

REQUEST FOR PROPOSAL

One Stop Operator

for the

Office Of Employment & Training

RFP-2026-046

September 2, 2026



NEW YORK STATE, COUNTY OF BROOME
Jason T. Garnar, County Executive

OFFICE OF EMPLOYMENT & TRAINING
David Goguen, Director

INSTRUCTIONS TO RESPONDENTS

IMPORTANT NOTICE – RFP/RFQ DISTRIBUTION

The County of Broome officially distributes solicitation documents through the Empire State Purchasing Group <https://www.bidnetdirect.com/new-york/broome-county> Copies from any other source are not considered official copies. Only those proposers who obtain solicitation documents from the Empire State Purchasing Group are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Empire State Purchasing Group, it is recommended that you obtain an official copy by registering with this service.

1. **Invitation** - Broome County, New York is inviting sealed proposals from qualified individuals for a One Stop Operator detailed in the accompanying Request for Proposal (RFP). Proposals will be *received* until **2:00 p.m.** local time on **Wednesday, September 16, 2026**. Any proposal received after the time and date specified will not be considered.
2. **Submittal of Proposals – ONE (1) ORIGINAL, ONE (1) COPY, ONE (1) REDACTED COPY (for release in the event of a FOIL request), AND ONE (1) ELECTRONIC COPY ON USB MEDIA** of the proposal shall be delivered or mailed with any required data, in a **SEALED ENVELOPE**, which shall be properly identified with the following required information:
 1. **RESPONDENT'S FULL NAME & ADDRESS**
 2. **THE RFP TITLE (SEE ABOVE)**
 3. **RFP NUMBER (COVER SHEET)**

Submit proposals to:

**BROOME COUNTY DIVISION OF PURCHASING
60 HAWLEY STREET, 2nd FLOOR
EDWIN L. CRAWFORD COUNTY OFFICE BUILDING
BINGHAMTON, NEW YORK 13901**

3. **Inquiries** – Any inquiries or requests for clarification regarding this RFP must be **received by 12:00 p.m. local time Friday September 11, 2026**. **No oral interpretation or clarifications will be given. Prospective proposers desiring further information or interpretations must make requests in writing by letter or e-mail.** All inquiries together with Broome County's response will be issued to all prospective proposers well in advance of the date for proposal submission. Requests for information should be addressed as follows:

To: David Goguen, Office of Employment & Training, David.Goguen@broomecountyny.gov

Copy: Carolyn Secor, Broome County Division of Purchasing carolyn.secor@broomecountyny.gov

4. **Form of Proposals** - Proposals should be prepared in the format set forth in the accompanying documents, including a full description of the proposer's plan of work, qualifications and resumes of key personnel. A non-responsive or incomplete proposal will be removed from consideration.
5. **County's Prerogatives** - The county reserves the right to negotiate with any or all proposers; to reject any or all proposals, in whole or any part thereof; to re-solicit for proposals; and to waive any minor non-conformities in accordance with the county's determination of its own best interests.
6. **Fees** - The proposer's response must clearly present the basis for the proposer's compensation or fee structure for all services described in the proposal. If a particular service is "value added" the proposal shall so state. The fees shall include all ordinary operating expenses incurred by the firm. Extraordinary expenses incurred at the request of and with the consent of the county will be reimbursed.

7. **Tax Exempt Entity** - The County of Broome is a tax-exempt municipality; taxes are not to be included in any fee calculations.
8. **Proposal Longevity** - A proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance; however, no proposer may withdraw or cancel a proposal for a period of ninety (90) days following the closing date for acceptance, nor shall the successful proposer withdraw, cancel or modify the proposal, after having been notified that the proposal has been accepted by the County, except at the request of the County or with the County's written consent.
9. **Evaluation of Proposals** - Proposals will be judged upon the proposer's ability to provide services, which meet the requirements set forth in the accompanying documents. The County reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the County's requirements.
10. **Interviews** – Interviews or presentations by one, several or all the proposers may be requested by evaluators if deemed necessary to fully understand and compare the proposers' capabilities. Site visits by the evaluators may be conducted if deemed necessary by the County. Under Broome County rules and regulations, the County Board of Acquisition and Contract or the County Legislature may be the awarding authority for this type of service, depending on the amount of the accepted proposal.
BOARD OF ACQUISITION & CONTRACT - UP TO \$14,999
COUNTY LEGISLATURE - \$15,000 AND OVER
However, the Legislature may be utilized for consideration of an award under \$15,000 if it is deemed in the best interests of the County. A presentation by the proposer to committees of the Legislature and/or selected County Officials may be required prior to the recommendation and consideration of an award.
11. **Contract Terms** - At the time of the award by the County, the apparent successful proposer(s) must agree to a contract memorializing the terms and conditions which will govern the relationship and establish the obligations of each party. All proposers shall be aware that the contents of a successful proposal will be construed in favor of Broome County and that the final contract between the successful proposer and Broome County may incorporate by reference the County's RFP documents and the successful proposals and supporting submittals.
12. **Proposer's Conditions** - Any conditions or expectations on the part of the proposer for performance by the County must be set forth in the proposal. The County is not obliged to consider the proposer's post-submittal terms and conditions. ***** If any service is not included, or is available for an additional cost, the submittal shall clearly so state. *****
13. **Choice of Law & Venue** - The resulting agreement will contain language stating that the contract is performable in Broome County, New York, and shall be construed in accordance with the laws of the State of New York. If any legal action is brought in connection with the enforcement of the contract, exclusive venue shall lie in County of Broome, New York.
14. **Proposer's Preparation Costs** - Any costs incurred by the proposer in responding to the RFP is at the proposer's own risk and expense as a cost of doing business. All materials submitted with a proposal shall become property of Broome County and will not be returned to the proposer. **The proposer is hereby notified that all submitted materials are subject to disclosure pursuant to the New York State Freedom of Information Law (New York Public Officer's Law section 86 et seq.).**
15. **Deliverables** – Although the specific deliverables are subject to negotiation the successful proposer will be expected to provide the required services as outlined in this proposal.
16. **Ex parte Contact** – Proposer shall not contact any other county officials other than those referenced in this RFP or in accordance with the procedure outlined herein. **Any proposer that violates the foregoing provision may be disqualified from consideration.** Proposals shall be based solely on information provided in the RFP and any addenda thereto.

17. **Minimum Qualifications** - The County will not consider any proposals that do not meet the minimum qualifications defined in the specifications.
18. **Standard Assurances** - By submitting this proposal, the proposer agrees to comply with all of the Standard Assurances that may be attached.
19. **Cancellation** - (A) Broome County reserves the right to cancel the contract if the bidder fails to fully comply with all insurance requirements at any time. or (B) Broome County reserves the right to cancel the contract in the event the bidder fails to take adequate corrective action within fifteen (15) days after receiving notice of default in any of the obligations under the contract; including, but not limited to, the failure to deliver on specified delivery date(s) or the delivery of non-conforming goods or services. In the event of a default and cancellation of the contract, the bidder shall be responsible for payment to Broome County of a sum equal to the additional contract costs to the County. Broome County will communicate with the vendor/contractor's management office to resolve problems throughout the contract term.

Cancellation Due to Non-Appropriation of Funds/Leases - Broome County reserves the right to cancel the contract in the event that the County Legislature, during the enactment of the County Budget, fails or declines to appropriate money for the continuation of the funds/lease(s).

20. **Term of Contract** – The term of contract shall commence upon approval by the Broome County Legislature, notification of award, mutual execution of an agreement, and receipt of a satisfactory certificate of insurance. Renewal will be at the sole discretion of Broome County. It is Broome County's intention to contract for a 1-year term with the potential of two (2) optional one (1) year renewals under the same terms and conditions with the potential to negotiate a mutually agreeable equitable adjustment in price
21. **Legal Compliance** – Each proposer is responsible for full and complete compliance with all applicable laws, rules, regulations and licensing requirements imposed by any public authority having jurisdiction.
22. **Proposer's Insurance** – The contractor must provide and maintain in force at all times during the term of the services contemplated herein insurance as described in the attached contract insurance specifications.
23. Appropriate evidence of such coverage, other than any required endorsements, is to be submitted as part of the proposal and included in the Appendix. The successful proposer will have twenty (20) days from the date of the notice of award to supply proof of application for any necessary policy endorsements.
24. **Auditable Records** – The successful contractor shall maintain such accounts and records in connection with its performance of services for the County as may reasonably be required by the County. The contractor shall, at any reasonable time during the term and for a period of one year following the completion of work under the contract, afford the County's agents and auditors reasonable facilities and access for the examination and audit of its records pertaining to its performance and shall, upon request by the County, produce and exhibit all such records.
25. **Non-Discrimination** – The contractor shall not discriminate or permit discrimination in its operations or employment practices against any person or group on the grounds of race, color, creed, national origin, gender or handicaps and shall furnish evidence of compliance with provision when so requested by the County.
26. **Contribution Statement and Gift Statement**
 - A. Election Law Signed Statements: The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that the professional business entity has not made a contribution within one calendar year immediately preceding the date of the contract or agreement which exceeded the permitted thresholds set forth in article 14 of the Election Law of the State of New York.
 - B. Gifts Signed Statement: The county shall require a signed statement for any contract or agreement

that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity to any officer or employee of the County of Broome.

27. Iranian Energy Sector Divestment

1. Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor/Proposer has not:

- a. Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran.

2. Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

3. Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- a. “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).”
Broome County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

4. Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefore. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- a. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- b. The County of Broome has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Broome would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

28. Executive Order 177 regarding Anti-Discriminatory Policies and Practices

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

29. State Finance Law §139-m Gender-Based Violence and the Workplace

Effective November 5, 2025, State Finance Law §139-m requires a bidder certification on Gender-Based Violence and the Workplace for competitive New York State procurements. The certification must be subscribed to and affirmed under penalty of perjury and confirms the bidder has implemented a written policy addressing gender-based violence and the workplace and has shared that policy to all employees, directors, and board members.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and have provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

- 30. Required Documents** - Proposals received that do not include the required documents signed and returned may be deemed non-responsive and removed from consideration to award.

ATTACHMENTS:

Insurance Requirements

Proposal Specification

Required Documents:

Proposal Sheet

Compliance Statement

Variation and Justification Sheet

Non-Collusive Bidding Certificate

Iranian Energy Divestment Certification

Election Law Statement

Gifts Statement

Insurance Acknowledgment

W-9

Respondent's Check List

Risk Management & Insurance Specifications

Project Description or Contract Number	Subcontractor shall, as One stop operator in accordance with 20 CFR 678.620(a) convene meetings of mandated partners included in the Memo of Understanding to discuss system coordination, customer engagement, system performance and continuous improvement.	
Date Issued	March 24, 2026	
Vendor name ("Contractor")	TBD	
County Department	OET	Megan Slilaty x3069

Please read these specifications very carefully. These specifications are part of your contract with Broome County. It is advisable that you forward a copy of these specifications to your insurance agent. Broome County's waiver of any requirement(s) set forth herein shall not constitute a waiver of any other contract provision.

Part I. General Provisions

1. The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed in Part II with limits equal to or greater than the enumerated limits.
2. The contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies.
3. Every required policy, including any required endorsements and any umbrella / excess policy, shall be primary insurance. Insurance carried by Broome County, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor.
4. Every required coverage type shall be "occurrence basis".
5. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form).
6. All insurance certificates must be approved by the Office of Risk & Insurance Management. See section II for specific requirements regarding insurance proof.
7. The County reserves its right to request certified copies of any policy or endorsement thereto.
8. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide).
9. If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon Broome County may exercise any rights it has in law or equity, including but not limited to the following:
 - (a) immediate termination of the contract,
 - (b) withholding any / all payment(s) due under this contract or any other contract it has with the vendor (common law set-off), OR
 - (c) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by Broome County shall be repaid upon demand, or at the County's option, may be offset against any monies due to the Contractor.
10. Neither Party shall permit a subcontractor to enter upon or continue the performance of this Agreement unless such subcontractor is and remains insured in accordance with the requirements listed hereunder. Any such subcontracting Party shall indemnify the other Party for any loss suffered by the non-subcontracting Party for the failure of any subcontractor to be so insured. The indemnity shall survive expiration or termination of the Agreement.

Part II. Required Insurance – Minimum coverage types and amounts.

Coverage Type	Minimum Limits
<u>Automobile Liability (Comprehensive Form)</u> Must cover owned, non-owned and hired vehicles MCS 90 Endorsement Or, Pollution Liability Insurance: Contractor's Automobile Liability insurance shall afford pollution liability coverage for sudden and accidental discharges or emissions of pollutants because of the operations of the contractor, subcontractor, or vendors in the performance of the operations required under this contract. The County of Broome shall be added as additional insured.	\$1,000,000 Combined Single Limit
<u>Workers' Compensation and Employer's Liability</u> See #2 ☐ If you have no employees (sole proprietor) you may provide an affidavit of exemption. (CE-200) if the box to the left is checked	Statutory amount / \$100,000
<u>Disability Insurance</u> See #3 ☐ If you have no employees (sole proprietor) you may provide an affidavit of exemption. (CE-200) if the box to the left is checked	Statutory limits
<u>Professional Liability</u> • "Claims made" coverage must be maintained continuously for a minimum of two (2) years after contract termination. • Shall not contain restrictions for: ✓ Contractual Liability ✓ Express warranties or guaranties ✓ Personal injury <u>Proof of additional insured coverage shall be evidenced through a carrier issued endorsement.</u>	\$1,000,000 / \$3,000,000 Per occurrence / minimum Annual aggregate limit

1. **The certificate face shall:**
 - indicate coverage(s) (other than Workers' Compensation & Disability) & minimum amounts required in part II.1
 - provide that the coverage(s) shall not be cancelled, terminated, or materially changed (including an insurance limits reduction) unless **thirty (30) days** prior written notice has been given to the County Office of Risk & Insurance Management.
 - Disclose all policy exclusions.
 - Disclose the amount of self-insured retention or deductibles.
 - Show Products & completed operation.
2. **Proof of Workers' Compensation Coverage must be provided on NYS issued WCB form C-105.2 or U-26.3. Exemption should be provided on CE-200**
3. **Proof of Disability Coverage must be provided on NYS issued WCB form DB-120.1 or DB820/829 or DB-155. Exemption should be provided on CE-200**
4. **The Additional Insured & Certificate Holder should read:**

County of Broome
Attn: Office of Risk & Insurance Management
 PO Box 1766
 Binghamton, NY 13902-1766

Part III Defense and Indemnification

The following provisions concerning indemnification shall not be construed to indemnify the County for damages arising from bodily injury to persons or property contributed to, caused by, or resulting from the sole negligence of the County or its employees.

The Contractor agrees to indemnify and hold the County of Broome and any officer, employee and/or agent thereof free and harmless from any and all loss(es), penalty(ies), damages, settlement(s), cost(s), charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the negligent error(s) and/or omission(s) and/or act(s) of the Contractor (including Contractor's employees, agents or and/or subcontractors) in the performance of this agreement.

Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute (including specifically but not limited to New York State Labor Law §§ 200; 202; 240 & 241), ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid,.

Part IV Safety

Broome County specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or contractor's employees or subcontractors are proceeding in a manner that threatens the life, health, or safety of any of contractor's employees, subcontractor's employees, county employees or member(s) of the general public on county property. This reservation of rights by Broome County in no way obligates Broome County to inspect the safety practices of the Contractor.

If Broome County exercises its rights pursuant to this part, the contractor shall be given three days to cure the defect, unless Broome County, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to Broome County's legal obligation to continuously provide contractor's service to the public or Broome County's immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect.

If the Contractor fails to cure the identified defect(s), Broome County shall have the right to immediately terminate this contract. In the event Broome County terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by Broome County in re-bidding the work and /or by the increase in cost that results from using a different vendor.



**BROOME-TIOGA WORKFORCE DEVELOPMENT BOARD
(BTWFNY)**

PY 26 RFP 2026-046 PROPOSAL REQUIREMENTS

**Workforce Innovation and Opportunity Act
(WIOA) 2014
ONE STOP OPERATOR**

Issued by:	Broome-Tioga Workforce Development Board, Inc.
Grant period:	October 1 2026 until - June 30, 2027 with three (3) optional 1 year extensions which will be based upon performance and funding availability may be available. The contract extension first potentially available is July 1, 2027. For a total of 3.75 contract years (10/01/26 – 6/30/30)
Estimated funding:	Up to \$6,000 for the prorated 9 month period(Oct.1, 26-June 30, 27), up to \$8,000 extension for the 1st renewal period (July 1, 2027 – June 30, 2028), up to \$8,000 extension for the 2nd renewal (July 1, 2028 – June 30, 2029). and up to \$8,000 extension for the final term (July 1, 2029- June 30, 2030). The Total contract of up to (\$30,000).

******PLEASE NOTE******

The Requirements under this Solicitation are based on The Workforce Innovation and Opportunity Act (WIOA) that was signed into law on July 22, 2014. The new law represents a significant change in priorities and requirements from previous federal workforce legislation. All potential applicants are strongly encouraged to read this RFP carefully.

PREPARED BY:

Broome-Tioga Workforce NY
David Goguen, Broome - Tioga Workforce NY

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PY26 RFP Process

In an effort to promote equal access to Workforce Innovation and Opportunity Act(WIOA) Program funding and active participation among service providers in our region, Broome-Tioga Workforce NY has adopted an RFP process as outlined.

Broome-Tioga Workforce NY, serving as fiscal agent for the Broome-Tioga Workforce Development Area, is soliciting proposals for the role of One Stop Operator to coordinate operation of the federally funded employment and training programs. Funding will begin 10/1/26-6/30/27, for up to \$6,000. Contingent upon successful contractor performance and funding availability, Broome-Tioga Workforce NY may consider extending the contract for three (1 year) terms. The first eligible renewal is (July 1, 2027 - June 30, 2028), the second on year renewal (July 1, 2028 - June 30, 2029), and the final one year renewal is (7/1/29 - 6/30/30) without reissuing a new RFP. The funding amount of \$8,000 will be available for the program year 2027 for July 1, 2027 - June 30, 2028 for the role of One Stop Operator in Broome and Tioga counties. Final contracts will be based on actual program year allocations. The maximum award amount is \$30,000 should all contract extensions be granted.

Broome-Tioga Workforce NY is a policy making board comprised of representatives from local businesses, labor organizations, educational providers, public agencies and other entities interested in workforce development issues. Additionally, Broome-Tioga Workforce NY, as serving as local grant subrecipient/ fiscal agent, administers all WIOA funds, develops and implements policies regarding the allocation and spending of the region's WIOA funds for adults, dislocated workers and youth.

Access www.doleta.gov/WIOA for the Workforce Innovation and Opportunity Act of 2014

PART 1: BACKGROUND AND GENERAL INFORMATION

Broome-Tioga Workforce NY Mission Statement: to create a region that is a "location of choice by employers due to a highly employable and motivated workforce committed to individual growth and skill development through life-long training and education."

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals from individual consultants, agencies or organizations to act as a one-stop operator to coordinate the service delivery of required one-stop partners and service providers under the Workforce Innovation and Opportunity Act (WIOA) 2014 in Broome and Tioga Counties. Successful bidders will provide required coordination of service deliveries in a customer-focused one-stop center designed to enhance participants' employability and technology skills to attain permanent, full-time employment.

PART II: PROGRAM DESCRIPTION/ ELIGIBILITY REQUIREMENTS

The Workforce Innovation and Opportunity Act (WIOA) is a comprehensive reform impacting many of the nation's federally funded workforce development and training programs. The intent of the WIOA is to eliminate fragmentation among the numerous training, education and employment programs.

Local Workforce Areas are given flexibility to develop service delivery systems that address local workforce needs. The Broome-Tioga Workforce Development Board has a number of funding resources which include direct WIOA funds, other State WIOA and TANF funding, and potential Federal funding for a variety of local workforce development activities.

The role of the One Stop Operator will be, in accordance with 20 CFR 678.620(a), to convene Mandated Partners to discuss system coordination, customer engagement, system performance and continuous improvement. The frequency will be 4 times a year. Reports involved may include but are not limited to reports on Partner relations, the Common Measures report and the Customer Service Indicators Performance Report.

Eligible applicants under this RFP are:

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A community-based organization, non-profit organization, or intermediary;
- A private, for-profit entity;
- A government agency;
- A LWDB, with the approval of the CEO and the Governor; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Elementary schools and secondary schools are not eligible as one-stop operators, except that a nontraditional public secondary school such as a night school, adult school, or an area career and technical education school may be selected.

PART 3: RESPONSE FORMAT

REQUIRED FORMS:

Proposals must include the following required forms:

- Broome County Purchasing Required Documents (pages 8 – 20)
- Proposal Budget Form (Attachment 2)
- Certification of Specifications Compliance (Attachment 3)

NARRATIVE (No more than 5 pages):

A. Organization Description: Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the Broome-Tioga Workforce NY Local Plan. Describe your organization's experience in administration and contract management. If your organization has a Board of Directors, please provide their contact information.

B. System Experience and Collaboration: Describe your organization's experience in working as a partner within a system that delivers educational, development, and/or employment and training services to the public. Describe how your organization integrates services and shares customers with other providers.

Describe the qualifications of key program staff and their experience with coordinating educational and employment/training programs for the public. Include positions and staff areas of responsibilities as related to program services. Describe your staff development plan and include a plan to overcome agency/county freezes and policies regarding unnecessary conference and travel.

C. Budget: Provide relevant financial information on the proposal budget form provided in the Required Forms. This form is in a MS Excel Workbook.

Budget Narrative: Please include a budget narrative to support each item of costs listed on the budget forms. **Also please include amount and source of all leveraged funding including your relevant documentation regarding governmental Indirect Rate.**

Subcontracting with other organizations: It will be the responsibility of the Contractor to monitor all subcontracts/sub recipients and provide reports of such monitoring to Broome-Tioga Workforce Development Board.

Bidders must agree to adhere to Broome-Tioga Workforce NY Purchasing and Procurement Policies (Appendix A).

D. Program Design: Explain the proposed services and related performance outcomes you plan to implement. Past performance outcomes will be considered where applicable.

A contractor may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with Broome-Tioga Workforce NY Inc. or other funding source(s). In addition, poor past or current contract performance with the Broome-Tioga Workforce NY or other funding source may affect recommendations for awards. Broome-Tioga Workforce NY, Inc. reserves the right to stipulate special terms regarding the area of concern that will become part of the final contract.

APPENDIX A: BT WFNY Purchasing and Procurement Policy



Broome Tioga Workforce NY Purchasing Policy Competitive Negotiation Method

Potential Bidders

All potential bidders for any Workforce bids, Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) should register with the Empire State Purchasing Group to be on the BidNet web-site.

Notification of Potential Bidders

The RFP is posted on Bidnet. Potential bidders register and may download the RFP from BidNet according to the appropriate criteria. In addition, a notice is placed on the Broome Tioga website, www.broometiogaworks.com and in local newspapers.

RFP Guidelines and Instructions

Organizations notifying Broome Tioga Workforce NY of their interest to bid are advised to register on Bidnet and may download the RFP from Bidnet.

Bidders are provided information that indicates that the BTWNY operates the proposal solicitation when required. Although proposals will be entertained throughout the year, participation in the scheduled RFP procurement will ensure timely consideration of proposals. Proposals which may have merit but that are not received as a result of the RFP run the risk of not receiving funding due to a potential lack of funds since the scheduled RFP would be part of a process which obligates direct subcontracted training funds for the following year.

Instruction would also include a date and time for a Bidder's Conference should the event be planned.

The BTWNY limits who has authority to provide guidance on the RFP, its requirements and intent. Bidders are instructed to contact the BTWNY Director or assigned BTWNY contact who are the only persons authorized to provide official interpretations and guidance on the RFP during the time of developing the proposal. The intent is to make interpretations and guidance consistent so that information given to one bidder is provided to another.

Bidder's Conference

A Bidder's Conference may be scheduled to address questions regarding the RFP process. If one is conducted, notification will be made either in the solicitation notification and/or the RFP Guidelines and instruction.

Part of the RFP Instructions will require the bidder to submit pre-award certification for Debarment/Suspension, Lobbying, and Non-Discrimination etc.

Procurement for the second year of two-year procurement needs only to include the negotiated items. Any funds not being obligated may be procured for. In this event, the procurement process may begin again with the letters of intent.

Receipt of Proposals

All proposals received are date stamped according to the date received. Proposals received after the due date and time may not be considered for review during the particular process initiated.

Evaluation of Proposals

A procurement file is started which includes a Proposal review routing slip along with the Staff Evaluation. The following staff is responsible for reviewing proposals:

WDB Director
Contract Specialist
One-Stop Manager(s)
Adult, Dislocated Worker, Youth staff (as applicable)

The Contract Specialist initially reviews the proposals to determine if all required materials have been submitted (i.e. narrative, budgets, project plan, etc.) A checklist is completed and routed to all staff responsible for reviewing the proposals.

Each staff Evaluator reviews the proposals for areas to their respective expertise and provides additional insight as appropriate to the review. Comments are written and compiled and become part of the official procurement file.

Once the proposal evaluation is completed a meeting is held to review the findings and consolidate the staff recommendations to be made to the Youth Committee, if applicable, and the Workforce Development Board.

Decisions on Proposals by the WDB

Staff brings recommendations to the Executive Committee and the Youth committee, where applicable, which brings it to the Workforce Investment Board. Recommendations include one of the following scenarios:

- Proposals are recommended for full funding including the number of slots and maximum contract amount
- Proposals are recommended for a level of funding less than requested including the number of slots and maximum contract amount
- Proposals are wholly rejected and reasons for such

The WDB may also attach contingencies to the approvals that it deems in its best interest.

Notification of Award/Non-Award

Notification of Award/Non-Award is sent to bidding organizations by the BTWNY staff notifying them of whether their proposal was given approval, the approved amount and if appropriate, the number of participant slots for which training is being purchased. If the proposal was approved with contingencies those are noted in the notification letter.

Bidding organizations not receiving approvals of proposals submitted are also sent notification as to the outcome of their proposal.

If a bidding organization wishes to appeal the decision to award or other issues surrounding the proposal process (to allow withdrawal of proposals, appeals from disqualifications and determinations of non-responsibility and appeals from decisions or disputes arising during the performance of a contract) a formal request is submitted to the BTWNY Director. If resolution is not achieved the matter will be taken to the BTWNY Executive Committee of the Workforce Investment Board. If resolution is not achieved at that level the bidding organization will be directed to submit its grievance following the Broome Tioga Workforce Board Grievance Procedure in the Appendix.

Negotiation of Contracts

Proposals which have been approved begin to be drafted for negotiation and execution of contracts.

The types of contracts to be awarded include contracts for the actual cost of operating the training program either by line-item or fixed unit price (non-performance based).

Types of agreements may include fixed price, cost reimbursement, or other a combination of the two depending on the contract applicability, elements of the proposed agreement and the limitations of the agreement. Evaluation comments and WDB contingencies are incorporated into the negotiation process and finally into the contract for services.

BTWNY Staff will provide WIOA administrative/fiscal support and technical assistance to contractors awarded funding. Staff support will be available to ensure that program objectives are aligned with the area's local economic development goals and are supported by the area's business community.

Once all the terms are negotiated and the contract is drawn the BTWNY Director proceeds with the execution of the contract. Copies of the contract are prepared for the Broome County Law Department for review and execution and the County Executive's signature. Copies of the contract are sent to the Organization (sub-recipient) for signature. Executed copies are retained by the Broome County Law Department where electronic copies are scanned and uploaded to the Broome County secure network, Onbase.

Section I: Procedures for Reviewing and Awarding Contracts

Non-Competitive Negotiation Method

There are five forms of Non-Competitive Negotiation methods utilized by the Broome Tioga Workforce NY. These are:

- Non-solicited
- Sole Source
- On the Job Training
- Customized Training
- Individual Training Accounts

Non-solicited for non-federal funds

There may be occasions when proposals are received during the program year that are submitted outside of the annual solicitation process for training which may be consistent with the Broome Tioga Workforce Development Board's (WDB) priorities.

Proposals received in this situation undergo an evaluation review similar to that of the Competitive Negotiation process including applicability to the WDB priorities and established programs and the reasonableness of cost are examined. If the training program falls within acceptable guidelines the review of the potential contract review is undertaken by staff, WDB and the Broome County Law Department for approval.

Proposing organizations are required to submit the appropriate documentation consistent with RFP requirements, as applicable, prior to the execution of a contract.

Sole Source

When the use of Competitive Negotiation is not feasible BTWNY may use non-competitive negotiation methods in the following circumstances.

- For training programs
- If a public demand or emergency exists that will not permit a delay to obtaining competition;
or
- If the Training is the only available from a single source (e.g. the results of the funding source requirements limits the type of agency which training can be purchased from, etc.);
or
- If after soliciting a number of sources competition is deemed inadequate

Programs that are purchased utilizing this method are required to submit appropriate documentation consistent with the RFP prior to the execution to the contract.

In all instances Sole Source must adhere to Broome County Division of Purchasing requirements.

- Other, Non-Training Programs

If a public demand or emergency exists that will not permit a delay to obtaining competition; or

If the Training is the only available from a single source; or

If the item is available through a previously established procurement process (Broome County pricing or NYS Contractor pricing); or

If after soliciting a number of sources competition is deemed inadequate.

On-the-Job-Training

All OJTs will follow the current Broome-Tioga OJT policy

The On the Job Training contracts are not brokered through an intermediary organization but written directly by Broome Tioga Workforce NY with the employer providing the training.

In general, once the employer has determined that OJT will meet their needs and the BTWNY Contract Specialist has determined that the employer can meet the needs and the requirements of the WIOA, the contracting procedure is initiated.

All contracts adhere to the Broome Tioga OJT Policy and Procedures Manual – revised 2018. For more detail on the procurement and execution of the OJT contracts please refer to the OJT manual.

Customized Training

All Customized Training will follow the current Broome-Tioga Customized Training Policy

Customized Training is an option for an employer or group of employers that have identified a training need and has agreed to hire an individual(s) upon the successful completion of training.

The BTWNY Director or Contract Specialist, acting as a liaison with local employers, would initiate the discussion and identify the need. Upon approval of a customized training program a financial agreement is executed identifying: number of employees to be trained, length of training, anticipated wage at placement, and other information.

Individual Training Accounts (ITAs)

All ITAs will follow the current Broome-Tioga Individual Training Account (ITA) policy

These accounts are accessed through an established One-Stop Career Center.

Priority will be given to those training programs that are 104 weeks or less in length and that lead to Demand Occupation opportunities in the Broome Tioga LWIOA.

ITA's would be issued in a standardized form. Prior to issuance the local office would establish an IEP with the customer, review and identify the amount necessary and allowable to meet the customer's need. Upon review, the office would complete the ITA, retain one copy and attach to participant file and retain one copy for fiscal record and issue the Original to the Training Provider/School. This would notify and confirm to the school the amount to be paid by the ITA.

The school/training provider attaches the ITA original or copy when submitting the student's invoice for payment.

Appeal or Protest

The Broome Tioga Workforce NY will utilize the following Appeals Process regarding

ProcurementStep 1 – Request for Debriefing

Within ten (10) calendar days of the date of notification, unsuccessful offerers may request a debriefing with the BTWNY Director. The debriefing will be scheduled within ten (10) calendar days from the date of the request. The meeting will be to discuss the reasons the offerer was not selected. Information presented to the offerer will be limited to the proposal contents. The offerer will not be given copies of the rating sheets, staff or committee notes or notes associated with the negotiation.

Step 2 – Formal Filing of Complaint Alleging a Violation and Request for Conference with the Broome Tioga Workforce WDB.

The offeror may submit a Written Appeal to the BTWNY WDB within five (5) calendar days of the debriefing meeting. Unless the appeal is communicated in writing an appeal is considered not to exist. In addition the appeal must allege a violation of the federal, state, applicable law, rule or regulation, or a violation of the WDB approved Procurement Policies. Appeals filed which do not allege such a violation will not be considered.

The Appeal must be submitted to the Broome Tioga Workforce Board Director at 171 Front St, Binghamton, NY 13905.

A conference may be arranged for the appellant to formally present the violations in person. The conference will be conducted within ten (10) working days of the receipt of the Appeal to the NTWNY Director. The BTWNY WDB will hear claims presented by the appellant and determine whether a violation has occurred and if so, what course of action is necessary. The BTWNY WDB will communicate the result of the findings to the appellant within ten working days following the conference.

If the Appellant remains unsatisfied the appellant will be notified and informed to follow the of the directives outlined in the Broome Tioga Workforce NY Grievance Policy.

Conflict of Interest

No individual in a decision-making capacity, including WDB members, shall engage in any activity, including the participation in the selection, award or administration of a subgrant or contract supported by WIOA funds, if a conflict of interest would be involved. Such a conflict would arise when the individual, any member of the individual's immediate family, the individual's partner, or organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

BROOME-TIOGA-GRIEVANCE PROCEDURE

WIOA Title I Complaint/Grievance Procedure

Local Workforce Development Area Name: _____

Designated Grievance Officer: _____

Phone: _____

Email: _____

Designated Hearing Officer: _____

Phone: _____

Email: _____

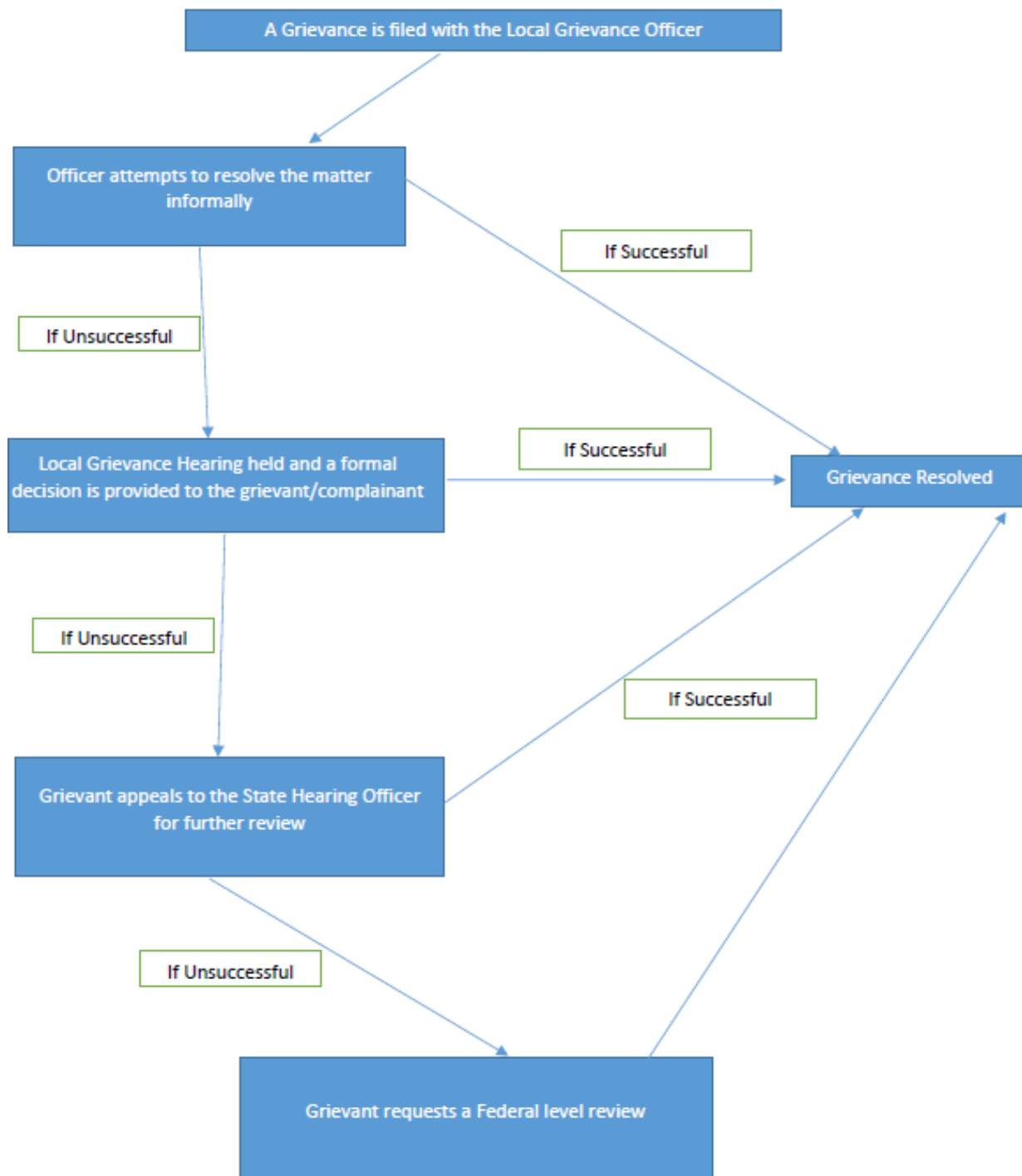
1. The process starts when a complaint/grievance is filed with the Grievance Officer. The officer must log the complaint, and review it to seek a resolution.
 - a. Note, while not required, customers are encouraged to file complaints using the Customer Complaint Information Form (Attachment C). This same form can be utilized to file complaints under the Title III Wagner-Peyser program and/or for discrimination complaints filed under Section 188 of the Workforce Innovation and Opportunity. Appropriate procedure should be followed when filing a complaint in those cases.
2. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance to provide the person or entity (Complainant) with an opportunity to present witnesses and other evidence.
 - a. Notice of the grievance hearing shall be in writing and include: the date, the time, and place of hearing; a statement of the law and regulations under which the hearing is to be held, and a short and clear statement of the complaint/grievance.
 - b. Note that if the Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
3. At the Local Area level, a written Decision must be issued to the Complainant by the Hearing Officer within sixty (60) calendar days of the filing of the complaint/grievance.
4. Complainants not in receipt of a written decision within sixty (60) calendar days of filing the complaint/grievance have the right to request a State Level review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision. The request for State Level Review must be filed with the State Level Grievance Officer. State level appeals must be submitted by certified mail, return receipt requested to:

State Level Grievance Officer
 New York State Department of Labor
 W. Averell Harriman State Office Building Campus
 Building 12, Room 440
 Albany, New York 12240-0001

5. The Complainant also has the right to request a State Level review of an adverse decision issued by the Local Level Hearing Officer. Such request must be filed with the State Level Grievance Officer within ten (10) calendar days of receipt of the adverse decision.
6. State Level Review shall only proceed to the extent that a Local level hearing has been held, findings of fact made, and a decision rendered. If not, the State Level Grievance Officer shall return the complaint/grievance to the Local Level Grievance Officer with instructions on how to complete the review and hearing process.
7. To the extent that Local Level Hearing is complete, requests to review the Local Level Hearing decision shall be limited to any allegations of procedural errors or errors in interpreting or applying the law. Findings of Fact must occur at the Local Level. Any finding at the State Level indicating that errors were made at the Local Level in making Findings of Fact will be returned to the Local Level for further review.
8. If a State Level Review is requested, the State Level Grievance Officer shall investigate the complaint/grievance, seek resolution, and issue a written decision within sixty (60) calendar days of receipt of a request for a review by a Complainant.
9. A hearing will be scheduled at least thirty (30) calendar days, but no more than forty-five (45) calendar days, from the filing of the complaint/grievance.
 - a. Note that if the State Level Grievance Officer is successful in reaching an informal resolution with the Complainant prior to the date of the scheduled hearing, the scheduled hearing will be adjourned.
10. Complainants either not given a hearing or who did not receive a hearing decision within sixty (60) calendar days of requesting State Level Review, and which were not remanded back to the Local Level, have the right to request a Federal Level Review. Such a request must be filed within fifteen (15) calendar days from the date on which the Complainant should have received a written decision.
11. Complainants in receipt of a written State Level hearing decision, have the right to request a Federal Level Review. Such a request must be filed within ten (10) calendar days from the date on which Complainant received the written hearing decision. Such requests must allege either procedural violations or errors in interpreting or applying the law at the lower level hearing. Federal Level Appeals must be submitted by certified mail, return receipt requested, to the Secretary, U.S. Department of Labor, Washington, DC 20210, Attention: ASET. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator (address below) and the opposing party.

U.S. Department of Labor
Employment and Training Administration
25 New Sudbury St
John F. Kennedy Federal Building, Room E-350
Boston, MA 02203

WIOA Grievance Procedure





Department
of Labor

AmericanJobCenter

Customer Complaint Information Form

Complaint number: _____

Instructions: If you have a complaint, please complete this form and submit it to Career Center staff. If this is a discrimination complaint, you must either submit this form to the Career Center Equal Opportunity officer, or send it to: **New York State Department of Labor, Division of Equal Opportunity Development, State Office Campus, Building 12, Room 540, Albany, NY 12240.** If needed, attach extra pages and any documents about your claim.

1. Complainant (fill in **your** information)

First name _____ MI _____ Last name _____

Address _____ City _____ State _____ Zip _____

Alternative address (if applicable) _____

SSN (Optional) _____ Home telephone (_____) _____ Alternate telephone (_____) _____

E-mail address _____

What are the most convenient time and method for us to contact you about this complaint? _____

I give my consent to share information regarding this complaint to (list name(s) of family members, friends etc. that can receive information regarding your complaint): _____

2. Respondent (fill in the information for the subject of your complaint)

Agency, business or employee you are making complaint against: _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____

2a. Is the respondent a Career Center? ☐ Yes ☐ No

If yes, is this complaint regarding ☐ Training ☐ Customer Service ☐ Other _____

2b. Is the respondent a business? ☐ Yes ☐ No

If yes, were you referred to this business by Career Center staff? ☐ Yes ☐ No If yes, when? _____

2c. Is the respondent a Farm? ☐ Yes ☐ No

2d. What is your complaint about (check all that apply)?

☐ Wages/unpaid wages ☐ Child Labor ☐ Health and Safety ☐ Working Conditions ☐ Housing ☐ Transportation

☐ Meals ☐ Pesticides ☐ Other _____

2e. Is your complaint about discrimination? ☐ Yes ☐ No

3. Briefly describe your complaint. Be as clear as possible. If you believe you were discriminated against, please describe in detail how this happened.

a. What happened? _____

b. Who was involved? (Witnesses, fellow employees, supervisors, etc.) Provide name, address and telephone number, if known.

c. When and where did it happen (include date)? _____

d. If you believe you were treated differently, describe how. _____

4. Were you offered employment services? ☐ Yes ☐ No

5. How would you like this complaint to be resolved? _____

If this is a discrimination complaint, fill out numbers 6-10. If this is not a discrimination complaint, go to number 11.

6. Check all that apply.

☐ Race (specify) _____	☐ Color (specify) _____
☐ Religion (specify) _____	☐ National Origin (specify) _____
Sex ☐ Male ☐ Female	☐ Arrest & conviction record (specify) _____
☐ Disability (specify) _____	☐ Marital status (specify) _____
☐ Citizenship (specify) _____	☐ Genetic predisposition & carrier status (specify) _____
☐ Sexual harassment _____	☐ Veteran status (specify) _____
☐ Age (specify date of birth) ____/____/____	☐ Sexual orientation _____
☐ Political affiliation (specify) _____	☐ Victim of Domestic Violence _____
☐ Reprisal/retaliation (specify) _____	☐ Other (specify) _____

7. Why do you believe these events happened? _____

8. Do you have an attorney or other representative for this complaint? ☐ Yes ☐ No If "Yes," please fill out the following:

Name _____ Telephone (____) _____
Address _____ City _____ State _____ Zip _____

9. Have you filed a case or complaint about this incident with any of the following?

☐ US Dept. of Justice, Civil Rights Division	☐ NYS Dept. of Labor, Division of Equal Opportunity Development
☐ US Equal Employment Opportunity Commission	☐ NYS Division of Human rights
☐ US Dept. of Labor, Civil Rights Center	☐ Federal or State Court
☐ Other _____	

10. For each agency checked in number 9, please fill out the following information:

Agency _____ Date Filed ____/____/____	Agency _____ Date Filed ____/____/____
Case or docket no. _____	Case or docket no. _____
Date of trial or hearing _____	Date of trial or hearing _____
Location of agency or court _____	Location of agency or court _____
Name of investigator _____	Name of investigator _____
Status of case _____	Status of case _____
Comments _____	Comments _____

11. I certify that the information furnished above is true and accurately stated to the best of my knowledge. I authorize the disclosure of this information to enforcement agencies for the proper investigation of my complaint. I understand that my identity will be kept confidential to the maximum extent possible consistent with applicable law and a fair determination of my complaint.

Complainant Signature Date

Staff receiving complaint _____
(Print Name) Signature Date

Career Center _____ Telephone (____) _____

Proposal Evaluation Checklist

(This checklist is to be used by Broome-Tioga Workforce NY Staff and Board)

Proposing Agency: _____

- _____ 1. The proposal was submitted before the closing time and date.
- _____ 2. The proposal organization is not on a Federal or State Debarment List.
- _____ 3. The proposing agency has provided a copy of its last completed Single Audit or equivalent.
- _____ 4. The proposing agency has additional funding sources and will not be dependent on WIOA funds alone for on-going operations should WIOA funding be delayed.
- _____ 5. The person signing the proposal as submitting officer has authority to do so.
- _____ 6. The proposing agency agrees to meet all federal, state, and local compliance requirements.
- _____ 7. All required forms are complete and signed by the appropriate individual.

Reviewer: _____ Date: _____
By signing above, I state that I screened the proposal and checked off elements that
I found in the proposal

PROPOSAL RATING CRITERIA

SECTION	POINTS POSSIBLE	POINTS AWARDED
<i>General</i>		
Instructions/Format were followed	5	
All questions in RFP are addressed	5	
Answers are clear and complete	5	
Performance is acceptable	15	
Service Delivery Model	10	
Financial stability	10	
Sub-Total (General)	50	
<i>Program Strength</i>		
Proposed services and design are acceptable	40	
Sub-Total (Program Strength)	40	
Budget		
<i>Budget is reasonable for program</i>	10	
Sub-Total (Budget)	10	
TOTAL	100	

PROPOSAL RATING REVIEW

CATEGORIES	TOTAL PTS. AVAILABLE	MINIMUM PTS. ACCEPTABLE	SCORE RECEIVED*
<i>Subtotal – General</i>	50	38	
<i>Subtotal – Program Strength</i>	40	30	
<i>Subtotal – Budget</i>	10	7	
TOTAL	100	75	

***-Score Received Evaluation Metric**

General

- Score 46-50: Applicant is considered to be fully capable of meeting these criteria
- Score 38-45: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <38: Applicant is considered to be incapable of meeting these criteria

Program Strength

- Score 36-40: Applicant is considered to be fully capable of meeting these criteria
- Score 30-35: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <30: Applicant is considered to be incapable of meeting these criteria

Budget

- Score 9-10: Applicant is considered to be fully capable of meeting these criteria
- Score 7-8: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <7: Applicant is considered to be incapable of meeting these criteria

An Overall Score less than 75 may result in rejection of the application.

REQUIRED DOCUMENTS

Workforce Development Board Budget

Organization Name:

Proposed Budget: _____

Funding Period:

Please fill in all blue boxes

<u>Proposed Staffing Plan</u>	
Proposed # of FTE's (also # Part-time employees)	-

<u>Budget category</u>	<u>Proposed Budget</u>
Salaries and Fringe Benefits (please describe)	
Staff Operating Expenses (please describe)	
Program Operating Expenses	
Sub-contracts (if applicable)	
Total Expenses	

Certification of Specifications Compliance

We understand that we must give assurances for each item below. If we cannot, then we understand that this proposal will automatically be rejected. The assurances are:

1. We will provide records of our most recently completed Single Audit.
2. We have, or will have; all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
3. We have additional funding sources and will not be dependent on WIOA funds.
4. WE WILL MEET ALL APPLICABLE Federal, State, and local compliance requirements. These include but are not limited to:
 - Records accurately reflecting actual performance
 - Maintaining record confidentiality, as required
 - Reporting financial, participant and performance data, as required
 - Complying with Federal and State non-discrimination provisions
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973
 - Meeting all applicable labor law, including Child Labor Law standards
5. WE WILL NOT:
 - Use WIOA funds to assist, promote or deter union organization.
 - Use funds to employ or train persons in sectarian activities.
 - Use funds for any person in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete, and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and final approval by the Broome-Tioga Workforce NY, Inc.

Signature_____Date_____
Chief Executive Officer

BROOME COUNTY
DIVISION OF PURCHASING
PROPOSAL SHEET

One Stop Operator

The undersigned proposes and offers to furnish and deliver for Broome County a **One Stop Operator**, the specifications for which are attached. This proposal and offer is guaranteed to fulfill the minimum specifications as prepared by Broome County.

****** This submission constitutes a certification that no Broome County Officer or employee has any interest herein. In the event that any Broome County Officer or employee has any such interest, the full nature thereof shall be disclosed.

NAME OF COMPANY: _____

ADDRESS OF COMPANY: _____

NAME & TITLE OF
OFFICER OR PERSON
SIGNING THIS BID: _____

SIGNATURE: _____

DATE: _____

TELEPHONE NUMBER: _____

800 NUMBER: _____

E-MAIL ADDRESS: _____

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

VARIATION AND JUSTIFICATION SHEET

One Stop Operator

Respondent to address specific non-compliance with requirements below:

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

NON-COLLUSIVE BIDDING CERTIFICATE

One Stop Operator

NON-COLLUSIVE BIDDING CERTIFICATION:

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

NAME OF COMPANY

SIGNATURE & TITLE OF SIGNER

NOTE:

A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

IRANIAN ENERGY DIVESTMENT CERTIFICATION

**Pursuant to Section 103-g
Of the New York State
General Municipal Law**

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

Signature

Title

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

ELECTION LAW STATEMENT

I, _____ state that I am the _____ of
(Type or print name of individual) (Position)

_____. In the calendar year immediately preceding the date of this
(Company)

Statement, _____ has not made a contribution which exceeded
(Company)

the permitted thresholds (thresholds limits are available at the Broome County Board of

Elections) set forth in Article 14 of the Election Law of the State of New York.

Dated: _____

By: _____
(Signature of Individual)

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

GIFTS STATEMENT

Gifts signed statement: The County shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity (the bidder) to any officer or employee of the County of Broome.

CERTIFICATION

I, _____ state that I am the _____ of
(Print or type name of individual) (Position)

_____. In the calendar year immediately preceding
(Company)

the date of this Statement, _____ has made the following gifts
(Company)

to Officers and / or Employees of the County of Broome:

Name of County Officer / Employee and item description

Value of Gift

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(add additional sheets if necessary)

_____ I have not provided gifts to Officers or Employees of Broome County

Dated: _____

By: _____
(Signature of Individual)

RESPONDENT'S MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

INSURANCE ACKNOWLEDGEMENT

THE FOLLOWING INSURANCE ACKNOWLEDGEMENT MUST BE COMPLETED AND SIGNED AND SUBMITTED WITH PROPOSAL EVEN IF THE RESPONDENT IS UNABLE TO PROVIDE THEIR CERTIFICATE OF INSURANCE WITH THEIR PROPOSAL.

THE CERTIFICATE OF INSURANCE AND RELATED ENDORSEMENT MUST STILL BE PROVIDED PRIOR TO THE ISSUANCE OF A CONTRACT.

The _____, if a successful respondent, agrees to provide
(Company Name)
an insurance certificate w/endorsement, in compliance with the insurance requirements set forth
in this RFP:

PROPOSAL TITLE: One Stop Operator

Authorized Signature



Name & Title of
Authorized Signer:

Dated:

Insurance Agency:

Address of Agency:

Contact Person
at Agency:

Phone Number
of Agency:

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

BROOME COUNTY
DIVISION OF PURCHASING
RESPONDENT'S CHECK LIST

	YES	NO
1. I have read ALL the instructions and specifications.	_____	_____
2. I have filled in ALL the blank spaces.	_____	_____
3. I have furnished, IN DUPLICATE , all required information, if applicable	_____	_____
4. I have included a redacted copy of the proposal	_____	_____
5. I am an officer of the company.	_____	_____
6. I have the <u>authority</u> to obligate my company under the laws of the State of New York.	_____	_____
7. I am returning the signed ORIGINAL (Check " Original " on Front), and a duplicate (Check " Duplicate " on Front) of the following:		
a) Proposal Sheet(s);	_____	_____
b) Variation & Justification Sheet;	_____	_____
c) Non-Collusive Bidding Certificate;	_____	_____
d) Iranian Energy Divestment Certification;	_____	_____
e) Election Law Statement;	_____	_____
f) Gifts Statement;	_____	_____
g) Insurance Requirements Acknowledgement;	_____	_____
h) W-9;	_____	_____
i) Respondent's Checklist;	_____	_____
8. I have made copies for my records.	_____	_____
9. I have indicated the solicitation title and date on the sealed envelope.	_____	_____
10. If successful, the " insurance requirements certificate ", from an insurance company licensed to do business by New York State, will be <u>provided within ten working days after notification of the award</u> .	_____	_____
11. I have provided the necessary information for responsibility questions, if applicable	_____	_____

SIGNATURE

DATE

NAME (TYPED OR PRINTED)

TITLE

COMPANY

NOTICE: All proposals received that lack 1) a signed Proposal; or 2) a Non-Collusive Bidding Certificate may be rejected as being non-responsive at the formal opening. The County procurement officer/s or employees conducting the proposal opening will document the non-responsiveness in writing.

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.