

Organizational Qualifications, Expertise and Budget

20 – Points +5 Bonus Points

Evaluator’s consideration shall include:

- The experience of the organization in providing the same or similar services, or ability of an organization to replicate a successful model provided elsewhere.
- The staffing plan for implementing the project, including the number of FTEs dedicated to the program as well as a brief description of each position. The Respondent’s senior management team shall possess a four-year degree in Business or Public Administration or a related field. Additionally, they shall have at least five years experience managing a successful organization, three years of which is specifically in workforce development.
- The Respondent’s Organizational Chart.

The Budget narrative should include but not be limited to:

- Summary and detail for July 1, 2008 – June 30, 2009.
- The overall fiscal capability of the organization. Funds are awarded on a cost reimbursement methodology with invoices paid monthly. Respondent must be able to support the cost of the program until they are reimbursed, which typically takes three-four weeks because of State cash management requirements.
- The cost effectiveness of the services proposed.
- The ability to fund disallowed costs or program cost overages.
- The level of resource matching respondent demonstrates.

Attachments

- C – 1: Staff Qualifications
- C – 2: Organizational Chart
- C – 3-1: Budget – One-Stop Services – Form Included
- C – 3-2: Budget – Rapid Response – Form Included
- C – 4: Audit
- C – 5: Assurances
- C - 6: Proof of Non-Profit Status or Business License

Respondent: Answer the following questions. Make sure you include all attachments. Evaluator will use both your narrative response and the required attachments when evaluating your proposal. Restate the question and then provide your answer using the numbering shown below.

Describe the proposing agency’s organizational experience in providing the services proposed and the organization’s capabilities to deliver the proposed services by thoroughly responding to the following:

- C.1. Describe past and current activities or programs administered and operated by the applicant that demonstrate the capability of the Respondent to administer and operate a Comprehensive One-Stop Center.

- C.2. Describe your organization's experience in managing and providing services to businesses. Include in that description experience in:
- C.2.a. Identifying the workforce development needs of businesses that can be met currently by the One-Stop System and expanding services to meet future needs;
 - C.2.b. Matching the hiring needs of businesses with individuals who meet their minimum qualifications, thus eliminating referrals of unqualified candidates;
 - C.2.c. Overcoming the perception of some businesses that anything provided by the "government" is not worth the trouble/not quality services;
 - C.2.d. Training businesses; and
 - C.2.e. Significantly improving the provision of services to businesses while also increasing the use of One-Stop System by businesses.
- C.3. Describe your organization's financial and administrative experience and capabilities. Include in that description experience in:
- C.3.a. Managing and accounting for multiple federal, state and local funding sources in accordance with Generally Accepted Accounting Principles (GAAP);
 - C.3.b. Conducting self monitoring for contract performance and compliance; and
 - C.3.c. Developing and implementing a continuous improvement model.
 - C.3.d. Complete and submit Attachment C-3.1 and C-3.2 (Budget Pages). Budgets must include a detailed narrative with an explanation of how amounts were computed.
 - C.3.e. If you are submitting an application for both the Northern and Southern regions, discuss how services will be coordinated between regions. Also discuss the associated economic benefits.
- C.4. Describe your organization's financial resources to cover disallowed costs or program over expenditures.

- C.5. Describe your organization's proposed staffing plan. Include résumés of current staff or general job descriptions, language abilities and minimum qualifications of staff that will be hired to respond to the contractual requirements of this RFP as Attachment C-1 and include FTEs. Also attach an Organizational Chart and include salary ranges for each position in Attachment C-2.

- C.6. Describe any programmatic and/or fiscal monitoring findings. Provide a copy of your last audit as well as your last two years of program findings and submit as Attachment C-4. If your organization was not required to be audited, please include the explanation in your response.

- C.7. Sign and submit Attachment C-5 as part of your proposal. Also describe any challenges your organization may have signing the WIA Cost Reimbursement Agreement that is attached to this RFP. If applicable, submit proof of non-profit status or business license for other than public schools or governmental agencies as Attachment C-6.