Workforce Solutions for North Central Pennsylvania/North Central Workforce Development Board
Request for Proposal (RFP)

Mobile Workforce Unit

INTRODUCTION:
Workforce Solutions for North Central PA serves as the Local Workforce Development Board (LWDB) responsible for the oversight, planning and evaluation of the workforce system in the North Central Workforce Development Area which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Created to implement the Workforce Investment Act (WIA) of 1998, now known as the Workforce Innovation and Opportunity Act of 2014 (WIOA), Workforce Solutions not only is a business-led regional board serving as the fiscal agent for WIOA Funding but is also responsible for directing other federal, state and local funding to workforce development programs; identifying the needs of the local job market; overseeing the PA CareerLink® centers in our region as well as developing a strategic plan for the region and implementing initiatives that grow our economy and provide education and training opportunities for today's workforce.

PURPOSE:
Workforce Solutions for North Central PA is soliciting Proposers to build a customized mobile unit to allow Workforce Solutions and/or its subcontractors to outreach customers in our rural counties and assist them with workforce needs, job search activities, resume building, mock interviews, etc. A secondary purpose is to provide Business Services support to area employers for such things as hiring events, jobs fairs, trainings, etc.

WHO MAY RESPOND:
Proposers who sell specialty vehicles and/or RV companies that provide customizations of mobile vehicle units for commercial use may respond to this RFQ. The successful proposer will be chosen by Workforce Solutions for North Central PA.

SCOPE OF WORK:
Proposers are to submit detailed proposals as per the requirements pursuant to the Mobile Unit Specification Requirements that follow and must not exceed $350,000.

INTERIOR REQUIREMENTS: The interior (office/workstations) length and footprint should be sufficient to include the following:
6 angled customer workstations with appropriate wiring/hookups for technology
1 instructor workstation/separate meeting area
Ability to secure chairs at each workstation
Mounted monitor/SMART TV visible to all customer workstations
Storage compartments for equipment, supplies, or other necessary items
Cutaway option to access the back interior of the vehicle
Appropriate size HVAC system
Durable and lightweight flooring and other materials throughout the interior
Fire extinguishers as appropriate
Windows
Note: Restrooms not included

EXTERIOR REQUIREMENTS:
Vehicle with both driver and passenger seats/doors
Generator – Location TBD
ADA Compliant Ramp – Electric with additional manual option
Exterior Awning
LED Lighting
Standard Exterior Plugs/Outlets
Cameras on exterior for entry and back of vehicle
Vehicle Stabilization

VEHICLE WRAP:
Workforce Solutions and PA CareerLink® branding will be provided. The vehicle wrap should be priced as its own separate line item.

VEHICLE PRICING:
Vehicle pricing must include a complete and detailed breakdown of costs and major components of the vehicle.

REQUIRED SUBMISSION DOCUMENTATION & FORMAT

Workforce Solutions aspires to achieve as uniform a review process as possible to ensure the maximum degree of comparable balance among proposals received. Therefore, before submitting a proposal, make sure all items indicated below are included in the submitted proposal.

1. **TITLE OR COVER PAGE:** Listing the following:
    a. Name of firm, individual, or company.
    b. Local Address
    c. Telephone Number
    d. Contact Name
    e. Email Address
    f. Date

2. **COMPANY PROFILE**: Must include type of business and years of experience.

3. **VEHICLE INFORMATION**: Must identity the vehicle type/style, specifications, features, diagram, and/or pictures (interior/exterior); and cost not to exceed $350,000 per unit.

4. **PRODUCTION TIMELINE:** Provide timeline for the main phases of production, including any key meetings or inspections required prior to delivery to 425 Old Kersey Road, Kersey PA 15846. Any fees accrued in the delivery of the unit to its final location must be included.

PROPOSAL SUBMISSION

Proposals must be submitted via email to Pam Streich at pstreich@ncwdb.org with "Proposal for Mobile Workforce Unit" in the subject line and must be sent by 3:00 pm on December 17, 2024.

Workforce Solutions reserves the right to a closed RFQ process for bid submission, review/analysis, and award recommendation procedures to the best interest of and best benefit to Workforce Solutions and programs served as well as ensure the best competitive edge for all parties. Bid submissions will be received until the deadline date/time as referenced previously.

• All bid submissions become the property of Workforce Solutions after the RFQ deadline/opening date.

• Responses submitted shall constitute an offer for a period of ninety (90) calendar days or until a preferred selection for award is approved by Workforce Solutions, whichever comes first.

• All programs and employers under the auspices of Workforce Solutions are following EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

PROPOSAL EVALUATION & AWARD

Bid submissions will be scored numerically from 'highest to lowest' for award consideration by, but not limited to, the evaluation criteria in the table below. The number of submitted vehicles selected for award consideration will be at the sole discretion of Workforce Solutions and representatives.

EVALUATION CRITERIA:	**POINTS**
Provided sufficient drawings and/or specifications to best determine how the proposed vehicle will meet RFQ interior and exterior requirements and preferences	**40**
Production and Delivery Timeline	**30**
Proposer Industry experience and qualification	**15**
Cost Reasonableness	**15**
TOTAL	**100**

PROPOSAL REVIEW TERMS

1. Proposal submissions will be reviewed by Workforce Solutions to determine if the proposal meets program needs and if requested information and required documentation as identified throughout the RFP document has been returned with submitted proposal.

2. Workforce Solutions reserves the right to contact any source regarding, but not limited to, vendor reputation, product/service quality, work history, and/or past performance to evaluate/award the bid submission(s) that best meet Workforce Solutions program needs, and clients served.

3. Proposal must have signature of the person having the authority to bind the organization to a contract or it may be rejected for non-compliance.

PROPOSAL AWARD TERMS

1. Workforce Solutions reserves the right to ask questions, request additional information or clarifications, and hold individual interviews at any given time throughout the evaluation and negotiation process to determine the proposal which best meets the procurement needs being sought to the best benefit of Workforce Solutions and programs served.

2. Workforce Solutions reserves the right to reject any proposal submitted not using the correct active bid document whenever a re-bid of said procurement has been deemed necessary and marked as non-compliant.

3. Workforce Solutions reserves the right to allow corrections of 'non-material' errors or omissions at Workforce Solutions sole discretion.

4. Workforce Solutions reserves the right to accept or reject any proposal received, as well as cancel the RFQ in its entirety at any time during the entire bidding process including the negotiations phase if started, without notice or explanation, which may result due to unforeseen irregularities, low response, or program needs not being met by submitted proposals, and/or extend the RFQ by up to two (2) additional weeks from original bid submission date if deemed warranted.

5. Workforce Solutions may modify or waive any provisions set forth in this RFQ for any reason and all herein mentioned without notice to anyone if deemed in the best interest of Workforce Solutions and programs served.

6. Execution of any resulting contract or service agreement is required prior to processing any payments to the successful Proposer.

7. Proposer shall indemnify and hold harmless Workforce Solutions, its officers, agents, and employees from any injuries or damages received by any person during any operations connected with an awarded contract, by use of any improper material, equipment, or by any act or omission of the Proposer/contractor or his subcontractor, agents, servants, or employees whenever applicable.

8. Pursuant to protocol to advise of the right to appeal, a protest must be submitted to Workforce Solutions' Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) is limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of Workforce Solutions' protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of Workforce Solutions.

PATENTS OR COPYRIGHTS

Proposer agrees to protect Workforce Solutions from claims involving infringement of patent or copyrights, if warranted.

PROPOSER COMPLIANCE

Proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the agreement including, if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, proposer shall furnish the Board with satisfactory proof of its compliance.

PROPOSAL AWARD NOTIFICATION

1. An award decision by Workforce Solutions is expected to be made on January 10, 2025.

2. Notification of award results will be provided to all Proposers who submitted proposals.

3. In the event negotiations with the Successful Proposer fail, then negotiations will commence with the next best qualified Proposer, and so on, until successful negotiations have been achieved.

CONTRACT PAYMENT METHOD

A Progress Payment Schedule will be determined after contract has been awarded.

Funded in whole or in part by Federal Funds. Detailed information can be found at: https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment