

Designation and certification of a one-stop operator

The Workforce Development Board (WDB) staff is in the process of drafting a Request for Proposal to be advertised for public bid for the operations of the One-stop center, Business & Career Solutions Center. The final operations are slated to be in place by July 1, 2017. Agencies or a Consortium of Agencies interested in submitting a proposal for these workforce investment services should contact Ms. Juanita Poland at the WDB office to place your name on a Bidder's List. You may call 337-721-4015, Ext 5016. Or email jpoland@cppj.net. You will be notified when the Request for proposal is being advertised.

Eligible Providers of Youth Activities

All youth services have historically been contracted out. The process begins when the Workforce Development Board approves a Timeline from announcement to conclusion for the procurement cycle. Included is the publication of a legal notice in the Official Journal of each parish where the Comprehensive Youth Programs may be conducted. These include Allen, Beauregard, Calcasieu, Cameron, Jeff Davis and Vernon Parishes. A list is compiled of potential bidders, and personal letters are sent to each agency advertising the opportunity to provide services. A deadline date is stipulated and all providers who turn in their proposals by the deadline, are prepared for evaluation by the Evaluation Committee which consists of Workforce Development Board members and Board Staff.

Board members make a Technical Evaluation of the Statement of Work (which includes the 14 Youth Elements) and Budget. A total of 175 points is possible. All scores are totaled and then averaged for one final Technical Evaluation Score.

The Board Staff conducts a Cost Price Analysis per Participant using historical "actual" data regarding spending and enrollments. Using the mathematical tool "sum of least squares," an average cost is calculated as well as a standard deviation. The range from the low to high deviation is then divided into 5 equal steps. The cost per participant calculated in the Proposal submitted, is entered into the table at the closest division of the Range. A maximum of 20 points is possible. The highest cost receives the lowest points and the lowest cost receives the highest. Point system range is 20%, 40%, 60%, 80%, and 100% of the 20 points.

The third part of the Evaluation is the Contractor Responsibility conducted by the Board Director and Fiscal Director. The Director has a total of 15 points to award. Unless there are infractions of the program activities, all points are awarded. If there are infractions that have occurred, 1-2 points may be deducted from the 15 and the balance is awarded. The Fiscal Director has 15 points to award in like fashion of the Board Director. If the proposing agency is new, a Contractor Responsibility Pre Award Survey is conducted on site at the agency reviewing such items as Accounting Procedures, Operational Procedures, Facility, Equipment, Financial Strength and Management & Manpower.

Additional information on enrollments and performance is made available by MIS staff at the evaluation meeting. After all phases of the Evaluation are Conducted, Board staff enter the scores onto a

Spreadsheet to calculate the final Rating. A grand total of 225 points is possible and whatever the agency has scored is calculated and reported to the Workforce Development Board.

Traditionally, the Proposal must achieve a score of at least 70% to be considered for award. The Evaluation Committee makes its recommendation to the Full Board on the recommended award at a Public meeting in June. Following the Board's award, the proposing agency meets with WDB staff to negotiate the terms of the Contract. Once completed, the program commences action.

This is a Competitive Negotiation Proposal. While price is an issue, it is not the only issue. The lowest "responsible" bid may be accepted. The Board reserves the right to award only program. Programs not funded or programs who terminate their agreement may have participants still enrolled. Current providers are expected to absorb the participants into their programs. The Board also reserves the right to extend the Contract for one year provided the agency is demonstrating positive performance. All agencies must be in compliance with ADA should a contract be awarded.