



Area 20 Workforce Development Region
Hocking - Fairfield - Pickaway - Ross - Vinton

REQUEST FOR QUOTATIONS

To: Interested, qualified individuals or entities to perform WIOA programmatic, fiscal and work site monitoring for counties within the Area 20/21 Workforce Area

From: Fairfield County Economic and Workforce Development Office, as Administrative Agent for the Ohio Area 20/21 Workforce Development Board

Issued: October 9, 2019

Deadline: October 18, 2019

PURPOSE

The Fairfield County Economic and Workforce Development office, on behalf of the Area 20/21 Workforce Development Board, is seeking quotes from qualified individuals or entities to perform the service of programmatic, fiscal, and worksite monitoring of its 5 member counties. Membership includes Fairfield, Hocking, Pickaway, Ross, and Vinton counties. To learn more about Area 20/21 and its member counties, visit www.scoworkforcepartnership.org.

QUALIFICATIONS

Interested parties must have experience in government or federally-funded programs or equivalent; knowledge of the Workforce Investment Opportunity Act (WIOA) is desirable; must be able to provide monitoring and oversight of internal controls, compliance, budgeting, federal funding, and government structure and process; must possess the ability to write detailed reports, collect and record data accurately, establish facts and draw valid conclusions, and present findings to Area 20/21; understand manuals and verbal instructions; and have the ability to provide technical assistance.

SCOPE OF WORK

Under the general direction of the Area 20/21 Executive Director, the monitor(s) will perform independent program evaluations of each county in the area for proper and adequate internal control systems, compliance with the United States Department of Labor and Workforce Investment Opportunity Act rules and regulations, accuracy of participant records, integrity of county fiscal policies, procedures and reports, and integrity of data submitted to Area 20/21 and the Ohio Department of Job & Family Services; examines county/OhioMeansJobs Center policies, participant files, Incumbent Worker Training contracts, budgets, invoices, and funding reports, and other Workforce Investment Opportunity Act projects; and prepares and submits complete reports outlining observations, non-compliance issues, findings, and recommendations for corrective actions to ensure federal, state, and local policies are followed.

REQUIREMENTS

Interested parties must submit a Statement of Qualifications, resume with references, and a detailed plan for completing at least one comprehensive on-site monitoring visit with each member county, including the proposed cost. Proposers must complete monitoring for all five member counties but visits to counties could be administered on different visits.



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One comprehensive visit for each county must take place between the date of the contract and September 30, 2020 and one comprehensive visit for each county must take place between October 1, 2020 and September 30, 2021.

Area 20/21 is divided into 3 One-Stop systems, 2 are one county and 1 has three counties (South Central Ohio Job and Family Services covers Hocking, Ross, and Vinton counties). Monitoring is done with a One-Stop *system* approach, and each county's on-site visit will take one or two work days, depending on the needs of the county. The three counties for South Central Ohio JFS can be completed in one visit to the Ross County OMJ Center. Detailed monitoring reports must be provided to Area 20/21 within ten (10) business days of each system's visit. Sample reports will be provided to the monitor(s) during training.

Proposers should outline any travel costs that will be incorporated into the overall price. Travel will be paid as part of the overall contract and not reimbursed separately.

Responses to this R.F.Q. should be forwarded to:

Angel Conrad, Fiscal Agent, and Rick Szabrak, Executive Director
Area 20/21 Workforce Development Board
angel.conrad@fairfieldcountyohio.gov
rick.szabrak@fairfieldcountyohio.gov

All proposers will be notified of their status. If you have questions or need additional information, call 740-652-7162 or email Rick or Angel.