



**ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD**  
**ORANGE COUNTY, NEW YORK**  
18 Seward Avenue, Suite 103  
Middletown, New York 10940

Page 1

**RFP TITLE: ONE-STOP OPERATOR**

**RFP-WDB01-17**

## **ONE-STOP OPERATOR**

	<b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 2
<b>RFP TITLE: ONE-STOP OPERATOR</b>		<b>RFP-WDB01-17</b>

**TABLE OF CONTENTS**

**NOTICE TO OFFERORS ..... 3**

**SCOPE..... 4**

**SPECIFICATIONS ..... 4**

**BONDING REQUIREMENTS ..... 12**

**PAYMENT ..... 12**

**SUBMISSION OF PROPOSALS ..... 12**

**ADDITIONAL INFORMATION, INTERVIEWS & SITE VISITS ..... 13**

**BASIS OF AWARD ..... 14**

**INSTRUCTIONS TO OFFERORS ..... 15**

**PROPOSAL FORM ..... 19**

**QUESTIONS ..... 20**

**DISCLOSURE OF NON-RESPONSIBILITY DETERMINATIONS ..... 22**

**INFORMATION SHEET ..... 23**

**NON-OFFEROR'S RESPONSE ..... 24**

**APPENDIX**

**APPEAL OR PROTEST PROCEDURE**

**SUPPLIER FORMS**

**PAY-TO-PLAY FORMS**

	<b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 3
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>	

**NOTICE TO OFFERORS OF REQUEST FOR PROPOSALS**

Notice is hereby given that the Orange County Workforce Development Board is soliciting proposals from qualified offerors to serve as the one-stop operator for Orange County’s one-stop service delivery system pursuant to the federal Workforce Innovation and Opportunity Act.

**Proposals for the Orange County Workforce Development Board RFP-WDB01-17 One-Stop Operator must be received by the undersigned Orange County Commissioner of the Department of General Services, in his office at 22 Wells Farm Road, Goshen NY 10924, up to and including June 22, 2017 at 4:00 P.M., prevailing time.**

Copies of the Orange County Workforce Development Board **RFP-WDB01-17 One-Stop Operator** may be obtained beginning May 23, 2017 at the above address between the hours of 9:00 A.M. and 4:45 P.M., Monday through Friday (with the exception of County-observed holidays), as well as through **[www.orangecountygov.com/generalservices](http://www.orangecountygov.com/generalservices)** under “Important Links” and/or “Current Bids and Proposals”.

May 23, 2017

James P. Burpoe, Commissioner  
 Department of General Services

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 4
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

**SCOPE**

1. The intent of this Request for Proposals (“RFP”) is to competitively procure a qualified entity, or consortium of entities, to serve as the one-stop operator for the one-stop service delivery system in Orange County. In such capacity, the successful offeror will perform certain services as more fully described in the Specifications section below.
  
2. This RFP is being issued in accordance with the requirements of the federal Workforce Innovation Act and its implementing regulations (as may be amended from time to time, and hereafter collectively referred to as “WIOA”). Prior to submitting a proposal in response to this RFP, it is the responsibility of the offeror to familiarize itself with WIOA and the federal Office of Management and Budget (“OMB”) Guidance, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published at 2 CFR Parts 200 and 2900 (as may be amended from time to time, and hereinafter referred to as “Uniform Guidance”).
  
3. All capitalized terms appearing in this RFP which are not specifically defined herein shall have the same meaning ascribed to same in WIOA, as may be amended from time to time.

**SPECIFICATIONS**

1. **Background and General Information.**

(A) WIOA. WIOA, which was signed into law on July 22, 2014 and took effect on July 1, 2015, is designed to assist job seekers access the employment, education, training, and support services they require to succeed in the labor market, and to match employers with the skilled workforce necessary to compete in the global economy. WIOA retained the nationwide one-stop service delivery system created under the Workforce Investment Act of 1998 (“WIA”), branding it the “American Job Center” network. WIOA’s objective is to eliminate fragmentation among the various employment, training, and education programs by requiring the one-stop career centers established under WIA to partner with certain federally-funded employment and training programs (referred to in WIOA as “Required Partners”) to promote the coordination of services.

(i) WIOA Final Rules. On August 19, 2016 and December 2, 2016, respectively, the United States Department of Labor (“DOL”) Employment and Training Administration and the United States Department of Education’s (“ED”) set of final regulations implementing WIOA were published in the Federal Register. These regulations (as may be amended from time to time) supply the basis upon which services to individuals and businesses can be strengthened and improved over time and include the following:

(a) Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (issued by DOL and ED, and published at 20 CFR Parts 676-678; and 34 CFR Parts 361 and 463);

(b) Final Rule (issued by DOL and published at 20 CFR Parts 603, 651-654, 658, 675, and 679-688);

(c) State Vocational Rehabilitation Services Program; State Supported Employment Services Program; Limitations on Use of Subminimum Wage; Final Rule (issued by ED and

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 5
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

published at 34 CFR Parts 361, 363, and 397);

(d) Miscellaneous Program Changes; Final Rule (issued by ED and published at 34 CFR Parts 367, 369-371, 373, 376-377, 379, 381, 385-390, and 396);

(e) Programs and Activities Authorized by the Adult Education and Family Literacy Act (Title II of WIOA); Final Rule (issued by ED and published at 34 CFR Parts 461-463, 472, 477, and 489-490); and

(f) Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA; Final Rule (issued by DOL Office of the Secretary and published at 29 CFR Part 38).

(B) Selection of One-Stop Operator under WIOA. WIOA requires each local workforce development board (“LWDB”) to select an operator (“One-Stop Operator”) for the one-stop service delivery system (“One Stop System”) in its local workforce development area (“LWDA”) through a competitive process conducted in accordance with the Uniform Guidance and the LWDB’s local procurement policies and procedures that are consistent therewith. A One-Stop Operator may be a single entity or a consortium of entities.

(i) Eligible Entities. The entities that may be selected to serve as a One-Stop Operator include the following:

- (a) An institution of higher education;
- (b) An Employment Service State agency established under the Wagner–Peyser Act;
- (c) A community-based organization, nonprofit organization, or workforce intermediary;
- (d) A private for-profit entity;
- (e) A government agency;
- (f) A LWDB, with the approval of the Chief Elected Official and the Governor; or

(g) Another interested organization or entity, which is capable of carrying out the duties of the One-Stop Operator. Examples may include a local chamber of commerce or other business organization, or a labor organization. **Please Note** – Elementary schools and secondary schools are not eligible to serve as One-Stop Operators, **except** that a nontraditional public secondary school such as a night school, adult school, or an area career and technical education school may be selected.

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 6
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

(ii) Consortium of Entities as One-Stop Operator. If the One-Stop Operator is a consortium of eligible entities, at least three (3) of those entities must be Required Partners. Required Partners are the entities responsible for administering the following programs and activities in the LWDA:

(a) Programs authorized under title I of WIOA, including:

- (1) Adults;
- (2) Dislocated workers;
- (3) Youth;
- (4) Job Corps;
- (5) YouthBuild;
- (6) Native American programs; and
- (7) Migrant and seasonal farmworker programs;

(b) The Wagner–Peyser Act Employment Service program authorized under the Wagner–Peyser Act, as amended by Title III of WIOA;

(c) The Adult Education and Family Literacy Act program authorized under Title II of WIOA;

(d) The Vocational Rehabilitation program authorized under Title I of the Rehabilitation Act of 1973, as amended by Title IV of WIOA;

(e) The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965;

(f) Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;

(g) Trade Adjustment Assistance activities authorized under Chapter 2 of Title II of the Trade Act of 1974;

(h) Jobs for Veterans State Grants programs authorized under Chapter 41 of Title 38, U.S.C.;

(i) Employment and training activities carried out under the Community Services Block Grant;

(j) Employment and training activities carried out by the Department of Housing and Urban Development;

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 7
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

(k) Programs authorized under state unemployment compensation laws (in accordance with applicable federal law);

(l) Programs authorized under sec. 212 of the Second Chance Act of 2007; and

(m) Temporary Assistance for Needy Families (“TANF”) authorized under Part A of Title IV of the Social Security Act, unless exempted by the Governor.

(C) Role of One-Stop Operator under WIOA. WIOA provides that the One-Stop Operator must, at least, coordinate the service delivery of the Required Partners and service providers in the LWDA’s One-Stop System. The LWDB may establish additional responsibilities for the One-Stop Operator, but it need not do so.

(i) One-Stop Operator Acting in Another Role in the One-Stop System. It is permissible under WIOA for an entity serving as a One-Stop Operator to also serve in a different capacity within the One-Stop System. However, any such entity must have sufficient firewalls and conflict of interest policies and procedures in place which conform to WIOA’s specifications, set forth at 20 CFR Part 679, §679.430. Where an entity selected to serve as the One-Stop Operator is also a service provider, there must be specific policies and procedures regarding oversight, monitoring, and evaluation of performance of the entity as a service provider at the LWDB level, as well as sufficient firewalls and internal controls within the entity itself.

(D) Current Structure of the One-Stop System in Orange County. Orange County (“County”) has been designated as a single county LWDA in accordance with WIOA (referred to herein as “OCWDA”). The Chief Elected Official for OCWDA is the County Executive of the County (“County Executive”).

(i) Financial Structure of OCWDA. The County Executive is the Grant Recipient of WIOA grant funds. The Orange County Employment and Training Administration (“OCETA”), which is under the direction of the County Executive, has been designated as the local governmental grant sub-recipient to assist the County Executive administer the WIOA grant funds and disburse such funds for grant activities at the direction of the OCWDB. The financial operating structure of OCWDA requires that all federal and state workforce investment grant funds, including WIOA grant funds, in the annual County OCETA budget be formally approved by the Orange County Legislature, and that all payments for services and other expenses be processed through the County’s Department of Finance.

(ii) LWDB for OCWDA. The LWDB in the OCWDA is the Orange County Workforce Development Board (“OCWDB”). The OCWDB is a strategic planning, policy and oversight body for OCWDA, providing technical assistance as needed and supporting innovative employment-related programs. The programs supported by the OCWDB serve adults, youth, dislocated workers, and employers throughout OCWDA, thereby creating employment opportunities that lead to independence and self-sufficiency and nurturing a vibrant, well-trained workforce. The OCWDB does not directly handle any WIOA grant funds – it is the OCETA that disburses funds at the direction of the OCWDB.

(iii) OCWDA One-Stop System. The One-Stop System in the OCWDA is known as Orange Works American Job Center (“Orange Works”). Orange Works operates primarily through two (2) fully-certified comprehensive physical one-stop career centers (individually referred to as a “Center” and collectively referred to as the “Centers”) located in the Cities of Middletown and Newburgh, respectively.

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 8
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

The Centers provide a variety of employment, career, and training services under one (1) roof to assist job seekers and businesses alike. The Centers also offer the services of a full-time disability resource coordinator, funded under the Disability Employment Initiative, Ticket-to-Work program. In addition, the Centers provide TANF employment and training services and activities for employable TANF, Safety Net and Food Stamp recipients through funding provided to OCETA by the County’s Department of Social Services (“OCDSS”). Orange Works is currently managed by a four (4)-agency consortium consisting of OCETA, which acts as the lead agency, SUNY Orange, Orange-Ulster BOCES, and the New York State Department of Labor (“NYSOL”). To enhance delivery of services, OCETA, NYSOL, and OCDSS-OCETA TANF staffs are co-located at the Centers.

2. **Scope of Services.**

(A) **Role of One-Stop Operator in Orange Works.** The OCWDB has determined that the role of the One-Stop Operator in Orange Works is limited to coordinating the service delivery of Required Partners and service providers across Orange Works. Specifically, the successful offeror will:

(i) Convene and facilitate at least four (4) meetings in a given WIOA program year with Required Partners and providers to discuss items such as system coordination, customer (both individuals and businesses) engagement, system performance, labor market information, and continuous improvement. WIOA program years (“PYs” or individually, a “PY”) run from July 1<sup>st</sup> through June 30<sup>th</sup>, annually. The meetings shall occur at least once per quarter (calculated in accordance with PYs) and be no more than three (3) hours in duration each. The meetings will occur at either the office of the OCWDB, which is located at 18 Seward Avenue, Middletown, NY, or at one of the Centers, as determined by the OCWDB.

(ii) For each meeting convened and facilitated as required by Section 2(A)(i) above, develop a meeting agenda (in coordination with OCWDB staff), prepare meeting notes, and provide a written meeting report to the OCWDB summarizing the substance of such meeting. The meeting report shall include, in addition to other relevant information, a listing of participants, agendas and items discussed, identification of oversight and performance issues of potential concern, system successes and achievements, challenges in meeting performance outcomes, any conflicts or issues between Required Partners, any needs that Required Partners may have, and any recommendations for improvements to Orange Works.

(iii) Support the OCWDB in developing benchmarks to measure the progress and performance of Orange Works (e.g. customer service, system flow, etc.).

(B) In performing the services required under this RFP, the successful offeror must fully comply with all applicable provisions of WIOA and the Uniform Guidance, as well as with the pertinent provisions of all other applicable federal, state and local statutes, rules and regulations, as may be amended from time to time, the terms and requirements of which are hereby incorporated by reference and made part of the Specifications of this RFP.

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 9
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

3. **Eligibility and Qualifications.**

(A) Eligibility of Offeror to Serve as One-Stop Operator for Orange Works.

(i) The successful offeror must be either:

(a) A legally established public, private or nonprofit entity, as listed in Section 1(B)(i)(a)-(g) above; or

(b) A consortium of entities comprised of at least three (3) Required Partners as set forth in Section 1(B)(ii)(a)-(m) above, each being a legally established public, private or nonprofit entity.

(ii) Any offeror that currently serves a different role within Orange Works (e.g. service provider, fiscal agent, OCWDB staff, etc.) must describe, in its proposal submitted in response to this RFP, the firewalls, policies, and procedures that it has in place to avoid any real or perceived conflicts of interest. Any such offeror selected pursuant to this RFP to serve as the One-Stop Operator for Orange Works will be required to develop a written agreement with the OCWDB and County Executive, subject to the approval of the County Attorney, to clarify how it will carry out its responsibilities while demonstrating compliance with WIOA, relevant OMB circulars, and New York State’s conflict of interest policy.

(B) Qualifications of Offeror to Serve as One-Stop Operator for Orange Works. The successful offeror will have the following qualifications:

(i) An understanding of WIOA;

(ii) A minimum of three (3) years’ experience in facilitating large, diverse stakeholder groups to a common goal or outcome;

(iii) Demonstrated experience in coordinating the delivery of educational, employment, and/or career services under WIA, WIOA, and/or similar programs (e.g., Welfare-to-Work/TANF, etc.);

(iv) Demonstrated experience in meeting agenda development, planning, and execution; and

(v) Ability to begin providing the One-Stop Operator services required under this RFP by July 1, 2017 as required by WIOA.

4. **Funding**

(A) The OCWDB anticipates that funding in an amount not-to-exceed Ten Thousand and 00/100 (\$10,000.00) Dollars will be available annually for the role of One-Stop Operator for Orange Works. Neither the OCWDB nor the County will have any liability under the contract awarded under this RFP beyond the WIOA funds appropriated and available for the services solicited hereunder.

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 10
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

(B) Any contract awarded pursuant to this RFP will be a reimbursement-based contract. Each offeror submitting a proposal in response to this RFP must include its hourly reimbursement rate in its proposal. Such rate shall be inclusive, and detail all expenses (e.g., travel, etc.).

(C) Certifications and Assurances.

(i) Funding for the One-Stop Operator services sought under this RFP is provided through WIOA grant funds. Certifications and assurances as required by the funding source will be set forth in an addendum to any contract resulting from this RFP. The successful offeror must certify and/or provide assurances as to each item set forth in such addendum.

(ii) Funding for the One-Stop Operator services sought under this RFP is subject to the Uniform Guidance. The successful offeror must comply with all applicable provisions set forth 2 CFR Part 200, including the contractual provisions in 2 CFR §200.326 and 2 CFR Part 2900, the terms of which are incorporated into and made part of the Specifications of this RFP by reference.

5. Contract.

(A) The successful offeror will be required to execute a contract (“Contract”) with the OCWDB and the County (on behalf of OCETA as the administrator of WIOA grant funds), which will include this RFP and any addenda thereto, the offeror’s proposal, and any other negotiated and agreed-upon terms and conditions, in the form approved by the County Attorney.

6. Term of Contract.

(A) Initial Term. The OCWDB anticipates that the term of the Contract will be for one (1) year, commencing on July 1, 2017 (“Initial Term”). The One-Stop Operator services sought under this RFP will be funded with WIOA grant funds. These grant funds require that the One-Stop Operator services commence no later than July 1, 2017. Each offeror must address in its proposal the manner in which it will comply with this deadline.

(B) Renewal Options. The Contract may be renewed and extended for up to two (2) additional periods of one (1)-year each (each a “Renewal Term”), at the sole option of the OCWDB and the County, upon the same terms and conditions as set forth therein, unless alternate terms are specified in the “Amendment and Extension Agreement” renewing the Contract, executed by all parties to the Contract.

(C) Short-Term Extension. Upon expiration of the Initial Term, or any Renewal Term, if authorized by the OCWDB and the County as set forth in Section 2 above, the Contract may be extended unilaterally by the OCWDB and the County for an additional period of up to two (2) months upon notice to the successful offeror with the same terms and conditions as set forth in the Contract and the Amendment and Extension Agreement, if applicable. With the concurrence of the successful offeror, such short-term extension may be for a period of up to three (3) months in lieu of the up to two (2)-month period.

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 11
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

7. **Insurance Requirements.**

(A) The successful offeror will, during the term of the Contract, or longer if required, maintain, at its expense, Worker's Compensation, Disability, and liability insurance policies of the types and minimum coverages specified below, as applicable.

<u>Type of Coverage</u>	<u>Limits of Coverage</u>
Workers' Compensation	Statutory
Disability	Statutory
Employer's liability	\$500,000 ea. accident \$500,000 disease ea. employee \$500,000 disease policy limit
Automobile Liability (incl. bodily injury & property damage)	\$1,000,000 per occurrence \$1,000,000 aggregate
Comprehensive General Liability (incl. bodily injury & property damage)	\$1,000,000 per occurrence \$1,000,000 aggregate
Professional Liability	\$1,000,000 per claim \$1,000,000 aggregate

(B) Each required policy of insurance shall contain clauses to the effect that (a) such insurance shall be primary without right of contribution of any other insurance carried by or on behalf of the OCWDB and the County with respect to its interests, (b) it shall not be cancelled, including, without limitation, for non-payment of premium, or materially amended, without fifteen (15) days prior written notice to the OCWDB (directed to the Chair of the OCWDB) and the County (directed to the County's Risk Management Division) and the OCWDB and the County shall have the option to pay any necessary premiums to keep such insurance in effect and charge the cost back to the successful offeror.

(C) To the extent it is commercially available, each required policy of insurance shall be provided on an "occurrence" basis. If any insurance is not so commercially available on an "occurrence" basis, it shall be provided on a "claims made" basis, and all such "claims made" policies shall provide that:

(i) Policy retroactive dates coincide with or precede the successful offeror's start of the performance of the services under the Contract as required hereunder (including subsequent policies purchased as renewals or replacements);

(ii) To ensure prior acts coverage, if the insurance is terminated for any reason and/or for at least three (3) years following final acceptance of the services required hereunder, the successful offeror will maintain an extended reporting provision and/or similar insurance with extended reporting, covering the performance of the Contract; and

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 12
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

(iii) Immediate notice shall be given to the OCWDB (through its Chair) and the County (through its Risk Management Division), of circumstances or incidents that might give rise to future claims with respect to the services to be performed under the Contract.

(D) Such required insurance policies are to be in the broadest form available on usual commercial terms and shall be written by insurers of recognized financial standing, satisfactory to the OCWDB and the County, who have been fully informed as to the nature of the services to be performed under the Contract. Except for Disability, Worker’s Compensation, and professional liability, the OCWDB and the County shall be an additional insured on all such policies with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of the successful offeror and not those of the OCWDB or the County. Notwithstanding anything to the contrary herein or in the Contract, the successful offeror irrevocably waives all claims against the OCWDB and the County for all losses, damages, claims or expenses resulting from risks commercially insurable. The provisions of insurance by the successful offeror shall not in any way limit its liability under the Contract.

(E) The successful offeror shall provide to the OCWDB and the County, as a condition to execution of the Contract by the OCWDB and the County, certificates of insurance evidencing the successful offeror’s compliance with these requirements and, if applicable, current New York State forms evidencing exemption from Workers' Compensation and/or Disability. The successful offer shall provide the OCWDB and the County with updated certificates as policies expire or are modified over the term of the Contract.

**BONDING REQUIREMENTS**

1. There are no bonds required for this RFP or the Contract.

**PAYMENT**

1. For each month in which One-Stop Operator services required under this RFP are performed, the successful offeror shall submit an invoice to the OCWDB and the County detailing the actual hours expended in the provision of such services. Every such invoice shall also include a detailed description of the actual One-Stop Operator services that were performed. Payment will be remitted within sixty (60) days of receipt of the invoice.

**SUBMISSION OF PROPOSALS**

1. The number of copies, submission address, and similar information for responses to this RFP are all provided in the Instructions to Offerors section of this RFP, which is set forth below. Offerors are directed to review such Instructions prior to submitting a proposal in response to this RFP.
2. **Submissions must be secured with a single clip in the upper left hand corner of the proposal. Binders and covers of any kind will not be accepted.**
3. **Proposals must include the following:**

(A) **Cover Page.** The Proposal Form, included in this RFP, must be completed, executed, and submitted as the cover page of the proposal.

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 13
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

(B) **Proposal Narrative.** Provide an organized, detailed narrative response to Sections 3(A)(i)-(ii) and 3(B)(i)-(v) of the Specifications section of this RFP. Specific examples of offeror’s experience must be included. A description of offeror’s approach in navigating and resolving challenging partnerships and its record of success in utilizing such approach shall also be provided. Offeror’s strategy to remain a neutral facilitator must be identified, together with offeror’s success rate in applying such strategy. Additionally, offeror’s approach in agenda development, planning, and execution of meetings must be described.

(C) **Organizational Support.** Clearly identify each member of offeror’s staff that will be providing the One-Stop Operator services as set forth in this RFP, detailing each staff member’s expertise and authority to provide such services. Copies of resumes/C.V.'s and all required licenses and certifications must also be provided.

(D) **Cost Proposal.** Provide, on a separate sheet designated as “Cost Proposal,” offeror’s proposed hourly reimbursement rate, with a detailed description of each expense included within the hourly rate calculation. All expenses must be allowable under WIOA and the Uniform Guidance.

(E) **References.** Provide contact information (entity name, contact person name, address, telephone number, and email address) for at least three (3) clients/agencies for which offeror has provided workforce development services and/or One-Stop Operator services in the last five (5) years. References from New York governmental entities are preferable, but not required.

(F) **Required Forms.** Provide the following forms/documents:

- (i) **Completed and signed** Disclosure of Non-Responsibility Determination (copy of instruction page not required);
- (ii) Certificate of Authority/Incorporation/Partnership/DBA/etc. and certification of nonprofit designation, as applicable to Offeror;
- (iii) **Completed** Supplier Forms (if not already a current County awarded contractor); and
- (iv) **Completed and signed** Pay-to-Play Forms (**Please Note** – Due to an exemption in the Pay-to-Play Law, Government Entities and School Districts do not need to complete Pay-to-Play forms.)

**4. ALL PROPOSAL PACKAGES MUST BE CLEARLY MARKED ON THE OUTSIDE PACKAGING WITH THE RFP TITLE AND NUMBER.**

**5. INSURANCE:** While not required in the proposal package, offerors are reminded that Certificates of Insurance evidencing compliance with the Insurance Requirements as set forth in the Specifications section of this RFP must be provided prior to execution of the Contract by the OCWDB and the County. The number of days for submission may vary, and could less than one (1) business week, so please plan accordingly.

**ADDITIONAL INFORMATION, INTERVIEWS & SITE VISITS**

1. The OCWDB may require any or all offerors to present additional evidence of experience, ability, and/or financial standing as well as a statement as to the materials, equipment, and/or personnel which the offeror will have available for the performance of the Contract. The OCWDB reserves the right to interview, any or all

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 14
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

offerors and/or visit any or all offeror's sites during the evaluation of proposals. If applicable, the OCWDB shall contact offerors to arrange an interview (which may be held at the County's Department of General Services) and/or a site visit of offeror's facilities at any time during the evaluation process. Offerors are reminded to include their best technical and price terms in their initial offer and not to automatically assume that they will have an opportunity to participate in interviews, site visits, or be asked to submit a best and final offer. The OCWDB may award the Contract without interviews and/or site visits for any or all offerors, if deemed to be within its best interests.

**BASIS OF AWARD**

1. Offerors are advised that the selection of a proposal for a Contract award is to be made following an evaluation of proposals by an evaluation committee ("Committee"). The Committee will be comprised solely of members of the OCWDB.
  
2. Proposals will be scored and weighted by the Committee in accordance with evaluation criteria listed below. With the exception of whether or not an offeror meets the eligibility requirements set forth in Section 3(A)(i)(a) or (b), proposals will be assessed a score between 1 and 4. A score of 1 means the proposal does not meet requirements. A score of 2 means the proposal meets some but not all requirements. A score of 3 means the proposal meets all requirements. A score of 4 means the proposal exceeds some or all requirements.

<b>EVALUATION CRITERIA</b>	<b>SCORES</b>
1. Offeror satisfies the eligibility requirements set forth in Section 3(A)(i)(a) or Section 3(A)(i)(b) of the Specifications section of this RFP.	Pass/Fail
2. Offeror, if currently serving a different role within Orange Works, has sufficient and adequate firewalls, policies, and procedures in place to avoid any real or perceived conflicts of interest in accordance with the requirements of WIOA.	1 – 4
3. Offeror has a working knowledge and understanding of WIOA.	1 – 4
4. Offeror demonstrated experience in facilitating large, diverse stakeholder groups to a common goal or outcome.	1 – 4
5. Offeror's established record of success in navigating and resolving challenging partnerships.	1 – 4
6. Offeror's demonstrated ability to remain a neutral facilitator.	1 – 4
7. Offeror's demonstrated experience in coordinating the delivery of educational, employment, and/or career services under WIA, WIOA, and/or similar programs.	1 – 4
8. Offeror has requisite experience in agenda development, planning, and execution of meetings.	1 – 4
9. Offeror has the ability to commence the provision of One-Stop Operator services required under this RFP on July 1, 2017.	1 – 4
10. Proposed hourly reimbursement rate for the provision of One-Stop Operator services as required under this RFP.	1 – 4
11. Stated level of satisfaction of offeror's references with the workforce development services and/or One-Stop Operator services provided by offeror in the last five (5) years. Preference in scoring may be given to references from New York governmental entities.	1 – 4

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 15
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

3. If the Committee determines, at its sole discretion, that interviews are in the best interest of the OCWDB, responsive proposals will be reviewed and scored as described above in a preliminary round to aid in determining whether all offerors, or just those with top scoring proposals, will be interviewed. If interviews are held, the same review and scoring process described above will be repeated for those offerors interviewed, and any award made will be based on that secondary scoring round.

4. If, after the evaluation of the proposals, two (2) or more competing overall proposals are considered in the competitive range, the cost to the OCWDB and the County may be a deciding factor for selection. That is, the highest overall scoring proposal may not necessarily be selected when cost considerations are taken into account. Thus, offerors are reminded to include their best price terms in their initial proposal and not to automatically assume that they will have an opportunity to participate in interviews or be asked to submit a revised proposal.

5. The submission of a proposal implies offeror’s acceptance of the evaluation criteria and acknowledgment that subjective judgments must be made by the Committee. The award of any Contract pursuant to this RFP may be made to the responsive, responsible offeror whose proposal is determined to be in the best interest of the OCWDB and the County, and in accordance with the Uniform Guidance and New York General Municipal Law §104-b, taking into consideration the above-referenced criteria.

6. The OCWDB reserves the right to: accept other than the lowest priced proposal, waive any informality, or reject any or all proposals, with or without advertising for new proposals, if in the best interest of the OCWDB and the County.

**INSTRUCTIONS TO OFFERORS**

1. Unless a Request for Proposal (RFP) is solicited directly by another County department, the only official distribution source for this RFP is through the County’s Department of General Services. Additionally, most RFP documents issued by the County’s Department of General Services are distributed through BidNet which can be accessed through [www.orangecountygov.com/general-services](http://www.orangecountygov.com/general-services) under "Current Bids and Proposals". If you have obtained this RFP from a different source, you are encouraged to contact the County’s Department of General Services to receive an official copy. You may not receive addenda or important information regarding this RFP if you are not registered with the County’s Department of General Services as having obtained a copy of this RFP through the Department or through BidNet.

2. By submitting a proposal, you are asking the OCWDB to accept your offer for the sale of goods and/or services. It is important that you READ and UNDERSTAND all terms and conditions in this RFP, as well as understand the laws that govern public contracts in New York State. If you do not agree with the terms and conditions contained in this RFP you should not submit a proposal.

3. **Your proposal will be considered by the OCWDB if the following conditions are met:**

(A) Pursuant to State Finance Law §139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between the OCWDB and the County and an offeror during the procurement process. An offeror is restricted from contacting other than designated staff from the earliest notice of intent to solicit offers through final award and approval of the Contract by the County Executive ("Restricted Period") unless it is a Contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). The OCWDB and County employees are required to obtain certain information when contacted during the

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 16
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

Restricted Period. The designated contact for this RFP is the County’s Commissioner of General Services or his representative, telephone (845) 291-2792. Offerors responding to this RFP must familiarize themselves with these State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the Proposal Form.

(B) **A pre-proposal conference and site visit will not be held.**

(C) Offerors are responsible for reporting in writing any errors, omissions or ambiguities found in this RFP. All such reports, requests for information, questions, etc. shall be on the "Questions Form" provided in this RFP and either faxed to the County’s Department of General Services at (845) 360-7206 or mailed to James Burpoe, Commissioner, County Department of General Services, PO Box 218, 22 Wells Farm Road, Goshen, New York 10924. **No questions will be entertained by any other means. All questions must be submitted by May 31, 2017 1:00 P.M., prevailing time. Questions received after this time may not be addressed. Please be patient, questions will be answered in an Addendum/Addenda to be shared with all interested offerors. Questions will not be responded to individually.**

(D) Unless otherwise specified herein, all proposals shall be made upon forms furnished in this RFP, if any, and as may be modified by addenda, contained in sealed envelopes clearly marked on the outside packaging with **One-Stop Operator, RFP-WDB01-17 addressed to James Burpoe, Commissioner, County Department of General Services, PO Box 218, 22 Wells Farm Road, Goshen, NY 10924 and received up to and including June 22, 2017 at 4:00 P.M., prevailing time.** If NOT sending your Proposal via U.S. Mail, (i.e., using FedEx, UPS, etc. instead), please use the following address: County Department of General Services, 22 Wells Farm Road, Goshen NY 10924. It is the offeror’s responsibility to clearly mark the outside of their Proposal package with the RFP title and number. Faxed / e-mailed proposals are not permitted.

(E) Five (5) sets of all proposals shall be submitted, **ONE SET OF WHICH MUST CONTAIN ORIGINAL SIGNATURES**, including completed copies of any forms or certifications required in this RFP. Forms, if any, included in this RFP shall be completely filled in, in ink or by typing, on the original form. Failure to respond to this RFP on any official form(s) included in this RFP may result in disqualification of a proposal as non-responsive. No Proposal Form will be accepted which contains any modification to the template, additional information not specifically requested, omissions or erasures. Each Proposal Form shall be signed by a duly authorized individual on behalf of the offeror. Illegible and unsigned proposals will be rejected as non-responsive.

(F) Permission will not be given to modify or explain any proposal after it has been opened, unless clearly specified in this document (e.g. interviews). Permission to withdraw a proposal prior to opening will be at the discretion of the OCWDB and no replacement proposal may be submitted without authorization from the OCWDB. Opened proposals which required a deposit for plans and specifications may not be withdrawn until forty-five (45) days after opening.

(G) **Basis of Award provisions vary with each RFP, please read that section carefully.** Some RFPs may be awarded to more than one entity. The OCWDB reserves the right to waive any informality, reject any and all proposals, or, if noted in the Basis of Award section of this RFP, accept any proposal in whole or in part, if deemed to be in the best interest of the OCWDB and the County.

(H) Any award shall be subject to the execution of a Contract (and, if applicable, license or other agreements) between the offeror and the OCWDB and the County. The OCWDB’s and the County’s contract

 <p><b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b>  <b>ORANGE COUNTY, NEW YORK</b>  18 Seward Avenue, Suite 103  Middletown, New York 10940</p>	Page 17
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

obligation is contingent upon execution of the Contract between the OCWDB and the County and the successful offeror, provision of required Pay-to-Play forms, insurance certificates and bonds, as applicable, by the successful offeror, and the availability of appropriated funds for the Contract. No legal liability on the part of the OCWDB or the County for payment of any money shall arise unless and until a Contract is executed by all parties, funds are appropriated and made available in each year of the term of the Contract, and all performance requirements for each payment are met. Neither the OCWDB nor the County shall have any responsibility or liability for any of offeror's costs related to preparation of proposals, attendance at interviews, etc.; all such costs are solely at offeror's risk and expense.

(I) The OCWDB and the County, subject to applicable federal and state laws and regulations, as may be amended from time to time, maintain the unilateral right to cancel or extend the Contract in accordance with the terms of any Contract resulting from this RFP. If a successful offeror fails to perform or otherwise breaches the Contract, in addition to any other rights and remedies the OCWDB and the County may have, the successful offeror may be listed as non-responsible and may be ineligible for future contract awards.

(J) The OCWDB and the County encourages submission of proposals by certified Minority- and/or Women-Owned Business Enterprises ("MWBE") and/or Disadvantaged Business Enterprises ("DBE").

(K) A Disclosure of Non-Responsibility Determination is included in this RFP. Offerors must complete and submit a signed original of and the applicable number of copies with their proposals.

(L) Supplier Forms are provided with this RFP. Offerors that have not received a purchase order in the last twelve (12) months from the County must submit completed and signed Supplier Forms prior to execution of a Contract by the OCWDBA and the County.

(M) Please be advised that this solicitation is subject to Orange County Local Law No. 13 of 2013, as amended, known as the "Pay-to-Play Law". Pay-to-Play Forms will be made available with this RFP. All Pay-to-Play Forms should be submitted with your Proposal and will be required if you are awarded a Contract. The Pay-to-Play Forms are required from the successful offeror (unless exempted by the law) prior to execution of a Contract by the OCWDB and the County.

(N) Pursuant to New York's Freedom of Information Law ("FOIL") (Public Officers Law, Article 6, Sections 84-90) all government records are presumptively open for public inspection unless specifically exempted from disclosure under FOIL. Offerors who have a good faith belief that information contained in their proposal is exempt from disclosure under FOIL must, at the time of their submission, request the exemption in writing, setting forth the basis for the claimed exemption. In addition, the offeror must mark each page of its submission claimed to be exempt from disclosure under FOIL with the following legend: **"THE OFFEROR BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW."** Neither the offeror's classification of materials as exempt under FOIL, nor the acceptance of offeror's proposal with the claimed exemption(s), should be considered a final determination as to whether the designated materials are exempt from disclosure under FOIL. Any and all determinations as to the propriety of claimed exemptions will be made by the OCWDB in consultation with the County and/or a court of law in accordance with applicable law.

	<b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 18
<b>RFP TITLE: ONE-STOP OPERATOR</b>		<b>RFP-WDB01-17</b>

**ANTICIPATED TIMELINE**

All dates, except for the “Proposals Due” date, set forth below are approximate and subject to change unless otherwise noted. Any change in the “Proposals Due” date will be made way of an addendum to this RFP issued by the County’s Department of General Services on behalf of the OCWDB.

Publication of RFP	05/23/2017
Questions Due	05/31/2017
Addendum(s) issued	on or about 06/05/2017
Proposals Due	06/22/2017
Contract Award	by 06/30/2017

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 19
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

**PROPOSAL FORM**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

NAME, TITLE, TELEPHONE, FAX AND EMAIL OF CONTACT PERSON: \_\_\_\_\_

Does this business have a minority, women's, disadvantaged, or small business certification?      Yes      No

If yes, please list the designation(s) and the certifying entity(ties) \_\_\_\_\_

The undersigned proposes to furnish and deliver the services described in **One-Stop Operator, RFP-WDB01-17** and its responding Proposal to the OCWDB, at the proposed prices stated in the proposal submitted. The individual submitting this Proposal on behalf of the business entity noted above, certifies by his or her signature below that:

- he or she understands and has complied with the requirements of State Finance Law Sections 139-j and 139-k and will continue to do so throughout the Restricted Period;
- he or she has read and understood the full Request for Proposal cited above; and
- he or she is duly authorized to submit this proposal on behalf of the business entity noted above.

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
DUNS Number, if applicable

**ADDENDA CONFIRMATION** (Offerors should only complete this section if any addenda were issued for this RFP.)

Addendum # \_\_\_\_ - Received \_\_\_\_\_, 20\_\_ Initialed by person signing above \_\_\_\_\_

Addendum # \_\_\_\_ - Received \_\_\_\_\_, 20\_\_ Initialed by person signing above \_\_\_\_\_

Addendum # \_\_\_\_ - Received \_\_\_\_\_, 20\_\_ Initialed by person signing above \_\_\_\_\_



 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 21
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

**INSTRUCTIONS FOR COMPLETING THE DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS**

**Background:**

New York State Finance Law §139-k(2) obligates a Governmental Entity to obtain specific information regarding prior non-responsibility determinations with respect to State Finance Law §139-j. In accordance with State Finance Law §139-k, an Offeror must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any Governmental Entity due to: (a) a violation of State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a Governmental Entity. The terms “Offeror” and “Governmental Entity” are defined in State Finance Law § 139-k(1). State Finance Law §139-j sets forth detailed requirements about the restrictions on contacts during the procurement process. A violation of State Finance Law §139-j includes, but is not limited to, an impermissible contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such contact does not fall within one of the exemptions).

As part of its responsibility determination, State Finance Law §139-k(3) mandates consideration of whether an Offeror fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no procurement contract shall be awarded to any Offeror that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the procurement contract to the Offeror is necessary to protect public property or public health safety, and that the Offeror is the only source capable of supplying the required article of procurement within the necessary timeframe. *See State Finance Law §§139-j (10)(b) and 139-k(3).*

**Instructions:**

The OCWDB includes the following disclosure request regarding prior non-responsibility determinations in accordance with State Finance Law §139-k in its solicitation of proposals for procurement contracts. The attached form is to be completed and submitted by the individual or entity seeking to enter into a procurement contract, supplement or change order. It shall be submitted to with your proposal to the OCWDB.

The following disclosure form must accompany each proposal submitted by all Offerors.

	<b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 22
<b>RFP TITLE: ONE-STOP OPERATOR</b>		<b>RFP-WDB01-17</b>

**DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATIONS**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):    No    Yes

**If Yes, please answer the next questions:**

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):  
 No    Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):    No    Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below and attach additional pages as necessary.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):    No    Yes

6. If yes, please provide details below and attach additional pages as necessary.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

 <b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 23
<b>RFP TITLE: ONE-STOP OPERATOR</b>	<b>RFP-WDB01-17</b>

**INFORMATION SHEET**

The questions asked on this Information Sheet are voluntary. It is not necessary to complete this Information Sheet. Filling out this sheet does not change your chances of a contract award in any respect. By completing this form, you will be helping the OCWDB track trends that we believe to be of importance. The information collected will NOT be used to compile mailing lists and will not be used to contact you. It will also not be sold. The information collected may be used to generate reports showing historical data with regard to the OCWDB's purchasing process.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

In what county are the primary operations of this business conducted? \_\_\_\_\_

Business type (Sole Proprietorship, Corporation, LLC, etc.) \_\_\_\_\_

Does this business have a minority, women's, disadvantaged, or small business status? Yes No

If yes, please list the designation(s) and the certifying entity(ties) \_\_\_\_\_

\_\_\_\_\_

How many individuals does this business employ? \_\_\_\_\_

Have you conducted business with the County before? Yes No

How did you discover this Proposal opportunity? \_\_\_\_\_

Do you use the Empire State Municipal Purchasing Group Website (BidNet)? Yes No

If Yes, do you find it useful (explain) or if No, why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any other comments or suggestions pertaining to doing business with Orange County.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	<b>ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD</b> <b>ORANGE COUNTY, NEW YORK</b> 18 Seward Avenue, Suite 103 Middletown, New York 10940	Page 24
<b>RFP TITLE: ONE-STOP OPERATOR</b>		<b>RFP-WDB01-17</b>

**NON-OFFEROR'S RESPONSE**

BUSINESS NAME: \_\_\_\_\_

For the purpose of facilitating your firm's response to our Request for Proposals, the OCWDB is interested in ascertaining reasons for prospective offerors' failure to respond to Requests for Proposals. If your firm is not responding to this RFP, please indicate the reason(s) by checking any appropriate item(s) below and faxing it to the County Department of General Services at (845)360-7206 or mailing it to the above address.

We are **not** responding to this RFP for the following reason(s):

- We do not offer this product or service.
- We are unable to meet specifications.
- Specifications not clearly understood or applicable (please note in "Other reason(s)" below if too vague, too rigid, etc.).
- We are unable to meet your bond requirements.
- Insufficient time allowed for preparation of Proposal.
- Incorrect address used or our branch/division does not handle this type of Proposal. Correct name and mailing address is:

\_\_\_\_\_

\_\_\_\_\_

Other reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_