



**Employ Prince George's Operations Division on behalf of the
Prince George's County Workforce Development Board
Specialized Grants Program Evaluation Monitor**

REQUEST FOR QUOTES

RFQ No.: WDBRFQ-010

RFQ Release Date: Friday, May 5, 2023

Question Deadline: Friday, May 19, 2023

Proposal Due Date: Friday, June 2, 2023 | 4:00 pm EST

Proposals must be submitted via our online grant application portal which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON JUNE 2, 2023 WILL NOT BE ACCEPTED.** The Prince George's County Workforce Development Board (WDB) is not responsible for any errors of omission. Mailed, faxed, or emailed proposal(s) will not be accepted.

Prince George's County Workforce Development Board (WDB) does not discriminate against faith-based organizations or against any Bidders or Proposer(s) because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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INTRODUCTION & INTENT

Employ Prince George's, Inc. (Employ Prince George's or EPG), serving as the principal workforce development service provider for Prince George's County and a career services provider of the Prince George's County Workforce Development Board, is the recipient of American Rescue Plan Act grant funds from the Maryland Department of Labor and Prince George's County. This funding was allocated with minimal local and state restrictions, a mandate to follow federal regulations, and a Maryland General Assembly requirement for American Rescue Plan Act funds distributed by the Maryland Department of Labor to expand apprenticeship and employment training programs.

The Prince George's County Workforce Development Board (WDB) is committed to developing a skilled talent pipeline of workers to meet the needs of business and industry in order to promote sustainable economic growth and regional and global competitiveness.

ISSUING INTITY

The WDB (<https://pgcajc.com/workforce-board/>) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Prince George's County Public Workforce System , branded and modeled as the Prince George's County American Job Center Community Network. Our mission is to be a board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

The membership of the WDB is represented by:

Business Sector	Department of Social Services
Economic & Community Development	Adult Education/Literacy
Labor Organizations	Workforce Development Organizations
Vocational Rehabilitation	Higher Education
Community Based Organizations	State Employment Services
Chambers of Commerce	Elected Officials

The WDB provides guidance and oversight of the Prince George's County American Job Center Community Network and ensures that businesses have the skilled workers and the resources needed to remain competitive and prosper in a global market. Job seekers can acquire the training and knowledge necessary to achieve livable wage employment along a career pathway, work toward financial stability and building wealth.

BACKGROUND

The American Rescue Plan Act was passed by Congress on March 10, 2021 and signed into law on March 11, 2021. The Act includes \$350 billion in funding to state, local, and Tribal governments through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to support the response to and recovery from the COVID-19 public health emergency. Use of the

funds is subject to the requirements specified in the Final Rule released by US Treasury on January 6, 2022. The Prince George's County Workforce Development Board is the recipient of multiple grants originating from the SLFRF and is therefore subject to using the funds in compliance with the SLFRF. The final rule provides a non-exhaustive list of enumerated uses that respond to pandemic impacts.

The Contractor selected as a result of this RFQ must become familiar with the American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds, and the US Department of the Treasury Final Rule. Furthermore, any state legislation that dictates requirements for spending American Rescue Plan Act funds must be adhered to as well. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFQ.

PURPOSE

The WDB has released this Request for Quotes to receive bids from eligible entities to monitor the WDB's programs, services, and administrative and financial procedures for compliance with the statutory and regulatory requirements and the terms and conditions of the award(s). Sixteen (16) programs are supported by Coronavirus State and Local Fiscal Recovery Funds (SLFRF).

The selected contractor will monitor for:

1. Clear program goals: Programs and services should have clear and measurable goals that are aligned with the purpose of the SLFRF.
2. Program Design & Implementation: Evaluate the WDB's program design and implementation related to the allowable uses of the funds. This may include financial reports, including but not limited to, monthly financial status reports, status of funds reports and request for payment invoices.
3. Data Collection & Analysis: Review a sampling of customer files for appropriate implementation of the programs and initiatives, including participant and performance data. Data should be disaggregated by key variables such as demographics, program participation, and program outcomes
4. Rigorous Evaluation: Assess the effectiveness of SLFRF programs in achieving their goals. This evaluation should use experimental or quasi-experimental designs to isolate the efforts of the program from other factors.
5. Continuous Improvement: Assess programs for continuous improvement to ensure that they are adapting to changing labor market needs as the region recovers from COVID-19.

Monitoring will be conducted at least once annually during the contract term. Monitoring will begin as soon as the contract is fully executed and will be on-going. The monitoring review will cover all aspects of each service provider's operation and will be conducted through desktop evaluation, on-site evaluation, or through a combination of these two processes. The review process will include the past period of July 1, 2021 through June 30, 2023 as well as ongoing monitoring through June 30, 2026.

All programmatic monitoring activities, including the participant file review, will be conducted through a combination of on-site as well as off-site review. The desk-top, participant file review,

performance, and selected financial reviews may be conducted as desk-top reviews. An official report will be written and forwarded to Employ Prince George's within sixty (60) business days of monitoring. The report will identify any deficiencies noted as a result of the monitoring, as well as outstanding areas of operation and program accomplishments.

ELIGIBLE BIDDERS

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the WDB are ineligible to apply.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **Friday, June 2, 2023, at 4:00 pm.**, which can be accessed by clicking [here](#). Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed project scope. Emphasis should be placed on clarity of content and completeness. Bidders must include all the required attachments that pertain to the proposal. Failure to include required attachments will disqualify the proposal. No additional attachments are allowed.

KEY DATES

ACTIVITY	DATE
RFQ Release Date	May 5, 2023
Written Questions Due Date	May 19, 2023 4:00PM EST
Responses Posted	On or around May 24, 2023
Deadline for Proposal Submission	June 2, 2023 4:00PM EST
Selection of Successful Bidder	On or around June 23, 2023
Contract Start Date	July 1, 2023

QUESTIONS

All questions regarding the RFQ must be submitted in writing via email to **Employ Prince George's Contracts & Operations Department** at rfpsubmissions@co.pg.md.us no later than **May 19, 2023**; interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board and EPG staff regarding this RFQ. Questions and responses will be posted for all prospective bidders to review.

PROPOSAL CONSIDERATIONS

Proposals must clearly and concisely describe the following:

1. Organization background, qualifications, and relative projects completed. Bidders must demonstrate a record of prior successful experience monitoring Federal or State grant programs.
2. A detailed cost proposal.
3. A general description of the proposed approach and method to be used in completing the project.
4. A description of the chronology for completing the work, including a timeline, deadlines, and the frequency of key steps.
5. A minimum of two (2) references.
6. Identification of key staff who will be assigned to the project and their relative experience and qualifications.

EPG prefers to enter into an annual contract for one (1) year with the option for renewal for two (2) additional years.

PROPOSAL EVALUATION

All proposals will be reviewed by a qualified review committee, which may be comprised of WDB members, WDB sub-committee members, WDB Staff, American Job Center/One Stop Delivery System Committee Members, and additional evaluators with subject matter expertise. The evaluation team will review eligible proposals and make recommendations to the WDB for final selection(s). The following is the total weight for this RFQ. Bidders **must have a total of 80% or higher** in the scoring methodology to be recommended to the WDB for final consideration.

Scoring Methodology	
Cost	25
Organizational Qualifications and Demonstrated Experience	10
Key Staff Qualifications and Experience	10
Project Approach	15
Project Chronology	10
Total Available Points	70

The WDB reserves the right to select other than lowest cost proposals and to reject any and all proposals or parts thereof.

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received, at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.

The Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

The Bidder selected is a sub-recipient of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)

Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensations for individuals charged to the subrecipient agreement. The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFQ.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State, or the Federal government and, if the Bidder cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

The Bidder must clearly identify and describe the services being offered in response to this RFQ. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFQ process, or in anticipation of award of the sub-recipient agreement.

The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFQ and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFQ.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFQ, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The WDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.