

TO: Juan Carlos Dominguez, Chairman,
Union County Workforce Development Board (“WDB”)

FROM: Elizabeth Paskewich, Employment Service Aide

DATE: June 25, 2018

SUBJECT: Report and Recommendation on Procurement for Comprehensive Professional Services

EVALUATION

COMMITTEE: Elizabeth Paskewich, Lisa Bonanno, Robert Rachlin

Proposals Submitted – Two (2):

1. Group I & I Consultancy
2. The ARC of Union County

Summary of Proposals:

Proposal #1- Group I & I Consultancy

Group I & I: Submitted a comprehensive proposal addressing the needs of the Workforce Development Board as set forth in the Comprehensive Professional Services Request for Proposal issued by the Workforce Development Board.

Group i&i Consultancy is located in Union, NJ under the director of founder Dr. Toufic Hakim. Group i&i has a depth of applicable experience and advanced knowledge of workforce development operations. Group i&i brings qualified and capable consultants with extensive experience in research and development, grant funding, and strategic planning. Client understands current needs, necessary partnerships and workgroups, and WIOA regulation.

Professional experience includes: workforce planning, training and development, and working with One Stop Career Centers.

A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned

Sufficient and educated staff- page 20

Relevant staff experience includes work with:

- Rockland NY WDB
- Westchester-Putnam NY WDB
- Monmouth Workforce Investment Board
- Consultation of many Community based organizations
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B. Knowledge of the County of Union and the subject matter to be addressed under this engagement

Group i&i has previously worked with the Union County WDB in the development of the Union County Workforce Development Board local strategic plan as well as with previous Comprehensive Professional Services.

C. Relevance and Extent of Similar Engagements performed

Through list provided on page 22 of Proposal

- East Orange Child Development Corporation
- Urban League of Essex County
- Union County Workforce Development Board

**D. Technical Qualifications contains all required information
All required forms were submitted but additional Technical**

Scope of Work narrative included with specific ideas as to what they can deliver as well as their expectations for UCWDB- creating a working partnership.

E. Reasonableness of Cost Proposal

“We are proposing a special and reduced hourly consulting fee for this engagement, ranging from \$115 for Associates to \$220 for Senior Principals. Based on the proposed arrangement below, the weighted blended hourly rate for the **total of 600 hours projected amounts to \$125.**”

Evaluative Criteria Summary:

RFP Scoring Methodology	YES	NO
Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned	YES	
Knowledge of the County of Union and the subject matter to be	YES	
Relevance and Extent of Similar Engagements performed	YES	
Technical Qualifications contains all required information	YES	
Reasonableness of Cost Proposal	YES	
Total Available Points	5	0

Recommendation: Contract Award to Group I & I for Comprehensive Professional Services

Purpose/justification of recommended action: Group I & I’s proposal satisfies the primary purpose of the UCWDB’s procurement which is provide Comprehensive Professional Services of a specialized nature to the Union County Workforce Development Board

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

Proposal #2- The ARC of Union County

The ARC of Union County:

Founded in 1949, with over six decades of service, The Arc of Union County has spread into the entire Union County. The Agency provides community-based housing for over 100 adults with intellectual and developmental disabilities, in 21 Group homes and 2 supervised Apartments . The Mission of The Arc of Union County Inc. is to empower, support and

advocate for individuals with intellectual and developmental disabilities and their families. The Arc of Union County training site is located at 60 Diamond Road Springfield, New Jersey.

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned**
Sufficient and educated staff- no experience in proposed area
- B. Knowledge of the County of Union and the subject matter to be addressed under this engagement**
No knowledge of subject matter or Scope of Services addressed in proposal. Addenda #1 not addressed in proposal.
- C. Relevance and Extent of Similar Engagements performed**
No similar engagements mentioned
- D. Technical Qualifications contains all required information**
All required forms were submitted but additional Technical Qualifications as identified in Addenda #1 not included- Narrative regarding Scope of Work. No copy of Proposal provided, only Original and Flash drive submitted.
- E. Reasonableness of Cost Proposal**
Did not account for services provided. Cost proposal submitted was in reference to client services not professional services.

Evaluative Criteria Summary:

RFP Scoring Methodology	YES	NO
Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned		NO
Knowledge of the County of Union and the subject matter to be		NO
Relevance and Extent of Similar Engagements performed		NO
Technical Qualifications contains all required information		NO
Reasonableness of Cost Proposal		NO
Total Available Points	0	5

Recommendation: Not recommended for funding

Purpose/justification of recommended action: The ARC of Union County did not establish experience required to execute the Scope of Services mandated within the Proposal

Procurement Process Overview:

- May 16, 2018: WDB issued Public Notice advertising for the receipt of proposals for the subject RFP.
- May 17, 2018: WDB issued the RFP through its website.
- May 23, 2018: WDB issued Addenda #1 to the RFP
- May 23, 2018: WDB issued Question and Answers #1 to the RFP
- June 8, 2018: Submission deadline passed and the WDB opened the three (3) proposals received by the deadline – all of which were from UWGUC.

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 UWGUC met the requirements set forth in the RFP and fully understand the needs of the WDB for purposes of Comprehensive Professional Services

Proposed Contract Terms:

- Plan (Scope) of Services: As set forth in Section 2 & 3 of the RFP; and the correlating sections of the Group I & I Proposal.
- Length: 12 months (July 1, 2018 through June 30, 2019).
- Cost: \$75,000.00
- 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.