;
2. Certificate of Compliance;
3. Certification of Non-Debt of the Treasury Department;
4. Certification of Filing of Tax Return
 - a. Model 2781 of the Department of the Treasury, in case it has not filed returns within the previous five (5) years;
5. Certification of Filing Sales and Use Tax Return (SURI);
6. Certification of No-Debt of Sales and Use Taxes (SURI);
7. Debt Certification for all the CRIM Concepts;
8. Certification of Filing of Return on Movable Property (when applicable);
9. Negative Certification of ASUME;
10. Sworn Statement Act No. 2 of January 4, 2018;
11. Compiled Financial State of the economic year 2021;
12. Public Liability Policy with endorsement to ALDL / Carolina.
13. Certification of Compliance with ASUME (Legal).
14. Affidavit, as provided in Law # 428 of September 22, 2004.

15. Certification Relay 7% (if applicable).
16. Merchant Registry.
17. Debt Certificate (IVU).
18. Employer Social Security.
19. Registration Evidence "System for Award Management" (SAM-E).
20. Evidence from "Data Universal Numbering System" (DUNS).

ii. Certifications for the signature of the Authorized Representative. They will be provided by the Local Board.

1. Certification of Exclusion and Suspension.
2. Lobbying Certificate.
3. Certification of Drug Free Workplace.
4. Certification of Non-Discrimination
5. Acceptance and Certification of Compliance with the requirements of Section 122 of WIOA.
6. Run Away Certification

d. Applicants must comply with the No Discrimination policy and certify it in their Proposal.

B. Delivery of the Proposal

1. Within thirty (30) consecutive days, counted from the date of publication in a newspaper of general circulation in Puerto Rico, of the Public Notice of Request for Proposals, those interested persons or entities must submit their Proposal by several means:

- a. Personal delivery;
- b. Shipping by mail or courier service (eg FedEx, USPS, UPS, etc.);
- c. Send by email to aldlc.cgu@gmail.com.

PERSONAL DELIVERY or POSTAL MAIL

1. When you make a personal delivery of your Proposal (so identified and with your original signatures and initials on the Cover Page), five (5) hard copies, and one in electronic format (PDF), on USB flash drive, must do it to the following address:

Local Area Building: Plaza San Fernando Building, Amadeo Esquina Bernardo García Street, Opposite Plaza San Fernando de la Carolina, Carolina, PR 00986 and deliver specifically to the attention of Ms. Verónica Z. Velázquez Ramos

2. All Proposals (original and copies) must be submitted in a sealed package, on or before 4:00 p.m., on December 7, 2021, providing that any Proposal received after said time and date will not be considered. Those Proposals received outside the established time, will be returned without opening them, with the seal intact.

3. The Proposals must be identified on the Cover with information that identifies the applicant and with the Title "Sealed Proposal: Operator of the CGU according to WIOA".

4. The official designated to receive the Proposal will assign a number to it, according to the order of arrival, and this will be recorded on a Record Sheet, for the exclusive use of the staff that will evaluate the minimum fulfillment of the delivery (time of delivery). delivery, documents, etc.)

5. Proposals can be delivered via regular mail, express delivery or by hand.

6. The package of Proposals must be complete, ensuring the inclusion of USB Flash, which will be a reason for de-qualification, not containing any of these requirements.

7. Within the package, the original Proposal must be arranged in a separate envelope and thus identified. All original documents must be identified as such.

8. The Local Board of Carolina will not be responsible for any costs incurred by the applicant for this process.

9. The information included in the Proposals will be property of the Carolina Local Board. Said information, and related documents, will not be in the public domain until the rejection of the unselected Proposals has been notified and the contract is granted to the awarded entity.

SENDING THROUGH EMAIL (e-mail):

E-mail is accepted as a method for proponents to send proposals to the Local Board.

1. Proposals must be recorded in PDF format.
2. The file must be submitted to the following email aldlc.cgu@gmail.com
3. The title of the RFP and the name of the company should be included in the subject of the email.
4. The name of the PDF file must use the following format; TITLE RFP_Company_name.PDF.
5. Proposals must be received by the Carolina Local Board on or before the established deadline.
6. The Carolina Local Board will not consider any proposal that is sent to an email address other than the one specified;
7. The Local Board of Carolina recommends that applicants submit their proposal in a single email as far as possible, and if it is not possible to explain which email should be considered as the final proposal;
8. If the instructions are not clear, the Board may require the proponent to clarify which of the documents sent by email, and that were sent on time, should be considered as the final version. But the proponent can NOT submit additional information in response to this clarification.
9. Only emails sent on time will be accepted, which means that there is a risk that only some of the documents will be accepted if the proposal is sent in multiple emails.
10. There are risks associated with sending the proposal via email, including but not limited to delays in transmission between the sender's computer and the Board's email system;
11. The Board recommends that the email be sent with a request for receipt of proposal and that the email was read ("*delivery receipt request*" and "*read receipt request*").
12. If the mail was rejected and an automatic mail is not received by the Board, please contact Ms. Verónica Z. Velázquez Ramos, Monitoring Specialist at (787) 752-4090.
13. Any email that contains a virus or "malware" will be rejected.
14. The designated staff of the Board will not open any attachments of the emails before the closing date of the deadline, and in the event that one or

more files cannot be opened (eg they are corrupt), the applicants will not have the opportunity to resend those files after closing.

15. The proposer is responsible for the method or channel that he selects to submit the proposal. The Local Board of Carolina does not assume any responsibility for emails that are rejected or arrive late, or for any file that cannot be opened; Y,

16. The proposer will assume full responsibility for the risks associated with the submission of the proposal by email, and late deliveries, regardless of the reason, will be rejected.

X. EVALUATION OF PROPOSALS

A. Evaluating Committee

1. It consists of between five (5) to seven (7) members of the Local Board, among which must be the representative of Wagner-Peyser.
2. The names of the members of the Evaluating Committee of the Local Board of Carolina will be public knowledge.
3. No member of the Evaluation Committee, of the Local Board, of the management personnel is authorized to make any type of binding agreement related to this Request for Proposal.
4. No member of the Evaluating Committee, or of the Local Board, may disclose, under any circumstances, the content of the Proposals, evaluations, discussions and determinations, before their consideration.

B. Evaluation and Valuation

1. The basic criteria for evaluating and selecting the Operator of the CGU-AJC shall be, but not limited to:
 - a. Proposed Human Resource;
 - b. Technical resources;
 - c. Previous Experience in the Management of Public Funds and Federal Funds;
 - d. Previous experience related to training and / or employment programs;
and financial capability.
- F. Proposed Total Costs are reasonable and within the available Budget.

2. The specific criteria will be, among others that may be added:
 - a. Those related to the Regional Plan, Local Plan and Work Specifications.
3. Other criteria that are considered relevant and adequate.

C. Notification of the Selection

1. Once the selection has been made of the entity that will serve as Operator of the CGU-AJC, they will be notified in writing, by notification by certified mail with acknowledgment of receipt to all the proponents who attended the Request for Proposals, that the process has culminated. Those whose proposals were rejected, will be informed of the reasons or criteria for which they were not selected, a summary of the process and will be warned in addition to their right to request reconsideration.

XI. AVAILABILITY OF FUNDS

The financial subsidy of the Single Management Center comes mainly from federal funds. For purposes of planning, proponents interested in this RFP must assume that no more funds can be allocated from the delegates annually for each Program. On this occasion, for fiscal year 2021-2022, the amount of funds available for the operation is between \$ 150,000 and \$ 250,000.

XII. RECRUITMENT

A. The execution period will be 4 years, from February 1, 2022 to January 31, 2026. Based on performance, availability of funds and at the discretion of the Local Board, the contract may be extended by one (1) or two (2) years additional program (2026-2027) (2027-2028).

B. The contract between the Local Board of Carolina and the Operator of the CGU-AJC will specify the role and responsibilities of the Operator. This role may include coordinating the services of providers within the CGU-AJC, as well as being the primary provider of services in the Center.

C. Any applicant with whom the Local Board grants a contract for the provision of the services described in this document shall be classified as a sub-recipient, to which the federal laws and regulations shall apply and shall be bound to comply with the provisions of the 2 CFR Part 200, as well as WIOA and others.

D. The role (s) of the Operator (s) of the CGU must be clearly delineated in all stages of the procurement process and in the legal contract between the Local Board of Carolina and the Operator of the CGU-AJC. The funds that subsidize the CGU-AJC fluctuate every year. The contract must be modified to increase or decrease the amount of funds to be administered, in accordance with the delegated roles.

E. The contract will be one that will be paid by the reimbursement method. The contracted entity will be reimbursed for the allowed costs, monthly, after submitting and approving the invoice described in the contract.

F. The contracted entity cannot charge eligible persons for the programs a fee for any basic service; however, if the proposal intends to charge fees for enhanced services ("enhanced") to non-eligible persons and / or companies, the structure of services and fees must be fully described in the narrative.

G. The Operator will respond to the Local Board of Carolina, and will be evaluated through monthly reports, meetings, monitoring, audits, inspections, compliance with negotiated execution parameters among others. If the Operator does not comply with the contract, it will be revoked as agreed.

XIII. LIMITATIONS

A. The Local Board is not responsible for the costs associated with the response of this RFP and will not authorize those costs as part of the contract.

B. The Local Board reserves the right to accept or reject any or all proposals received, cancel or reissue this RFP in part or in its entirety.

C. The Local Board reserves the right to award a contract for some of the services requested in this RFP for an amount that the Board determines to be of greater benefit to the System.

D. The Local Board reserves the right to correct any errors or make changes to this request if necessary.

E. The Local Board reserves the right to negotiate the final terms of the contract with the selected proponent and any negotiated terms due to this RFP.

F. The Local Board reserves the right to contact any individual, agency, employer or beneficiaries included in the proposal who may have knowledge of the applicant's experience and / or knowledge of performance and / or relevant qualifications. You can request additional information from all the proponents.

G. The Board reserves the right to conduct a review of the records, system, procedures, including credit checks and criminal records, etc. on the site of any entity selected for financing. This may occur before or after the award of the contract or agreement. Misrepresentation of the applicant's ability to perform as stated in the proposal may result in the cancellation of any contract or agreement granted.

H. The Board reserves the right to withdraw or reduce the amount awarded or cancel any contract or agreement resulting from that acquisition unless funds are received from the United States Department of Labor through authorized WIOA funds to the Department of Development Economic and Commerce.

I. Proponents shall not, under penalty of law, offer or provide tips, favors or anything of monetary value to any officer, member, employee or agent of the Local Board for having an influential effect on their own proposal or any other proposal presented.

J. No employee, officer or agent of the Local Board will participate in the selection, adjudication or administration of a contract supported with WIOA funds, if it is a conflict of interest or potential conflict.

K. Proponents will not engage in any activity that restricts or eliminates competition. Violation of this provision may cause a bidder's offer to be rejected. This does not exclude associations or subcontracts.

L. All submitted proposals must be an original work product of the proponents. It is not allowed to copy, paraphrase or otherwise use substantial parts of the work product of other entities and be presented as original works of the applicant. Failure to adhere to this instruction may result in the proposal being disqualified and rejected.

M. A contract with the selected proponent may be retained, at the sole discretion of the Local Board, if due to noncompliance with federal or state regulation, or there are costs questioned / not allowed, until these matters are resolved satisfactorily. The Local Board may withdraw the award of a contract if the resolution is not satisfactory to the Local Board.

N. The Operator must appoint a person acting as a full-time Manager of the Single Management Center and describe the criteria or qualifications to occupy that position. The proponent must describe how the Manager will execute in his capacity as supervisor, in terms of his interaction with the State Partners (merit personnel).

XIV. RECONSIDERATION

A. Any person or entity participating in this process has the right to request a reconsideration of the decision of the Local Board of the Carolina that they understand has been adverse.

B. The person or entity must file the appeal with the Local Board within a term of 20 consecutive days, counted from the receipt of the notice that it considers adverse.

C. In this appeal, he / she will explain what he / she understands incorrect or adverse and will request the corresponding remedy. It will be located at the following address:

Local Area Building: Plaza San Fernando Building, Amadeo Esquina Bernardo García Street, Opposite Plaza San Fernando de la Carolina, Carolina, PR 00986, or postal address: P.O. Box 899 Pueblo Station, Carolina, PR 00986

D. The Local Board will have a term of 30 days from the receipt of the appeal to resolve and answer in writing.

E. All persons or entities participating in the selection process of the Operator of the CGU-AJC have the right to view the procurement file, which includes all the proposals and evaluations, among other documents, upon request. For this request, the participant person or entity must present it within 20 days following the notification of acceptance or rejection of the proposal.

F. If the participating person or entity does not agree with the response of the Local Board on the appeal, it will have 20 days from the receipt of said communication to appeal it at the State level. It will be located at the following address:

Physics: Labor Development Program - Department of Economic Development and Trade Industrial Development

Building, 2nd floor,

Ave. Roosevelt # 355, Hato Rey, Puerto Rico

Postal: Labor Development Program - Department of Economic Development and Trade

P.O. Box 192159

San Juan, Puerto Rico, 00919-2159

G. The State will have a term of 30 days from the receipt of the appeal to resolve and answer it in writing.

XV SIGNATURES (On separate page)

The proposer must certify through a Corporate Resolution, if applicable, who is the person authorized to appear on behalf of the entity, both in the process of filing and signing the contract if they are selected.

If he is an individual, he must certify that he has the legal capacity to contract with the government and that he has no impediments to do so.

SCHEDULE A: COVER PAGE

Proponent's Name:

Address:

Contact person:

Title:

Phone:

E-mail:

Website:

I certify that the information provided here is correct in all its parts.

Proponent's signature:

Name of the person authorized to appear on behalf of the proponent:

Signature of the person authorized to sign the contract:

Initials: