

# Little Rock Workforce Development Board

## REQUEST FOR PROPOSALS

Outreach & Communications Consultant Services  
for the LRWDB Workforce Innovation & Opportunity  
Act (WIOA) and other State or Federal Programs

**PROPOSALS MUST BE RECEIVED BY EMAIL  
NO LATER THAN 12:00pm, September 14, 2018**

One original signed proposal in PDF format must be  
submitted to:

W.J. Monagle  
Little Rock Workforce Development Board  
5401 South University Ave, Suite 146  
Little Rock, AR 72209  
Email: [W.J.Monagle@arkansas.gov](mailto:W.J.Monagle@arkansas.gov)

*Proposals not received by 12:00 p.m., September 14, 2018 will be  
ineligible for consideration.*

# REQUEST FOR PROPOSALS

## AUDITING SERVICES

The Little Rock Workforce Development Board (LRWDB) hereby solicits proposals from qualified consultants and/or facilitators for outreach & communications services of up to \$15,000 per annum for the Workforce Development Act (WIOA) Programs. The Little Rock Workforce Development Board (LRWDB) a 501(c)(3) non-profit corporation, was established to coordinate and improve employment, training and education systems within Little Rock under the Workforce Investment Act of 1998 and reauthorized under the Workforce Innovation and Opportunity Act of 2014. The LRWDB mission is to ensure maximum delivery of employment and training services through ongoing strategic planning and program performance evaluation. The LRWDB complies with all WIOA requirements, including OMB issued Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards Final Rule (Uniform Guidance), often referred to as the "Super-circular" or "Omni-circular", as well as all other federal and state regulations and requirements concerning the management of federal and state funds. Funding sources are Workforce Innovation and Opportunity Act (WIOA) Cluster (Adult 17.258, Dislocated Worker 17.260, and Youth 17.259), Reentry Program 17.270, and YouthBuild 17.274 totaling approximately \$2,000,000 for the year ended June 30, 2018. The LRWDB has a staff of three and the One-Stop Operator/WIOA Services Provider has a staff of twelve. The Request for Proposals (RFP) does not commit the LRWDB to accept any proposal submitted; nor is LRWDB responsible for any costs incurred by the vendor in the preparation of responses to this RFP. The LRWDB reserves the right to accept or reject any or all of the proposals received, to negotiate with selected entities, or to cancel this RFP in part or in its entirety. The LRWDB projects a maximum amount of \$15,000 per annum for this contract, but encourages offerors to submit lower cost proposals as cost competitiveness will be one of several determining factors of the awarded proposal. Selection will be based on cost and an evaluation of the offeror's responsiveness to all areas of the RFP. The LRWDB reserves the right not to award a contract to any vendor as a result of this RFP if suitable responses are not received.

### OPTION TO EXTEND OR TERMINATE

The LRWDB may elect to renew services for optional years covering **ending years June 30, 2019 to 2021 based on satisfactory work performed in ending year June 30, 2018**. Contractor will be notified in writing within 90 calendar days after the final audit report for the prior year has been received if the contract is to be extended or terminated.

Contractors may elect to terminate said contract for each subsequent program year. Contractor will notify the LRWDB in writing 90 calendar days after the final audit report for the prior year has been received if the contract is to be terminated.

Extension of this contract beyond completion of auditing services for the year ended **June 30, 2018** is subject to approval of the LRWDB receiving appropriation of funds from the Department of Labor for program years covering 2019 to 2021.

### JOINT VENTURES

No joint venture proposals will be accepted. However, this agreement does not preclude the use of outside special consultants if deemed necessary by the firm.

### ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL

In the event that it becomes necessary to revise any part of this RFP, an addendum to the RFP will be provided to each prospective offeror. The LRWDB reserves the right to issue amendments to this RFP prior to closing date.

### SUBMISSION

All proposals become the property of the LRWDB upon receipt and will not be returned to the offeror. The LRWDB shall have the right to use all ideas contained in any proposal received in response to the RFP. Selection or rejection of the proposal will not affect this right. The LRWDB has the right to reject all proposals.

## PROPOSAL COMPLIANCE/REVIEW

The initial evaluation and review is conducted by the LRWDB staff to ensure that all required documentation and information is complete. The LRWDB staff will review submitted proposals for completeness, mandatory and technical criteria with applicable legal and regulatory requirements, and the terms and conditions of the RFP.

*NOTE: Incomplete proposals, or proposals found to be inconsistent with legal, regulatory or IFP requirements will be eliminated.*

Proposals which meet the initial screening criteria will be reviewed, evaluated and rated by the LRWDB Executive Committee. **ATTACHMENT A** of the proposal package contains the evaluation form/rating sheet. The Executive Committee will then vote, approve and recommend an auditing firm to the full board and CEO for final approval.

## INQUIRIES

**Questions will not be answered by phone. Prospective offerors are invited to ask questions or request additional information relative to this RFP from August 15, 2018 through September 12, 2018 by sending an e-mail:**

**E-MAIL:**  
**W.J.Monagle@arkansas.gov**

## KEY DATES

<b>August 15, 2018</b>	RFP issued
<b>August 15 - September 12, 2018</b>	Inquiries
<b>September 14, 2018 (12:00 p.m.)</b>	Deadline for receipt of formal proposal
<b>September 24, 2018</b>	Proposal selection announced
<b>September 27, 2018</b>	Contract negotiations

## PROCEDURES FOR SUBMITTAL OF PROPOSALS

A detailed template for submitting proposals is available online at [www.lrworkforce.com](http://www.lrworkforce.com) or by request at the contact named above. Each written email request must include a contact name, a return physical address, an email address and a telephone number where by changes and alerts to the RFP can be made. Proposals must be submitted as specified in the request for proposal package. Funding is limited and subject to Federal WIOA Appropriations. The LRWDB reserves the right to reject any and all proposals. Funds utilize for the purpose of responding to this RFP may not be included in final or actual funding amounts.

- Proposals following this template must be complete when submitted. Changes or additions will not be accepted after submission unless changes are specifically requested by the LRWDB.
- A person legally authorized to bind the offeror shall sign the Proposal.
- **One (1) signed original in PDF format must be emailed to [W.J.Monagle@arkansas.gov](mailto:W.J.Monagle@arkansas.gov) not later than 12:00 p.m., September 14, 2018.**
- **PROPOSALS WILL ONLY BE ACCEPTED VIA EMAIL.**

## PROPOSAL DEADLINE

To be considered all proposals must be received by the LRWDB not later than **12:00 p.m. on September 14, 2018.**

Proposals will be opened and reviewed for technical accuracy on **September 14, 2018** at the LRWDB office.