

Development of Subcontractor Monitoring Tool Request for Proposals

Proposals due: Friday, January 20, 2012 by 5:00 p.m. Pacific time

A. RFP Overview

The Southwest Washington Workforce Development Council (SWWDC) is seeking an experienced Workforce Investment Act (WIA) and Department of Labor (DOL) grant consultant to develop an efficient, check list oriented approach to meet the requirement of fiscal subcontractor monitoring for Federal grantees and subgrantees in the state of Washington.

B. Consultant Objectives & Deliverables

1. Review Employment Security Department Office of Financial Management (OFM) policies concerning fiscal monitoring of subcontractors:
http://www.ofm.wa.gov/contracts/resources/managing_monitoring.pdf
2. Review collected materials currently being used by several of the Washington State Workforce Development Councils
3. Write new subcontractor fiscal monitoring programs to encompass goals of the Workforce Development Councils and the Dept. of Quality Assurance and Compliance, (WSID-ESD), in the State of Washington. The final product will include templates and checklists for risk assessment, interview, transaction testing and reporting that will satisfy current Federal and State subcontractor monitoring requirements. It should also leverage and complement performance monitoring activities conducted with the same contractor.

C. Proposal Submission Requirements

Please prepare a proposal using 12 point Times New Roman font with one inch margins that includes the following and adheres to the page limitations provided below:

Proposal item	Page limit
Proposed approach and timeline	2-3 pages
Profile and experience of staff person(s)	1 page
Cost breakdown	1 page

D. General Submission Information

- Email questions to: mandrus@swwdc.org
- Email proposal by Friday, January 20, 2012 by 5:00 p.m. to: mandrus@swwdc.org
- Proposals must be submitted in Microsoft Word format.
- Proposals will be evaluated by the criteria in Section C.