Vermilion County Workforce Innovation Board Procurement Policy

Open & Free Competition

All procurement transactions in Vermilion County shall be conducted in a manner that provides maximum open and free competition consistent with this policy. Procurement procedures shall not restrict or eliminate competition.

Meeting the Objectives

Awards will be made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Procurement objectives to be demonstrated include, but are not limited to: financial resources, technical qualifications, experience, organization and facilities adequate to carry out the project; resources to meet the completion schedule contained in the contract; a satisfactory performance record for completion of contracts; and accounting and audit procedures adequate to control property, funds, and assets.

Procedures for Contracts

Procurement will be conducted when either a fixed-price or a cost-reimbursement type contract for over $20,000 (or aggregate to one service provider) is awarded. Bids shall be obtained on all private contracts. All bids received shall be kept on file in the originating department. The CEO and LWIB will approve the contract(s) entered into by the LWIA.

Requests for Proposals will be advertised in the local newspaper. Any response to publicized requests for proposals shall be honored to the maximum extent practical. Proposals will be solicited from an adequate number of qualified sources. All potential contractors, who have expressed an interest in being considered for awards shall be sent requests for proposals for the area or areas of service for which they wish to be considered.

RFP Preparation

The LWIB appoints the Administrative Assistant, with the approval of the Risk Management Consultant, to develop an RFP for each program where a contract will be issued. This includes knowledge of WIOA training programs, policies and regulations, and familiarity with RFP/contract provisions. Proposal schedules, RFPs, rating sheets and recommendations will be updated annually and will be maintained in the Administrative Assistant's office. A schedule listing the calendar dates, steps in the review, and the selection process will be identified. The RFP will address all requirements needed to deliver quality services and programs under WIOA.

Review Process

1. Receipt of Proposals – All proposals will be date/time stamped electronically, as they're required to be submitted via email. Each submission will receive acknowledgement or proof of receipt.
2. Securing Proposals – Proposals will be stored on a secure server in the Administrative Assistant's Office.

3. Initial Review of Proposals – The Administrative Assistant will conduct an initial review of the proposal package to determine their completeness. Missed items will be identified at this time. All bidders will be allowed to make minor omissions complete.
4. Appointing the Evaluation Team – The Executive Committee of the VCWIB will serve as the Evaluation Team. The Chairman will be conducting the meeting of the Evaluation Team. Evaluation rating forms will be distributed and explained, a description of the process including the date that the team will meet to discuss ratings, and answer any questions about the evaluations.
5. Individual Review – Each member will read each proposal in its entirety. Reviewers will thoroughly evaluate each proposal against the criteria on the designated rating sheets and identify strengths, weaknesses or deficiencies of each proposal reviewed and document on the evaluation form.
6. Committee Review – Upon completion of the individual review, the committee will meet. The Administrative Assistant will log the scores received on each RFP from each reviewer. The AA will then find the average score for each RFP and make a list of the questions and comments that the reviewers raised concerning the RFPs. Based on the evaluations, the committee will then prepare summary report that will contain their recommended selection of service providers with a possible adjusted contract amount and number of participants. The total amount of funding recommended will equal approximately the amount available for contracts.

Special Provisions

The Vermilion County Workforce Innovation Board will follow WIOATEGL No. 15-16 Competitive Selection of One-Stop Operators in reference to selection of the OSO.

Effective Date: February 27, 2018
Duration: Indefinite

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Jeff Fauver, Chairman of VCWIB