

# REQUEST FOR QUALIFICATIONS

**To:** Interested, qualified individuals or entities to perform WIA programmatic and work site monitoring for the 43 Ohio counties within Area 7

**From:** Ohio Area 7 Workforce Investment Board, administrative office

**Issued:** 29 June 2009

**Deadline:** Until the position is filled

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## PURPOSE

The Area 7 Administrative Office, on behalf of the Area 7 Workforce Investment Board and Ohio Area 7 Consortium of Chief Elected Officials, is seeking proposals from qualified individuals or entities to perform the service of **programmatic and work site monitoring of its 43 member counties**. To learn more about Area 7 and its member counties, visit [www.area7workforce.org](http://www.area7workforce.org).

## QUALIFICATIONS

Interested parties must have experience in government or federally-funded programs or equivalent, plus at least a four-year college degree or equivalent; knowledge of the Workforce Investment Act a plus; must be able to provide monitoring and oversight, internal control, compliance, budgeting, and government structure and process; must possess the ability to write detailed reports, collect and record data accurately, establish facts and draw valid conclusions, and present findings to Area 7; understand manuals and verbal instructions; and have the ability to provide technical assistance.

## SCOPE OF WORK

Under the general direction of the Area 7 Executive Director, the monitor(s) will perform independent program evaluations of each county or assigned counties for proper and adequate internal control systems, compliance with the United States Department of Labor and Workforce Investment Act rules and regulations, accuracy of participant records, and integrity of data submitted to Area 7 and the Ohio Department of Job & Family Services; examines county/one-stop system policies, participant files, Incumbent Worker Training contracts, and other Workforce Investment Act projects funded under the American Recovery and Reinvestment Act of 2009; and prepares and submits complete reports outlining observations, non-compliance issues, findings, and recommendations for corrective actions to ensure federal, state, and local policies are followed.

## **REQUIREMENTS**

The total budget for this project will not exceed \$200,000 and is based on available funding. The agreement for these services will be effective on the date of the signed agreement through June 30, 2010.

Interested parties must submit a Statement of Qualifications, resume with references, and a detailed plan for completing at least two comprehensive on-site monitoring visits with each member county, including the proposed cost. Proposers may submit a plan for monitoring one or more of Area 7's three monitoring regions (see attached map). At least one comprehensive visit for each county must take place between the date of the contract and August 31, 2009 and at least one comprehensive visit for each county must take place between September 1, 2009 and March 31, 2010.

Area 7 is divided into 11 One-Stop systems made up of three to five counties each. Monitoring is done with a One-Stop *system* approach, and each county's on-site visit will take one or two work days, depending on the needs of the county. Detailed monitoring reports must be provided to Area 7 within ten (10) business days of each system's visit. Sample reports will be provided to the monitor(s) during training.

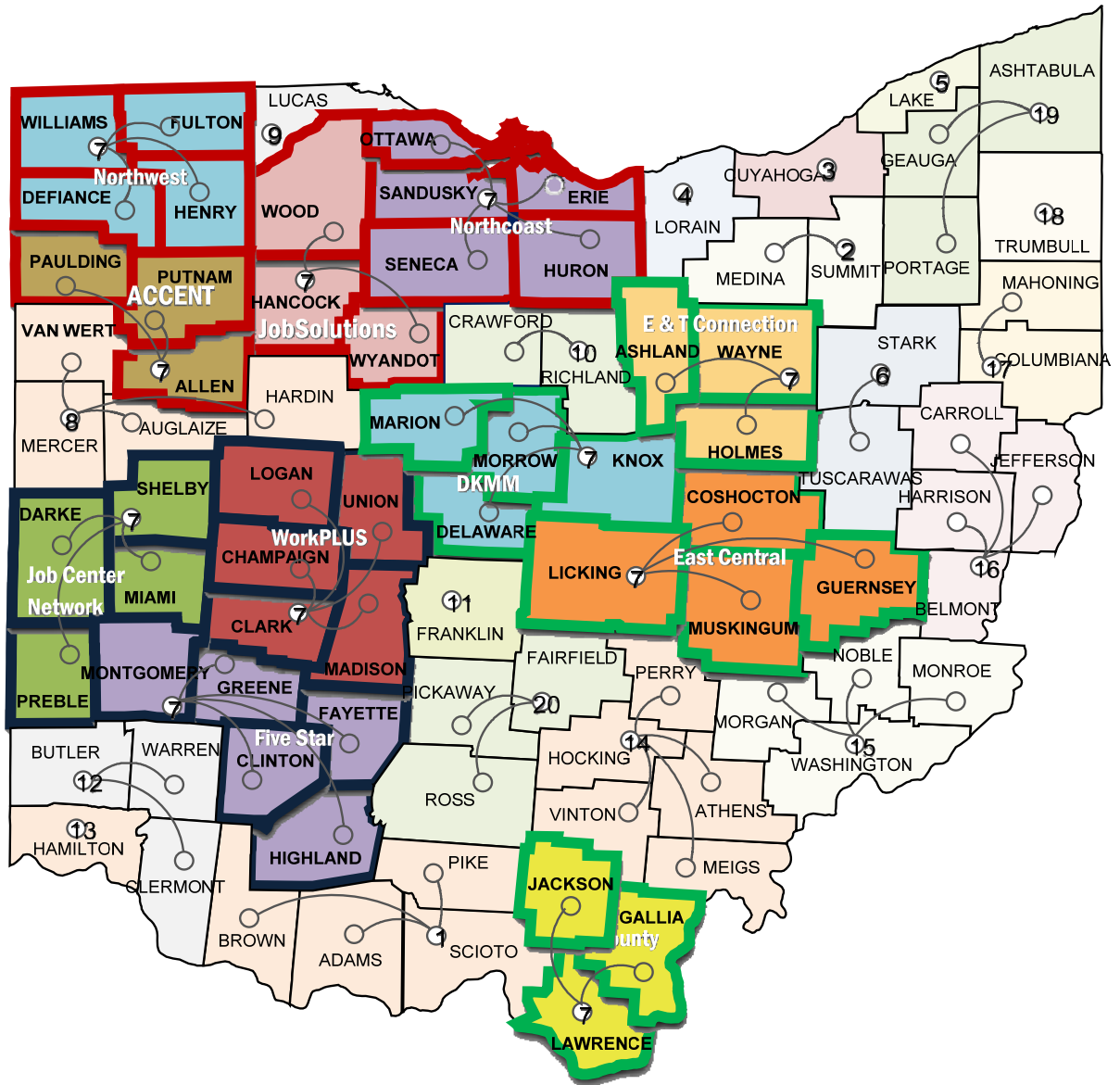
Proposers should anticipate one week of training with Area 7 staff in Springfield, Ohio, as well as all travel expenses, in their plan.

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

***John Trott, Executive Director  
Area 7 Workforce Investment Board  
570 E. Leffel Lane  
3<sup>rd</sup> floor, LRC  
Springfield, Ohio 45505***

*All proposers will be notified of their status. If you have questions or need additional information, call 937-525-1025 or email [area7@clarkstate.edu](mailto:area7@clarkstate.edu). Answers to questions will be provided online at [www.area7workforce.org/rfq.html](http://www.area7workforce.org/rfq.html).*



**Red monitoring region:** Allen, Defiance, Erie, Fulton, Hancock, Henry, Huron, Ottawa, Paulding, Putnam, Sandusky, Seneca, Williams, Wood, Wyandot

**Blue monitoring region:** Champaign, Clark, Clinton, Darke, Fayette, Greene, Highland, Logan, Madison, Miami, Montgomery, Preble, Shelby, Union

**Green monitoring region:** Ashland, Coshocton, Delaware, Gallia, Guernsey, Holmes, Jackson, Knox, Lawrence, Licking, Marion, Morrow, Muskingum, Wayne