

**REQUEST FOR PROPOSALS (RFP)
OPERATIONAL PLAN DEVELOPMENT
WORKFORCE INNOVATION AND OPPORTUNITY ACT
RFP #OP-PY'17-1
MARCH 9, 2017**

I. PURPOSE

This RFP is issued by Opportunity Inc of Hampton Roads (Opportunity Inc.) on behalf of the Hampton Roads Workforce Development Board (HRWDB). The purpose is to solicit proposals from qualified proposers to develop and deliver a Workforce Innovation and Opportunity Act (WIOA) compliant Operational Plan and an attendant Performance Measurement Strategy for the implementation of the Local Workforce Development Plan for the Hampton Roads Region. The Plan is posted on the Opportunity Inc. website at www.opp-inc.org. It is expected that one (1) contract will be awarded under this RFP.

II. BACKGROUND

Opportunity Inc. is a local government authority chartered under Section 15.2-1300 of The Code of Virginia, as amended, by the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach and the Counties of Isle of Wight and Southampton, Virginia. Opportunity Inc. serves as the operating arm of the HRWDB. The HRWDB is appointed by the Chief Local Elected Officials (CLEOs) of the aforementioned jurisdictions which are collectively known as Hampton Roads Region (Virginia Local Workforce Area 16). The HRWDB and the CLEOs have recently worked in a strategic planning partnership with other key stakeholders in order to develop the Local Workforce Development Plan for the Hampton Roads Region referenced above. The Plan has been submitted to the Commonwealth of Virginia for the Governor's approval and is expected to be implemented by July 1, 2017. Opportunity Inc. will have the primary responsibility for coordinating the Local Plan implementation.

III. SCOPE OF WORK

The contractor will develop and deliver a comprehensive Operational Plan and an attendant Performance Measurement Strategy with metrics to gage ongoing performance related to proposed short and long term milestones in order to support the initial and ongoing implementation and evaluation of the Local Workforce Development Plan for the Hampton Roads Region. The Operational Plan and Performance Measurement Strategy, otherwise known as the "Contract Products", must be WIOA compliant, as applicable. The Operational Plan will address all aspects of the Local Plan and identify the specific roles, responsibilities and activities of the identified stakeholders related to implementation. Policies, procedures and processes related to Local Plan implementation should be proposed where applicable and warranted, and developed accordingly. The contractor will engage Opportunity Inc. and other local stakeholders in the development process for the Contract Products. It is understood that any changes that may be required by the Commonwealth of Virginia as a result of the Local Plan Approval Process will be addressed in the Scope of Work, as applicable. Once accepted

by Opportunity Inc., the contractor will conduct an on-site training session for key staff in support of the implementation of the Operational Plan and attendant Performance Measurement Strategy.

IV. CONTRACT PRODUCT DELIVERY REQUIREMENTS

The contractor will deliver to Opportunity Inc. one (1) original and three (3) copies of the Draft Operational Plan and Performance Measurement Strategy, inclusive of all applicable attachments, for review and comment, within forty-five (45) days of contract execution. Opportunity Inc. will review such and provide comments within ten (10) days after receipt of such products. Within ten (10) days of receipt of the Opportunity Inc. comments the contractor will revise and deliver one (1) original, three (3) copies and one (1) electronic version of the Final Operational Plan and Performance Measurement Strategy, inclusive of all applicable attachments, to Opportunity Inc. In addition, the contractor will provide an on-site training session in support of implementation at a time and date that is mutually agreed to by the contractor and Opportunity Inc.

V. RFP AVAILABILITY, PROPOSAL SUBMISSION AND PROPOSAL DUE DATE

The RFP Package will be available on the Opportunity Inc. website at www.opp-inc.org beginning Thursday, March 9, 2017 at 8:30 A.M. Eastern Time.

Proposers must submit one (1) original and three (3) copies of the proposal to Opportunity Inc. of Hampton Roads, Suite 1314, Dominion Tower, 999 Waterside Drive, Norfolk, Virginia 23510, **no later than 5:00 P.M. Eastern Time, Thursday, March 30, 2017**. Proposals must be signed by an authorized representative of the proposing organization or firm using the Proposal Submission Certification Statement (Attachment B of the website posted attachments for this RFP). Proposals received after this time/date, proposals submitted via email or fax and incomplete proposals substantially lacking key information will not be considered. Envelopes must be clearly marked "Operational Plan RFP". Proposals will not be returned.

Proposals should be as thorough and detailed as possible so that Opportunity Inc. may properly evaluate the proposer's qualifications and capabilities to provide the requested work.

All proposals must contain the following:

1. A narrative statement of the proposer's qualifications and experience to provide the type of work requested under the RFP. Include the resume(s) for key staff.
2. A narrative statement describing the proposer's understanding of the work to be performed under the RFP.
3. A narrative statement describing how the work will be performed. Include an outline of the focus areas, stakeholder engagement activities, timeline, performance measurement process, on-site training session, etc...
4. A list of at least three (3) Client References for the proposer's performance of same or substantially similar work as that required under

the RFP. Provide a contact name, organization, telephone number, email, postal mailing address, type of work and date(s) performed, for each reference.

5. Total proposed price to perform the Scope of Work and fully deliver the Contract Products, as defined under Sections III and IV of the RFP. The total price should be broken out for the delivery of the Operational Plan and attendant Performance Measurement Strategy and the conduct of on-site training, separately. Space and other necessities for the training session will be provided by Opportunity Inc. at no charge to the contractor.

VI. EVALUATION AND AWARD CRITERIA

A. Proposals will be evaluated using the following criteria:

1. Qualifications and experience of the proposer to perform the Scope of Work (0 - 30 points)
2. Proposer's understanding of work to be performed (0 - 30 points)
3. Proposer's approach to performing the work to be performed (0 - 25 points)
4. References from clients (0 - 15 points)

B. Award Criteria:

Opportunity Inc. will select at least the top two (2) ranked proposals from all that are submitted that are deemed to be fully qualified and best suited to provide the required services requested under this RFP. Opportunity Inc. may initiate discussions/interviews with the selected proposers. Opportunity Inc. will conduct negotiations with each of the selected proposers and may obtain best and final offers. Once negotiations are complete Opportunity Inc. may again make a determination as to whether the proposer is responsible.

Should Opportunity Inc. determine that only one (1) proposer is fully qualified or that one (1) proposer is clearly more highly qualified than others, a contract may be negotiated and subsequently awarded to that proposer, if Opportunity Inc. finds in its sole discretion that such a selection is in the best interests of the Hampton Roads Region.

The award will be documented in the form of a contract with Opportunity Inc. A contract awarded under this RFP may be extended at the sole discretion of Opportunity Inc. as deemed necessary to support the ongoing implementation of the Local Plan. In such case, additional costs will be negotiated with the contractor.

Proposers that are currently debarred, suspended or proposed for debarment are not eligible to receive a contract that may be awarded under this RFP.

This RFP does not commit Opportunity Inc. to accept any proposal submitted, execute any

contract, nor is Opportunity Inc. responsible for any costs incurred by the proposer(s) in the preparation of responses to this RFP.

Questions regarding this RFP are to be addressed to Bill Coley, Opportunity Inc. Workforce Services Officer, by telephone at (757) 314-2370 or by email at bcoley@oihr.org. Answers not otherwise provided in the RFP Package will be posted on the Opportunity Inc. website at www.opp-inc.org without further notice.

Note: The website posted attachments for this RFP, which includes the General Terms, Conditions and Required Certifications (Attachment A) and Required Proposal Certification Statement (Attachment B), can be found on the Opportunity Inc. website at www.opp-inc.org and are incorporated herein by reference.