



## **REQUEST FOR PROPOSAL**

### **TRI-COUNTY COUNCIL FOR SOUTHERN MARYLAND**

The Tri-County Council for Southern Maryland, as administrative entity for the Southern Maryland Workforce Development Board, is requesting quotes for an independent contractor to facilitate the process for procuring a single One-Stop Operator as required under the Workforce Innovation and Opportunity Act.

The project entails the independent contractor working with a firewall of no contact with Tri-County Council for Southern Maryland or with staff who work for or on behalf of Tri-County Council or work for or on behalf of the Local Workforce Development Board or work with anyone or any organization that may be considering applying for the One-Stop Operator role.

The successful independent contractor will work directly with a Board Task Force appointed by the Chair who has no conflict of interest in the process, along with the Chief Local Elected Official.

The process must be completed by May 24, 2017.

The successful independent contractor will satisfy the following 6 requirements:

1. Describe the process they will utilize for procuring a single One-Stop Operator as required under the Workforce Innovation and Opportunity Act
2. Have extensive knowledge of the requirements of a One-Stop Operator
3. Have and describe prior experience with a facilitated One-Stop Operator procurement
4. Have successfully completed a facilitation of One-Stop Operator procurement
5. Have extensive knowledge of the Workforce Innovation and Opportunity Act, and
6. Will have personal familiarity with Southern Maryland's Local Workforce Development Area and Local WIOA Integrated Plan

Proposals must include the following information:

1. Cover Letter
2. Name of Firm
3. Employer Identification Number or Social Security Number
4. Point of Contact (name, title, phone number, mailing address, and email address)
5. Qualifications and technical competence of independent contractor

6. Description of knowledge and experience relating to each of the 6 requirements detailed above
7. Three (3) references within the past 2 years who can attest to the contractor's knowledge and experience relating to the 6 requirements detailed above, with contact information

The review of written proposals will be scored on the following evaluation criteria, with the relative weights in parentheses:

- Related experience and qualifications (50%)
- Technical approach (25%)
- References of the firm and the consultant (25%)

The Tri-County Council for Southern Maryland reserves the right to request additional information from the proposing firm to clarify information submitted in the proposal. The scoring may result in the selected proposal not being the lowest cost.

Proposals shall not exceed a total of 8 pages on 8.5 x 11 paper, including cover letter. Font size shall not be less than 12 point.

Proposals must be submitted electronically by 5:00 p.m. EST on Wednesday, April 19, 2017 to Ruthy Davis at [rdavis@tccsmd.org](mailto:rdavis@tccsmd.org).