

**Northern Middle Tennessee Workforce Board
Third Party Procurement Administrator
Career Service Providers and One Stop Operator**

The Northern Middle Tennessee Workforce Development Board (NMTWB) is seeking a Third Party Administrator (TPA) to oversee a competitive Request for Proposal Process (RFP). Specifically, the TPA will oversee the selection process for the One Stop Operator, a Career Service Provider for Adult and Dislocated Workers, and a Career Service Provider(s) of Youth Services for the thirteen county (13) Northern Middle Tennessee Workforce Area. A comprehensive RFP is desired that includes design framework, management of the process, open competition, vetting of proposals as well as a complete evaluation matrix with the result being a recommendation of providers to the NMTWB.

Proposals to become the Third Party Administrator for the NMTWB should include scope of work to accomplish this procurement process, the agency's experience, references, acceptance or adjustments to the anticipated timeline and any informational materials. Line item expenses must be included by the proposing entity and full disclosure of any conflicts of interest with providers must be submitted with the proposal. Due to COVID-19, we anticipate the process to be virtual, therefore eliminating any travel expenses.

The NMTWB will accept and evaluate proposals from Third Party Administrators that will be in the best interest of the Board. The NMTWB reserves the right to reject all bids and/or negotiate the final scope of work and cost.

This three-part procurement process is to be completed and recommendations to the Board for the following:

1. One Stop Operator
2. Career Service Provider for Adult and Dislocated Workers
3. Career Service Provider(s) for Youth

Please note that an entity selected as the One-Stop Operator may not be selected as a Career Service Provider. The TPA's completed evaluation and recommendations for the procurement are due to the NMTWB by October 23, 2020.

Questions regarding this request should be sent to procurement@workforceessentials.com by 4:30 p.m. CST on August 21, 2020. Responses will be posted to the NMTWB's website at www.nm-wb.com/board/public-notices by August 24, 2020. **Proposals for a Third Party Administrator (TPA) services will be accepted until 4:30 p.m. CST on August 28, 2020.** Please submit to procurement@workforceessentials.com with the subject line of "TPA Proposal".

If you do not intend to bid, please respond to procurement@workforceessentials.com with a 'No Bid' subject line response.

Anticipated Timeline:

**Northern Middle Workforce Board
One-Stop Operator & Career Service Provider
Procurement Timeline**

Projected Date	Projected Date:
Executive committee approval	August 10, 2020
Release notice for third party administrator (TPA)	August 14, 2020
TPA proposals due	August 28, 2020
Selection of TPA	August 31, 2020
Define Scope of Work for CSP and OSO Proposals	September 11, 2020
Release of NM Request for Proposals	September 15, 2020
Questions from proposers deadline	September 22, 2020
Answers to questions posted	September 25, 2020
RFP Proposals Due	October 16, 2020
TPA evaluation and recommendation	October 23, 2020
Operations –Executive Committee Meeting –Recommendations	October 26-30
Notice of Intent to Award to Proposers (contingent)	November 1, 2020
Workforce Board Meeting	November 10, 2020
Contractual start date	January 1, 2021

NMTWB is committed to equal access for all. No proposer shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. Reasonable accommodations and auxiliary equipment and services are available upon request.

Thank you for considering doing business with the Northern Middle Tennessee Workforce Board.

Sincerely,



Marla Rye
Executive Director