

**Workforce Development Board of Madera County
Madera County Workforce Investment Corporation**

**Uniform Guidance Request for Quote
For
AJCC Comprehensive Certification
And
Madera County Local Plan**

Inquiries and Quotes should be directed to:

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General Information

A. Purpose

The Workforce Development Board of Madera County (WDB) seeks quotes from individuals or entities to assist in completing the AJCC Comprehensive Certification as outlined in WSD32-05 for the comprehensive AJCC in Madera County and the Madera County Local Plan as outlined in WSD (will provide directive upon release by the State EDD).

Request for Quote (RFQ) will be held in compliance with 2 CFR Part 200 Procurement Standards outlined in sections 200.317-200.327.

B. Instructions on Quote Submission

1. Closing Submission Date: Quotes must be received no later than 4:30 pm on April 26, 2024. Late quotes will not be considered.
2. Inquiries: Questions concerning this RFQ should be directed via email to Jessica Roche at mworkforce@maderaworkforce.org and submitted by close of business 5:00 p.m. on March 29, 2024. Subject line must reflect 'RFQ AJCC Certification & Local Plan.' All questions and answers will be posted and responded back by email within two (2) business days and also posted on the Madera County Workforce Investment Corporation (MCWIC's) website at <http://www.maderaworkforce.org/public-notices/>. It is the responsibility of the Offeror to check the website for any updated information posted, including questions and answers.
3. Conditions of Quote: All costs incurred in the preparation of a quote responding to this RFQ will be the responsibility of the Offeror and will not be reimbursed by MCWIC.
4. Quote Submissions:

Completed quotes may be submitted as follows:

EMAIL: mworkforce@maderaworkforce.org Subject: RFQ AJCC Certification & Local Plan

All quotes submitted must be submitted by the closing date and time noted in RFQ and is the responsibility of the Offeror to ensure that the quote is received by MCWIC by the date and time specified. **Late quotes will not be considered.**

5. Right to Reject: MCWIC reserves the right to reject any and all quotes received in response to this RFQ. A contract for the accepted quote will be based on the factors described in this RFQ.
6. Small and /or Minority-Owned Businesses: Efforts will be made by MCWIC to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

7. Notification of Award:

- a. It is expected that a decision about selection of the successful Contractor will be made within 6 weeks of the closing date for the receipt of quotes.
- b. Upon conclusion of final negotiations with the successful Contractor, all Offerors submitting quotes in response to this RFQ will be informed by email of the name of the successful Contractor.

C. Contract Term

At the discretion of MCWIC, this contract may be extended to cover the following two (2) periods of AJCC Certification renewal periods. The cost for the additional periods will be agreed on by MCWIC and the Offeror.

D. Services Requested to be Performed

Comprehensive AJCC Certification

The Comprehensive AJCC Certification should follow the guidance provided by the California Workforce Development Board in EDD Directive *WSD 23-05 Comprehensive, Affiliate, and Specialized Certification*.

The WIOA Joint Final Rule outlines three key requirements for AJCC certification: 1) effectiveness of the AJCC, 2) physical and programmatic accessibility for individuals with disabilities, and 3) continuous improvement. California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

AJCC Certification Indicator Assessment - The seven AJCC Certification Indicators are as follows:

1. The AJCC ensures universal access, emphasizing individuals with barriers to employment.
2. The AJCC actively supports the One-Stop system through effective partnerships.
3. The AJCC provides integrated, customer-centered services.
4. The AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and career pathways.
5. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business services strategy focusing on quality jobs.

6. The AJCC has high-quality, well-informed, and cross-trained staff.
7. The AJCC achieves business results through data-driven continuous improvement.

AJCC Continuous Improvement Plan - Once the AJCC Certification Indicator Assessment is completed, the Evaluator must use the recommendations and evaluations from the assessment to create a continuous improvement plan for each of the comprehensive and affiliate AJCCs.

Since the goal is for Local Boards to work with each of their comprehensive and affiliate/specialized AJCCs to improve and progress within each AJCC Certification, all Local Boards must continually attest to developing the Continuous Improvement Plan with target dates with the AJCC.

WDB and AJCC Partner Input - The evaluation process should include an onsite evaluation of the AJCC as well as convenings of AJCC staff and partners to gather input.

Supporting Documentation – All supporting documentation utilized by the Evaluator must be provided to the WDB. This may include, but is not limited to, ADA compliance monitoring reports, MOUs, procedure manuals, questionnaires, surveys, interview notes from customers, partners, or staff, and performance information used during the certification process.

Timeline -The certification process for comprehensive and affiliate/specialized AJCCs will be conducted during Program Year 2024-2025 and take effect January 1, 2025.

- **Indicator Assessment**
 - **July 1, 2024 through September 30, 2024** The Local Boards must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor by November 1, 2024
 - **December 15, 2024** Certification Indicator Assessment reviewed and approved by CWDB
- **Continuous Improvement Plan - October 1, 2024 to November 31, 2024**, then approved by WDB.
 - Approved by WDB **December 19, 2024**
 - Continuous Improvement Plan must be COMPLETED and in effect by **December 31, 2024**

WIOA Local Plan

As outlined under WIOA Section 106, the Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plan, drives coordination with local partners, and highlights key service delivery strategies. In this regard, service delivery is typically integrated at the local level, where resources are braided, and support is provided to participants through multiple workforce system partners. The Local Plans should address partnerships established under the previous Local and Regional Planning and Modification processes. This includes WIOA core and required program partners, as well as state strategic

partnerships. Local Boards are also encouraged to address any additional partnership efforts taking place at the local level, if applicable.

WIOA Core and Required Partner Coordination

The ultimate vision is for core and required programs to operate as a unified system, strategically assessing and responding to the needs of workers and employers and aligning them with service strategies. This section of the Local Plan should address coordination with the following WIOA core and required program partners identified under WIOA Section 121. This section of the Local Plan should address AJCC partners coordination of services and resources, co-enrollment, access to services, workforce and education, and compliance with WIOA Section 188.

Strategic Partner Coordination

This section of the Local Plan should address ongoing coordination efforts with the partnerships established in Regional and Local Plans.

WIOA Title I Coordination

This section of the Local Plan should describe strategies for staff preparation, training, and ongoing professional development to effectively respond to participant needs. It should also address the services, activities, and administrative requirements established for Local Boards under WIOA Title I. Strategies for staff should include training and/or professional development, rapid response activities, assessment of WIOA priority of services, assessment of WIOA youth program requirements, and assessment of the AJCC operator and/or the Career Services Provider are being fulfilled.

Stakeholder and Community Engagement

The development of comprehensive Plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. It includes engaging with employers and labor organizations, as well as WIOA core, required, and strategic program partners.

Using the Stakeholder and Community Engagement Summary Template, RPUs and Local Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement were achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans. A list of potential Regional and Local Planning Partners is included as a tool to assist with identifying stakeholders for the planning process.

Public Meetings and Public Comment

Local Boards must provide a 30-day opportunity for public comment prior to submission of the Regional and Local Plans. Any comments that express disagreement with the Regional or Local Plans must be included in the final submission.

Regional and Local Plan Format and Submission Dates

RPUs and Local Boards must follow the format outlined in the EDD WSD directive. Local Plan must be WDB approved no later than February 28, 2025. The Local Plan must be approved by the Madera County CLEO in March 2025. The submission of the Local Plan to the State must be submitted by USB flash drive to the CWDB no later than March 31, 2025.

Local Plan information above is based on prior plan year directive released by EDD. Upon release of the new State EDD Directive for the Local Plan, the directive will be reviewed

between MCWIC and Offeror and any changes determined at that time to scope and/or costs will be negotiated.

E. Quote Requirements

1. A brief description of experience/related expertise, the name, address, telephone, email of the individual submitting the quote, and type of organization.
2. Outline of the work plan, including a timeline, and cost determined per, should be based on the accomplishment of each of the following tasks:
 - a. AJCC Certification Indicator Assessment
 - b. Continuous Improvement Plan
3. Any cost for travel, if needed, should be itemized separately as a NTE amount:
 - a. Auto
 - b. Air Travel
 - c. Hotel