

RFP Development Guide

Using this document as a guide to develop your RFPs will ensure that you are following the RFP best practices while also allowing for flexibility and customization.

Each section contains recommendations for the RFP as well as optional items, that may be included if preferred.

Additionally, the guide provides “Pro Tips” that will strengthen your RFP to encourage a transparent, full, and open competitive procurement.

RFP Title Page

- Recommended to include the following items:
 - LWDB name & logo, if applicable
 - Program or services that RFP is procuring
 - Program year & options for renewing (and based upon performance)
 - Date RFP was issued & where available (if on a website like RFP 360)
 - Date of Pre-Proposal Conference
 - Date proposals are due
 - Point of contact
- Optional: Important Dates
 - Questions due to LWDB
 - When Q&A will be released
 - RFP evaluation/review dates
 - Board meeting for Selection
 - Award notification
 - Estimated contract start date
 - *Recommended to include language about LWDB having right to make changes to above timeline*



Pro Tip: Keep your title page succinct with all the key information & important dates in clear format with bulleted items or organized in a table

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Recommended Sections:

- Section I: General Information
 - Introduction Page __
 - *Optional: Eligible Applicants & Applicant Qualifications* Page __
 - Funding Source(s) Page __

- Section II: Program Feature & Design
 - Service Overview (IE: Adult & Dislocated Worker Overview) Page __
 - WIOA Local Plan Page __
 - Program Design Page __
 - Required Program Activities Page __
 - Performance Page __
 - Evaluation Criteria Specifications Page __

- Section III: Proposal Submission
 - Proposal Submission Order & Schedule Page __
 - General Organization Information Page __
 - Scope of Work Proposal Questions Page __

- Section IV: Additional Information
 - Cover Sheet with Signature Page __
 - Proposal Checklist Page __
 - NJ Standard Assurances & General Provisions..... Page __
 - Assurances Non-Construction Programs (SF 424 B)
 - Debarment and Suspension Certification (29 CFR Part 98)
 - Certification Regarding Lobbying (29 CFR Part 93)
 - Drug Free Workplace Certification (29 CFR Part 98)
 - Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 38)
 - Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (2 CFR Part 200)
 - Risk Assessment Tool Page __
 - US DOL Terms & Conditions Page __
 - Completed Budget Template & Narrative Page __
 - *Optional Additional Requested Attachments:*
 - *Concurrence of the Collective Bargaining Agent*
 - *Grievance Policy for Trainees/Participants*
 - *Cost Allocation Plan*
 - *Audited financial statement*
 - *Letters of recommendation from other boards*

Section I: Introduction

- Recommended to include the following information:
 - LWDB issuing RFP & the services associated with RFP
 - Statement regarding contractor ability to operate more than one contract
 - If applicable, statement regarding multiple scopes of work/services included in RFP & possibility that RFP may lead to more than one award
 - If applicable, statement with clear instructions to highlight specific roles the proposal is being submitted for.
 - Reference to Federal WIOA resources (see links below)
- Optional to include:
 - Mission of LWDB
 - Responsibilities of LWDB & Board member participation



Pro Tip: Provide links to Federal WIOA resources instead of embedding regulation language into RFP. Links recommended to include are:

- [US DOL Employment & Training Website](#)
 - [WIOA Final Rule](#)

Section I: Eligible Applicants & Applicant Qualifications (Optional)

Section I: Funding Sources

- Recommended to include the following information:
 - Fund availability for program year (can provide transitional period)
 - Renewal options (IE: annually, based upon performance, for a total of 3 years)
 - Current or Historical Funding Amounts (if budget is not yet known)
- Optional to include:
 - Synopsis of RFP



Pro Tip: Ensure to note how many renewals are allowed & if budget is not yet known, can provide either current or historical data.

Section II: Service Overview

- Recommended to include:
 - Expectations for services as outlined in WIOA (IE: Adult & DW statuses & required services)

Section II: WIOA Local Plan

- Recommended to include:
 - Recommendation for proposers to be familiar with the local plan when responding to RFP.
 - WIOA local plan (accessible through link)



Pro Tip: Include link to local plan. Be specific about what you want local proposers to address in your local area.

(Examples: What are your Demand Populations or Target Populations/Priorities?)

Section II: Program Design

- Recommended to include:
 - Describe key partnerships and collaboration expected of proposer to provider unified approach for better assisting job seekers. Can include collaboration with Business Services Team as well as the One Stop System's partners.



Pro Tip: This section can be standard. Ensure it is concise but comprehensive & adjust as necessary depending upon local area.

Section II: Required Program Activities

- Recommended to include:
 - Details on scope of work/services, including specific program components
 - Scopes of work/services must be distinct for each distinct role being procured *(if procuring multiple services within single RFP)*



Pro Tip: Be as specific as possible. Ensure to include all duties and responsibilities.

(Example: For Adult & Dislocated Workers, detail the three types of career services (basic, individualized, and follow up) a service provider will be responsible for providing.)

Section II: Performance

- Recommended to include:
 - Negotiated performance levels, at the time of this RFP (may include expected credentials)
 - Language discussing that additional benchmarks may be set in response to local need or regulations.



Pro Tip: Include a chart that details the negotiated performance level/WIOA common measures

Section II: Evaluation Criteria Specifications

- Recommended to include:
 - Breakdown of point association for each section (chart format or rubric is best)
 - Recommended sections for criteria: (should mirror RFP sections)
 - Innovative Program Activities & Program Design
 - Experience & Expertise
 - Performance Measures, Outcomes, & Continuous Improvement
 - Administrative & Management Capacity – Key Staff
 - Financial Capability
 - If procuring multiple services within single RFP, evaluation criteria must clearly outline ability to select multiple providers aligned with each unique scope of work/services.
 - Evaluation criteria must be unique to each scope of work/services.
- Optional: Can provide specifics on each criteria section
 - **Example:** Experience & Expertise: “Demonstrated performance of the effectiveness of the agency or organization in delivering comparable or related WIOA program services and activities, including ability to meet specific program design elements that ensure customers are engaged in appropriate activities.”



Pro Tip: Illustrate evaluation criteria and point association in chart format/rubric.

Section III: Proposal Submission Order & Schedule

- Recommended to include:
 - Proposal submission requirements/guidelines
 - Ensure all required attachment forms are included with the RFP
 - Contact information for designated individual(s) (receives questions & proposals)
 - Formatting guidelines (include font, type size, spacing, margins, required headers/footers, and page number)
 - Checklist of required items & placement in proposal package (order of documents)
 - State if additional narrative attachments are acceptable
 - Establish a list of important dates that include:
 - RFP release date
 - Bidder’s conference or respondent’s orientation and how to register
 - Questions due and how to submit
 - Q & A released
 - Proposals due, date and time, format
 - Presentations
 - Vendor selection date
 - Contract signed date
 - Program start date
- Optional: Language directed at the LWDB’s policy on incomplete or late submissions will or will not be accepted.



Pro Tip: Provide budget forms in Excel & avoid locking any forms that proposers need to complete.

Section III: General Organization Information

- Recommended to include:
 - List the names and titles of all owners, members of the board of directors, and/or any other officers of the proposing entity.

Section III: Scope of Work Proposal Questions

- Recommended to include:
 - Clear response limitation to scope of work questions
 - Questions that are relevant and match the evaluation criteria sections
 - See example RFP for sample questions

Section IV: Additional Information

- Recommended to include:
 - Cover Sheet with Signature
 - Proposal Checklist
 - NJ Standard Assurances & General Provisions
 - Assurances Non-Construction Programs (SF 424 B)
 - Debarment and Suspension Certification (29 CFR Part 98)
 - Certification Regarding Lobbying (29 CFR Part 93)
 - Drug Free Workplace Certification (29 CFR Part 98)
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 - Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (2 CFR Part 200)
 - US DOL Terms & Conditions
 - Completed Budget Template & Narrative
 - Risk Assessment Tool
- Optional to include:
 - Concurrence of the Collective Bargaining Agent
 - Grievance Policy for Trainees/Participants
 - Cost Allocation Plan
 - Audited financial statement
 - Letters of recommendation from other boards



Pro Tip: Each document or item listed above should be provided in the RFP as its own separate attachment.