

**ISSUANCE DATE:** February 28, 2022

**REQUEST FOR QUOTE:** 21-WIOA-01

**SUBMITTAL DEADLINE:** Tuesday, April 19, 2022, 1:00 p.m.

**TITLE:** Workforce Innovation and Opportunity Act - Youth

**Revision 3/25/2022**

Pg. 26 & Pg. 27

Wednesday corrected to

Tuesday to match the date of

April 19, 2022.

**REQUEST:** The WorkLink Workforce Development Board serving Anderson, Oconee, and Pickens Counties will issue one Request for Proposal (RFP) by February 28, 2022. The purpose of the Request for Proposal is to competitively procure for our Local Workforce Development Area Innovative Out-of-School (age 17-24) Youth Employment and Training Services. The youth program will focus on youth that are most in-need and operate youth services under the provision and in accordance with Workforce Innovation and Opportunity Act (WIOA).

You are invited to submit a Proposal in accordance with the requirements of the solicitation contained herein.

It is requested that your Proposal be submitted to the WorkLink Workforce Development Board Office by 1:00 p.m., April 19, 2022.

The Proposals must be signed by an official authorized to bind the bidder and they must contain a statement that the request is firm for a period of at least 90 days from the date of submission.

This solicitation does not commit the SC Appalachian Council of Governments and/or WorkLink Workforce Development Board to award a Contract, to pay any costs incurred in the preparation of a Proposal or to procure or contract for the articles of goods and services. The SC Appalachian Council of Governments and/or the WorkLink Workforce Development Board reserves the right to accept or reject any or all Quotes received as a result of this Request for Proposal, to negotiate with all qualified bidders, or to cancel in part or in whole this Request if it is in the best interest of the Workforce Innovation and Opportunity Act to do so.



Trent Acker, Executive Director  
WorkLink Workforce Development Board

No questions or requests for additional information will be accepted after the bidder's conference is adjourned. **No questions can be answered by telephone or email at any time during the response period.**

Proposer's or Offeror's interested in attending the virtual bidder's conference should contact Sharon Crite at [scrite@worklinkweb.com](mailto:scrite@worklinkweb.com) no later than 12:00p.m. (noon) on Monday, March 21, 2022, to receive a Zoom meeting invitation. If auxiliary aids and services are necessary for this virtual conference, requests must be made to the WorkLink Workforce Development Board staff within a reasonable period of time prior to the bidder's conference.

Any questions received will be posted on the WorkLink website.

**WorkLink Website:** <http://www.worklinkweb.com/welcome/request-for-proposals>

### Presentations

Any proposer or offeror may be requested to make an oral presentation of their Proposal to the WorkLink Workforce Development Board's Executive Committee or Youth Committee after the Proposal opening. Such presentation provides an opportunity for the proposer or offeror to clarify their proposal and to ensure mutual understanding. The Appalachian Council of Governments staff will schedule these presentations if required.

### Price Not Determinative

The WorkLink Workforce Development Board reserves the right to select such proposers or offerors which it deems appropriate and are not bound to accept any proposal based on price alone, further reserving the right to reject any and all proposals if it is deemed to be in the Local Workforce Development Area's best interest.

### Appeal/Protest Policy

Proposers or offerors dissatisfied with the decisions regarding grant awards and/or other aspects of the procurement process may appeal to the WorkLink Workforce Development Board Executive Committee. A written appeal must be received within 15 days of the date of the letter notifying the proposers or offerors of the decision.

### No Request Proposal Reply

Any person or entity who receives a release for WorkLink RFP # 21-WIOA-01, and elects not to submit a proposal, should send a "Letter of Non-Reply" to the WorkLink Workforce Development Board by the cited deadline for receipt of proposals 1:00 p.m., **Tuesday, April 19, 2022.** A "Letter of Non-Reply" should include a request to either remain on or to be removed from the Bidder's List. Individuals or entities who do not reply with either a Proposal or "Letter of Non-Reply" will be removed from the Bidder's List. Individuals or entities must submit a new request in writing to be placed on the Bidder's List.

### Disclosure of Proposal Contents

Each proposal will be held in confidence and will not be revealed or discussed with competitors during the procurement process. Proposals selected for funding through this solicitation will be subject to (Freedom of Information Act (FOIA) requests once the procurement process has been completed. All materials submitted with the Proposal and the Proposal itself become the property of the WorkLink WDB and will not be returned. The WorkLink WDB reserves the right to use any or all ideas presented in any proposal. Selection or Rejection of the proposal does not affect this right.

### Request for Proposal Response Package

For the proposers or offerors convenience, the Request for Proposal and its attachments are located on the website <http://www.worklinkweb.com/welcome/request-for-proposals/>. The format and sequence of the response package must be followed. Failure to provide all the information requested by the Request for Proposal will result in the proposal being deemed non-Responsive and thus eliminating it from funding consideration

### Required Signature

The original proposal must be signed and dated by a representative of the entity authorized to commit to the provisions of the Request for Proposal. **Unsigned and undated proposals will be rejected as being Non-Responsive.**

### Responsiveness of Proposals

1. Proposals will be reviewed for responsiveness based on the criteria established in the Proposal Guidelines, Evaluation Criteria and Rating System.
2. Proposals will be opened and the Preliminary Review for Responsiveness will be conducted by the WorkLink Workforce Development Board staff in the presence of one or more witnesses by 5:00 PM, **Tuesday, April 19, 2022** in the WorkLink Office.
3. **Failure to provide all the information requested by the Request for Proposal will result in the proposal being deemed Non-Responsive and thus eliminating it from funding consideration.**