

REQUEST FOR PROPOSAL

America's Job Center Network One-Stop Operator

Released by:
**Pacific Mountain
Workforce Development Council**

Release Date: June 16, 2021
Bidders Conference: June 29, 2021
Due Date: August 9, 2021 4:00 P.M. (Pacific Standard Time)
Proposed Contract Period:
October 1, 2021 – September 30, 2024



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Pacific Mountain Workforce Development Council is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Washington Relay Service 711

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Section I

Introduction

Pacific Mountain Workforce Development Area (PacMtn), is seeking proposals from qualified organizations or a qualified consortium of partners, with demonstrated expertise and capacity in providing transformative, innovative business practices that reinforces our mission, vision, and values to serve as the One-Stop Operator for the PacMtn America's Job Center Network (AJC). The expected term for contract awarded under this solicitation will be from October 1, 2021 and extending through September 30, 2024. PacMtn reserves the right to extend the contract one year, with the term ending September 30, 2025. Contract extensions may be based on funding availability, satisfactory performance, and other factors.

Background/Resources

PacMtn's vision, mission, values

MISSION

To lead dynamic regional workforce development that enhances economic success.

VISION

PacMtn is a recognized leader providing workforce solutions in Grays Harbor, Lewis, Mason, Pacific and Thurston Counties.

VALUES

The Pacific Mountain Workforce Development Council values are...

- Customer emphasis that puts the public at the center of every decision and action
- Regional efforts that span the five-county area, so that all counties are achieving economic success for the benefit of the region
- Innovation and creativity as the backbone of progress and support of day-to-day activities
- Diversity of thoughts, ideas and solutions achieved by honoring diverse perspectives
- Integrity, honesty, openness, personal excellence, constructive self-assessment, continual self-improvement, and mutual respect as an organization and as individuals

PacMtn Workforce System Goals

- Develop regional sector partnerships with target industry clusters
- Grow and train for the jobs that will support the highest value Industry Clusters in the region
- Focused on mission and services that result in adding value to the community and opening doors to new partnerships
- Develop programming and innovative solutions to assist designated special and targeted populations (EDI) enhance job skills and secure and maintain employment

In attaining these overarching goals, there are specific areas to which attention must be given. The successful respondent(s) will have demonstrated experience and capacity to work with PacMtn and other partners to achieve the following:

- Establishment of America's Job Center-WorkSource network that is welcoming, productive and responsive to customer needs.
- Think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless customer experience.
- Develop a nimble Customer-Centered network that is responsive to both job seekers and employers.
- Evaluate system performance based on data analytics to assure continuous improvement and work toward modifications to enhance services.
- Embrace technological changes to redefine the landscape of our customer experience and our workplace.
- Continuously create opportunity through focusing on effective and efficient relationships with known and emerging partners in our regional system.
- Inspire and model cutting edge staff performance and insightful, compassionate responses to business and job-seeker/career builder needs.

WIOA background info:

Link to DOL: <http://www.doleta.gov/wioa/>.

Link to PacMtn [Strategic plan](#)

RFP Goals

The intent of this RFP is to solicit proposals from quality focused, outcome-driven, customer-centered individuals, organizations, or a consortium of partners who will achieve the vision of a regionally integrated, job-driven service delivery system that meet the needs of our regional economy. The successful proposal will demonstrate the ability to unify a five (5) county region with multiple AJC-WorkSource locations; work flexibly toward the value-driven goals within this potentially shifting structure and evolving set of roles; support the local workforce system as a partner and help assure customers are served in innovative and effective ways, including exploration of serving customers on-line and remotely using new technologies.

Section II

Eligible Organizations:

Organizations eligible to submit proposals may fall within any of the following categories:

- Governmental agencies
- Private non-profit organizations
- Private for-profit businesses, including sole proprietors of business and consulting services
- Educational entities

Integrity Firewalls and Successful Demonstrated Experience with Conflict of Interest:

Providing a customer-centered array of the best services and choices for each customer is a guiding principle of One-Stop Career Centers. Bidders will be asked to provide evidence of relevant integrity firewalls in their proposals. Integrity firewalls ensure that job seeker and employer customers both perceive and receive counsel and information that is not biased toward any specific organization(s). This issue can arise in perception and in reality, whenever an organization that operates education, training, and/or fee-based placement services also operates a One-Stop Career Center; regardless, or whether, that organization is the lead or a member organization of a collaborative bid. Proposals that include organizations with existing operations or active contracts within the WorkSource PacMtn Region should include details of their integrity firewalls.

Referrals will occur for organizations participating in the operation of One-Stop Career Centers. At all times these referrals must be objective, impartial, and firstly serve the needs of the customer. They must strive to extend beyond current conventions and protocols. They must emanate from qualified individuals who inspire system confidence in the service delivery system.

Policy of Competition

The Pacific Mountain Workforce Development Council conducts all procurement transactions in a manner providing full and open competition. The RFP identifies all evaluation factors and their relative importance. All responses will be honored to the maximum extent practical. Technical, financial, EDI and organizational evaluations will be made of all proposals received found to be responsive to the RFP.

The Pacific Mountain Workforce Development Council and Consortium will carry out the procurement review responsibilities with complete impartiality and without preferential treatment to any response.

RFP Key Events & Dates

Request for Proposals Issued	June 16, 2021
Bidder's Conference- 1:00 PM to 3:00 PM	June 29, 2021
Deadline for Receipt of Questions, 4:00 PM (Pacific Time)	July 8, 2021
Deadline for Receipt of Proposals, 4:00 PM (Pacific Time)	August 9, 2021
Formal Review Process of Proposals Begins	July 26, 2021

Interviews – should they be deemed necessary	To be scheduled; between August 2 and August 6, 2021
Successful Bidders Posted on Website	No later than August 16, 2021
Appeal Period	August 16 - August 22, 2021
Contract and Budget Negotiations Begin	August 23, 2021
Contract and Budget Negotiations End	September 1 , 2021
Transition Period for Contract Start-up	September 1-30, 2021
Contract Start Date	Oct 1, 2021

Bidders Conference

A bidders' conference will be held as follows; potential bidders are highly encouraged to attend:

Date: June 29, 2021
Time: 1:00 PM to 3:00 PM
Location: Pacific Mountain Workforce Development Council
1570 Irving St. SW
Tumwater, WA 98512

A map showing the location can be found at: <http://www.PacMtn.org/contact/index.html>. Zoom information will be provided close to event date.

Questions and Answers

Questions asked at the bidders' conference, together with answers to those questions, will be posted online at www.pacmtn.org. In addition, questions about the RFP must be sent to contracts@PacMtn.org and may be submitted until July 8, 2021 and will be posted with answers as soon as possible thereafter. It is the responsibility of parties submitting proposals to review those questions and answers.

Proposal Submittal

To be considered for review, proposals must follow the instructions in this RFP, provide the information required in the Response Package and include all of the required attachments (signed and dated) by your organization's authorized representative.

Proposal packet shall include:

- A. Proposal Cover Page (form follows below)
- B. Signed certification (certification follows below)
- C. Requested Information and Questions
- D. Budget—Final award amount has not been established. Anticipated funding range for services is between \$100,000 - \$120,000, which includes \$20,000 for system-wide professional development.

There is no prescribed budget template, bidders must include at a minimum separate line items for salaries and benefits, travel, supplies, facilities, equipment, and subcontracts. If indirect costs are included a cost allocation plan must be reviewed and approved before a contract award is made.

- E. References. Provide three (3) references of organizational entities who have been prior recipients of your organization's services. Include names, titles, contact information, services provided and a brief evaluative description of the outcomes of that working relationship. If the organization submitting a proposal is a consortium, each partner will need to submit at least one reference, but no more than three.
- F. Integrity firewall details for proposals that include organizations with active contracts or existing operations within the WorkSource PacMtn region.

The following is required for each proposal submitted:

- Five (5) hard copy original proposal signed in blue ink
- 8 1/2" X 11" white bond paper, single-sided
- 1" margins, 12-point font, double spaced
- Bound only by a clip (no permanent binding, i.e., staples, glue)
- No attachments not called for in the RFP
- One electronic copy of the proposal in Word format or PDF (searchable/accessible, no scanned hard copy) sent to contracts@pacmtn.org.

Failure to respond with the length and format restrictions may result in information not being considered.

Proposals are due July 23, 2021 by 4:00 PM (Pacific Time). Deliver to:

Pacific Mountain Workforce Development Council
1570 Irving Street SW
Tumwater, WA 98512
Email: contracts@pacmtn.org

If an email with all the required documentation is received by the due date and time, while the hard copy is in transit, the packet will be considered provided that the hard copy arrives no later than August 26, 2021. Proposals not received electronically by the due date and in hard copy by that due date will be automatically disqualified from competition – **no exceptions. Faxed proposals will not be accepted.**

Evaluation of Proposals & Award of Contract

The successful proposal(s) will demonstrate the ability to deliver services as proposed while working flexibly toward the value-driven goals within this potentially shifting structure and changing roles, supporting this system as a partner, and helping to assure that customers are served in innovative and effective ways, including exploration of serving customers online and remotely using new technology.

The successful proposal(s) will include demonstration of ability to adjust services to comply with future regulations. Applicants are encouraged to familiarize themselves with the proposed regulations and guidance issued by the Department of Labor.

Proposal Review

Evaluation Criteria. Proposals will be evaluated based on the following criteria:

Technical Review	50%
Organizational Capacity	30%
Financial Accountability	10%
Equity, Diversity and Inclusion	10%

Following evaluation by the Review Panel, and including any interviews, a recommendation will be forwarded to the PacMtn Council.

Each proposal submitted will be evaluated on its own merit. Interviews with the top three applicants may be scheduled at a date to be determined between August 2 and August 6, 2021, if needed to clarify elements in the proposals.

PacMtn reserves the right to reject, or to seek modifications of any proposal offered if in PacMtn's sole discretion the proposal offer does not assist the system in meeting the overall service objectives set forth in this RFP.

PacMtn reserves the right to offer an award to the second highest rated proposal if a contract cannot be successfully negotiated, or to renegotiate or reissue an RFP should an appeal for non-award be upheld.

Proposals that are not funded will not be returned.

Determination of Cost/Price Reasonableness

The proposal(s) should be submitted in the most favorable budgetary, technical, and programmatic terms. To determine if costs are correctly calculated and are reasonable, necessary, allowable and allocable, the Pacific Mountain Workforce Development Council staff will conduct a comparative analysis that will become part of the evaluation process.

Award of Contract

Submittal of a successful proposal(s) does not constitute a contract with PacMtn. The contract award will not be final until PacMtn and the successful proposer have executed a mutually satisfactory contractual agreement.

Appeal Process

Any appeal of the final contractor(s) selected must state the basis of the appeal. Appeals can be sent in writing within seven (7) calendar days after the publication of the successful contractor(s) to:

Cheryl Fambles, CEO
Pacific Mountain Workforce Development Council
1570 Irving St SW
Tumwater, WA 98512
contracts@PacMtn.org

It is the responsibility of proposers to check for the publication of successful bidders at the following website: www.pacmtn.org.

Acknowledgements

1. This Request for Proposals is not in itself an offer of work, it does not commit the Pacific Mountain Workforce Development Council to fund any proposals submitted, nor is it liable for any costs incurred in the preparation or research of proposals.
2. Any funding awarded will be subject to the availability of federal funding granted to the Pacific Mountain Workforce Development Council through the State of Washington Employment Security Department and the U.S. Department of Labor. Should the availability of such funding decrease before or following any award to a sub-recipient, the award will be revised accordingly. In addition, if awarded, the contractor must be willing to alter program design based on subsequent direction provided by the state, U.S. Department of Labor or PacMtn.

Qualifications Cover Page

A. Application Cover Sheet

On behalf of

Proposer Organization

Street Address

Mailing Address

City State Zip Code

B. Certification

CERTIFICATION

The information contained in this proposal fairly represents the proposer's agency, organization, or business and its proposed operating plans. I acknowledge that I have read and understand the requirements of the RFP and am prepared to implement services as specified in this proposal. I certify that the proposed program services have been designed in compliance with the RFP requirements and WIOA regulations. I also certify that I am authorized to sign this proposal. This proposal is firm for a period of at least ninety (90) days from the deadline for RFP submission.

I affirm that no employee and/or PacMtn Council Member or officer of any governmental agency has any financial or other interest in this organization.

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____

E-Mail _____

Signature _____

Typed Name _____

Address _____ City _____ State _____ Zip _____

Section III

Scope of Work

Brief overview of current services and discuss organizational move from centralized model to decentralized system to provide context

Overarching Goals of a High Functioning System:

- Increase services through decentralized locations with increased focus on outcome measurements and customer satisfaction. (Customer locations for our system might include CBOs, colleges, high schools, community centers, and libraries)
- Strengthen relationships with current and new partners who are similarly committed to the prosperity of individuals, the community and the economy.
- Solicit and listen to the needs of the diverse array of job seekers, career builders, and employers to design services and programs and integrate and align resources, programs, and staff for maximum customer benefit.
- Emphasize and maximize technology, including the WorkSource PacMtn microsite (www.worksourcepacmtn.org) to promote the capabilities and outcomes of the AJC WorkSource Network.

Responsibilities: Transition into the New Operator

- Coordinate regional operational meetings to include agenda, presenters, location and frequency. Meetings must utilize electronic delivery methods facilitating attendance. Currently, the following meetings occur weekly or monthly:
 - Partner Coordination Team
 - WorkSource Operations
 - WorkSource All Staff
 - Marketing and Media Action Team
- Implements PacMtn's Voice of the Customer program to evaluate customer needs and identify continuous improvement activities, especially for PacMtn's priority Populations.
- Update the customer satisfaction dashboard and report customer satisfaction data and trends.
- Maintain effective community partnerships and understanding of WorkSource services.
- In partnership with PacMtn staff, develop outreach and communication material and develop effective social media presence/campaign. Support PacMtn's Community Affairs staff in maintaining WorkSource and PacMtn brand standards, and how and when to leverage the two separate brand identities.
- Promote services available through one-stop system including developing and maintaining regional communication/marketing plan.

- Establish working knowledge of the mission and performance standards of all partners and facilitating cross-training among all staff;
- As needed, assist as partners come into and leave the Comprehensive WorkSource Center. This includes updating the Infrastructure Funding Agreement (IFA) to reflect partner movement.
- Develop a regional system navigator model that supports PacMtn AJC network efforts to make the full scope of AJC services accessible and available to the widest number of current users and potential customers.
- Monitor service provider performance, quality of service, cost effectiveness in Comprehensive, Affiliate, Connection Sites.
- Report performance to PacMtn on a periodic basis and as determined by the Workforce Council.
- Assist and advise in development of MOU and related partnership documents.

System and Center Management

- Improved access to Workforce comprehensive, affiliate, and connections sites as well as access to remote or mobile services and the virtual services via the WorkSource PacMtn microsite.
- Work with comprehensive, affiliate, and possibly connection sites on day-to-day management activities and assure functional alignment.
- Regularly communicate customer updates, Success Stories, issues, and opportunities to PacMtn WDC, partners and the One-Stop Operations Task Force.
- Demonstrate continuous improvement of work processes to enhance and streamline operations.
- Ensure effective management and availability of Basic and Individual Career services are available at appropriate locations and the WorkSource PacMtn microsite.
- Develop customer flow process to ensure customers are engaged with appropriate resources including virtual services available via the WorkSource PacMtn microsite.
- Operationalize PacMtn AJC Network vision.
- In partnership with PacMtn WDC, system partners and contractors, lead the effort to define common operation needs, methods of delivery including virtual and technical assistance.
- In partnership with PacMtn, lead efforts to develop process for system performance standards and methods to achieve WIOA goals and performance outcomes.
- Reporting to PacMtn Board on operations, performance and continuous improvement recommendations via the One-Stop Operations Task Force.

- System Staff Development
- Ensure all system staff (employed the One-Stop and those in the system responsible for representing the system) are trained on products and services of the System.
- Creating and facilitate ongoing employee development training plan for all system staff including train in leadership, customer service, conflict resolutions, etc.
- Maintain system career pathways
- Develop a productive and positive employee environment that is inclusive of diverse voices
- Develop culturally sensitive conflict resolution process between partners
- Work with Business Services contractor to increase awareness and utilization of the PacMtn AJC Business Services.
 - Increase the number of businesses receiving services from PacMtn AJC Network.
 - Target businesses in those sectors that have been determined by the PacMtn as strategic. PacMtn's top 6 Sectors can be found at www.pacmtn.org/regional-sectors/.
- In conjunction with appropriate WDC and leaseholder staff, develop, execute and monitor Infrastructure Funding Agreements (IFA) and other related Resource Sharing Agreement (RSA) between required partners. This may include updating co-located partner counts, participant service numbers, and center modifications.

Section IV

Requested Information & Questions

Organizational Capacity:

1. Provide a brief description and history of your organization, including mission and vision statements. How long has the organization been providing services? Describe how offering services in response to the RFP will fit into the organization's mission or business plan.
2. Provide a brief description with your organization's experience managing changes in service delivery, organizational, and operational infrastructure in a culturally diverse environment.
3. Describe what you are most excited about regarding this opportunity, and describe what you believe will be your biggest challenge(s) and how your capabilities and capacity will overcome those challenges.
4. How would your primary partners describe your approach in achieving a mutually beneficial relationship?

5. Through examples, demonstrate your experience in being a transformative and innovative organization. How have you achieved organizational excellence? Provide an example others would recognize and could corroborate.

Technical:

6. Describe how your customer experience strategy can change to match changes in customer demographics. Give an example of how you serve a high-barrier population.
7. Provide an overview of how your organization currently incorporates and promotes the use of technology in program design, including virtual services. How will you ensure that technology is relevant, accessible to customers, and up-to-date?
8. How will your organization coordinate with other service providers to provide an integrated and aligned strategy for regional employers? How would you pivot should we face another pandemic?
9. Describe and provide an example of how your organization expects to provide on-going staff training and development to ensure your staff has access to the most current information, tools, trends and promising practices. What are the standards for customer service within your organization? How are they measured and how do you ensure your standards are met consistently throughout the organization?
10. Describe your experience and ability to resolve difficult partnership issues with all parties involved.
11. Provide specific examples of how your organization has created a positive work culture and environment where differences are valued, encouraged and supported.
12. Through examples, demonstrate ability to create a truly functionally integrated workforce system which will likely involve a strategic workforce planning, creating staffing models and customer flow model. Please highlight your approach to customer intake and triage.

Financial Accountability:

13. Describe your organizational experience maintaining, tracking and reporting of federal funds.
14. Explain your methodology or process in how the budget proposal was generated.

Equity, Diversity and Inclusion:

15. Describe your organizational approach to EDI. Please included any related lived experiences and examples to support your approach.
16. Please describe your organization's approach to measuring the impact of EDI training, including long-term tracking, benchmarking, and qualitative measurement.

Section V

General Terms & Conditions

Read the Contract General Terms and Conditions below. Should your proposal(s) be selected for funding, the next step will be to successfully complete contract negotiations. In order for a contract to be executed, you must meet certain requirements. Successful proposers will have the opportunity to negotiate some but not all of the contract terms. Federal, state and local laws and/or policies cannot be negotiated. If after negotiations, the proposer cannot accept the terms of the contract clauses, PacMtn reserves the right to retract the award and offer an award to the second highest rated proposal in the same service category and county.

Commencement of Service Delivery

The schedule provided herein allows one month of transition between contract execution and the beginning of the contract period. All contractors must be able to have the proposed program operational on October 1, 2021.

Customer Data Systems

Contractors are responsible for entering information into the state-managed WorkSourceWA.com system as prescribed by PacMtn. Before being authorized to have access, the contractor's organization must sign a Memorandum of Understanding (MOU) and Data Sharing Agreement. PacMtn is further considering use of other Customer Relationship Management systems (CRM) and cloud-based systems. Users must be approved for access and will be asked to sign a non-disclosure agreement after receiving training.

Indemnification, Insurance & Bonding

Insurance. All contractors shall provide insurance coverage in adequate quantity to protect against legal liability arising out of contractual activities. Acceptable self-insurance is also permitted. Coverage includes:

- Commercial General Liability Insurance minimum limit each Occurrence - \$1,000,000;
- General Aggregate - \$2,000,000;
- Business Auto Policy - minimum limit of \$1,000,000;
- Professional Liability Insurance minimum limits - \$300,000 per incident, loss or person.

Bonding. The Contractor shall ensure that every officer, director or employee who is authorized to act on behalf of the Contractor or any subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be bonded to provide protection against loss.

Additional General Contracting Conditions

These requirements include, but are not limited to:

1. This RFP does not commit PacMtn to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to PacMtn and be subject to disclosure under the Freedom of Information Act.
4. PacMtn reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals.
5. Formal notification to award a contract and the actual execution of a contract are subject to the following: results of negotiations between selected bidders and PacMtn staff, and continued availability of WIOA funds.
6. Any changes to the WIOA program, funding level or board direction may result in a change in contracting. In such instances, PacMtn will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the WIOA legislation, all applicable federal regulations, State of Washington policies, and PacMtn policies and procedures.
8. Additional funds received by PacMtn may be contracted by expanding existing programs or by consideration of other proposals not initially funded under this RFP. These decisions shall be at the discretion of PacMtn.
9. PacMtn may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of PacMtn, the services proposed are not needed, or the costs are higher than PacMtn finds reasonable in relation to the overall funds available, or if past management concerns lead PacMtn to believe that the bidder has undertaken services that it cannot successfully carry out.
10. PacMtn may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors.
11. PacMtn is required to abide by all WIOA legislation and regulations. Therefore, PacMtn reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
12. Bidders will be expected to adhere to PacMtn procedures to collect and verify data and submit required monthly reports as well as invoices to PacMtn.
13. All bidders must ensure equal opportunity to all individuals. No individual in the PacMtn area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin (including limited English proficiency), age, disability, or political affiliation or belief.

14. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
15. Bidders must accept liability for all aspects of any WIOA program conducted under contract with PacMtn. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
16. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
17. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for three years, beginning on the last day of the program year (29 CFR Part 95).
18. The contract award will not be final until PacMtn and the bidder have executed a mutually satisfactory contractual agreement. PacMtn reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to WDC Board approval of the award and execution of a contractual agreement between the successful bidder and PacMtn.
19. PacMtn reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
20. PacMtn reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
21. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
22. PacMtn will at its discretion accept proposals with minor clerical errors such as misspellings, incorrect page order or similar inconsequential errors.
23. Bidders must accept liability for all aspects of any WIOA program conducted under contract with PacMtn. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
24. Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 2 CFR part 200: OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements; and 29 CFR part 93,37,2, and 98.
25. All contractors must have current fiscal and compliance audits as required by law. If findings have been identified, corrections must be made or an action plan must be approved by PacMtn prior to funding. For new contractors, a pre-award survey shall be conducted prior to funding.
26. An authorized official of the contracting agency must sign the proposal. All contractors are required to submit resolutions or other corporate actions, authorized by its Board of Directors, that specify

name(s) of the person(s) authorized to obligate the contractor and execute contractual documents, sign checks for the disbursement of funds received by PacMtn, and sign monthly reimbursements.

27. All contractors are ensuring, by signing the contract, that adequate and qualified staff will be dedicated to the contracted program services.