

Jefferson-Lewis One-Stop Operator

Request for Information

RFI#16-65

The Jefferson-Lewis Workforce Development Board (JL-WDB) is issuing this RFI to gather information on organizations that may be interested in becoming the One-Stop Operator for the American Jobs Centers known as the WorkPlace located in Jefferson and Lewis counties. Responding to this RFI is necessary if the organization is interested. It is required that an organization respond to this RFI in order to respond to the RFP (Request for Proposal) that may or may not be published at a later date depending upon the response. RFI responses received will not be considered in any way as part of a formal RFP that the JL-WDB may or may not issue for the One-Stop Operator depending upon the respond to this RFI. Any RFP released by the JL-WDB will be subject to federal and state law. The JL-WDB reserves the right to modify or cancel the terms of the RFI at any time.

Abbreviation and Terminology

1. WIOA- Federal Workforce Innovation and Opportunity Act
2. WIA- Federal Workforce Investment Act
3. WDB - Workforce Development Board
4. AJC-OS – American Jobs Center – One-Stop
5. OSO – One Stop Operator
6. JL-WDB – Jefferson-Lewis Workforce Development Board
7. JL OS – Jefferson Lewis counties One Stop Centers

Introduction ad purpose of the RFI

The JL-WDB is responsible for development, oversight, implementation, and leadership of the publicly-funded Jefferson-Lewis Workforce system, which provides workforce services for both counties of Jefferson and Lewis. Services are determined by the JL-WDB through a variety of research methods, including traditional demographic and labor market information, review of real-time labor market data, sector partnerships convened by the JL-WDB, general market surveys and many other methods. Services are provided through the JL OS through a partnership of workforce organizations with resources and expertise in serving employers and job seekers across the region. JL OS have been successfully providing these services, meeting all federal and state-set goals and benchmarks for the last 30 years. Until July, 2014 JL-WDB funding has been provided primarily through WIA and JTPA prior to that along with other state and federal grants.

In 2014, Congress replaced WIA with WIOA, the Workforce Innovation and Opportunity Act. WIOA Section 107 (g) (2) requires local areas to select an operator through a competitive process. This RFI is the JL-WDB first step in this process, providing the JL-WDB an opportunity to understand the level of interest on the part of appropriate organizations. This will determine whether a formal RFP may or may not be released over the next several months.

Eligible Applicants

WIOA allows a one-stop operator to be a single eligible entity or a consortium of entities (minimum of 3 one-stop partners in consortia). Consortia, like single entities, must be selected through a competitive process.

Eligible applicants for this designation include:

1. An institution of higher education.
2. An Employment service state agency established under Wagner Peyser.
3. A community-based organization, non-profit organization or workforce intermediary
4. A private, for-profit entity.
5. Government agency (i.e., municipality).
6. Another interested organization or entity capable of carrying the duties of the OSO may include but not limited to: Chamber of commerce, business organization or labor organization.
7. Non-traditional public secondary schools such as a night school, adult school or an area career and technical education provider.

Elementary schools and Secondary schools are not eligible to be selected as the One-Stop Operator.

Role of the One-Stop Operator

1. The OSO must coordinate the service delivery of required one-stop partners and service providers.
2. Other duties as assigned by the JL-WDB.
3. Maintain the one-stop delivery system to meet the needs of the local areas; labor market data, information sharing, partner and customer surveying and business engagement coordination.

A One-Stop Operator may not perform the following functions

1. Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans.
2. Be responsible for oversight of itself.
3. Manage or significantly participate in the competitive selection process for OSO.
4. Select or terminate OSO, career services and youth providers.
5. Negotiate local performance accountability measures.
6. Develop and submit budget for activities of the local WDB in the local area.

Scope

The JL-WDB has established that the service providers will be the County of Jefferson and the County of Lewis with locations at 1000 Coffeen Street, Watertown, NY and Outer Stowe Street in Lowville, NY.

JL AJC will be run efficiently using Lean and or other system approaches; ensuring efficient and effective investment of public funds and resulting in the attainment of WIOA and other grants.

JL AJC must fully align with the JL-WDB strategic plan providing concerted focus on the critical and emerging industries in the region.

Must provide quality service to all job seekers regardless of age and all companies regardless of size or industry type, using data as well as customer input to drive improvement and quality service.

Must incorporate WIOA-mandated and other community partners in the One-Stop through integrated staff management.

Budget

The role of the One-Stop Operator is not funded and will be provided at no cost to the JL WDB or counties. No salaries, no administrative costs, no travel or other expenses will be reimbursable. All time and expense will be the responsibility of the One Stop System Operator and not the JL-WDB or the counties of Jefferson or Lewis.

RFI procedure

Responses to this RFI should follow the outline on page 4 of this document.

Responses should be limited to two pages using a size 12 font, single spaced.

All questions should be directed to Jefferson County Purchasing Department in writing at: karind@co.jefferson.ny.us or by calling 315-785-3036

Responses to the RFI will be accepted up to the close of business, 4:30 p.m., January 26, 2017.

RFI should be mailed to:

Jefferson County Purchasing Dept.,
195 Arsenal Street
Watertown, NY 13601

NOTE: Background description of what is requested – the information below is requested of organizations that respond to this RFI. This information will only be used by the JL-WDB to determine the types of organizations that might participate in a formal RFP. There will be no quantitative review or ranking of respondent to the RFI and the information provided will not be used in any part of a competitive RFP process should an RFP be issued.

RFI Response Document

Name of the Organization:

Address:

Primary Contact:

Phone number:

Email address:

- A. What are the mission and goals of your organization?
- B. Who are the primary customers that you serve?
- C. What are the primary services that you currently offer?
- D. As there are no financial awards, how will your organization fund the operator?
- E. What experience does your organization have with large system operations and data collection systems?
- F. What motivates you to consider the OSO position?
- G. Please provide any other information you think might be of interest to the JL-WDB.

Responses must be received by the Jefferson County Purchasing Department by the close of business (4:30 p.m.) on 01/26/2017.