

MOHAVE COUNTY REQUEST FOR BOARD ACTION FORM

FROM: Rebecca O'Brien, CPM, CPPB, Procurement Director

CONTACT/EXT: 4194

DATE: January 9, 2019

BOS MEETING DATE: January 22, 2019

FORMAL ACTION: ☐

CONSENT ☒

RESOLUTION ☐

OTHER ☐

INFORMATION ONLY ☐

SUMMARIZE THE ISSUE & DESIRED ACTION CLEARLY/ATTACH BACKUP MATERIAL:

On November 21, 2018, Request for Proposals 18P09, Workforce Innovation and Opportunity Act (WIOA) – Mohave/La Paz Workforce Development One Stop Operator, was issued in accordance with the Workforce Innovation and Opportunity Act (WIOA), State Policy, Mohave/La Paz Workforce Development Board Policy, State Procurement Law, and the Mohave County Procurement Code to select one (1) qualified contractor to provide required services and activities under the WIOA for the Mohave/La Paz Workforce Development Area. The amount of the contract is Seventy-Five Thousand Dollars (\$75,000.00), federal grant funds, and comes under the direction and authority of the Mohave/La Paz Workforce Development Board, Mohave County, and staff to the board provided by Mohave County's Community Services Department.

The Workforce Innovation and Opportunity Act (WIOA) requires the competitive procurement of the One Stop Operator.

Two (2) proposals were received and opened publicly on December 21, 2018. A Selection Committee evaluated and scored the proposal in accordance with the evaluation criteria set forth in the solicitation and recommended award to Jason Millin, Kingman, Arizona, for a term of one (1) year with three (3) one-year renewal options.

RECOMMENDED MOTION:

Approve award and sign Contract No. 18P09 Workforce Innovation and Opportunities Act – One Stop Operator to Jason Millin, Kingman, Arizona, to provide Workforce Innovation and Opportunity Act (WIOA) services effective January 22, 2019 for an initial one (1) year period with the County having the right, at its sole option, to renew the Contract for up to three (3) additional one (1) year periods. The Contract is cost-reimbursement in the amount of Seventy-Five Thousand Dollars (\$75,000.00) annually with funding provided by federal grant funds, under the direction and authority of the Mohave/La Paz Workforce Development Board, Mohave County, and staff to the board provided by Mohave County's Community Services.

ATTACHMENT(S):

Executive Summary; (1 copy)

Contract 18P09; (1) original and (2) copies

Reviewed and Approved By:

County Attorney ☒

Human Resources ☐

Finance ☒

County Manager ☒

Approved as Requested ☐

No Action Taken ☐

Disapproved ☐

Board Action Taken:

Continued to _____

Approved with the following changes: ☐

Acknowledged receipt and referred to: _____

Filing Information and Retrieval

Filed Bid _____

Filed Agreement _____

BOS Resolution _____

Filed Yearly Correspondence _____

Filed Petition _____

Filed Dedication _____

Filed Land Sold _____

Filed Land Acquired _____

Filed Franchise _____

ID Resolution _____

Filed Improvement District _____

Filed Other _____

Date Routed: _____

Additional Information: _____

XC: _____

CS Record

Evaluation committee score tabulation
RFP 18-P-09
WIOA One Stop Operator



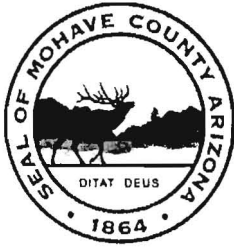
	Demonstrated Ability and Past Performance			Fiscal Elements		Total Points
	Organizational Background and Capacity	Experience	Implementation	Budget Narrative	Budget	
	Points Awarded	Points Awarded	Points Awarded	Points Awarded	Points Awarded	
Kingman Chamber	24	17.25	23	7.5	15	86.75
Jason Millin	24	23	23	15	15	100

Comments:

Kingman Chamber:
Lack of previous
Workforce Development
Board participation,
points deducted = 5.75

Jason Millin: Provided
specific experience with
Workforce Development
Board

Kingman Chamber:
Some budget spent
toward Kingman Chamber
administration, points
deducted = 7.5



MOHAVE COUNTY DEPARTMENT OF PROCUREMENT

Contracts Division

Central Services Division

700 W. Beale Street, 1st Floor East, P.O. Box 7000, Kingman, Arizona 86402-7000

Phone: (928) 753-0752 Fax: (928) 753-0787 Website: www.mohavecounty.us

DATE: January 9, 2019

TO: Procurement File

FROM: Becky O'Brien, Procurement Director

SUBJECT: RFP No. 18P09– Workforce Innovation and Opportunities Act – One Stop Operator

This Solicitation was issued to contract for a provider to act as the One Stop Operator for required Workforce Innovation and Opportunities Act (WIOA) services and activities in the Mohave/La Paz Workforce Development Area. The WIOA was signed into law in 2014 and provides grant funds for a One Stop Center to provide various employment and educational services. Mohave County is the fiscal agent for an annual \$75,000.00 WIOA grant through the Mohave/La Paz Workforce Development Board.

Notice of Request for Proposals was sent to over 60 potential bidders, including educational and employment services providers, and was posted on the Department of Procurement website. The solicitation was publicly noticed on November 21 and 28, 2018, in accordance with Arizona Revised Statutes and the Mohave County Procurement Code. A Pre-Proposal Conference was held for interested firms on November 29, 2018. On December 21, 2018 the County received two (2) sealed proposals from the following firms:

1. Kingman Chamber of Commerce
2. Jason Millin


The submitted proposals were reviewed for accuracy, completeness and conformance to the requirements listed in the Solicitation. The client department completed their evaluation of the proposals submitted in accordance with the published solicitation and the Mohave County Procurement Code. On December 21, 2018, I reviewed the most current Conflict of Interest Log maintained by the Mohave County Clerk of the Board to ensure that no conflicts of interest exist. The list, last updated July 12, 2017, did not note any reported conflicts of interest for Jason Millin related to this procurement. Based on this information, the conflict of interest laws have been complied with.

I have reviewed the proposal and attended all meetings associated with this solicitation. I concur with the client department's recommendation that the Contract be awarded to Jason Millin, Kingman, Arizona, in the amount of Seventy-Five Thousand Dollars \$75,000.00 as being in the best interests of Mohave County.

I therefore recommend award of RFP No. **18P09** to:

Jason Millin

CONCURRENCE:


Becky O'Brien, CPM, CPPB

Procurement Director

Date

1-9-2019

cc: File No. 18P09

Enc.: Evaluation Score Sheet (1 copy)

Affidavit of Publication (1 copy)

AFFIDAVIT OF PUBLICATION

MOHAVE COUNTY NEWSPAPERS THE STANDARD

221 E. Beale St. Kingman, AZ 86401
Phone: (928) 753-1143 Fax: (928) 753-1312

ORIGINAL

STATE OF ARIZONA
COUNTY OF MOHAVE

I, Billie Jo Perkins, am authorized by the publisher as agent to make this affidavit of publication. Under oath, I state that the following is true and correct.

The Standard is a newspaper which is published weekly, is of general circulation, and is in compliance with Arizona Revised Statutes 10-140.34 & 39-201.A & B.

The notice will be/has been published 2 consecutive times in the newspaper listed above.

DATES OF PUBLICATION:

- 1) 11-21-18
- 2) 11-28-18
- 3) _____
- 4) _____

TYPE OF DOCUMENT:

Requests for Proposals
Example: Merger between parties; name change from/to; foreign authority with a fictitious name; articles of incorporation; application for authority; articles of organization; amendment; etc.

NAME/ ACTION(FILE #): RFP NO.: 18PD9

AUTHORIZED SIGNATURE:

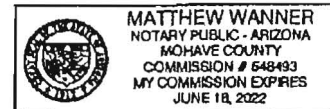
Billie Jo Perkins
Billie Jo Perkins

SUBSCRIBED AND SWORN TO BEFORE ME ON THE

21st DAY OF November, 2018.

NOTARY SIGNATURE:

Matthew Wanner



PUBLICATION REQUEST FOR
PROPOSALS COMMODITIES:
MOHAVE COUNTY COMMUNITY
SERVICES DEPARTMENT -
WORKFORCE INNOVATION AND
OPPORTUNITIES ACT - ONE STOP
OPERATOR RFP NO.: 18P09 DATE
ISSUED: NOVEMBER 21, 2018
OPENING DATE: DECEMBER 21, 2018
TIME: 2 PM (Local AZ Time) Notice is
hereby given that the Mohave/La Paz
Workforce Development Board through
Mohave County ("County"), the grantee
and fiscal agent for Workforce
Innovation and Opportunity Act (WIOA)
funds, is seeking proposals from
qualified organizations for the provision
of One Stop System Operator services
and activities required under the WIOA
for the Mohave/La Paz Workforce
Development Area. A complete copy of
this RFP and possible amendments may
be obtained from our website at:
[http://procurementbids.mohavecounty.u](http://procurementbids.mohavecounty.us)
s. Any interested offerors without
Internet access may obtain a copy of
this solicitation by calling (928) 753-
0752, or a copy may be picked up
during regular business hours at the
Procurement Department, 700 W. Beale
Street, Kingman, AZ. Respondents are
invited to review the information and to
submit their response to this RFP in
accordance with the criteria established
within this RFP. Written questions
regarding this RFP must be received by
the Procurement Department no later
than December 6, 2018. Questions may
then be responded to by written
amendment to this document. Oral
statements or instructions shall not
constitute an amendment to the RFP.
Awards will be made with reasonable
promptness by written notification to the
successful proposer(s). FOR FURTHER
INFORMATION CONTACT: Morgan
Michaels, Procurement Officer, at
morgan.michaels@mohavecounty.us
BY: Rebecca O'Brien, CPM, CPPD
Procurement Director Mohave County
Procurement Department
Publish: 11/21, 11/28/18

ORIGINAL

OFFER FORM

TO MOHAVE COUNTY:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal.

CONFLICT OF INTEREST:

For purposes of determining any possible conflict of interest, all Offerors **must disclose** if any current Mohave County employee is also an owner, corporate officer, or employee of your business. Indicate either "Yes" (County employee is associated with your business), or "No." If yes, provide the name(s) of the County employee(s) and the position(s) County employee(s) hold within your business (reference "Instructions to Offerors", Item #4 herein).

___ Yes ☒ No

If "YES", please provide the current Mohave County employee and position (include additional pages if necessary)

CONTACT:

FOR CLARIFICATION OF THIS OFFER:

Signature of Person Legally Authorized to Sign on Behalf of Company

Name (First, Middle Initial, Last)

Printed Name and Title

Printed Name and Title

Company Address

Direct Telephone (Including Area Code)

City / State / Zip Code

Mobile Telephone (Including Area Code)

Telephone Number (Including Area Code)

Email Address

Email Address

Company Web Address

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

Services Provider is now bound to provide the services and/or materials specified herein in RFP# 18P09, including all terms, conditions, specifications, amendments, etc., and Services Provider's Offer as accepted by Mohave County.

Services Provider has been cautioned not to commence any billable work or to provide any service and/or material under this contract until Services Provider receives this signed sheet, or a written notice to proceed.

Awarded this _____ day of _____, 2018.

Chairman, Mohave County Board of Supervisors