

TO: Potential Service Providers

FROM: WorkSource Southern Georgia/Southern Georgia Workforce Development Board  
 Southern Georgia Regional Commission

DATE: April 14, 2020

SUBJECT: Workforce Innovation & Opportunity Act (WIOA) Request for Proposals #8-20

The Southern Georgia Regional Commission (SGRC), as administrative entity for the Southern Georgia Workforce Development Board (WDB), is requesting proposals from qualified organizations for One-Stop Operator (OSO) duties and functions. Primary responsibilities will be the coordination of the service delivery of required One-Stop partners and service providers within the One-Stop and affiliate sites in the Southern Georgia Workforce Development Area (WDA). Programs will be operated under WIOA guidelines.

The Southern Georgia WDA consists of the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware. The Southern Georgia WDA will have one Comprehensive One-Stop Center (COS) which will be located in Valdosta, GA (Lowndes County). The Georgia Department of Labor (GDOL) Valdosta Career Center has been designated by the Southern Georgia WDB to serve as the COS facility. The OSO will be located at this facility. There are three additional affiliate sites located in Douglas, Tifton and Waycross. The OSO will have responsibility in these affiliate sites as well.

A bidder's conference is scheduled for Thursday, April 23, 2020 (see time on the RFP Schedule). The bidders conference will be held via conference call. Interested parties should make reservations by contacting Savannah McClellan by email at [smcclellan@sgrc.us](mailto:smcclellan@sgrc.us). Please see the attached schedule for further information regarding the RFP process.

The RFP packages will be available on our website on April 14, 2020. Link to the website as follows:  
<https://www.sgrc.us/rfps.html>.

### **RFP SCHEDULE OF EVENTS**

Notice of Availability Issued	April 13, 2020
RFP Package Available	April 14, 2020
Deadline for Proposals	May 7, 2020 @ 12:00 p.m.
Review & Selection Period	May 7, 2020 – May 13, 2020
Notification to Proposers	May 18, 2020
Contract Negotiations	May 18, 2020 – May 29, 2020
Program Begins	July 1, 2020

**For information and/or assistance in obtaining a Proposal Package, contact:**  
**Savannah McClellan**  
**Phone: (912) 285-6097**  
**Email: [smcclellan@sgrc.us](mailto:smcclellan@sgrc.us)**