

Little Rock Workforce Development Board

REQUEST FOR PROPOSALS

Outreach/Communication Consulting Services for
the Little Rock Workforce Development Board
(LRWDB) WIOA and other Programs

**PROPOSALS MUST BE RECEIVED BY EMAIL
BY 12:00 p.m., October 7, 2022**

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

W.J. Monagle, Executive Director
Little Rock Workforce Development Board
Email: W.J.Monagle@arkansas.gov

*Proposals not received by 12:00 p.m., October 7, 2022 will be
ineligible for consideration.*

**REQUEST FOR PROPOSAL
OUTREACH/COMMUNICATIONS SERVICES**

The Little Rock Workforce Development Board (LRWDB) hereby solicits proposals from qualified consulting firms for furnishing outreach/communications services for the Little Rock Workforce Development Board and its Workforce Innovation and Opportunity Act (WIOA) Programs, and other 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, 2022. The LRWDB has contracted with an independent contractor that operates the One-Stop Center and provides WIOA Services. The LRWDB has a staff of three and the One-Stop Operator/WIOA Services Provider has a staff of twelve. The Request for Proposal (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 projects a maximum amount of \$20,000 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. 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. Selection will be based on cost and an evaluation of the offerer'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, 2024, 2025 and 2026 based on satisfactory work performed in ending year June 30, 2023**. Contractor will be notified in writing within 45 calendar days prior to end of contract term 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 45 calendar days prior to the end of contract term if the contract is to be terminated.

Extension of this contract beyond completion of outreach/communications services for the year ended **June 30, 2023** is subject to approval of the LRWDB receiving appropriation of funds from the Department of Labor for program years covering 2024, 2025 and 2026.

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 offerer. 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 offerer. 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 RFP requirements will be eliminated.

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

INQUIRIES

Questions will not be answered by phone.

Prospective offerers are invited to ask questions or request additional information relative to this RFP from September 19, 2022 through October 6, 2022 by sending an e-mail:

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

KEY DATES

August 15, 20	RFP issued
September 19-October 6, 2022	Inquiries
October 7, 2022 (12:00 p.m.)	Deadline for receipt of formal proposal
October 21, 2022	Proposal selection announced
October 21-October 28, 2022	Contract negotiations

PROCEDURES FOR SUBMITTAL OF PROPOSALS

- Proposals must be complete when submitted. Contextual changes or additions will not be accepted after submission unless changes are specifically requested by the LRWDB.
- A person legally authorized to bind the offerer shall sign the Proposal.
- **One (1) signed original in PDF format must be emailed to W.J.Monagle@arkansas.gov not later than 12:00 p.m., October 7, 2022.**
- Please email any questions to W.J.Monagle@arkansas.gov. **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 October 7, 2022.**

Proposals will be opened and technically reviewed on **October 7, 2022** at the LRWDB office.

PROPOSAL FORMAT

In order to simplify the review process and obtain the maximum degree of comparison, your proposal must be organized as follows:

1. Title Page

- a. Show the RFP subject, the name of your firm, local address, telephone number, name of the contact person, contractor's license number, federal identification number and the date.

2. Table of Contents

- a. Include a clear identification of the material by section and by page number.

3. Letter of Transmittal (Please limit the following to one or two pages)

- a. Briefly state your understanding of the work to be done and make a positive commitment to perform the work within the time period.
- b. State all-inclusive fee for which the audit, including its associated reports, will be done.
- c. State the names of the person who will be authorized to make representations for your firm, their titles, addresses, telephone numbers, email addresses and fax number.
- d. State that the person signing the letter will be authorized to bind your firm.
- e. In addition, submit a fee schedule indicating the hourly rates at which additional special audit services will be performed.

4. Profile of the Firm

- a. State whether the firm is local, national or international and indicate the firm's legal status (corporation, partnership, etc.)
- b. Give the date the firm was organized and/or incorporated, and where.
- c. State if the firm is licensed to do business in the State of Arkansas.
- d. State the types of services the firm is qualified to perform for the LRWDB.
- e. Provide a letter from the Arkansas Board of Certified Public Accounts stating that your firm is in good standing.
- f. Describe the local office's computer capability, including the numbers and classification of personnel skilled in computer sciences who will work on the audit.
- g. Give the location of the office from which the work is to be done and number of partners, managers, supervisors, seniors, and other professional staff employed at that office.

5. Mandatory Minimum Qualifications

- a. Affirm that the firm is a properly licensed certified public accounting firm authorized to practice in the State of Arkansas.
- b. Affirm that the firm has participated in a quality control review of its firm within the past three years. ***A copy of the review, dated within three years of date of responses to this RFP, must be attached.***
- c. Affirm that the firm does not have a record of substandard work.

6. Summary of the Firm's Qualification (in addition to minimum qualifications)

- a. Identify the partners, managers, and supervisors who will work on the audit, include resumes for each person to be assigned to the audit. (The resumes should be included as an appendix).
- b. Describe recent local and national Workforce Development Act (WIOA) auditing experience of the staff assigned to this audit.
- c. Supply a list of WIOA Audits that you have performed. Provide name of agency audited, contact person within the agency and telephone number.
- d. Please note that changes in the makeup of the audit team must be approved in advance by LRWDB, and must be a person of equal status, i.e., senior for senior.
- e. List your firm's experience with WIOA – Management Information System.

If any individual is not a full-time employee of your firm, this must be disclosed.