



# **Request for Proposal**

**RFP # 23-048**

**Capital Area Workforce Development-Wake Local Re-entry Council  
Peer Support Services**

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Capital Area Workforce Development Board  
Wake Local Reentry Council-Peer Support Services  
1830-B Tillery Place  
Raleigh, North Carolina 27604

**Proposals are due June 13, 2023, before  
2:00 pm local time.**

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# 1 Introduction

## 1.1 Introduction

Capital Area Workforce Development (CAWD) is a public-private partnership that focuses on economic development through workforce excellence. The CAWD board oversees workforce solutions in Wake, Johnston, Chatham, and Lee counties. In February 2020, CAWD became the intermediary agency for the Wake Local Reentry Council. Wake County Government serves as the Fiscal Agent for Capital Area Workforce Development.

Wake Local Reentry Council (Wake LRC) is a collaborative of organizations assisting justice involved individuals with support and access to a network of community resources that aid in removing barriers for successful reentry. It also provides direct case management, housing, education, and employment support through the CAWD Reentry staff. Capital Area Workforce Development is the intermediary agent for the Wake Local Reentry Council.

## 1.2 Project Overview

CAWD seeks to partner with a community-based agency to provide peer support services to Medicaid ineligible justice-involved individuals receiving services from Wake LRC. Peer support services provided through this partnership will serve as an extension of Wake LRC's case management and direct services model.

## 1.3 Scope of Services

Peer Support Specialist (PSS) will serve as an extension of the case management team by working with individuals to perform daily tasks and overcome barriers to navigating systems. PSS may provide WLRC clients with guidance and 1-on-1 support in multiple areas including but not limited to:

- Securing identification
- Obtaining employment
- Securing stable housing
- Securing transportation
- Enrolling in educational/training programs
- Enhancing financial literacy/life skills
- Participating in recovery programs
- HealthCare systems navigation
- Social services systems navigation
- Court/DPS systems navigation
- Building healthy relationships
- Participating in community activities
- Other as identified

### Desired Competencies:

- Lived experience with justice-involvement
- Ability to work independently
- Ability to establish and maintain professional and personal boundaries
- Ability to communicate effectively both orally and in writing

- Possess sufficient knowledge of reentry resources and how to navigate complex systems

**Certifications/Licensures:**

- North Carolina Certified Peer Support Specialist (NCPSS) Certification
- Valid driver's license

**Performance Tracking:**

Partnering agency will track performance monthly to measure effectiveness and adjust as necessary. Tracking measures include:

- Number of individuals referred
- Number of individuals served
- Number of individuals exited and reason for exit (rearrested, completed, opted out/quit) etc.
- Number of contacts (in-person, virtual, phone)
- Number of Supportive Services Provided: (specific services provided by PSS)
- Number of hours supported

**Contract Period:** 1 year

## **1.4 General Proposal Requirements**

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

- 1.4.1 The County and CAWD reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. The County and CAWD reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.
- 1.4.2 Proposals will be received by CAWD at the time noted on the cover page of this document. At that point, Wake County and CAWD will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

Wake County and CAWD at its option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Proposers are not to contact any county staff or elected official in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFP process. As information becomes available and is relevant for release, that information will be shared with respondents.

## 2 General Submittal Requirements

### 2.1 Proposal Contact

This RFP and any subsequent action taken as a result thereof is issued by the Wake County Procurement Services and CAWD in accordance with North Carolina General Statutes on behalf of the County. Proposal responses should be directed to the Proposal Contact outlined below. Regarding this RFP and subsequent procurement process, vendors shall make NO CONTACTS, either written or verbal, with any Wake County and CAWD employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. ***Any attempt by a Proposer to contact or influence a member or members of the will result in the immediate disqualification of the Proposer from award for items or services on this RFP.***

**Proposal Contact:**

Ty Stephens

Wake County Finance / Procurement Services

Wake County Justice Center, Suite 2900

300 S. McDowell St., Raleigh NC 27601

[Ty.Stephens@wake.gov](mailto:Ty.Stephens@wake.gov)

### 2.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each Proposer is required to submit its proposal in a sealed package per the instructions below.

One (1) hard copy and (1) electronic USB shall be submitted to the address shown on the next page.

**Mailing Address:**

Attention: Ty Stephens

Wake County Finance / Procurement Services

Wake County Justice Center, Suite 2900

300 S. McDowell St., Raleigh NC 27601

[Ty.Stephens@wake.gov](mailto:Ty.Stephens@wake.gov)

**Proposals must be received no later than 2:00 PM on Tuesday, June 13, 2023.** *The Proposer's name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission.* The time of receipt shall be determined by the time clock in the Procurement Services Conference Room, Suite 2900. The County and CAWD will not be held responsible for the failure of delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Proposer's responsibility to: (1) Ascertain that they have all required and necessary information, documents, and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses will not be accepted. Fax or mail responses will not be accepted.

### 2.3 Proposer Expenses

The County and CAWD will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated

with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Wake County and/or its representatives. Further, the County and CAWD shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Board of Commissioners has formally accepted a recommendation.

## **2.4 Interpretations, Discrepancies, and Omissions**

Should any Proposer find discrepancies, omissions, or ambiguities in this RFP, the Proposer must at once request in writing an interpretation from the proposal contact listed in Section 2.1. The deadline for submitting questions is May 31, 2023, by 5:00 PM EST. All questions will be answered to the extent possible in the form of addenda to the specifications. The addenda will be available by June 5, 2023. All written requests for clarification should be addressed to the attention of Ty Stephens and will be added to the addendum. Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFP. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by CAWD. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. It is CAWD's intent not to issue any addenda after June 5, 2023.

Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFP.

## **2.5 Tentative Schedule**

Date	Event
5/24/2023	RFP Issued
5/31/2023	Questions Due by 5pm
6/5/2023	Addenda Issued – Response to Questions
6/13/2023	Responses Due by 2:00pm
6/19/2023	Vendor Notification & Selection
7/1/2023	Contract Begins

## **2.6 Pre-Proposal Questions**

CAWD will also make a good-faith effort to provide other data or attachments if the request will further clarify the project's scope. All requests for further information shall be received by Procurement Services by May 31, 2023, before 5:00 PM EST. A copy of all answers and further clarifications provided by CAWD to those making inquiries will be posted as an addendum to the RFP on the Wake County website by June 5, 2023.

## **2.7 Award**

Wake County and CAWD reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County and CAWD shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The County and CAWD may also, at its sole discretion, have discussions with those Proposers that it deems to fall within a competitive range. The County and CAWD may enter negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the County and CAWD has tentatively selected to award a contract to. The County and CAWD shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and signed by both parties.

## **2.8 Non-disclosure of County Information**

The Proposer and its agents shall treat all data and information gathered by the Proposer and its agents, including this RFP and all reports, recommendations, specifications, and data as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County and CAWD.

## **2.9 Retention of Proposer Material**

All information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

# **3 General Terms and Conditions**

## **3.1 Certification**

The Proposer hereby certifies that it has carefully examined this Request for Proposal and the Proposer certifies that it understands the scope of the work to be done and that the Proposer has knowledge and expertise to provide the scope of the work. By signature on the response to the RFP, the Proposer certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Proposer certifies that it understands that collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

## **3.2 Conflict of Interest**

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any

interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

### **3.3 Assignment**

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

### **3.4 Indemnification**

The Consultant will indemnify and hold the County and CAWD harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Consultant, its sub-consultants, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Consultant prompt, written notice of any such claim or suit. The County shall cooperate with Consultant in its defense or settlement of such claim or suit. This section sets forth the full extent of the Consultant's general indemnification of the County from liabilities that are in any way related to Consultant's performance under this Agreement.

### **3.5 Independent Contractor**

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

### **3.6 Payment**

Payment for the services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Consultant must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

### **3.7 Insurance**

Proposers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Department.



Workers' Compensation Insurance, with limits for Coverage A: Statutory for State of North Carolina, and Coverage B - Employers Liability: \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability, with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability, with limits not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during performance of services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only required if vehicles are used in the provision of services under this Agreement.

Professional Liability (Errors and Omissions), with limits not less than \$1,000,000 per claim and \$2,000,000 aggregate.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of Wake County's Finance Department. If any required insurance policy expires during the term of this Agreement, Proposer must provide a certificate of insurance to the Wake County Finance Department as evidence of policy renewal prior to such policy expiration. Proposer shall be responsible for providing the Wake County Finance Department with 30-day notice of insurance policy cancellation or non-renewal during the term of this Agreement and for three years subsequent for any claims made coverage.

Response to this RFP indicates the ability to procure the coverages specified above. If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Any request for consideration of alternate coverage must be presented within Proposer's response to this RFP.

### **3.8 Governing Law**

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

### **3.9 Confidential Information/Public Records Law**

INFORMATION SUBMITTED IN RESPONSE TO REQUESTS FOR BIDS, PROPOSALS, AND OTHER PROCUREMENT METHODS SUBJECT TO PUBLIC RECORDS LAW

Wake County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request For Bid/Request For Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to a Procurement Process with any person(s) or firm(s) involved in the review and evaluation phase of the Procurement Process.

CONFIDENTIAL OR TRADE SECRET INFORMATION

If a proposer nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of [NCGS 132-1.2](#) "Confidential Information" must be met for the County to consider withholding the information from public inspection in response to a public records request. **Among other legal requirements, information deemed to be "confidential" or "trade secret" by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP.** In addition, although not required by law, Wake County requests that any proposer who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection; thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality.

When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as "trade secret" or "confidential" upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal or response to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a proposer, the proposer may participate at its own expense; and by deeming any information in a proposal or response confidential, proposer further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

### **3.10 Compliance with Laws and Regulations**

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify Wake County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

### **3.11 Acceptance**

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the County's best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

### **3.12 Additional Services**

The County reserves the right to negotiate additional services with the Vendor at any time after initial contract award.

### **3.13 E-Verify**

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

### **3.14 Iran Divestment Act**

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

### **3.15 Federal Uniform Guidance**

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

### **3.16 Anti-Discrimination**

In consideration of signing this Agreement, the Parties hereby agree not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Contract.

## 4 Detailed Submittal Requirements

### 4.1 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized and should respond directly to the questions below:

**Agency Name:**

**Contact Person:**

**Service Address:**

**Agency Overview:**

**Proposed Approach:** Describe your proposed approach to delivering peer support services, including the intake, participant engagement and discharge processes.

**Staffing Qualifications:** List positions that will be engaged in the delivery of services under this proposal and describe the professional qualifications of the position.

**Experience working with justice involved individuals:** Describe your agencies experience and accomplishments in providing services for justice involved individuals or when working with a similar population.

**Agency services:** What services does your agency currently provide that could be leveraged in support of this program?

**Partnerships:** Describe existing partnerships your organization has and how your organization will leverage those partnerships to meet the needs of this population. Include both formal and informal partnerships.

**Data Collection/Performance Tracking:** Describe the data collection and performance tracking measures you will use to ensure ongoing, effective tracking of contract requirements and outcomes.

**Budget:** Provide a detailed budget including the number of individuals you can serve for the contract amount listed above, and how funds will be allocated.

Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

### 4.3 Scope of Services

(Proposal Section 2.0) This section of the response should include a general discussion of the Proposer's overall understanding of the project and the scope of work proposed as outlined in Sections 1.3.1 to 1.3.9.

As the County is seeking a Consultant that brings substantial expertise in Peer Support Services the Proposer should outline a recommended approach, critical tasks, and timeline for achieving the County's objectives in Sections 1.3.1 to 1.3.9 based on the Proposer's experience with organizations similar to the County.

Proposers are encouraged to provide examples of services provided to their clients and the impact of those services.

## **4.4 Company Background and Consultant Team Relevant Experience**

(Proposal Section 3.0) Each proposal must provide the following information about the submitting Proposer's company, so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

### **4.3.1 Company Background**

- ☐ How long the company has been in business. In what state(s) has the company worked?
- ☐ A brief description of the company size and organizational structure.
- ☐ How long the company has been providing services to clients similar to the County.
- ☐ Any material (including letters of support or endorsement from clients) indicative of the Proposer's capabilities.
- ☐ Identify any litigation or governmental or regulatory action pending against your organization that might have a bearing on your ability to provide services to the County.
- ☐ Describe your contractual relationships, if any, with other organizations that will provide services described in your proposal.

### **4.3.2 Consultant Team Experience**

- ☐ Identify your proposed team indicating who is responsible for the key roles; provide an organizational chart showing lines of communication and levels of authority.
- ☐ Include the résumés of staff who will work on the engagement. If they are working on only certain portions of the project, please indicate this on their résumé.
- ☐ Given that the County will be evaluating several proposals, describe why you feel that your services, from a professional and technical perspective, are the best fit for the County environment. Describe the distinguishing features the County should know about your services and company.

## **4.5 Client References**

(Proposal Section 4.0) The County considers references to be important in its decision to award a contract. Failure to provide this information will result in the proposal being considered non-responsive.

Please provide a comprehensive client listing with year(s) in which your firm provided services. Also provide at least three current clients who we may contact. References should be clients similar in size to the County. Please give their company name and mailing address, telephone, and email of the contact person.

## **4.6 Cost Proposal**

(Proposal Section 5.0) Proposers should submit an estimate of costs.

The County reserves the right to contact Proposers on cost and scope clarification at any time throughout the selection process and negotiation process. The County is asking Proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Items that should be included in this cost section include:

- Cost of Services. Please state your fees for the key areas outlined in the Scope of Services.
- Provide your procedures for billing and collection of your fees. How do you reconcile the fee to the services received? Specify whether this is on a monthly, quarterly or as performed basis.
- Provide a listing of hourly rates by consultant team members which could be used as a basis for additional services.

## 5 Evaluation and Selection

### 5.1 Evaluation and Selection Process

CAWD has established a team of staff to evaluate vendor responses. This team of employees will be responsible for the evaluation and rating of the proposals and conducting interviews.

### 5.2 Evaluation of Proposals

Selection and Evaluation

CAWD will review and evaluate proposals based on, but not exclusive to, the below criteria:

- Adherence to the RFP Instructions- Providing a complete and professional proposal that addresses all of the concerns outlined in this RFP. (10%)
- Company Information, Capacity, and Expertise- Demonstrating a capacity to manage a grant of this size, providing subject matter expertise to the proposal, detailing the organizational structure of those involved with the program, providing examples of work with similar companies/organizations, references of past work, and examples of past partnerships (40%)
- Project Approach and Understanding- Providing a clear overall comprehension of project objectives, an outline of the respondent's approach to fulfilling the RFP, a clear understanding of Pathway to Entrepreneurship's requirements and vision for the Marketing role, the competitiveness of the bid, and an explanation of the vendor's ability to meet requirements. (50%)

CAWD's evaluation process includes review, scoring, and recommendations by a review panel comprised of Capital Area Workforce Development Board members, and staff which may include CAWD partners, and final approval by the full Capital Area Workforce Development Board.

#### Scoring:

Bidders will be graded by a rubric in various categories pertaining to the evaluation. Proposals will be graded by the following point values:

#### Point Values

Very Good = 4 - 5 Points (*Answered the question, above & beyond expected with pertinent info applicable to question*)

Good = 3 Points (*Answered the question thoroughly and completely*)

Adequate = 1-2 Points (*Answered the question but needed to provide more detail*)

Less than Adequate = 0 Points (*Did not answer the question*)

Note: Responses that are considered less than adequate are rated "0" points.