



Columbus, Georgia
Georgia's First Consolidated Government
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LCWDA-14 Bidder's Conference Minutes

March 9, 2026 (10:00 AM)

Columbus City Hall

1111 1st Avenue, 2nd Floor

Columbus, Georgia 31901

I. ATTENDEES

- Ms. Carley Huguley, Eckerd Connects,
- Dr. Valerie Richardson, WIOA Director
- Lisa Lane, WIOA Administrative Assistant

II. PURPOSE

The bidder's conference was conducted to review the scope, bidding requirements, and schedule, and to allow potential bidders to ask questions before submitting proposals.

III. OVERVIEW

Scope of Services Requested

- Participant Management Requirements
 - Recruitment of applicants
 - Eligibility determination
 - Basic and occupational skills assessments
 - Provision of basic and individualized career services for adults & dislocated workers
 - Follow-up Services for a minimum of 12 months from the first day after completion of training.
- Program Requirements
 - Basic Career Services
 - Recruitment is a key component of the program
 - Register participants in the State Data Management System (VOS)
 - All pertinent Workforce Development Board policies regarding service delivery must be followed
 - The ITA System is the primary service option; other training options may be pursued for the participant.
 - Case Manager will continue serving the participant even after the participant completes training for a minimum of 12 months.
- WIOA Performance Measures
This program defines success not by enrollment numbers, but by participant job performance and long-term career retention. Rather than focusing solely on participation, we measure success through workplace performance and sustained employment outcomes.
- Target Populations
 - 18 WIOA eligible Adults
 - 18 WIOA eligible Dislocated Workers

Estimated Funding Available

- Adult Funding: **\$236,000.00**
- Dislocated Worker Funding: **\$106,500.00**

Estimated timeline

- Release Request for Bids (03/02/2026)
- Bidder's Conference (03/09/2026 @10:00 AM)
- Proposal Deadline (NLT 5:00 PM 04/02/2026)
- Proposal Review Process (04/03/2026)
- Approval of Successful Bidder (by WDB) (04/14/2026)
- Notification of Award to Bidder (04/17/2026)
- Contract Preparation Begins (04/20/2026)
- Program Implementation Begins (07/01/2026)

Proposal Selection Criteria

Phase I: Responsiveness Review – This stage verifies compliance only; content will not be evaluated. Non-responsive proposals will not advance to competitive review.

- Include the required number of copies
 - One (1) original signed proposal (preferably in blue ink & clearly marked "ORIGINAL") and Four (4) copies (clearly marked "COPY")
 - Sealed envelope labeled in the upper right corner: "**Proposal: Adult & Dislocated Worker Intensive Career Services, Case Management, and CRT Training**".
- Follow the prescribed format and order
- Provide all requested documentation

Phase II: Review and Evaluation Process

Competitive Evaluation – Responsive proposals will be evaluated and ranked by the following criteria:

- Understanding of service needs and responsiveness to the RFP (10 pts.)
- Organizational experience and demonstrated capability (20 pts.)
- Quality, feasibility, and effectiveness of the proposed approach (25 pts.)
- Adequacy of the proposed performance standards and likelihood of achievement (15 pts.)
- Staffing plan and facility (15 pts.)
- Cost proposal (15 pts.)

An additional five (5) points will be awarded to qualifying local businesses within the Local Area (Muscookee County) that achieve a minimum score of 70.

IV. KEY ANNOUNCEMENTS/INSTRUCTIONS

Preparation and Submission of Proposals

Bidders that do not follow the instructions will not be considered for potential funding.

▪ Preparation of Attachments

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include all required elements and forms will be automatically disqualified. No exceptions will be granted.

- Proposal Cover Sheet Form (required)
- Organizational Information Form (required)
- Authorized Agency Contact Form (required)
- Participant Characteristics (Priority of Service) Chart (required for each funding stream: Adult and Dislocated Worker)
- Implementation Schedule (Registrant Goal Summary) Tables (required for each funding stream: Adult and Dislocated Worker)
- Target Occupations Form (required for each funding stream: Adult and Dislocated Worker)
- Summary of Past Performance Form (required for each funding stream: Adult and Dislocated Worker)
- PY26 Detailed Budget Form and Detailed Budget Narrative (required for each funding stream: Adult and Dislocated Worker)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Form (required)

- Certification Regarding Drug-Free Workplace Requirements Form (required)
- Provisions, Assurances, and Certifications Form (required)
- Certification Regarding Lobbying Form (required)
- Confidentiality Agreement Form (required)
- Certificate of Bonding (proof of fidelity/liability insurance)(one copy of the fidelity bond covering the total funding amount is required)
- Include at least 3 written references (minimum required)
- Proposal Submission Requirements
 - Proposals must be received and logged in no later than 5:00 PM on April 2, 2026, at:
Job Training Division
Columbus City Hall
1111 1st Avenue, Suite 2145
Columbus, Georgia 31091
Late submissions will not be accepted under any circumstances.

Early submission is permitted during normal business hours.

No modifications, changes, or adjustments may be made to a proposal once the proposal has been submitted.

V. Questions and Answers

Questions	Answers
Please clarify the age requirement for an Adult.	<i>For purposes of this RFP, an adult is 18 years of age or older.</i>
For the facilities, will program services be provided in the Career Center, and if so, is there an infrastructure agreement?	<i>It depends on how you build your program. The board needs to know how you will provide services. Yes. We do have an infrastructure agreement through the One-Stop Partner Memorandum of Understanding (MOU).</i>
What is the current (provider) staff pattern?	<i>The current provider's staffing model is:</i> <ul style="list-style-type: none"> ◆ One WIOA Coordinator and ◆ Two program specialists.
What was the percentage of funding spent on training in the past completed year?	<i>We do have those figures and can provide them to you.</i>
What was the performance for the past completed year?	<i>We have those figures as well and can provide them to you.</i>
RFP page 53 says, "Include a certified copy of your Fidelity Bond, which shows coverage for the period that would be covered (July 1, 2026, through June 30, 2027) by the proposed project." Our current bond is active but not through June 30, 2027. Can we provide a copy of our current bond with a statement that it will be renewed before contract execution?	<i>Yes. An insurance binder may be used in conjunction with the existing bond, provided that existing coverage fulfills the minimum percentage requirements of the total award amount. The binder must clearly indicate that coverage is bound in definite, exact terms, and must specify the period of coverage and the name of the bonding company. It is the contractor's responsibility to ensure the final bond or rider is obtained and submitted to the Job Training Division, Columbus Consolidated Government.</i>

VI. ADJOURNMENT

The bidder's conference ended at 10:54 AM. Good luck to all interested parties!