



**Workforce Development Technical Assistance**

Charleston, South Carolina

Date: January 17, 2024

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**Due Date:** February 12, 2024

**Time:** 3:00 P.M. EST

**Receipt Location:**

BCD Council of Governments

Attn: Jason McGarry

5790 Casper Padgett Way

North Charleston, SC 29406

**Berkeley-Charleston-Dorchester Council of Governments  
Workforce Development Technical Assistance**

The Berkeley-Charleston-Dorchester Council of Governments (BCDCOG) is soliciting qualifications and costs from qualified consultants to provide technical assistance for the Workforce Innovation and Opportunity Act (WIOA) Youth Program.

The preparation of this document will allow for collaborative involvement with state and local officials and staff. All federal and state guidelines applicable to an effort of this nature will be followed. The selected consultant must be experienced in the WIOA Youth Program and Workforce Development and have sufficient qualifications and expertise to perform the required tasks in a timely manner.

**Background**

The BCDCOG is the administrative entity of the WIOA grant and provides programmatic and financial oversight of the grant.

**Project Schedule**

The project will be from February 2024 through June 30, 2024. The BCDCOG is required to seek external technical assistance due to the WIOA Youth program's failure to meet the Fund Utilization Rate 70% Performance requirement for two consecutive program years.

**Project Description**

The successful consultant will review the existing Youth Service Provider's services delivered, staff-focused activities, and scope of work to determine areas of improvement. The consultant will prepare a written recommendation of the course of action for improvements to ensure the local area meets the performance goal moving forward. The recommendation should include a timeline and cost associated with performing the required project/task. The consultant will be required to perform under Federal, State, and Local rules and regulations associated with individual projects.

**Scope of Services Requested**

The consultant may be required to perform duties associated with a variety of activities, such as:

- Analysis of existing Youth Provider and services delivered
- Analysis of Youth Staff-Focused activities, including outreach and recruitment efforts
- Review of PY21 Corrective Action Plan for failure to meet the Youth 70% FUR
- Written statement on findings and recommendations for improvements

**Additional Details:**

**Analysis of existing Youth Program Provider and services delivered:**

- Review existing Youth Statement of Work to determine areas that may need revising and/or updating.
- Review the Statement of Work against the services that are being provided to determine if there is a lack of services being provided.
- Review the Intake process to include eligibility; the length of time it takes to complete orientation to enrollment

**Analysis of Youth staff -focused activities, including outreach and recruitment efforts:**

- Review all outreach efforts to determine revisions needed to the efforts, such as the follow-up process
- Review recruitment efforts such as the number of recruiting events, outcomes from the events, and follow-up.
- Determine if recruitment events are leading to enrollments in the youth programs

**Review of the local area's PY21 corrective action plan:**

- Review the CAP for PY21 to determine areas of weaknesses
- Review the CAP to determine revisions needed to help with improvement in the Youth program

**Written recommendation of a course of action for the local area Administrative Entity and Trident Workforce Development Board (TWDB) to include additional activities, priorities, services, and partnerships:**

Upon completion of the review, provide a written recommendation with potential solutions to ensure that the Youth program is on track to meet the 70% FUR performance for PY23 and beyond.

**Qualifications**

The consultant must demonstrate qualifications in the area of WIOA youth program knowledge and monitoring, and written proposals that include findings and recommendations for improvements. The staff assigned to the project must have extensive experience in WIOA Youth Programs. The proposal should give specifics of the experience of the staff assigned to the project, including the level of involvement in previous projects and names of contact persons for similar projects.

**Selection Criteria/Selection Process**

The following criteria will be weighed in evaluating the proposals for each consultant:

1. Experience, qualifications, and technical competence in the types of work required (30%)
2. Past performance on projects of a comparable nature (30%)
3. Demonstration of consultant’s approach to performing the work, including an indication of the degree of availability the consultant anticipates in scheduling staff to meet project needs (20%)
4. Cost (20%)

A committee of BCDCOG staff will review each proposal. The Selection Committee may choose to interview the top-ranked consultants.

**Signature Requirements**

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

## **Requested Proposal Format**

Each proposal should contain the following elements:

1. Letter of interest, including the name of the organization, and project contact information.
2. Current resume of qualifications
3. Direct response to each of the selection criteria defined above
4. Any other pertinent information that will assist the BCDCOG in its decision.
5. Separate envelope with rate sheet

At a minimum, the response should include the following information:

1. The understanding of and approach to the project
2. Qualifications of the consultant and experience in this type of work including a list of at least four (4) different projects completed by the consultant involving Analysis, review, and monitoring of WIOA Youth programs. Please include the names and phone numbers of contact persons for those projects.
3. The key staff persons who will be assigned to this project together with their experience and qualifications

## **Additional Information**

BCDCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interests. Selection is also dependent on the negotiation of a mutually acceptable contract with the successful responder.

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

All plans, calculations, maps, digital files, reports, correspondence, minutes of meetings, and related data generated for this project will be included in the final documents submitted to BCDCOG.

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall provide services in compliance with the Americans with Disabilities Act of 1990. BCDCOG strongly encourages the use and involvement of Disadvantaged Business Enterprises (DBE) in this project.

## **Proposal Submission**

All proposals shall be submitted in a sealed envelope. The outside of the package shall be marked **“Request for Qualifications Workforce Development Technical Assistance.”** Proposals will be received no later than **3:00 pm on February 12, 2024.**

Please mail 1 original and two copies, and send 1 digital copy to:

Jason McGarry, Procurement/Contracts Administrator  
BCD Council of Governments  
5790 Casper Padgett Way  
N. Charleston, SC 29406

Any submittal received after the date and time specified above will be rejected, considered non-responsive, and will not be opened.

Questions may be submitted in writing to Jason McGarry by email to [jasonm@bcdco.com](mailto:jasonm@bcdco.com).

#### **SECTION 8: SIGNATURE REQUIREMENTS**

Proposals must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

**Workforce Development Technical Assistance  
(PROPOSAL COVER SHEET)**

**NAME OF ORGANIZATION:**

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**ADDRESS:**

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**CONTACT PERSON/TITLE:**

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**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_