

TO: Glen Nacion, Chairman,
Union County Workforce Development Board (“WDB”)

FROM: Kraig M. Dowd, Esq., Special Counsel to the WDB

DATE: May 19, 2017

SUBJECT: Report and Recommendation on Procurement of American Job Center Operator services by the Union County Workforce Development Board.

EVALUATION

COMMITTEE: Glen Nacion, Erich Peter, Stan Robinson Jr., Juan Carlos Dominguez, Gloria Durham; and Kraig M. Dowd, Esq., Special Counsel, as advisor to the Evaluation Committee.

Proposals Submitted – One (1):

1. County of Union Department of Human Services (“UCDHS”)

Summary of Proposals:

1. UCDHS: Submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the American Job Center Operator Request for Proposal issued by the Workforce Development Board. (See detailed summary attached hereto).

Vendor Ranking:

1. UCDHS

Recommendation: Contract Award to UCDHS

Purpose/justification of recommended action: UCDHS’s proposal satisfies the primary purpose of the UCWDB’s procurement which is to manage and coordinate all workforce services with Union County workforce partners, as required by WIOA, and other community partners that serve employers and customers seeking jobs, career counseling, training, and career advancement within the Union County Workforce Development Area, including providing direct services in Union County American Job Centers.

- All required executed procurement compliance documentation set forth within the RFP have been submitted.

Evaluative Criteria Summary:

A. Organization Background, Qualifications, Performance History (15.6 /20)

Organizational stability, demonstrated experience and quality service delivery – whether bidder adequately addressed all the response items and appeared to be a solid organization and extent to which bidder demonstrated evidence of ability to perform the functions described in its project plan. Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, the strength of experience, and demonstrated achievements/ results.

B. Plan of Service (28.6/35)

Adequacy of response to all items in the instructions, strength of approach and processes in streamlining operations, eliminating overlap and duplication of services and continuous improvement of the American Job Center system. An understanding of the commitment to an integrated service delivery model that embraces the team-based case management approach and an understanding of the importance of employer relations and business services.

C. Staffing Plan and Organizational Chart (13.2 /15)

Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, the strength of experience, and demonstrated achievements/results.

D. Partnerships and Coordination (8.2 /10)

Understanding of and commitment to an integrated service delivery and team-based case management model in the NJCC system and showing an effective working relationship with the Board, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered.

E. Financial Management and Budget (8.8 /10)

Reasonableness of pricing consistent with the plan of service proposed and the qualifications of the bidder.

F. Presentation (9/10)

Responders success in effectively describing the overall approach and successfully answering reviewers' follow-up questions.

Total score (83.4 /100)

Procurement Process Overview:

December 2016: WDB adopted the Local Strategic Plan which authorized, among other things, a competitive procurement process for the American Job Center Operator services.

April 3, 2017: WDB issued a Public Notice advertising for the receipt of proposals for the subject RFP.

April 4, 2017: WDB issued the RFP through its website.

- April 5, 2017: WDB issued Addenda #1 to the RFP (replacing Attachment G)
- April 11, 2017: Technical Assistance Conference was held and was attended by multiple interested potential vendors.
- April 27, 2017: WDB issued Addenda #2 to the RFP (modifying procurement timelines)
- May 4, 2017: WDB adopted a Resolution specifically authorizing and ratifying the use of the competitive contracting procedures set forth in N.J.S.A. 40A:11-4.1, et seq, for the subject RFP to secure proposals for AJC Operator services.
- May 5, 2017: WDB issued Addenda #3 to the RFP (providing answers to all timely filed questions received in writing from potential vendors).
- May 9, 2017: Submission deadline passed and the WDB opened the one (1) proposal received by the deadline – which was from UCDHS.
- May 17, 2017: Presentation Date by potential sub-recipients (1) to the Evaluation Committee.

All Evaluation Committee members submitted a signed conflict of interest certification as required by N.J.A.C. 5:34-4.3(f) prior to receiving a copy of the submitted proposal for review.

All evaluations submitted indicated UCDHS met the requirements set forth in the RFP and fully understand the needs of the WDB for purposes of Operating the American Job Centers.

Proposed Contract Terms:

- Plan (Scope) of Services: As set forth in Section 4.0 through 4.7 of the RFP; and the correlating sections of the UCDHS Proposal.
- Length: 24 months (July 1, 2017 through June 30, 2019).
- Cost: \$6,240,000.00
- Other matters/conditions: Approval of awardee by Workforce Development Board and Union County Board of Chosen Freeholders required.

Final Action of the Workforce Development Board: to be determined.

Union County Workforce Development Board
American Job Center Operator- Request for Proposal Summary
Respondent: Union County Department of Human Services
Proposal Submitted: May 9, 2017

Union County Department of Human Services (UCDHS) provided a comprehensive description of services and complied with required Request for Proposal format. UCDHS's overall mission is to provide sustainable work opportunities for all residents and promote growth with employers. UCDHS focus is on the welfare of its clients which can include: healthcare, Veteran care, public safety and security.

As a well-established County department UCDHS has extensive experience in Federal Training and Employment programs. UCDHS has watched Federal and State Training and Employment programs and policy change and develop over the years which has resulted in various regulatory and board changes based on changing legislative mandates.

As a county agency, UCDHS, is in a good position to utilize and coordinate resources from the County and other grant sources, providing Union County Residents with comprehensive services.

UCDHS has over 20 partners which aid in providing various services through the American Job Centers, some of these partners include NJDOL, Unemployment Insurance, Division of Vocational Rehabilitation, the Housing Authorities of Elizabeth and Plainfield, Union County College, and Union County Vocational-Technical Schools.

Union County Department of Human Service is familiar and proficient with all current computer programs required to be used by the American Job Centers. Proficiency includes AOSOS program and utilization of Career Connections. UCDHS is skilled with Workforce Innovation and Opportunity Act Performance Measures and employs a Data Specialist to ensure all data is accurately tracked. UCDHS will promote accountability and transparency in the delivery of all services.

UCDHS is committed to continuous improvement which includes providing on-going education and cross training for its staff, developing innovative ways to provide career counseling, job development and job readiness workshops, as well as researching various technologies to make the delivery of services more efficient and accessible to its customers.

UCDHS American Job Center Operator Proposal was submitted on time and reviewed by the RFP Review Panel. The averages of all Evaluation Scores are included within the Evaluation Report and Recommendation.