



Date: April 17, 2012
To: Lake Standing Committee
From: Julia Smith, Napa-Lake WIB Staff
RE: Recommendations for Award of RFPs for the Lake County WIA Program – One Stop Manager and Direct Service Provider Services

Background and Introduction:

In July of 2011, the Governor of California designated the Counties of Napa and Lake as a single Local Workforce Investment Area. Pursuant to a Joint Powers Agreement, the Counties, through their respective Board of Supervisors, agreed to the establishment of the Napa-Lake Workforce Investment Board (hereinafter “NLWIB”), consisting of representatives from both of their geographical areas. The Joint Powers Agreement specifies the roles and responsibilities of each party. Additionally, the Napa WIB by-laws were amended to reflect the establishment of the NLWIB and to institute the Napa County and Lake County Advisory Committees, which are standing committees composed of NLWIB members from the respective County. Each standing committee is tasked with making recommendations to the full NLWIB that specifically pertain to their County. Such recommendations may include, but are not limited to, those on membership, request for proposals, contracting and grant applications.

Procurement Process:

At its October 13, 2011 meeting, the Lake County Advisory Committee (hereinafter “Lake Standing Committee”) accepted a NLWIB staff recommendation to embark on Request for Proposals (RFP) process to identify and procure the services of the following: a One-Stop Manager, a Direct Service Provider and a Youth Program Operator. The RFP process is intended to be a transparent and fair process that allows any agency an opportunity to submit a proposal describing their approach to service delivery and their qualifications. At its November 10, 2011 meeting, the Lake Standing Committee directed NLWIB staff to form a neutral evaluation panel that would evaluate the proposals and make recommendations to the Lake Standing Committee.

At the February 9, 2012 Lake Standing Committee meeting, staff presented detailed overviews of the proposed RFPs. A motion was made and passed to release the One Stop Manager and Direct Service Provider RFPs on February 17, 2012.



On February 23, 2012, Respondent's Conferences for the One-Stop Manager and Direct Service Providers RFPs were held to review the RFP requirements and to provide respondents the opportunity to ask for clarifications. Ten individuals attended the Direct Service Provider conference, and eleven individuals attended the One-Stop Manager conference. The questions & answers were published as an addendum #1 to the RFP on March 5, 2012, with the remainder of the questions answered on March 12, 2012. Because the questions & answers were posted later than originally scheduled, the deadline dates for submission of the proposals were extended to March 30, 2012 to allow the proposers adequate time to review the addendum and incorporate any changes to their RFPs.

On March 30, 2012, three separate proposers submitted proposals for both the One-Stop Manager and Direct Service Provider RFPs.

The Evaluation Process and Makeup of the Evaluation Panel for the One-Stop Manager & Direct Service Provider RFPs

The evaluation committee members were selected for their knowledge of the One-Stop delivery system and specifically the WIA Program, its mission and purpose, rules and regulations. The panel make up was as follows:

1. Evaluator #1 holds a bachelor and masters degree from Stanford University and has over ten years experience in social service and WIA programs. This evaluator currently serves as both a CalWorks and WIB Director in the State of California.
2. Evaluator #2 is a long-time Lake County resident with knowledge of the workforce needs and issues in Lake County. This evaluator is a Lake County business person with a background working in the WIA Program.
3. Evaluator #3 serves as a WIA Program Planner-Evaluator in a California County Human Services Department – Employment & Training Division. This evaluator has over seven years of in depth experience with planning and overseeing WIA program grants and contracts.
4. In addition to the evaluators, NLWIB staff requested oversight and technical assistance services from the State of California Employment Development Department (hereinafter "EDD"). That request was granted and an EDD Regional Advisor was present throughout the evaluation process to ensure the process was fair, impartial and without bias. The regional advisor has over 20 years of employment and training experience and is considered a WIA expert in California.



On April 3, 2012 the evaluation team (which included our EDD observer) met for an orientation to the evaluation process. Proposal binders were created with the original RFP, including the addendum, submitted proposals and the rating sheet tool to be used by each evaluator. The rating sheet and instructions were reviewed with the evaluation team. The team left with the task of reviewing all 6 proposals over a 6 day period. The team met again on April 9, 2012 to compile the results of the evaluation.

The evaluation results were scored and ranked based on the following criteria as described in the RFP Sections E & F: Proposal Format and Content for the One-Stop Manager (Section E) and Direct Service Provider (Section F). (See attached Evaluation Sheets)

- 1) Executive Summary (5 points)
- 2) Program Design (40 points)
- 3) Budget Detail (25 points)
- 4) Organization Capability & Experience (20 points)
- 5) Outcome Measures (10 points)

NLWIB staff determined the bonus points for leverage resources and demonstrated knowledge of local businesses & residents:

- o Leveraged Resources (5 or 7 points):
 - Budgets with 51% to 65% leveraged match eligible for 5 bonus points
 - Budgets with over 65% leveraged match eligible for 7 bonus points
- o Demonstrated Knowledge of Local Businesses & Residents (5 points)
 - Based on supporting narrative.

The bonus point calculations were presented to the evaluation panel.

Ultimately, each evaluator awarded their highest scoring proposal a numerical value of 3, the second highest scoring proposal a numerical value of 2 and their lowest scoring proposal a numerical value of 1.



The table below illustrates the results of evaluation and clearly shows that Mendocino Private Industry Council (hereinafter “MPIC”) submitted the highest rated proposals for both One-Stop Manager and Direct Services Provider services.

Ranking Score Methodology

Based on the total points of each evaluator, a ranking was assigned to each proposal based on highest total score to lowest total score, indicating the proposal was rated first, second or third by each evaluator.

Highest Overall Score = 3 point ranking

Lowest Overall Score = 1 point ranking

ONE-STOP MANAGER									
Organization	Lake SSDS			CHD			MPIC		
Ranking:	1	2	2	2	1	1	3	3	3
Total Score:	5			4			9		

DIRECT SERVICE PROVIDER									
Organization	Lake SSDS			CHD			MPIC		
Ranking:	1	2	2	2	1	1	3	3	3
Total Score:	5			4			9		

Following the evaluation team meeting on April 9th, NLWIB staff and evaluation team members traveled to the MPIC to tour the facility, ascertain additional information and determine capacity of the agency to work with NLWIB should it be awarded a contract. All members of the evaluation team agree fully that the MPIC has the financial and programmatic capacity to meet the scopes of work called for under the respective One-Stop Manager and Direct Services Provider RFPs.



Evaluation Team Recommendation:

Based on a fair and comprehensive evaluation of the proposals, it is the unanimous recommendation of the evaluation team that the NLWIB engage in contract negotiations with the MPIC to serve as both the One Stop Operator and the Direct Service Provider for Workforce Investment Act programs in Lake County.

Next Steps:

Assuming the recommended provider MPIC is approved by the Lake Standing Committee, the next step following the Lake Standing Committee review and recommendation on the selection of the provider is to have the Napa-Lake WIB Executive Committee approve the recommendation at its next meeting scheduled for April 27, 2012. The NLWIB Bylaws provide that the Executive Committee is authorized to act on behalf of the WIB when timelines are such that actions must be taken before the next regularly scheduled meeting of the full WIB subject to reporting of the action to the full WIB and its ratification of any action (Bylaws-Article VII, Section 5). Therefore, contract negotiations will commence, following the Executive Committee approval of staff recommendation on award of the RFP and the issuance of a letter of intent to all proposers. The full NLWIB will consider ratification and approval of the Executive Committee's actions at the next WIB meeting scheduled for May 10, 2012. After this action has taken place, the County will issue a letter of recommendation to award the provider selected to provide One-Stop Manager and WIA Direct Service Provider services in Lake County and then seek Napa County Board of Supervisors approval to award the contract to the selected provider.

Note:

NLWIB retains the right to terminate negotiations with the highest ranked Respondent and open negotiations with the next highest ranked Respondent, and reserves the right to reject or to seek modification of any offer if, at the NLWIB's sole discretion, the offer does not assist in meeting overall NLWIB service and performance objectives. No award is final until a contract is approved by the Napa County Board of Supervisors and NLWIB and has been signed by the parties.

Because this proposal is negotiable, all proposals as well as pricing data shall remain confidential until after an award recommendation is made to the Napa County Board of Supervisors, and there shall be no public opening and reading of proposals.