



NC Workforce Development Boards Directors Procurement and Contracting

This training will support directors in being able to understand standards for procurement of good and services, contract development under WIOA, and North Carolina contracting and procurement requirements.

REQUEST FOR PROPOSALS

The development and facilitation of a one-day, in-person training on procurement and contracting under the Workforce Innovation and Opportunity Act (WIOA).

INTRODUCTION

The North Carolina Association of Workforce Development Boards (NCAWDB) is the voice for workforce development in North Carolina. Comprised of 20 workforce boards with over 500 members, the Association is dedicated to enhancing North Carolina's workforce by supporting local workforce development boards statewide. The NCAWDB Executive Director's Council (EDC) is comprised of the 20 Workforce Development Board Executive Directors and the Executive Director of NCAWDB.

Workforce Development Boards are the conveners of the workforce system on a local level in the state of North Carolina. Workforce Development Boards provide oversight, planning, and administration of the NCWorks Career Centers. They are business-led and supported by local elected officials. The Boards are charged with bringing together industry, education, labor, community, government, and other stakeholders in the workforce to develop demand-driven strategies connected to regional economies and labor markets. They oversee local NCWorks Career Centers in partnership with the NCWorks Commission and the Division of Workforce Solutions to deliver workforce solutions, assist job seekers with improving their skills and finding jobs, and help businesses develop a qualified workforce.

As part of the NCAWDB, The Executive Directors Council (EDC) is a unified voice for the NC workforce development system and an instrumental partner in developing North Carolina's economic future.

PURPOSE/SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to solicit proposals from a qualified facilitator who can develop and deliver training to support directors in understanding all facets of procurement and contracting under WIOA, specifically, in North Carolina. This training should include all federal and state requirements for accountability to ensure procedural compliance for procurement and contracting.

The goal of the Executive Director's Council is to have this training delivered in-person, from 9:00a.m. to 4:00 p.m. on October 8, 2024 at 1398 Carrollton Crossing Drive, Kernersville 27284.

The Executive Directors Council Training Committee has identified several major areas that should be included in the training, as listed below. However, the

proposal is expected to be comprehensive and cover all pertinent areas to navigating the procurement and contracting processes under WIOA. The training will include procurement and contracting principles defined in US Office of Management and Budget (OMB) Uniform Guidance 2 CFR 200, the Workforce Innovation & Opportunity Act (WIOA), and applicable state and local laws and regulations, as well as best practices in the application of policy and regulatory standards. It is anticipated that this session will be highly interactive and engaging.

Procurement:

- Accountability for use of public funds and integrity in the procurement of goods and services; define *reasonable*, *necessary*, and *allocable*, including reasonableness of profit and indirect cost rates,
- Explain the steps in the procurement process for different expenditure thresholds and the documentation requirements for each expenditure threshold, including record-keeping,
- Explain the steps in the procurement process for different methods of procurement and the documentation requirements for each type of procurement, including record-keeping,
- Explain the steps specific to the Request for Proposal method for procuring subrecipient service-providers and the meeting and documentation requirements/record-keeping for each step, including Bidders' Conferences, review committees, and determining awards,
- Explain how to prevent a "failed" procurement, documentation requirement, and options for compliant service-delivery, and
- Explain legal considerations, including conflicts of interest

Contracting:

- Types of contracts, required contract provisions, contract execution, letters authorizing use of funds, contract amendments,
- Contract negotiations, including when to utilize a vendor contract and what elements must be included for compliance,
- Required documentation to support contracts; record keeping,
- Ensuring adherence to contract provisions, and
- Termination of contracts

DELIVERABLES

Deliverables will include 1) preparatory materials for the training including the training outline and any pre-work, 2) an advance meeting with the EDC Training Committee to review training plans and the training outline, 3) training outline and proposed schedule, 4) a Video recording of the training session, and 5) execution

of the training on-site.

MINIMUM REQUIREMENTS:

Experience facilitating training sessions of a similar nature, positive references, and presentation of a sound plan for the stated scope of work. Preferred facilitator with thorough understanding of and/or experience in WIOA procurement and contracting policies and expectations specific to North Carolina. Please attach 3 references from organizations where similar training has been provided.

Executive DIRECTORS COUNCIL RESPONSIBILITIES:

The Executive Directors Council will provide the space, lunch, and reasonable A/V or other supplies needed for presentation, as available and agreed upon in advance.

LOGISTICS:

The training will be a one-day, in-person training session. The training session will be recorded for future use, or the trainer may be required to present the information on a videotaped virtual session for future use by the Association.

BUDGET:

The anticipated contract type: price up to \$25,000.00 (includes travel, hotel, and expenses).

Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the NCAWDB, Executive Directors Council must be furnished for use without royalty or any additional fees.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

NCAWDB Executive Directors Council strategic planning team will accept the proposal that presents the best value. All proposals will be evaluated against the following criteria. A proposal must contain the items listed in the Submission Requirements column in the following chart to be considered.

Evaluation Criteria	Submission Requirement	Weight
Proposed process and approach	A maximum 3-page written proposal explaining the process the Contractor will use to carry out the scope of work, including a sample training outline	45%
Experience	A brief description of prior similar work and	35%

	professional references from similar past projects with phone and email contact information. CV/Resume of the proposed individual(s) to work on this activity.	
Total fixed price	Total fixed price for all activities	20%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance.

PROPOSED TIMELINE:

June 17, 2024

Release of RFP

July 17, 2024

Completed proposals must be delivered electronically to Stephanie Deese sdeese@ncawdb.org by 5:00 pm EST

July 31, 2024

Final decision and notification

TBD

Virtual Discussion with Training Team

(Please note it is our best intent to comply with the above timeline, but unavoidable delays may occur)