

REQUEST FOR QUOTATIONS

To: Interested, qualified individuals or entities to perform on-site monitoring, pre-visit research and report compilation for Gallia and Guernsey counties as part of the National Dislocated Worker Grant OH-32.

From: Greater Ohio Workforce Board, Administrative Office

Issued: September 9, 2020

Deadline: September 23, 2020

PURPOSE

The GOWB Administrative Office, on behalf of the Greater Ohio Workforce Board and Ohio Area 7 Consortium of Chief Elected Officials, is seeking quotes from qualified individuals or entities to perform the service of on-site monitoring, pre-visit research and report completion for Gallia and Guernsey counties as part of the National Dislocated Worker Grant OH-32.

QUALIFICATIONS

Interested parties must have experience in government or federally-funded programs or equivalent, knowledge of federal workforce programs (knowledge of the Workforce Investment Opportunity Act (WIOA) is desirable); must be able to provide on-site monitoring; must possess the ability to write detailed reports, collect and record data accurately, establish facts and draw valid conclusions, and present findings to GOWB; understand manuals and verbal instructions; and have the ability to provide technical assistance. Job requires ability to work with and communicate effectively with public officials, property owners, and work crews. Ability to read and understand federal and state policy and regulations is a must.

SCOPE OF WORK

Under the general direction of the GOWB Operations Director, the Temporary Disaster Grant Monitor will be responsible to provide on-site monitoring, pre-visit research and report completion for Gallia and Guernsey counties as part of the National Dislocated Worker Grant (NDWG) that includes the clean-up of public lands, mainly debris removal from creeks and streams that were caused by the severe storms, flooding, and landslides during the period of 2/5/19 - 2/13/19.

RESPONSIBILITIES:

- Conduct on-site monthly visits to each of the counties,
- Check for compliance in a number of areas including safety, adherence to plan, adherence to federal compliance requirements, and expense reporting,
- Complete reports for each county monthly and submit to GOWB,
- Conduct pre-visit research, and
- Other related duties as assigned by GOWB.

REQUIREMENTS

Interested parties must submit a Statement of Qualifications, resume with references, and a detailed plan to perform the service of on-site monitoring, pre-visit research and completion of monthly reports for Gallia and Guernsey counties, including the proposed cost. Monthly visits are required for each county and must take place between the date of the contract and September 30, 2021 or until the NDWG-32 grant has expired. If the NDWG-32 grant is extended, then a contract may be negotiated to continue services.

Detailed monthly reports must be provided to GOWB within ten (10) business days of each county's visit.

Proposers should anticipate one day of training with GOWB staff. Also, proposers should submit quotes that incorporate expenses (e.g., travel mileage) into the overall price. Proposers must be able to provide own transportation.

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

***Lori Geary, Operations Director
Greater Ohio Workforce Board
via email at gearyl@clarkstate.edu***

All proposers will be notified of their status. If you have questions or need additional information, call 937-505-7839 or email gearyl@clarkstate.edu. Answers to questions will be provided online at www.gowbi.org