

# REQUEST FOR PROPOSALS

(GUIDE OF SPECIFICATIONS)

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## SELECTION OF OPERATOR OF THE ONE-STOP CENTER



**JUNTA LOCAL**  
DE DESARROLLO LABORAL  

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**BAYAMÓN / COMERÍO**

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LOCAL AREA OF LABOR DEVELOPMENT

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**REQUEST FOR PROPOSALS  
SELECTION OF OPERATOR OF THE ONE-STOP CENTER  
LOCAL AREA OF LABOR DEVELOPMENT  
(GUIDE OF SPECIFICATIONS)**

**I. INTRODUCTION**

Public Law 113-128, known as the Workforce Innovation and Opportunity Act (WIOA), was approved in July 2014 with the purpose of helping citizens in their job search and provide them with education, training and support services so that they can be successful in the labor market, and thus contribute to employers having qualified and specialized workers so that they can compete in the global economy.

Specifically, Title I of WIOA establishes a system comprised of Local Labor Development Areas, which offer training and employment services through its One Stop Center (OSC)-American Job Centers (AJC), throughout Puerto Rico.

**II. JUSTIFICATION**

The OSC-AJC is designed to facilitate access to training and employment services for individuals who need assistance in those areas that contribute to their employability.

WIOA and its Interpretative Regulations require that the Local Workforce Development Boards carry out a competitive procurement process to identify and select the operator of the OSC-AJC.

The Bayamon-Comerio Local Labor Development Board in coordination with the Board of Mayors is interested in hiring the services of an organization that can offer a wide variety of services to both participants and employers, in accordance with the requirements of this document. The successful achievement of what is required here will improve the quality of our workforce and highlight the productivity and competitiveness of the Local Area.

**III. RESOURCES**

The Bayamon-Comerio Local Labor Development Board has developed a Local Plan that contains significant information on the resident and itinerant obligated members of the OSC-AJC, as well as the local labor market. Since the information is available to applicants, it will not be included in this document. The Local Plan can be obtained at the following address: <http://www.juntalocalbayamoncomerio.com>. Likewise, the Work Specifications for the year 2018 can be requested via email to: [juntalocal@wioabayamoncomerio.com](mailto:juntalocal@wioabayamoncomerio.com).

Applicants must know the laws, regulations, and public policy applicable to the OSC-AJC. Copy of WIOA and its Regulations can be downloaded at <http://www.doleta.gov/WIOA>.

**IV. PURPOSE**

The purpose of this document is to request Proposals from qualified entities to be Operator of the One Stop Center-AJC of the Bayamon-Comerio Local Area. The proposal that is selected by

the Evaluating Committee, will work in accordance with the Regional Plan, the Local Plan and the Work Specifications, and will serve the population included in the municipalities of Bayamon-Comerio. For this purpose, the entity will be hired and the cost, scope and content of the services it will offer will be determined in said document, in order to achieve a stable system for the best interests of the Local Area.

The selected entity will be required to serve all persons requesting assistance, including low-income individuals, Veterans and individuals who require education and academic and occupational training in order to obtain gainful employment.

## V. ELIGIBILITY

The OSC-AJC operator can be a public, private, non-profit entity or a consortium of entities, with experience and a history of success that can be corroborated.

The types of entities that can be operators of the OSC-AJC, include:

1. Institution of higher education;
2. State employment service agency under the Wagner-Peyser Act, on behalf of the local office of the Agency;
3. A private non-profit organization (including community-based organizations);
4. Private entity for profit;
5. Government agency;
6. A Local Board can be operator of the OSC-AJC. However, the Local Boards must compete and comply with the mandatory competitive requirements set forth in 20 CFR 678.605 (c) and 678.615 (a). In situations in which a Local Board is selected, the Governor and the member of the Board of Mayors designated for it, must agree with said selection and obtain approval (in written and signed document) from the Board Member of the Board of Directors. Mayors designated for said determinations and of the Governor;
7. Another interested organization that is capable of carrying out the obligations of an operator of the OSC-AJC. Examples of this may be business organizations or labor organizations.
8. Exception: Elementary or secondary schools are not eligible to be operators of the OSC-AJC, with the exception of non-traditional schools, such as night schools, adult or technical schools, and registered career service providers in our Local Area.

## VI. PROGRAM ELEMENTS / IMPLEMENTATION PLAN

A. The Bayamon-Comerio Local Board has established a One Stop Center that serves the community as a resource for job seekers and employers, in order to help them identify suitable candidates that meet their employment needs. This system also offers a variety of services such as career exploration, identification of resources among obligated and itinerant partners to support visitor management, focused on customer service, and focused on results.

B. The system is based on the following principles of WIOA:

1. Optimal services;
2. Empowered individuals;

3. Universal access;
4. Increase in accountability;
5. Stronger leadership, supervision and administration roles for Local Boards and the private sector;
6. Local flexibility;
7. Programs for improved youth.

## VII. ROLES AND RESPONSIBILITIES OF THE OPERATOR OF THE ONE STOP CENTER (See Needs Assessment in Appendix)

## VIII. PRESENTATION OF PROPOSALS

### A. Content of the Proposal

#### 1. Format

- a) Proposals must be written on a computer, in a single space and on letter size paper (8 ½ "x 11") and a margin of 1 inch. The pages must be listed in the "page 1 of 24" format.
- b) The original Proposal must be signed by the person authorized to do business and sign contracts. (See Schedule A). The proposal must not contain the Proponent's name in any other place. Proposal that contains the name of the proposer in any other part, except in the documents contained in folder 2, will NOT be evaluated.
- c) The Proposal must contain the following parts and will be delivered in two (2) folders:

#### **FOLDER 1**

- i. Cover page (See Appendix A) - Must be removable;
- ii. Index;
- iii. Executive Summary;
- iv. Narrative general:
  - a. Eligibility;
  - b. Organizational Capacity;
  - c. Experience;
  - d. Information Management and Execution;
  - e. Organizational Structure and Human and Technical Resources;
- v. Budget and Explanatory Narrative of Budget

#### **FOLDER 2**

- i. Certifications and required documents, as applicable:
  - 1) Certificate of Incorporation;
  - 2) Certificate of Compliance;
  - 3) Certification of Non-Debt of the Treasury Department;
  - 4) Certification of Filing of Tax Return
    - a) Model 2781 of the Department of the Treasury, in case it has not filed returns within the previous five (5) years;
  - 5) Certification of Filing Sales and Use Tax Return (SURI);

- 6) Certification of No-Debt of Sales and Use Taxes (SURI);
  - 7) Debt Certification for all the CRIM Concepts;
  - 8) Certification of Filing of Return on Movable Property (when applicable);
  - 9) Negative Certification of ASUME;
  - 10) Sworn Statement Act No. 2 of January 4, 2018;
  - 11) Compiled Financial State of the economic year 2017;
- d) Applicants must comply with the No Discrimination policy and certify it in their Proposal.

#### **B. Delivery of the Proposal**

1. Within thirty (30) consecutive days, counted from the date of publication in a newspaper of general circulation in Puerto Rico, of the Public Notice of Request for Proposals, those interested persons or entities must submit their Proposal by several means:
  - a. Personal delivery;
  - b. Shipping by mail or courier service (eg FedEx, USPS, UPS, etc.);
  - c. Sending by email;

#### **PERSONAL DELIVERY or POSTAL MAIL**

1. When you make a personal delivery of your Proposal (so identified and with your original signatures and initials on the Cover Page), original and hard copy, you must do so at the following address: Calle Palmer # 10 esq. Dr. Veve, Bayamón, PR 00961
2. All Proposals (original and copies) must be submitted in a sealed package, on or before 4:30 p.m., on July 5, 2018, provided that any Proposal received after said time and date will not be considered. Those Proposals received outside the established time, will be returned without opening them, with the seal intact.
3. The Proposals must be identified on the Cover page with information that identifies the applicant and with the Title "Sealed proposal: Operator of the OSC according to WIOA".
4. The official designated to receive the Proposal will assign a number to it, according to the order of arrival, and this will be recorded on a Record Sheet, for the exclusive use of the staff that will evaluate the minimum fulfillment of the delivery (time of delivery), delivery, documents, etc.
5. Proposals can be delivered via regular mail, express delivery or by hand.
6. The package of Proposals must be complete, which will be grounds for de-qualification, not containing any of these requirements.
7. Within the package, the original Proposal must be arranged in a separate envelope and thus identified. All original documents must be identified as such.
8. The Bayamon-Comerio Local Board will not be responsible for any costs incurred by the applicant for this process.
9. The information included in the Proposals will be the property of the Bayamon-Comerio Local Board. Such information, and related documents, will not be in the public domain until the rejection of the unselected Proposals has been notified and the contract is granted to the awarded entity.

#### **SENDING THROUGH EMAIL (E-mail):**

E-mail is accepted as a method for proponents to send proposals to the Local Board.

1. Proposals must be recorded in PDF format.

2. The file must be submitted to the following Local Board email: [juntalocal@wioabayamoncomerio.com](mailto:juntalocal@wioabayamoncomerio.com).
3. The title of the RFP and the name of the company should be included in the subject of the email.
4. The name of the PDF file must use the following format; TITLE RFP\_Company\_name.PDF.
5. Proposals must be received by the Bayamon-Comerio Local Board on or before the established deadline.
6. The Bayamon-Comerio Local Board will not consider any proposal that is sent to an email address different from the one specified;
7. The Local Board recommends that applicants submit their proposal in a single email to the extent possible, and if it is not possible to explain which email should be considered as the final proposal;
8. If the instructions are not clear, the Board may require the proponent to clarify which of the documents sent by email, and that were sent on time, should be considered as the final version. But the proponent can NOT submit additional information in response to this clarification.
9. Only emails sent on time will be accepted, which means that there is a risk that only some of the documents will be accepted if the proposal is sent in multiple emails.
10. There are risks associated with sending the proposal via email, including but not limited to delays in transmission between the sender's computer and the Board's email system;
11. The Board recommends that the email be sent with a request for receipt of proposal and that the email was read ("delivery receipt request" and "read receipt request");
12. If the mail was rejected and an automatic mail is not received by the Board, please contact Mr. Edwin Zayas, Local Board Director, telephone (787) 785-0610 or [ezayas@wioabayamoncomerio.com](mailto:ezayas@wioabayamoncomerio.com);
13. Any email that contains a virus or "malware" will be rejected;
14. The designated staff of the Board will not open any attachments of the emails before the closing date of the deadline, and in the event that one or more files cannot be opened (eg they are corrupt), the applicants will not have the opportunity to resend those files after closing;
15. The proposer is responsible for the method or channel that he selects to submit the proposal. The Bayamon-Comerio Local Board does not assume any responsibility for emails that are rejected or arrive late, or for any file that cannot be opened; and,
16. The proposer will assume full responsibility for the risks associated with the submission of the proposal by email, and late deliveries, regardless of the reason, will be rejected.

## **IX. EVALUATION OF PROPOSALS**

### **A. Evaluating Committee**

1. It consists of seven (7) members of the Local Board, among which must be the representative of Wagner-Peyser
2. The names of the members of the Evaluating Committee will be public knowledge in accordance with the rules of openness and transparency of the Sunshine Provision (Sec. 679.390 of the WIOA Regulation).

3. No member of the Evaluation Committee, of the Local Board, of the management personnel is authorized to make any type of binding agreement related to this Request for Proposal.
4. No member of the Evaluating Committee, or of the Local Board, may disclose, under any circumstances, the content of the Proposals, evaluations, discussions and determinations, before their consideration.

#### **B. Evaluation and Valuation**

1. The basic criteria for evaluating and selecting the Operator of the OSC-AJC shall be, but not limited to:
  - a. Proposed Human Resource;
  - b. Technical resources;
  - c. Previous Experience in the Management of Public Funds and Federal Funds;
  - d. Previous experience related to training and / or employment programs;
  - e. Financial capability;
  - f. Proposed Total Costs are reasonable and within the available Budget.
2. The specific criteria will be, among others, that may be added:
  - a. Those related to the Regional Plan, Local Plan and Work Specifications.
3. Other criteria that are considered relevant and adequate.

#### **C. Notification of the Selection**

1. Once the selection has been made of the entity that will serve as Operator of the OSC-AJC, they will be notified in writing, by notification by certified mail with acknowledgment of receipt to all the proponents who attended the Request for Proposals, that the process has culminated. Those whose proposals were rejected, will be informed of the reasons or criteria for which they were not selected, a summary of the process and will be warned in addition to their right to request a reconsideration and / or appeal process within fifteen (15) consecutive days of notification.

#### **X. AVAILABILITY OF FUNDS**

The financial subsidy of the One-Stop Center comes mainly from federal funds. For purposes of planning, proponents interested in this RFP must assume that no more funds can be allocated from the delegates annually for each Program. On this occasion, for fiscal year 2018-2019, the amount of funds available for the operation is between \$ 300,000.00 and \$400,000.00.

#### **XI. CONTRACTING**

- A. The execution period will be four (4) years, from October 1, 2018 to September 30, 2022, subject to the availability of funds.
- B. The contract between the Bayamón Comerío Local Board and the Operator of the OSC-AJC will specify the role and responsibilities of the operator. This role may include coordinating the services of providers within the OSC-AJC, as well as being the primary provider of services in the Center.
- C. Any applicant with whom the Local Board grants a contract for the provision of the services described in this document shall be classified as a subrecipient, to which the federal laws

and regulations shall apply and shall be bound to comply with the provisions of 2 CFR Part 200, as well as WIOA and others.

- D. The role(s) of the Operator(s) of the OSC must be clearly delineated in all stages of the procurement process and in the legal contract between the Local Board and the Operator of the OSC-AJC. The funds that subsidize the OSC-AJC fluctuate every year. The contract must be modified to increase or decrease the amount of funds to be administered, in accordance with the delegated roles.

## XII. RECONSIDERATION AND APPEALS

- A. Any person or entity participating in this process has the right to request reconsideration of the decision of the Bayamon-Comerio Local Board which he /she understands has been adverse to him / her.
- B. The person or entity must file the appeal with the Local Board within a term of 15 consecutive days, counted from the receipt of the notice that it considers adverse.
- C. In this appeal, he / she will explain what he / she understands incorrect or adverse and will request the corresponding remedy. It will be located at the following address: Calle Palmer #10, esquina Dr. Veve, Bayamon, Puerto Rico or to the postal address: PO Box 1588, Bayamón, Puerto Rico, 00960-1588.
- D. The Local Board will have a term of 30 days from the receipt of the appeal to resolve and answer in writing.
- E. All persons or entities participating in the process of selecting the operator of the OSC-AJC have the right to view the procurement file, which includes all proposals and evaluations, among other documents, upon request. For this request, the participant person or entity must present it within 20 days following the notification of acceptance or rejection of the proposal.
- F. If the person or entity participating does not agree with the response of the Local Board on the appeal, it will have 20 days from the receipt of said communication to appeal it at the State level. It will be located at the following address:
  - Physical:** Labor Development Program - Department of Economic Development and Trade, Industrial Development Building, 2nd floor, Ave. Roosevelt # 355, Hato Rey, Puerto Rico
  - Postal:** Labor Development Program - Department of Economic Development and Trade P.O. Box 192159, San Juan, Puerto Rico, 00919-2159
- G. The State will have a term of 30 days from the receipt of the appeal to resolve and answer it in writing.

## XIII. SIGNATURES (On separate page)

The proposer must certify through a Corporate Resolution, if applicable, who is the person authorized to appear on behalf of the entity, both in the process of filing and signing the contract if they are selected.

If he is an individual, he must certify that he has the legal capacity to contract with the government and that he has no impediments to do so.



## APPENDIX A:

### COVER PAGE

Proponent's Name:

Address:

Contact person:

Title:

Phone:

E-mail:

Website:

I certify that the information provided here is correct in all its parts.

Proponent's signature:

Name of the person authorized to appear  
on behalf of the proponent:

Signature of the person authorized to sign  
the contract:

Initials

## APPENDIX

1. Needs of Assistance
2. Content of Proposal and Criteria for Evaluation