



Small Purchase Procurement Request for Qualifications (RFQ)

Who We Are

The Kasier Group (DE), LLC, d/b/a Dynamic Workforce Solutions (DWFS) was established in 1979, and is a for-profit organization delivering workforce services as primary business, the mission of DWFS is to drive economic growth in the communities we serve using innovative, reliable workforce development and training solutions that result in a prepared talent pipeline positioned for tomorrow's jobs. Our programs serve employers, WIOA Adults, Dislocated Workers and Youth, Wagner-Peyser, SNAP, TANF, Trade Adjustment Assistance (TAA), Veterans, Community Block Grants and Migrant Seasonal Farm Workers, and specialized federal, state, and local grant programs. (www.dwfs.us)

DWFS is the Career Services, Youth Services and One-Stop provider for Workforce Solutions Borderplex.

Who is Workforce Solutions Borderplex?

Workforce Solutions is the public workforce system in the six-county Borderplex region that assists employers in finding quality employees, and training individuals with the skills necessary to thrive in the workplace. We administer a broad range of programs and services to effectively address local workforce issues. Workforce Solutions establishes partnerships with various stakeholders within the region to improve education, employment, and economic development. Our organization and its initiatives have been recognized and awarded by the Texas Workforce Commission for our innovative approach to assisting employers and job seekers. Workforce Solutions Borderplex serves the counties of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, and Presidio. (<https://borderplexjobs.com>)

Purpose of this Procurement

DWFS is seeking several community-based organizations to **provide one or more of the following services items** to compliment the services provided to Youth as part of the services offerings for WIOA Youth.

1. **Outreach and Formal Referrals** – Successful applicants will provide general program information and marketing materials, outreach efforts, collect basic enrollment information and refer WIOA qualified youth to the online application for the WIOA Youth program. Successful applicants must also have a resourceful staff with a genuine passion for helping youth connect to employment opportunities. Eligible applicants must also have access to young people who meet the following WIOA criteria, and who have an interest in participating in the WIOA Youth program <https://youth.workforcegaps.org/-/media/Communities/youth/Files/Fact-Sheets/07012020WIOA-Youth-OWIFactSheet-long.ashx>
2. **General Equivalency Diploma and High School Equivalency Services** – Successful applicants must have the ability to refer WIOA qualified youth (see outreach and formal referrals) who are in the final 90 days of achieving their GED or High School Equivalency. Successful applicant will

also continue to work with said youth to provide basic educational services necessary to lead to the obtainment of a GED or High School Equivalency certificate.

3. **Short Term Credential/Certification Training** - Successful applicants must have the ability to refer qualified youth (see outreach and formal referrals) who are in the final 90 days of achieving a short-term credential or certification for local industry [sectors](#). See, also, our [Eligible Training Provider List](#).

Aside for providing one or more of the services noted above, we anticipate that the selected provider(s) for the RFQ will be responsible for the following:

- Attend a virtual training with DWFS local leaders to understand specific duties of selected applicants (December 2, 2020 @ 10:00 a.m. MST)
- Providing a local plan with dates and expected measurable outcomes for all activity and contractual obligations
- Participate in eLearning modules and competency checks that demonstrate capacity in 3 compliance courses, provided by DWFS - Preventing Sexual Harassment, Ethics in the workplace and Diversity in the Workplace to be completed by December 11, 2020.
- File a monthly report and invoice, as provided by DWFS, for payment
- Produce background checks and drug screens for staff required to interact with youth.
- maintain adequate insurance coverage as required for financial operations and in accordance with Texas Government Code § 2308.264.E.1.

Support Provided by DWFS

- Information and training
- For all Selected Applicants
 - DWFS will provide a virtual training to go over specifications of gathering data, planning specifics deliverable dates, and review of report/invoices. This training event will also support the applicants in clarifying the roles of both DWFS and vendor, so youth obtain the best service possible.
 - DWFS will provide one contact person to support the ongoing efforts defined within this proposal.
 - DWFS will provide ongoing technical support
 - DWFS will deliver all other elements of the WIOA youth program not provided by successful applicants. These services may include work experience coordination, supportive services, coaching, case management, other training in career readiness, referrals to other partners to support youth during their employment journey, etc.
- For Outreach and Recruitment:
 - DWFS will provide resources to applicants and application support centers to assist in the process. DWFS will provide training to staff on how to fill out the application, what verification documents are acceptable and how to track where an applicant is in the process.
 - Communication materials: DWFS will develop communication materials that can be edited for your outreach events, as well as general flyers that you can use to pass out and share with others.

Payment Structure - Payments will be paid on a sliding scale based on the total number of individuals served in your selected categories.

Maximum Payout Per Youth

Number of Youth meeting criteria	5-10	11-15	16-20	21-25	26-30
Outreach and Recruitment	70.00	74.67	91.00	120.85	171.20
GED/HS Diploma	100.00	106.67	130.00	172.64	244.57
Credential	100.00	106.67	130.00	172.64	244.57

To receive payments, organizations must submit an invoice and the provided DWFS Reporting Form. This reporting form requires partnering agency to report on the type of service provided during the contract term to ensure successful completion or enrollment. Once both items are submitted, DWFS will verify the number of complete and/or eligible youth and issue final payment at the conclusion of each month.

Criteria and Submittal Guidelines

While we do not envision utilizing multiple contractors to provide the virtual services, if circumstances warrant, we will reserve that option.

Release of RFQ: November 9, 2020

Proposal Due Date: November 18, 2020 by 5:00 PM

Requests All questions or requests for additional information must be made in writing to Jessica.go@borderplexjobs.com no later than Nov. 12, 2020 at 12:00 PM MST. Answers will be returned to the entity requesting the information. Questions received after Nov. 12, 2020 at 12:00 PM MST will not be answered.

Be certain to include the time necessary to ensure compliance with appropriate FMGC/State of Texas Procurement rules and regulations. Responses are due by 5pm MST November 18, 2020 to Jessica.go@borderplexjobs.com. Only responses submitted by email will be accepted. Responses over 5 pages will not be reviewed. Responses received after 5pm MST November 18, 2020 will be deemed non-responsive.

Please provide the following information in your response, via email, to jessica.go@borderplexjobs.com. The entire proposal response should be no more than 8 pages, double spaced, 12-point font with 1-inch margins. The proposal can be submitted in MS Word or PDF. The header for submittal should include your organization name and "Response to Small Youth Services Procurement."

1. Complete the provided Organizational Profile Cover Sheet

2. Share a brief overview of your organization and qualifications as they relate to this proposal. (1 page)
3. Note if you are proposing to submit services for **Outreach and Formal Referrals; GED and HSE Services** and/or **Short-Term Credential/Certification Training**? Answer the following questions based on your selected services, on a maximum of 2 pages per topic.
 - a. Indicate if you have an existing base of youth attached to your organization and the number of youth you anticipate being able to engage.
 - b. Describe your proactive outreach strategy to reach youth where they are through events or partners
 - c. Describe your methods that will yield in positive outcomes as described in this proposal.

Review and Selection Process DWFS will score proposals. The number of proposals selected will depend on the availability of funding.

Request for Proposals Cover Sheet

Lead Applicant:

A. Contact Information Organization Name:

- a. Address:
Principal Contact Person:
Title:
Phone: Fax: Email:
- b. Fiscal Contact Person:
Address:
Principal Contact Person:
Title:
Phone: Fax: Email:
- c. Fiscal Contact Person:
Address:
Principal Contact Person:
Title:
Phone: Fax: Email:

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): _____

C. Requirements / Documents (proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them)

Please note that a single copy of all requirements below must be submitted.

- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

Name Title _____ Date: _____

Signed: _____