

Request for Proposal

PY 2025

OMJ Comprehensive Career Center One-Stop Operator

Workforce Innovation and Opportunity Act

Issued by:

Lake Development Authority (LDA) on behalf of the
Lake County Workforce Development Board (LCWDB)
105 Main Street, Suite B501, Painesville, Ohio 44077

Anticipated Funding Source:

Workforce Innovation and Opportunity Act (WIOA)

Date of Issue:

February 26th, 2025

This RFP and its contents are based on the terms and conditions as they stand on February 26th, 2025. All parts of this RFP may be amended due to changes in the terms and conditions or any other change in state or federal law and/or a change in available funding.

IMPORTANT NOTICE

A Bidders Conference will be held at 105 Main Street, Suite A, 5th floor conference room on March 20th at 10:00 AM to review the details of this RFP. The Bidder's Conference is not mandatory but may be helpful in responding to this Request for Proposal. Send your email address to PMohorcic@LDAuthority.org to participate in the Bidder's Conference.

The LDA on behalf of the LCWDB must receive four copies of your completed response to "Request for Proposal" no later than 12:00 noon EST on April 4th, 2025 at Lake Development Authority, 105 Main Street, Suite B501, Painesville, Ohio 44077.

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PROPOSAL INSTRUCTIONS

Submit all questions regarding this Request for Proposal to PMohoric@LDAuthority.org until **12:00 noon EST, on March 21st, 2025**. All questions and answers will be posted on the OMJ Lake County website at <https://www.lakecountyohio.gov/ohiomeansjobs/rfp/> in a timely manner.

Proposals must be received by the LDA on behalf of the LCWDB by **12:00 noon EST, April 4th, 2025 at Lake Development Authority, 105 Main Street, Suite B501, Painesville, Ohio 44077**. Proposals may be mailed or delivered. The LCWDB will not accept proposals submitted by facsimile or other electronic transmission (e.g., Internet, e-mail). Any proposals not received by the LCWDB at the designated place and by the designated time and date will be rejected. Four copies of the proposal and attachments must be submitted. All proposals are considered public records. If a proposer believes any portion of their proposal is proprietary in nature or should otherwise be considered confidential, they must state in writing the specific area (of the proposal) of concern and the reason why they believe it should not be a public record.

All copies of the completed proposal must be submitted in sealed packaging addressed to:

Patrick Mohorcic
Lake Development Authority on behalf of the
Lake County Workforce Development Board
105 Main Street, Suite B501
Painesville, OH 44077
Attn: OMJ Center One-Stop Operator

The LDA, LCWDB, and the Lake County Board of Commissioners reserve the right to:

- **Accept or reject, in whole or in part, any or all proposals received because of this request, or to cancel in part or in its entirety this RFP.**
- **Fund proposals/contracts at any level deemed appropriate. Final awards may differ from amounts requested. Any organization submitting a proposal may choose not to accept an award if the full amount requested in the proposal is not awarded.**
- **Negotiate price, technical, or other revisions to a proposal before a contract is awarded.**
- **Request additional information to clarify specific items; however, all proposals are considered final upon receipt.**
- **Waive informalities in proposals.**
- **Negotiate with all qualified sources if in the best interest of the LCWDB and the Board of Commissioners.**

PURPOSE OF THIS RFP

The purpose of this RFP is to procure an organization to serve as the One Stop Operator of the Comprehensive Career Center for Area 5. Selection will be based on the ability of meet the needs of Area 5, demonstrated knowledge and expertise, track record of past service and on the cost of service.

OPERATIONAL PARAMETERS

The primary funding source for this activity will be WIOA Formula Funds and the contract period is for four program years (PYs) from July 1, 2025 through June 30, 2029. This RFP does not commit the LCWDB to award a contract or to pay costs incurred in the preparation of a proposal to this request. LCWDB reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of LCWDB and Area 5.

ELIGIBLE PROPOSERS

Organizations or entities (public, private, or nonprofit) or consortium of entities are eligible to propose. These may include:

- An institution of higher education
- An employment service State agency established under the Wagner-Peyser Act
- A community-based organization and/or a nonprofit organization
- A private, for-profit entity
- A government agency
- Another interested organization or entity capable of carrying out the duties of the operator such as a chamber of commerce or other business organization, or a labor organization

If a consortium is comprised of one-stop partners, there must be a minimum of three (3) one-stop partners included.

INDEPENDENT COST ESTIMATE

The Independent Cost Estimate for this service is \$125,000.00 annually for not more than one (1) full time equivalent (fte).

SCOPE OF WORK

The LCWDB has determined the primary role of the OMJ Center Operator will be the coordination of consumer services and the coordination of OMJ Center Partner activities and issues as delineated in the OMJ Center Memorandum of Understanding. These services will include:

- Coordinating and integrating partners' staff and systems into OMJ Center operations
- Coordinating and scheduling job fairs and other hiring events
- Coordinating OMJ Center workshops
- Gathering and reporting customer feedback
- Compiling data for OMJ Lake One-Stop Scorecard
- Compiling data for OMJ Center Certification Process
- Monitoring for WIOA programmatic compliance, including eligibility requirements
- Ensuring that all partners co-located at the OMJ Center, implement, and execute a priority of service for qualifying veterans and/or their eligible spouses as mandated by Department of Labor
- Coordinating staff training to ensure the ability to adequately perform assigned roles, have the functional knowledge of the policies, procedures and the unique characteristics of all co-located partner programs and cultural competency

EVALUATION OF PROPOSALS

Proposals will be rated on the following basis:

- 10% – Completeness and thoroughness of proposal.
- 25% - Reasonableness and necessity of proposed costs
- 25% – Proposer's overall qualifications compared to the stated specifications
- 40% – Previous successful experience in operating the same or very similar activity

The LCWDB may request clarification or additional documentation to thoroughly evaluate proposals.

CONTRACT AWARDS

Contracts will be granted on a cost-reimbursement basis. Prior to receiving a contract, the successful proposer will be required to provide documentation including, but not limited to, the following:

- The organization's most recent full audit, staff personnel policy, organizational chart, and client disciplinary and dispute resolution policies.
- Labor organization concurrence, if applicable
- Detailed narratives for each program element and service
- Details and documentation of referral policies and procedures
- Client evaluation process and documentation
- Orientation process and content
- Additional information as requested

ASSURANCES AND CERTIFICATIONS

All awards will require the contractor to execute an Anti-Lobbying Certification, a Certification of a Drug Free Workplace, and a Certification Regarding Debarment, Suspensions, and other Responsibility Matters. Contractors will also be required to execute Assurances of Non-Discrimination and Equal Opportunity and a Non-Collusion Affidavit.

SUBCONTRACTING

There shall be no subcontracting of this service without the express approval of the LCWDB.

DISPUTE RESOLUTION PROCEDURES

This process is established to provide a formal means of dispute resolution for any provider or potential provider of WIOA services (hereinafter “provider”) who is not satisfied with a decision of the Lake County Workforce Development Board (LCWDB), and/or Lake County Board of Commissioners concerning the award of a contract, or the termination of a contract, for WIOA activities.

1. Through the LCWDB, the Lake County Board of Commissioners shall issue written notice to a provider when:
 - A potential provider has submitted a written program proposal to the LCWDB and Lake County Board of Commissioners in response to a formal Request for Proposal solicitation, and such proposal has not received a contract award; or
 - The Lake County Board of Commissioners has determined to terminate an existing contract with a provider; however, this appeal process may not be utilized if the reason for the termination is lack of available funding to operate the contract.

Such written notice shall state the basis for denying the contractual award or for terminating the contract, as applicable.

2. All informal means of dispute resolution shall be utilized before a formal appeal is filed.
3. If informal means of dispute resolution fail to satisfy the provider, the provider shall file a written appeal with LCWDB.
 - The written appeal must be filed within fourteen calendar days of the date of the issuance of the written notice of contract denial or contract termination.
 - The written appeal shall be filed with the LDA on behalf of the LCWDB at 105 Main Street, Suite B501, Painesville, Ohio 44077, by mail or in person.
 - The written appeal must be signed by the provider or authorized representative.
4. If at any time during the process a resolution occurs or the provider wishes to withdraw the appeal, the provider must give written and signed notice of resolution or withdrawal to the LCWDB.

5. Where the provider continuously fails to cooperate or is unavailable, the appeal may be dismissed on written notice (certified mail, return receipt requested) to the last known address of the provider. LCWDB shall document all attempts to resolve the appeal and indicate the circumstances for a dismissal of the matter.
6. Within ten calendar days of the date when the appeal was received by LCWDB, an informal conference will be held by the Chair (or designee) of the LCWDB. The purpose of the informal conference is for the provider and other involved parties to discuss the situation and, if possible, agree on a mutually satisfactory resolution. The Chair will provide written notice, by certified mail, of the date, time, and place of the informal conference.
7. If resolution has not been achieved at the conclusion of the informal conference, the provider may request a hearing before a hearing officer. This hearing must be held within twenty calendar days of the date when LCWDB received the appeal.
8. The Lake County Board of Commissioners will appoint an individual to serve as hearing officer. Such individual shall be an impartial third party who will have complete independence in obtaining facts and making decisions, and who is in no way involved with the issue giving rise to the appeal. The individual shall not be any of the following:
 - The attorney representing LCDJFS.
 - A member of the Lake County Board of Commissioners.
 - A member of the LCWDB; or an affiliate.
9. Responsibilities of the hearing officer will include to:
 - Receive and review a complete case file prior to the hearing.
 - Identify the nature of the action to determine if there is an alleged violation of the WIOA Act, WIOA Regulations, or other agreements under the WIOA.
 - Permit resolution at any point in the proceedings if requested by the provider.
 - Provide a hearing agenda.
 - Define rights of the provider and of the LCWDB, and Lake County Board of Commissioners.
 - Direct parties to appear by certified mail, return receipt requested.
 - State the purpose of the hearing.
 - Receive evidence and reserve the right to exclude irrelevant or immaterial matters from evidence.
 - Dispose of procedural questions.
 - Elicit testimony from witnesses but shall not act as an advocate for any party.
 - Consider and evaluate facts, evidence, and arguments to determine credibility.
 - Determine appropriate remedies.
 - Make a complete record of the hearing.
 - Render and disseminate the hearing decision to the provider, the LCWDB and the Lake County Board of Commissioners.
10. The hearing shall be conducted in a manner that avoids unnecessary technicalities (e.g., legal requirements such as would be appropriate in court proceedings). Technical rules of procedure and of evidence need not be strictly observed.
11. Any involved party has the right to representation by an attorney, at the party's own expense.

12. Parties to the hearing will have the opportunity to:

- Bring documentary evidence and witnesses.
- Have records or documents relevant to the issue(s) to be decided at the hearing produced by their custodian.
- Present testimony and oral arguments; and
- Question all parties and witnesses.

13. The hearing officer must produce a written decision within thirty calendar days from the date when LCWDB received the appeal. The decision shall include the following:

- A statement that a hearing was held on a specific date and time at which the involved parties, their representatives, and/or witnesses appeared and were heard.
- A list of those in attendance.
- A synopsis of facts based on the entire record disclosed at the hearing.
- The opinions and statements of reasons for the decision.
- The conclusions based on the findings of fact.
- The signature of the hearing officer and date of the decision.

14. The decision of the hearing officer is final.

15. Deadlines for holding the informal conference and the hearing may be extended on the written and signed request of the provider filing the appeal.

Any protest or complaint which alleges discrimination on the basis of race, color, gender, religion, national origin, age, disability, or political affiliation or belief, shall be processed in accordance with the procedures prescribed by the Ohio Department of Job and Family Services and the U.S. Department of Labor Center for Civil Rights. These procedures require a written complaint to be filed within 180 days of the event giving rise to the complaint.

More information about the State and Federal formal complaint procedures can be obtained by contacting the WIOA Complaint Officer, Cheryl Baibak, 177 Main Street, Painesville, Ohio 44077 or by calling (440) 350-4306. TDD/TTY users should call via the Ohio Relay Service at (800) 750-0750.

Attachment A
OMJ Lake Career Center One-Stop Operator
Proposal Summary

Proposer Name			
Street Address			
City, State, ZIP			
Telephone Number		FAX Number	
Chief Executive Officer			
Contact Person			
Total Amount of Funding Requested			

Is Organization Government/Public Sector, Private Non-Profit, or Private-for-Profit?	
List other agencies you have provided with similar services:	

Attachment B

Program Narrative

Please provide a summary narrative of your program. Include the following **minimum** information:

1. Executive summary.
2. Budget justification narrative: Include the financial information that was used to determine costs charged for the program and explain how costs were calculated.
3. Explain the strategy you will utilize to recruit and hire the staff position required to deliver the services specified in this RFP. Submit your organization's job description for the position you intend to fill if selected to provide this service. If staff is now in your employ, submit resumes and/or a skills inventory for staff matched up to the position profile outlined in the RFP specifications.
4. Provide significant detail on same or similar services that your organization has provided at One-Stops. Include examples of your work including significant contributions your staff has made to the good of the cause.

Attachment C

Provider Budget Summary Sheet

Provider		County
I. Staff		Estimated Amount
A. Salaries		
B. Payroll-Related Expenses		
	Total Staff Costs	
II. Operations		
A. Staff Travel and Short-Term Training		
B. Occupancy Costs		
C. Other – Miscellaneous		
	Total Operational Costs	
	Total of All Costs	

Salaries Detail				
Position Title	Number of Positions Requested	Annual Salary	Percent of time to Program*	Reimbursable Salary
Total Salaries				

*Percent of time to purchased program, not percent of time to LCDJFS.

Payroll-Related Expenses Detail	
Social Security or Other Retirement System (PERS, SERS, STRS)	
Worker's Compensation/Unemployment Insurance	
Retirement Expense	
Hospitalization Insurance Premium	
Other (<i>identify</i>)	
Total Payroll-Related Expenses	

Travel and Short-Term Training for Provider Staff	
Mileage Reimbursement	
Short-Term Training	
Total Travel and Short-Term Training	

Occupancy Costs		
Number of FTE	Cost per FTE	Total
Total Occupancy Costs		

Other - Miscellaneous	
(Identify)	Amount
Total Miscellaneous Costs	

Attachment D Signature Page

I hereby certify the following:

- I have reviewed the completed Request for Proposal and am in full agreement with its content, including all Specifications.

I possess the legal authority to represent:

(Typed Name of Proposer Organization)

- The Proposer possesses legal authority to submit the Request for Proposal and to enter a contract with the Lake County Board of Commissioners.
- A resolution, motion, or similar action has been duly adopted or passed as an official act of the Proposer's governing body, authorizing the submission of the Request for Proposal, including all understandings and assurances contained therein, and directing and authorizing the person(s) identified as the official representative(s) of the Proposer to act in connection with the Request for Proposal, to provide such additional information as may be required, and to bind the Proposer to this Request for Proposal and to future contracts, agreements, provisions, and/or conditions relating to the Request for Proposal and any subsequent contract.
- All information presented in this Request for Proposal is true and correct and shall be open to verification by the Lake County Workforce Development Board or the Board of Lake County Commissioners.
- All projected costs are reasonable and necessary for the proposed program, activity, and/or service, and the WIOA funds requested do not duplicate other funds already available, or which will be available, to pay the projected costs. All cost and price information submitted with the Request for Proposal is accurate, complete, and based on current data at the time of submission.
- Should this Request for Proposal be approved, the Proposer agrees to abide by the Workforce Innovation and Opportunity Act, the Regulations implementing the Act, and state and local policies and plans applicable to the Act.

SIGNATURE OF CHIEF EXECUTIVE OFFICER/AUTHORIZED REPRESENTATIVE

(Signature)

(Typed Name and Title)

(Typed Date)