



**SCOPE OF WORK:** Facilitator to Coordinate Procurement of a Kentucky HEALTH Direct Service Provider.

## **Section I: Introduction**

The Cumberlands Workforce Development Board, Inc. (CWDB) is soliciting bids for a facilitator to coordinate Procurement of a Direct Service Provider specific to the Kentucky HEALTH program. Your firm/organization should offer expertise, knowledge, and resources that CWDB can depend on for all aspects of the procurement process.

**Be advised this is a short term project with an ambitious timeline.**

November 26, 2018 Deadline for Bids

December 3, 2018 Award of Contract

February 19, 2019 Recommendation to CWDB

## **Section II: Background**

The CWDB anticipates the implementation of the Medicaid Waiver 115/ Kentucky HEALTH early in 2019. In preparation the CWDB has decided to contract with an outside organization for services related to the procurement of a Direct Service Provider.

### Process Milestones

- ▶ Develop and communicate the Request for Proposal to key Direct Service Providers in compliance with procurement law and local policy.
- ▶ Host an online site for technical support Questions and Answers.
- ▶ Review submitted proposals and make recommendation to CWDB

## **Section III: Response Requirements**

Potential facilitators should include in their proposal, at a minimum, the following information:

1. A cover letter providing a brief description of the firm or individual, with contact information.
2. A summary of the facilitator's (and any other key personnel who will be involved in the process) qualifications and relevant experience. A work plan that contains a

description of the methodology, tasks, timeline, an estimate of the amount of time that would be spent on the project, and any materials required.

3. An itemized project budget.
4. Contact information for any organizations for which your firm/organization has provided similar service.
5. Method for delivery of services.
6. The attached completed and signed Conflict of Interest Disclosure Form that discloses any affiliations, previously financed contracted or contributions to any member of either the CWDB or the CWDB Administrator that would present a conflict of interest or the appearance of a conflict of interest.

## **Section IV: Evaluation and Selection Criteria**

Potential facilitators shall be evaluated and scored by a reviewing committee using the following criteria:

1. Qualifications/Relevant Experience.
2. Completeness of work plan that demonstrated knowledge, skills, and experience in procurement.
3. Reasonableness and practicality of proposed budget.
4. Satisfactory performance record conveyed through references and examples submitted.
5. Availability to start immediately upon award notification.
6. Overall completeness and organization of response.

## **Section V: Administrative Support**

Your firm/organization is invited to submit a written proposal. Specific information that must be in your proposal can be found in Section III. Any additional information which you may require for your proposal can be obtained by contacting Alane Mills, Director of Workforce Development at [alane@lcadd.org](mailto:alane@lcadd.org). All questions must be submitted in writing. The Review Committee reserves the right to reject any and all proposals without penalty as well as make award where it appears in the best interest of the Cumberland Workforce Development Board Inc. Submit bids to [Beverly@lcadd.org](mailto:Beverly@lcadd.org) before close of business on November 26, 2018.

**CUMBERLANDS WORKFORCE DEVELOPMENT BOARD**

**2384 LAKEWAY DRIVE**

**RUSSELL SPRINGS, KY 42642**

**270-866-4200**