

REQUEST FOR PROPOSALS

Kansas WorkforceONE

Administrative Office

Salina, KS

Issue Date: September 16, 2019

1. REQUEST FOR PROPOSALS (RFP) SCHEDULE

September 16, 2019	RFP Released
September 30, 2019	Proposals Due by 5:00pm to Local Area I Workforce Development Board 631 E. Crawford, Suite 206 Salina, KS 67401
September 30 – October 4, 2019	Proposal Evaluation - locations to conduct on-site evaluation chosen.
October 7 - 11, 2019	On-Site evaluations.
October 23, 2019	Site chosen and negotiations begin.

2. INTRODUCTION TO THE LOCAL AREA I WORKFORCE DEVELOPMENT BOARD

Local Area I Mission Statement:

“The Local Area I Workforce Development Board exists to connect employers to a motivated workforce having skills to obtain and maintain meaningful employment.”

Local Workforce Development Area I is one of five (5) Local Workforce Development Areas in Kansas designated by the Governor under the Workforce Innovation and Opportunity Act. Local Area I is comprised of the following sixty-two (62) counties in Central and Western Kansas: Barber, Barton, Chase, Cheyenne, Clark, Cloud, Comanche, Decatur, Dickinson, Edwards, Ellis, Ellsworth, Finney, Ford, Gove, Graham, Grant, Gray, Greeley, Hamilton, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kiowa, Lane, Lincoln, Logan, Marion, McPherson, Meade, Mitchell, Morris, Morton, Ness, Norton, Osborne, Ottawa, Pawnee, Phillips, Pratt, Rawlins, Reno, Republic, Rice, Rooks, Rush, Russell, Saline, Scott, Seward, Sheridan, Sherman, Smith, Stafford, Stanton, Stevens, Thomas, Trego, Wallace and Wichita.

Local Workforce Development Area I is governed by a 22-member Workforce Development Board (WDB), appointed by the members of the Chief Elected Officials Board. Of the 22 WDB members, 50% are representatives of private businesses, representing such diverse business sectors as energy, manufacturing, services, retail, and transportation, among others. Other slots required by the Workforce Innovation and Opportunity Act (WIOA), including nine one-stop partner representatives (some members represent multiple partners), economic development organization representatives, organized labor representatives, local education representatives, representatives of community organizations and required WIOA partners. One non-business representative does not fit any of the required categories. The board is a 501 (c) 3 Corporation which employs a staff of four. The LWdB's fiscal agent is Allen, Gibbs and Houlik.

Currently the Local Area I Administrative Office is located in Salina, KS at 631 E. Crawford, Suite 206. The purpose of this RFP is to competitively procure the administrative office in Salina, KS. facilitate the move of the Administrative Office to Salina, KS.

Board role, purpose, and vision

The WDB views its core purpose as the area's leader in workforce development by providing expertise, identifying key workforce issues, and bringing together resources to address these issues. It is committed to developing a thorough understanding of the workforce needs of the region's employers, and, together with its partners, building and maintaining a workforce system to meet those needs while helping job seekers find sustaining and satisfying employment. The board believes employers and job seekers are equally important customers of the workforce system, and it is successful only if both groups' needs are met.

The board's strategic objective is work with workforce system partners, economic development, education, citizens and employers of local area I to develop a system that is utilized by **all** who seek employment. The board seeks entities that exhibit the ability and the desire to implement innovative approaches to assist the board in the expansion of the current workforce system in Local Area I.

3. PURPOSE OF REQUEST FOR PROPOSAL AND CONTRACT PERIOD

The purpose of this RFP is to competitively solicit proposals for the administrative office in Salina, KS. The Kansas WorkforceONE Administrative Office houses the Executive Staff for the Local Area I Workforce Development Board as well as the executive administrative assistants. The proposal must be attractive and accessible to business and job seeker customers. The proposal which, in the opinion of the awarding body, best meets the requirements of the administrative office will be invited to enter into contract negotiations. If each of the proposal submitted do not meet the expectations of the awarding body, the Kansas WorkforceONE Board reserves the right to initiate a new competitive request for proposals. The lease period this proposal is three years with the option to renew for three additional one-year periods, if agreeable to both parties. The LWDB, as "lessee" will require the ability to sublease space in the facility to its workforce development partners.

4. SUBMISSION OF PROPOSALS

Proposing Entities must submit one original (i.e. with original signatures) proposal and one electronic copy in Microsoft Word to:

Kansas Local Area I Workforce Development Board
Attn: Rose Flores
631 E. Crawford, Suite 206
Salina, KS 67401

All proposals must be received in a sealed envelope by 5:00 pm, local time, September 30, 2019. It is also acceptable for proposing entities to submit the electronic version of the proposal via email at rosemary@kansasworkforceone.org. Proposals received after this date and time will not be considered.

Proposals must be marked on the outer packaging as follows: "Sealed Proposal: Salina Administrative Office.

Local Workforce Development Area I is not liable for any costs incurred by organizations prior to awarding the contract.

5. SELECTION PROCESS

The LWDB Executive Staff will rate each proposal on criteria which includes, but is not limited to:

- Completeness and Overall response to facility requirements
- ADA compliance and utilization of facilities
- Parking Availability
- Location
- Buildout proposals/cost
- Cost reasonableness
- Perceived advantages to the Board to enter into a lease.

Additional consideration will be given to proposals which:

- Offer opportunity to grow.

6. RIGHT TO FILE A GRIEVANCE

Any organization making application under this RFP has the right to file a grievance. A bidder may file a protest in writing, with the Executive Director, LAI LWDB, who will then have ten (10) days in which to reach an informal resolution of the protest. Should the protest not be resolved within ten (10) days, the bidder may submit in writing a protest to the Kansas Local Area I Workforce Development Board, Executive Committee. The Executive Committee will then have thirty (30) days to reach a decision. No further appeals will be allowed. This does not prohibit the bidder from seeking resolutions those allowed by Local Workforce Development Area I. The State of Kansas and/or U.S. Department of Labor (DOL) shall review a complaint or protest regarding sub-recipient contractors selection procedures only if the complainant furnished evidence:

- a) All administrative remedies of the Kansas Local Area I Workforce Development Board Executive Director and the Executive Committee have been exhausted;
- b) The complaint involves a violation of federal law or regulation (federal jurisdiction); a violation of State law or regulation (State jurisdiction); or a violation of the Executive Director and Executive Committee's protest procedures.

7. TECHNICAL ASSISTANCE AND RESOURCES

For technical assistance, please contact the following individual:

Deb Scheibler
Local Area I Workforce Development Board
Administrative Office
631 E. Crawford, Suite 206
Salina, KS 67401

Phone: (785)493-8018
Email: deb@kansasworkforceone.org

Questions, comments, and requests for clarification regarding any part of this RFP should be directed, through email to:

Rose Mary Flores, Operations Manager - rosemary@kansasworkforceone.org.

Subject line of email should read, "RFP – Salina Administrative Office"

All answers to submitted questions will be sent to all known bidders and posted on the LWDB's website at www.kansasworkforceone.org.

8. GENERAL PROCUREMENT POLICIES OF LOCAL WORKFORCE DEVELOPMENT AREA I

- A. Local Workforce Development Area I encourages competition at all levels. Any interested bidder is encouraged to submit a bid.
- B. When brand names or trade names are used in this invitation, it is for the purpose of item identification and to establish standards for quality, style, and functionality. Bids on equivalent items of substantially the same quality, style and functionality are invited.
- C. Prospective bidders should inform Local Workforce Development Area I if the specifications or other bidding requirements are faulty, unnecessary, or inhibit competition. If Local Workforce Development Area I agrees with the prospective bidder, an amendment will be issued.
- D. Our principal objective in purchasing goods and/or services is to acquire quality goods and services and to maximize the purchasing value of our funds. All prospective bidders must adhere to the applicable Office of Management and Budget (OMB) circulars.
- E. If all submitted proposals do not meet the requirements of the Kansas WorkforceONE Administrative Office, the LWDB reserves the right to initiate a new competitive RFP process.
- F. LAI Conflict of Interest Policy is as follows:
 - I. Avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain;
 - II. Exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends, family, or associates; and
 - III. Not solicit or accept any money or any other consideration from any person for the performance of an act reimbursed in whole or part with any public or private funds.
 - IV. LAI LWDB and CEOB Members, who may directly or indirectly benefit from the awarding of the RFP, will abstain from serving on RFP committees, writing the RFP, discussing the RFP and voting on the proposals.
 - V. Open Records Act (K.S.A. 45-205 et seq.): All proposals in response to the RFP become the property of the Area I Workforce Board. Kansas law requires all information contained in bid responses to become open for public review once a contract is signed or all bids are rejected. Copies of individual responses may be obtained under the Kansas Open Records Act and the LWDA I open records policy. A copy of this policy and procedures for obtaining public records is available on the LWDB web site (www.kansasworkforceone.org).

9. Facility Criteria

The property may be new or existing, it must meet LWDB acceptable standards for performing the duties of the Kansas WorkforceONE Executive Staff. Typically, the Administrative Office does not

have walk-in customer traffic which broadens location possibilities. However, the appearance of the face of the facility should be professional.

The estimated space requirements for Kansas WorkforceONE Administrative Office is approximately 1500 sq ft dedicated and common circulation space. A single-story structure with the flexibility to setup space to meet the requirements of the Administrative Staff. The current location is 631 E. Crawford, Suite 206 Salina, KS 67401. Potential bidders are welcome to tour our current location by appointment only. Appointments may be made by contacting Rose Mary Flores at (785)493-8018 or rosemary@kansasworkforceone.org.

General Criteria

- Off street parking availability for 10 employee and visitor vehicles is required.
- The property is required to be accessible to people with disabilities.
- Efficient space utilization, facility design, energy usage and operation are desired. Facility will need to be located on ground level.
- The owner is responsible for furnishing and/or installing the telecommunications wiring, outlets or jacks to meet voice and data per RFP requirements and floor design. Minimum requirements for communication wiring is Cat 3 for voice and Cat 5e for data. Power poles may be used with separation built in between electrical and voice and data wires. Wiremold-- 25tp4 power poles is a recommended item.
- The LWDB will not be the responsible party for payment of taxes, insurance and the maintenance of the building and its systems. The owner is also responsible for maintenance and improvements as a result of typical wear and tear of the facility.
- The owner will be responsible for meeting safety and security of the facility which includes snow/ice removal.
- The building must be assessable during daytime and evening hours, weekday and weekend.
- Special attention should be given to design elements. This includes the needs for electrical and computer outlets, lighting and sound containment for training and conference rooms.
- Proposal should include price per square foot along with any costs associated with any necessary space buildout. Plans for buildout should be described in detail within the proposal. Pictures of the proposed site should also be included.

Site Location

The facility and surrounding businesses should present a professional appearance. Proximity to economic development entities, additional workforce development agencies including private staffing agencies and educational institutions may be advantageous.

Space Needs

A Staff break area should be included and should include room for a small table, microwave and small refrigerator. A sink in the break room would be preferable, but not required.

Space Requirements Breakdown

FACILITY REQUIREMENTS

STAFF TYPE	SPACE TYPE (See Below)	# REQUIRED	REQUIRED SQ. FT. PER	TOTAL REQUIRED SQ. FT.
Executive Director	E	1	120	120
Direct of Operations	E	1	120	120
Operations Manager	E	1	120	120
Administrative Assistant	E	1	120	120
Conference/Training Room	Unspecified	1	200	200
File Room	E	1	320	320
Communication Center – Fax/ Printer/Copier	Unspecified	1	120	120
Storage Room	E	1	200	200
Staff Restrooms	E	2	50	100
Break Area	Unspecified	1	80	80
			Total Space Requirements	1500

- All square footage listed above do not need to be exact but comparable.

Notes:

1. Phone/server room. To include all switches, routers, broadband connection. Room to be conditioned 365 days a year for equipment. Room to be secure with limited access.
2. One men's and one women's staff restroom should be included.

AREA TYPE DEFINITIONS:

- A** Area partly enclosed or open depending on space plan or building configuration
- E** Enclosed room or workstation with hard wall construction with a door
- O** Open office area - may use miscellaneous open office systems furniture and components (typically Herman Miller). The open office areas typically backup to a spine wall.

PARKING NEEDS

Off street parking for a minimum of 5 TO 10 vehicles is to be provided to the office as listed in the following summary. The cost for parking is to be included in the cost of the lease.

- Accessible for people with disabilities-van
- Accessible for people with disabilities
- State Vehicles
- Customers, Staff and Visitors

TOTAL PARKING 5 - 10

ARCHITECTURAL AND MISCELLANEOUS NEEDS

- Safety and Security

Lighting on exterior walls of the facility and parking lots will be needed during after hour activities and winter season.

Telecommunication Jacks, Electrical Outlets, Special Lighting and Room Ceiling Fan Estimated Requirements

Area	Type A,E,O	Work Areas	Teleco m jacks	General Outlets	Computer Outlets
Executive Director	E	1	2	2	2
Director of Operations	E	1	2	2	2
Operations Manager	E	1	2	2	2
Administrative Assistant	E	1	2	2	2
Conference/Training Room	O/E/A	1	2	2	2
File Room	O/E/A	1	1	2	2
Communication Center – Fax/ Printer/Copier	O/E/A	1	1	4	4
Storage Room	O/E/A	1	1	1	1
Staff Restrooms	E	2	0	1	0
Break Area	O/E/A	1	0	2	0
TOTAL		11	13	20	17

10. BUDGET

Current location rent payments are \$1810.00 per month for approximately 1500 sq. feet.

Additional services to be furnished and paid for by LESSOR or LESSEE are as follows:

LESSOR

LESSEE

Utilities – Electric, Water, Trash and Gas

Custodial service of LEASED AREA

Grounds maintenance and landscaping

Communications services including phone and Internet

Cleaning and maintenance of parking areas

Parking lot snow removal

Custodial service of common areas

Kansas WorkforceONE cannot utilize its fund to pay for capital improvements. Any capital improvements may be included in the monthly lease payment.