

Workforce Development Board *Mid-Ohio Valley*
And
Mid-Ohio Valley Workforce Investment Corporation
Request for Proposal

1-One Stop Coordination
2-One Stop Case Management

The Workforce Development Board Mid-Ohio Valley is issuing a Request for Proposal (RFP) to solicit agencies/organizations with the capacity and expertise to manage the WDB-MOV's One Stop System and to provide specific services to the businesses and job seekers in the nine county region. The term of the contract is expected to begin July 1, 2017 and end June 30, 2018 with the option of renewal for additional years at the discretion of the WDB MOV. Funding amounts are to be based on one year of activity.

RFP Schedule

Notification of RFP	February 3, 2017
RFP Available	February 3, 2017
All Written Inquiries Due	Prior to Bidders Workshop
Bidder's Workshop	February 21, 2017
Proposal Due	March 10, 2017
Announcement of Awards	April 28, 2017
Program Start Up	July 1, 2017

An Equal Opportunity Program/Employer
Auxiliary Aids and Services are Available Upon Request
To Individuals with Disabilities

I. General Information

A. Workforce Development Board Mid-Ohio Valley

The Workforce Development Board Mid-Ohio Valley (WDB-MOV) is a private non-profit corporation designated as the administrative entity, planner and grant recipient of the Workforce Innovation and Opportunity Act (WIOA) funds for the nine county region, encompassing the West Virginia counties of Calhoun, Clay, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt and Wood.

This Request for Proposal (RFP) is issued in order to assist the WDB-MOV in achieving its objectives in the provision of employment and training services through our One Stop System. Specifically, this RFP seeks to engage various organizations with the ability to offer the programs and services described in this package, including One Stop Coordination and One Stop Case Management.

B. Legislation

The WDB-MOV's One Stop System services and programs are funded through Workforce Innovation and Opportunity Act (WIOA). Therefore, each Proposer must be familiar with state and federal requirements of this program and the WDB-MOV's strategic plan.

The Workforce Innovation and Opportunity Act provides workforce development activities through statewide and local workforce development systems. Those systems should increase employment, retention, earnings, and occupational skill attainment by participants and as a result, improve the quality of the workforce. WIOA requires the creation of a One Stop System through which job seekers and businesses will access One Stop System Services.

The WDB-MOV reserves the right to designate and fund the type and mix of specialized services that ensure the creation and maintenance of a One Stop System that enhances the range and quality of workforce services to be made available in its constituent counties.

Internet Web Addresses for Workforce Development Resource Information

WDB Mid-Ohio Valley	www.workforcemov.org
Workforce West Virginia	www.workforcewv.org
US Department of Labor, Employment and Training	http://www.doleta.gov/
Federal Laws and Regulations	http://thomas.loc.gov/
Equal Employment Opportunity	http://www.dol.gov/oasam/programs/crc

C. Services Provided Through the One Stop System

The WDB-MOV's One Stop System will provide the required activities authorized for One-Stop Career Center Operators by the Workforce Innovation and Opportunity Act of 2014. The One-Stop system is designed to enhance access to services and improve long-term employment outcomes for individuals seeking assistance. In general, these activities are:

- to establish a one-stop delivery system described in section 121(e);
- to provide access to career services (both basic and individualized) described in Section 134(c)(2) to youth, adults and dislocated workers, respectively, through the one-stop delivery system
- to provide access to training services described in Section 134 (c) (3) to youth, adults and dislocated workers, respectively
- to establish and develop relationships and networks with large and small employers and their intermediaries
- to develop, convene, or implement industry or sector partnerships.

The One Stop Operator will carry-out the following activities:

- Facilitate integrated partnerships that seamlessly incorporate services for customers served by multiple program partners of the American Job Center.
- Develop and implement operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offering.
- Organizes and integrates American Job Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building and training efforts. Functional alignment includes having AJC staff who perform similar tasks serve on relevant functional teams (skills development team or business services teams).
 - Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by relevant functional teams, consistent with the purpose, scope, and requirements of each program.
 - Integrated AJC's also ensure that:
 - Center staff are trained and equipped in an ongoing learning environment with the skills and knowledge needed to provide superior service to job seekers, including those with disabilities and businesses in an integrated, regionally focused framework of service delivery, consistent with the requirement of each of the partner programs.
 - Center staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. This allows staff from differing programs to understand other partner programs' service, and share their own expertise related to the needs of specific populations so that all staff can better serve all customers.
 - Center staff are routinely trained so they are keenly aware as to how their particular work function supports and contributes to the overall vision of the WDB-MOV, as well as within the AJC network. This enhances their ability to ensure that a direct linkage to partner programs is seamlessly integrated within the center.

Through the One Stop / American Job Center in Region 4, workforce, education, and economic development will be aligned to respond to regional growth by creating a more integrated, job driven, public workforce system. WIOA reinforces the partnerships required to provide all job seekers and workers with the high-quality career, training and supportive services they need to obtain and maintain a self-sufficient income. Human centered design will be incorporated to provide meaningful access to all customers.

Bidders are encouraged to read the Act and related Training Employment Guidance Letters to understand the scope of required and authorized activities. Successful applications will describe in detail the organization’s plan to implement these activities; demonstrate ability to innovate; design and develop comprehensive programs; achieve, track, and report outcomes; and meet government accounting and expense requirements.

It is the expectation of the WDB-MOV that respondents will become proficient in their understanding of the WIOA services, subsequent regulations, and other funding sources. All proposals must be comprehensive and address the full scope of services or demonstrate a relationship with other entities that together will deliver the full scope of services identified within this RFP.

D. Attributes of the One Stop System

The WDB-MOV’s One Stop System will meet the needs of the workforce of the counties in Region 4 by ensuring the following attributes are prevalent in all services offered through the One Stop System:

- Universality
- Accessibility/Accommodation
- Mechanism(s) for customer feedback
- Customer choice
- Effectiveness
- Coordination of Services
- Integration
- Performance-driven, outcome based measures
- Customer driven (job seeker/employer/worker)
- Understandable and useable information
- Continuous improvement

In order to fit into the system design, all proposals must incorporate these attributes and all services must be delivered through or be accessible through the One Stop System.

E. Objectives of the One Stop System

WDB-MOV Vision

- A quality skilled workforce that advances the economic development of the region by meeting the needs of employers and job seekers.

WDB-MOV Mission

-Building a quality workforce for today and tomorrow

WDB-MOV Overarching Goals

- Continue expansion of services to Workforce WV business partners
- Enhance the education and skill level of job seekers, youth and employees to meet employment requirements
- Increase partner involvement in the integrated delivery of Workforce WV services
- Continue to build capacity of Workforce WV staff to improve and expand delivery of service
- Promote the Workforce WV system
- Collaborate with employment, education and economic development partners to expand opportunities

All proposals must be geared to result in meeting the vision and overarching goals of the WDB-MOV. More information and insight is available in the WDB-MOV local plan. The plan is available at the Board Office.

F. System Performance

All providers will be subject to minimum performance standards. Performance standards required in the Workforce Innovation and Opportunity Act 2014 will be applicable in the initial contract and any subsequent renewal of said contract. Performance will be financially tied to each year's contract.

In addition, the WDB-MOV will require performance standards identified as important to the Board. Examples are staff development, customer satisfaction rates, data input, timeliness and accuracy rates, required deliverables. These and similar items will be addressed at negotiation.

II. Request for Proposal (RFP) Information

A. Contact Person

The contact person for this RFP is:

Program Director
Workforce Development Board *Mid-Ohio Valley*
531 Market Street
Parkersburg, WV 26101
304-424-7271

B. Respondent Requirements

The WDB-MOV must receive all proposals no later than **MARCH 10, 2017 AT 12:00 P.M., EST.** Any proposal received later than the specified time will not be considered in the WDB-MOV's evaluation process. Facsimiles and post marks will not be accepted.

Two original copies of the proposal, 10 hard copies and one electronic copy (including attachments) in Microsoft office compatible documents must be submitted to the WDB-MOV. Originals must include original signatures in blue ink, all proposal information and attachments, including last available audit. The 10 hard copies and the electronic copy do not require original signatures or attachments.

The originals and copies must include all the required forms, completed in full with appropriate signatures as specified in this RFP. These forms include Proposal Transmittal Document, Package Inventory List, Checklist for Proposal Submission, Assurances and Budget Sheets.

C. Bidder's Workshop and Inquiries

The WDB-MOV will host a bidder's workshop on February 21, 2017 @ 10:00am. The workshop will be held at **Workforce Development Board Mid-Ohio Valley, 531Market Street, Parkersburg, WV.** For directions, call 304-424-7271.

All potential respondents are strongly encouraged to attend the bidder's workshop since this will be the best opportunity for having technical and other concerns addressed.

All inquiries submitted to the WDB-MOV must be submitted at the bidder's workshop or in writing to the WDB-MOV on or before **FEBRUARY 21, 2017.** Questions may be submitted electronically to janelle.comstock@movrc.org. All inquiries and the minutes from the bidder's workshop will be posted on the WDB-MOV web site at www.workforcemov.org.

The WDB-MOV will not address any questions or issues related to this RFP after **February 21, 2017.**

It is the intention of this procurement process to promote equal information dissemination and equitable treatment of all Proposers.

D. Who Can Submit a Proposal

All public or private not-for-profit corporations, local education entities, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law may submit a proposal for funding.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the WDB-MOV have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

The Workforce Development Board Mid-Ohio Valley will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds or race, creed, color, sex, age, handicap status or national origin in the contract award.

E. General Guidelines

Two original "unbound" proposals, 10 copies and one electronic copy (including attachments) in Microsoft Office compatible format are to be submitted to the WDB MOV. The originals must be marked as "Original" on the Proposal Cover Sheet and must bear the actual signatures in blue ink of the person authorized to sign the proposal.

Narratives should be printed on 8 ½ x 11" plain white paper with margins of 1" on each side. All narratives must be printed with 12-point font size and all copies may be printed on both sides. Three ring binders, spiral binding, plastic binding, company "logo" cover sheets, etc., should be excluded from submissions. Acceptable binding is a staple in the upper left hand corner on the copies only.

Use the "question and answer" format when describing how your organization will provide/perform the required action listed in Section A and Section B of the Statement of Work for both One Stop Coordination and One Stop Case Management. Points will be deducted if this format is not followed. Example:

► **PROGRAM COORDINATION:**

The Proposing Organization should **DESCRIBE HOW THEY WILL:**

1. Coordinate with the WDB-MOV, to develop and update Memorandums of Understanding among partner organizations participating in the One Stop System.
Answer here.
2. Facilitate integrated partnerships that seamlessly incorporate services for customers served by multiple program partners of the American Job Center.
Answer here.

Narratives should contain headings that clearly indicate the narrative category being addressed, i.e., program design, program objectives, etc. Keep narratives as concise as possible while providing all the information requested.

Each page of the proposal should be numbered sequentially at the bottom of the page. These page numbers should then be reflected on the proposal table of contents.

F. Authorized Signature

An official authorized to legally bind the applicant organization must sign all original proposals. Your proposal must also provide the following information: Name, Title, Address and Telephone number of the individual(s) with the authority to negotiate and contractually bind the applicant organization. Proposals must also include the name of the contact person of the applicant organization during the period of proposal evaluation if different from the signatory official.

G. Limitation

The WDB-MOV is requesting proposals with the intent of awarding contracts for the requirements contained in this RFP. However, the WDB-MOV is not obligated to award a contract on this solicitation and reserves the right to reject any and all proposals. The WDB-MOV may also, at its discretion, accept all or parts of a proposal for implementation.

The WDB-MOV reserves the right to cancel in part, or in its entirety, this RFP if it is in the best interest of the WDB-MOV to do so. The WDB-MOV may require the bidders selected to participate in negotiations or to submit revisions of their proposals.

Proposers electing to respond to this RFP are responsible for all costs of proposal preparation. The WDB-MOV is not liable for any costs incurred by a Proposer in response to this RFP.

H. Acceptance of Proposals

The WDB-MOV must receive all proposals no later than **MARCH 10, 2017 AT 12:00PM EST**. Deliver proposals to:

WDB-MOV
531 Market Street
Parkersburg, WV 26101

The WDB-MOV will not accept any changes modifications or additions to the proposals after the deadline for submitting the proposals has passed. Any addendums submitted by the Proposer prior to the March 10, 2017 deadline must be sealed with "Addendum" clearly marked on the package.

The WDB-MOV will open all bids on **March 10, 2017** to disperse to the appropriate Committees of the WDB-MOV's Board of Directors for evaluation.

I. Withdrawal of a Proposal

Any Proposer who has submitted a proposal to the WDB-MOV on or before March 10, 2017 at 12:00pm EST and who finds it necessary to withdraw their proposal must submit their request in writing to the WDB-MOV.

J. Proposal Evaluation

All proposals submitted in accordance with the requirements of this RFP will be evaluated. Staff will initially evaluate the proposal for information required by the RFP, responsiveness to the RFP, as well as efficiency and cost factors. The primary responsibility for proposal evaluation will reside with the WDB-MOV Board of Directors or a committee(s) thereof.

Factors that will be considered as part of the evaluation will include:

- Program design, including detail of planned deliverables as outlined in proposal
- Qualifications and experience of the bidder, including previous contract performance for organization that have a current or previous contract with WDB-MOV.
- Reference information from other organizations that have contracted with the provider.
- Integration and collaboration, including partner commitment and letters of support.
- Responsiveness to WDB-MOV goals.
- Return on investment – projected participants served compared to costs of proposal.
- Clarity and responsiveness of explanations during interview phase of evaluation.

K. Notice of Contract Award

The contracts may be awarded based on proposals received without discussion of such proposed programs with the bidders. Therefore, each offer should be submitted in most favorable terms from a price and technical standpoint that the bidder can make to the WDB-MOV Board of Directors. At its discretion, the Board or its designated committee may choose to interview bidders. The notice to intended contract awardees is expected to be made no later than April 28, 2017.

L. Protests or Disputes

Any Proposer denied funding through this RFP may submit a letter to the WDB-MOV's Executive Director requesting further details for the denial of funding. In the event the response is not satisfactory, the proposing organization may submit a written appeal to the WDB-MOV's Executive Committee. Appeals must be submitted within 30 days of the WDB-MOV action to award a contract. The decision of the WDB-MOV's Executive Committee shall be final.

M. Type of Contract / Length of award

Proposed costs will be analyzed and a contract will be negotiated on a demonstrated performance or fixed unit price basis. There will be no contract negotiated with a straight 100% cost reimbursement payment structure. All contracts awarded will have a significant portion of the funds tied to the achievement of measurable outcomes. The type of contract will be determined at the time of contract negotiation with each bidder.

The term of the contract is expected to begin July 1, 2017 and end June 30, 2018. Contracts may be renewed on a yearly basis at the discretion of the WDB MOV. Total number of renewals will be governed by DOL guidelines. Factors to be considered in renewal considerations will include but are not limited to, funding availability, attainment of negotiated performance standards, and program deliverables as identified by DOL, WorkForce WV, or the local WDB.

N. General Contract Conditions

Should a proposal be selected for funding, negotiations will be held between the WDB-MOV and the contractor to finalize the specifics of the contract. In order for a contract to be executed, the Proposer must meet certain requirements with the WDB-MOV:

- All Programs must be operational July 1, 2017.
- All contractors must have current fiscal and compliance audits as required by law.
- All contractors are required to be an Equal Employment Opportunity Employer (EEO).
- All contractors must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance with the Mid-Ohio Valley Workforce Investment Corporation becoming “also insured” at the time of contract implementation. Other insurance coverage may be required and is subject to negotiation.
- All contractors are ensuring, by signing the contract, that adequate and qualified staff will be dedicated to the contracted program services. Qualifications of key staff associated with the implementation of this program should be included in the proposal.

O. Contract Modifications

All contractors are ensuring, by signing the contract, that the negotiated price for services provided in a contract cannot be changed without the WDB-MOV’s approval and a modification to the contract. All requests for modifications must be submitted to the WDB-MOV with written justification prior to implementation of any changes, including costs.

P. Program Evaluation

The primary responsibility for program evaluation and oversight throughout the year will reside with the WDB-MOV’s Board of Directors or a committee thereof. The staff of the WDB-MOV or contracted internal monitors will conduct regularly scheduled monitoring, technical assistance if necessary, and evaluation of each program and service provider.

The Statement of Work included in this Request for Proposal, the proposal submitted as a result of this RFP and the final negotiated agreement between the WDB-MOV and the provider will serve as the basis for program evaluations.

III. Statements of Work

The WDB-MOV is issuing this Request for Proposal (RFP) to solicit organizations with the expertise to design, administer and deliver specific services to the eligible workforce of the WDB-MOV area as described in this RFP and the Workforce Innovation and Opportunity Act 2014 and additional guidance. Proposers may bid on multiple categories, but each proposal should stand on its own merit. Multiple award winners will be asked to combine costs at negotiation. **These services are:**

- One Stop Coordination
- One Stop Case Management

In general, these services must be available to customers throughout the WDB-MOV region. In planning the program, describe in detail, specifically how, where, and when these services will be available/provided.

Incorporation of RFP into Contract

All conditions contained in this Request for Proposals and completed Appendices and any statements contained in the winning Proposals will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The contractor shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The contractor will be responsible for all material errors and omissions in the performance of the contract.

Achievement of measurable Performance Outcomes is a critical expectation of the One-Stop Operator, who is accountable for the WIOA performance measures (current and future), and additional negotiated performance measures required by WDB-MOV. DOL performance measures that affect this RFP are listed below:

Adult

- Employment Rate (2nd quarter after exit)
- Employment Rate (4th quarter after exit)
- Median Earnings (2nd quarter after exit)
- Credential Rate (within 1 year after exit)
- Measurable Skills Gain (real time measure)

Dislocated Worker

- Employment Rate (2nd quarter after exit)
- Employment Rate (4th quarter after exit)
- Median Earnings (2nd quarter after exit)
- Credential Rate (within 1 year after exit)
- Measurable Skills Gain (real time measure)

Employer Services:

- Effectiveness of Serving Employers
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One Stop Operations

Statement of Work

Coordination and Case Management in the Workforce WV System of WDB-MOV

Overview

The WDB-MOV's One Stop System consists of one comprehensive center and access points throughout the nine county area. The WDB-MOV's One Stop System is expected to provide an integrated system to our workforce and businesses. The WDB-MOV is seeking proposals to provide

- 1) **COORDINATION**, collaboration, and integrated management of the workforce system in the WDB-MOV by creating a seamless customer-focused One Stop delivery system that integrates service delivery across all programs and enhances all customer's access to the programs and services of WIOA partners. (*The term One Stop Centers/AJC's refers to all comprehensive and affiliate/access sites within the region.*) One Stop centers in the WDB-MOV will
 - a. Provide excellent customer service to job seekers, workers, and businesses.
 - b. Reflect innovative, accessible, and effective service design.
 - c. Operate with integrated management systems and high quality staffing.
- 2) **CASE MANAGEMENT** Services designed to meet the needs of both the job seeker and employer customer including delivery of Career Services
 - a. Basic career services
 - b. Individualized career services
 - c. Training services
 - d. Business services

Proposers must abide by all EEO laws and maintain all EEO postings in each comprehensive center and access points throughout the region. Proposers may bid on the Coordination of the One Stop, One Stop Case Management, or on both. If submitted separately, each proposal should stand on its own merit.

SECTION A: COORDINATION OF ONE STOP SYSTEM

- **PROGRAM COORDINATION:** The Proposing Organization should **DESCRIBE HOW THEY WILL:**
1. Coordinate with the WDB-MOV, to develop and update Memorandums of Understanding among partner organizations participating in the One Stop System.
 2. Facilitate integrated partnerships that seamlessly incorporate services for customers served by multiple program partners of the American Job Center.
 3. In coordination with the WDB-MOV:
 - a. Monitor that partners provide the required access to their programs and activities through the One Stop/AJ Centers
 - b. Verify partners are participating in the operation of the One Stop/AJ Center consistent with the terms of the MOU, and appropriate regulations.
 4. Develop and implement operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offering.

5. Organize and integrate One Stop Center/AJC services by function (rather than by program), through coordinating staff communication, capacity building and training efforts.
 - a. Functional alignment includes having AJC staff who perform similar tasks serve on relevant functional teams.
 - b. Serving all customers seamlessly (including targeted populations) by providing a full range of services consistent with the purpose, scope, and requirements of each program.
6. Ensure that One Stop Center staff are trained / cross trained (as appropriate) and equipped with the skills and knowledge needed to increase staff capacity, expertise, and efficiency. and to provide superior service to job seekers, including those with disabilities consistent with the requirement of each of the partner programs and the vision of the WDB-MOV.
7. Facilitate, with the One Stop management team, the development of a written strategic Plan and standard operating procedures for the One Stop. The plan should outline how the WorkForce WV centers will operate in an integrated, collaborative, and cohesive manner.

► **RESOURCE MANAGEMENT:** The Proposing Organization should **DESCRIBE HOW THEY WILL:**

1. Create a collaborative work environment for all One Stop partners, linking all of the resources of the WDB-MOV within the One Stop System to maximize service delivery to job seeker.
2. Coordinate manpower resources from different organizations at the comprehensive center and at access points throughout the region to provide job seekers with the skills and credentials necessary to secure and advance in employment with sustainable wages.
3. Provide access and opportunities to job seekers, including individuals with barriers to employment (i.e.: persons with disabilities, English language learners, persons with low level of literacy) to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers.
4. Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance.
5. Ensure that high-quality integrated data inform decisions made by policy makers, employers and job seekers.
6. Participate in rigorous evaluations that support continuous improvement of One Stop Centers/Workforce WV/American Job Centers by identifying which strategies work for different populations.

► **OUTREACH, RECRUITMENT AND MARKETING:** All marketing activities, materials and publications must be approved by the WDB-MOV.

The Proposing Organization should **DESCRIBE HOW THEY WILL:**

1. Coordinate outreach, recruitment and marketing efforts among One Stop partners to adequately inform region's workforce and businesses of the services available. Outreach and Recruitment shall be conducted to attract a sufficient number of eligible individuals to meet WDB-MOV contracted performance outcomes.
2. Ensure that the outreach, recruitment and marketing are conducted within communities where potentially eligible customers reside and through ongoing coordinated efforts with other community-based organizations.
3. Address specifics of planned marketing and outreach activities, including how technology and social media will be used, particularly in the rural counties of the area.

► **COMMUNICATION/INFORMATION DISSEMINATION:**

The Proposing Organization should **DESCRIBE HOW THEY WILL:**

1. Develop, implement, and maintain an internal communication system to link all of the service providers, partners and staff to better deliver services to job seeking customers.
2. Develop and maintain standard operating procedures to provide guidance on delivery of service to the staff of the One Stop System.
3. Monitor program social networking, social media and websites to provide up to date information on activities/programs in the region for job seekers/business customers, and program partners and staff.

► **CONTINUOUS IMPROVEMENT:**

The Proposing Organization should **DESCRIBE HOW THEY WILL:**

1. Ensure One Stop staff receives appropriate training. Training should assure that all personnel working with this program shall be capable and qualified to perform work assigned to them.
2. Cross train One Stop staff with partner information to be able to answer questions for programs/services offered in the One Stop.
3. Update and maintain reliable mechanisms to identify administrative and programmatic or other problems as they occur; and when necessary, develop and administer a corrective action plan.

► **REPORTING:**

The Proposing Organization should **DESCRIBE HOW THEY WILL:**

1. Maintain documentation necessary to generate required federal, state, and WDB-MOV reports.
2. Provide fiscal, staff, customer usage, customer /EO Complaint logs, and other information on daily operations.
3. Provide mandatory monthly reports reflecting all partner activities within the One Stop/AJ Center to the WDB-MOV. *The specific format of the report will be developed jointly by the provider and the WDB-MOV.*
4. Provide reports necessary for agreed upon state mandated measures and negotiated performance measures.

ONE STOP CERTIFICATION The Provider will be jointly responsible with the WDB-MOV for the certification and continuous evaluation of One Stop System service delivery system. As information on the certification requirements become available, the One Stop Coordinator will be required to, *at a minimum*, meet the necessary certification for a high performing One Stop/AJC. Until such requirements are received,

► The Proposing Organization should **DESCRIBE HOW THEY WILL** provide the following through One Stop Centers in Region 4:

1. Excellent customer service to job seekers, workers and employers/businesses.
2. Reflect innovation, accessible, and effective service design for all customers.
3. Operate with integrated management systems and high quality staffing.
4. Address such aspects as effectiveness, including customer satisfaction, physical and programmatic accessibility, continuous improvement, accountability, supervisory review, monitoring customer progress, customer / employer feedback, monitoring contract compliance where applicable, reaching performance objectives, continuous improvement and immediate corrective action.
5. Be in compliance with 29 CFR 38, the implementing regulations of WIOA section 188; implementing Best practices as applicable to our customers.

In addition, the One Stop System will be evaluated by performance

PERFORMANCE EVALUATION: The WDB-MOV will meet biannually or annually as necessary, with the selected contractor and negotiate performance measures based on any part, or all, of the criteria listed below:

- Program Coordination
 - Resource Management
 - Outreach, Recruitment and Marketing
 - Communication and Information Dissemination
 - Continuous Improvement
 - Reporting
 - One Stop Certification
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SECTION B: ONE STOP CASE MANAGEMENT

CASE MANAGEMENT: Case management includes basic and individual career services, and follow-up services, and may include training. The Provider shall be responsible for providing integrated case management and follow up services to all individuals who are enrolled through WIOA. The intent of case management is to professionally and resourcefully helps participants navigate through the One Stop System and to develop an integrated plan leading to suitable employment. Case Management is recognized as a key component of the service delivery plan and critical to the ultimate success of the customer. Case Management is necessary to ensure that customers' needs are met and information required for program and performance reporting is collected.

Case Management staff must be well trained and knowledgeable of all One Stop System services, including services available through contracted providers, partners and approved vendors. The staff of the Proposer must be competent and have the ability to:

- Select, adopt and/or develop methods and approaches, which are useful in determining an individual's attributes, abilities and needs.
- Utilize alternative methods and approaches which can be used to cross-validate information generated from other assessment sources.
- Conduct formal and/or informal behavioral observation strategies, which can be integrated in a variety of settings.
- Collect and interpret ongoing data that can be utilized to promote successful transition through critical junctures of the individual's career development.
- Interpret vocational evaluation and assessment data in a manner that contributes to the total service delivery system.
- Synthesize and report formal and informal data in a manner that promotes appropriate planning, appropriate goal setting and coordination of needed support services.
- Function as an effective participant on an interdisciplinary team.
- Select, implement and integrate evaluation and assessment approaches which are current, valid, reliable and grounded in career, vocational and work contexts.

► Proposals for One Stop Case Management must include a description of the Proposer's training and development programs, including on-going training, assuring that all personnel assigned to perform this program's tasks shall be capable and qualified.

► The proposing organization should **DESCRIBE Standard Operating Procedures** for all activities listed in Section B.

BASIC AND INDIVIDUAL CAREER SERVICES: The Provider, along with other partners, will be responsible for provision of basic and career services, including orientation to the One Stop System. The orientation should include information on the full array of services available through the One Stop System, including partner services that will address the needs of individual customers. The information shall include an overview of the processes and procedures customers can expect from the One Stop. The Provider will be responsible for the provision of basic and individual career services as outlined in the Workforce Innovation and Opportunity Act of 2014.

► The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE Basic and Individual Career Services:**

Basic Career services include, but are not limited to:

1. Eligibility determination*
2. Outreach, marketing/advertisement, recruitment, intake, profiling, orientation**
3. Initial assessment of skill levels (literacy, numeracy, English language proficiency, aptitudes, abilities/skill gaps), including support needs
4. Provision of job search/placement assistance, career counseling, in demand occupations/industry sectors, non-traditional employment, workshops, career fairs,
5. Referrals and coordination of activities within the One Stop system and other workforce programs
6. Employment statistics for the labor market areas; Job vacancy listings, Information on skill requirements for occupations, Local occupations in demand, earnings and skills requirements for jobs and opportunities for advancement
7. Job Development***
8. Performance and cost information on eligible training providers of the area (including education, training and workforce services)
9. Understandable/usable information on local area performance of the One Stop system
10. Information on the availability of support services
11. Information on filing UI claims
12. Information on establishing eligibility for financial aid in training and education

**Eligibility: Eligibility for WIOA carries with it liability for dollars spent in serving individuals who are not eligible. WIOA eligibility must be completed in accordance with the standards established by the State of West Virginia and the U.S. Department of Labor. Eligibility involves certifying and documenting the WIOA eligibility and priority of service of the individuals to be served. This includes completing the required WIOA application, obtaining the necessary documentation.*

***Outreach, marketing etc.: Case management staff should be proficient at maintaining and utilizing social media outlets and social networking sites as appropriate.*

****Job Development Services: Case Managers, Job Developers, and partner staff will work jointly with the customer in the development of employment opportunities. The Provider will coordinate job development opportunities for all customers with partner programs in order to meet required performance measures for DOL, the State and WDB-MOV.*

Individual Career services must be provided, if deemed appropriate, for an individual to obtain or retain employment, may include but is not limited to, the following:

1. Comprehensive and specialized assessments
2. Development of an Individual Employment Plan/Individual Service Strategy
3. Group counseling
4. Individual counseling
5. Career planning/exploration
6. Short-term pre-vocational services to develop learning, communication, interviewing, punctuality, personal maintenance and professional conduct skills in preparation for employment
7. Internships and work experiences linked to careers
8. Workforce preparation activities
9. Financial literacy services
10. Out of area job search assistance
11. English language acquisition and integrated education and training programs.

DOCUMENTATION: Customer contact is a vital and essential part of Case Management. All services and contacts must be documented in the management information system within 10 business days of the contact/service. Frequency of contact is based on services provided to the customer per WDB directives, policies or negotiated performance.

► The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE** accurate and timely documentation.

FOLLOW UP: Follow-up services will be provided for all WIOA participants who are placed in unsubsidized employment for not less than 12 months after the first day of employment, as appropriate. Follow up services can be a joint effort between partners, sharing information about joint customers. Follow up services may include, but are not limited to:

1. Additional career planning and counseling regarding workplace
2. Job retention assistance
3. Peer Support
4. Information about additional educational opportunities.
5. Referral to support services.

► The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE** Follow-up Services for WIOA participants in Region 4.

EMPLOYER SERVICES: The Provider is responsible, in coordination with the WDB-MOV and One Stop partners, for provision of services to employers within our nine county region. The delivery of employer services should be designed to be an integrated, seamless system for the employer. WDB-MOV recognizes each partner is skilled in delivery of specific components of services to the business community. Reducing and eliminating duplication of services is a goal of this process. Employer services include, but are not limited to the following:

1. Dispensing of Labor Market Information to assist with wage rates, local employment data, etc.
2. Marketing One Stop centers in all nine counties as a local resource for use by the employer for their employment and training needs.
3. Assistance with local hiring process i.e. recruitment, applications, screening, providing space for employee assistance/interviewing/eligibility/employer orientation, etc.
4. Be knowledgeable about potential assistance and information on OJT, Customized and Incumbent Worker training, Work Experience, Internships and Transitional Jobs.

5. Participation on the regional Business Employer Solutions Team (BEST) with partner organizations.
6. Documentation of employer services and contacts into the WORKFORCEWV system.
7. Sharing information with partner organizations.

▶ The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE** Employer Services.

DATA MANAGEMENT: The Provider is responsible for maintaining up to date files, protection of Personally Identifiable Information, and security of appropriate records, both electronic and hard copy for the participants enrolled in WIOA programs in the WDB-MOV region. This includes, but is not limited to, tracking of data for performance and quality control, monitoring and reporting. Failure to maintain such files, or the inability to provide access to requested files for reviews may result in disallowed costs for the provider.

▶ The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE Data Management** for WIOA activities in Region 4/WDB-MOV.

▶ The proposing organization should **DESCRIBE HOW THEY WILL Perform Internal Monitoring** activities, including but not limited to:

1. Case file review
2. Data entry review
3. Case load contacts
4. Customer feedback
5. General feedback
6. Effectiveness of Monitoring Data and State Reporting Data

RAPID RESPONSE SERVICES: The Provider shall coordinate and carry out Rapid Response services as outlined in the WIOA and state policy. These activities include, but are not limited to:

1. Establish a local Rapid Response Team.
2. Contact employers within 24 hours of notification of layoffs.
3. Rapid Response meeting with employers, labor organizations, and employees after receiving notice of a possible layoff or plant closing.
4. Dislocated worker workshops for groups / individuals facing dislocation.
5. On-site dislocated worker centers
6. Readjustment services and reemployment training opportunities
7. Assist in the identification and application of funding sources,

The provider will be responsible for monthly reporting to the state Rapid Response unit with copies to the WDB-MOV.

▶ The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE Rapid Response Services** in the Mid-Ohio Valley.

Proposals should address each category identified in this statement of work. Complete explanations and samples of materials to be used should be included where appropriate.

IV. Proposal Format

A. Proposal Transmittal Document

The Proposal Transmittal Document to be used in the submission of all proposal; and is included in this package. This document will provide information on the proposing organization and general information on the proposal. This document must be signed by the individual authorized to make a commitment on behalf of the proposing organization.

B. Checklist for Proposal Submission

The Checklist for Proposal Submission to be used in the submission of all proposals is included in this package. This document must be signed by an agency officer authorized to bind the agency to all commitments made in the proposal.

C. Table of Contents

The Table of Contents identifies all narratives, exhibits (forms) and certifications that must be submitted with the proposal. This sequence must be followed in assembling the completed proposal.

D. Budget Sheets

The Budget Sheets to be used in the submission of all proposals are included in this package. Costs included in the proposed budget cannot be supplanted by funds already received by the proposing agency; they must be actual costs incurred in delivering the proposed services, and these funds cannot

E. Budget Justification

Provide a budget narrative that justifies each proposed expense included on the Budget Sheet in terms of it being necessary, allowable and reasonable. Show the method of computation. Fully explain the proposed programmatic costs. For example, if funding is budgeted for support services, describe types of assistance that might be provided with the funds.

Give details of the organization's cost allocation method if one is used. Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding. Non-profit or public agencies will be required to provide a copy of its indirect rate approved by the appropriate cognizant agency if awarded a contract through this proposal.

New Providers or past Providers with poor performance history may be required to post a bond to ensure performance. Performance bonding requirements will be reviewed and negotiated on a case-by-case basis at the WDB-MOV's discretion.

State what contingency plans are in place to repay the WDB-MOV in the event that there are any disallowed costs as a result of an audit or monitoring review.

Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by the WDB-MOV.

State what method of payment will be requested; either fixed unit price or cost reimbursement with a demonstrated performance basis. If a fixed unit price contract is proposed, describe in detail the proposed outcome payment points and the documentation that will be submitted to provide attainment of the outcome. If a cost reimbursement with a demonstrated performance holdback contract is proposed, provide the proposed percentage of the total cost that will be withheld (maximum is 50%). Describe the measurable performance outcomes to which the organization will tie payment and the documentation that will be submitted to provide attainment of the outcome.

The WDB-MOV staff will conduct an analysis of proposed costs and prices during the proposal review process. Proposers are encouraged to submit their best offer for providing the programs and services solicited in this RFP and to thoroughly describe and justify the proposed costs. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out the proposed services; and to ensure that the proposed costs will benefit the WDB-MOV's One Stop System.

F. Narrative – Specific Program Information, Program Design and Procedures

This RFP provides an overview of program services and the requested deliverables in each Statement of Work. Refer to these sections when writing the proposal narrative. The proposal should also address how activities will enhance our workforce investment system by focusing on a fully coordinated, integrated, accessible, customer service strategy that is market-driven for our job seeker and business customers.

This section must include specifics of program proposed (who, what, when, where, why):

- The type of program you are proposing
- The target group to be served
- The geographic area(s) to be served
- Brief summaries of needs and task analysis, if any
- Deliverables proposed to meet statement of work requirements
- Information on standards of quality and quantity

Narrative should provide specific descriptions of the program or services to be offered to the customers of the WDB-MOV's One Stop System, arrangements to ensure required outcomes, retention, and follow-up efforts. Include any creative and innovative methods in the delivery of the proposed services.

Clearly identify services to be provided directly by your organization, and those provided through collaboration and linkages with other agencies. You must be able to demonstrate, through the narrative, that all agencies providing services have previous, successful experience in providing those services.

This component of the proposal must demonstrate the Proposer's understanding of the services requested in this RFP and any problems anticipated in accomplishing the work.

G. Accessibility / Integration / Collaboration

Identify in the proposal the manner in which services will be non-duplicative of current One Stop activities and how service delivery will be accessible to all customers, and integrated into services offered by all partners, including those mandated by WIOA in the One Stop System/AJC.

Describe any non-financial or financial partnerships you have established for the proposed program. Describe who is involved, the roles of each partner and how you will coordinate with each other. Describe in-kind services and contributions being made by the partners. For non-financial partnerships attach letters of intent from partners.

For financial partnerships a collaborator agreement must be completed by each collaborating agency with which the Proposer (Lead Agency) will have a formal agreement for the provision of services. The authorized representative of each collaborating agency must sign the agreement. The collaborator agreement(s) must be included in your proposal package.

It is understood that Lead Agencies may enter into agreements or subcontracts with eligible entities for the provision of the services required with the approval of the WDB-MOV. Any and all such agreements or subcontracts shall include all of the terms and conditions of this RFP. The Lead Agency (contracting entity with the WDB-MOV) shall be fully responsible for the performance of its Contract.

H. Target Group

Identify the customers being targeted for service in this section of the proposal. The customers served by the program should be related to the One Stop System and to those target groups listed in this RFP package. Describe outreach and recruitment plans for the targeted population. Include information on how services will be delivered to individuals with limited English language skills, disabilities or other significant barriers.

I. Program Objectives / Outcomes

Objectives identify specific outcomes in a specific timeframe as well as a minimum level of accomplishment. Objectives may include, but are not limited to: total number of customers to be served, geographic area to be served, length of program, number of enhancements or credentials, number of placements, average wage and retention.

This section of the proposal includes the general business goals which are met by the process on which the program is based.

Describe your organization's experience and capabilities in achieving measurable performance outcomes. Identify goals set and verifiable performance achievement data against those set goals. Include a contact person, phone number and e-mail address for each contract described.

Describe the outcomes expected of the proposed program and describe how these outcomes will be achieved. Describe any additional outcomes proposed.

Describe the continuous improvement process that will be implemented and maintained, including data collection, reporting, data analysis and corrective action mechanisms to ensure that performance goals are achieved. Include information on any internal quality control system currently used to monitor progress toward achieving contracted goals as well as the quality of program operations and administrative activities.

J. Transition Plan

New Proposers and Proposers who are current providers of systems that will change significantly must write a transitional plan.

An “investment” will be required of any new agency selected to provide these services; that investment being uncompensated time and effort in training new staff, transitioning from the current provider to a newly selected agency, etc. in order for services to begin with no interruptions on July 1, 2017. Describe how the organization will deal with this investment in order to conduct an orderly transition from the current provider to ensure that there is no disruption in services or negative impact on our customers. Detail the action steps, strategies and the time lines with specific dates for transitioning the services requested under this RFP. This should be presented in table format.

It is important for Proposers to understand that the infrastructure for delivery of services is in place and that no break in services to customers of the One Stop System can be experienced as a result of a transition. It is important for current Providers to understand that a transition plan may also be required for significant changes in processes.

K. Reporting

WDB-MOV expects regular complete reports on the progress of funded activities. Describe reports that will be provided to the WDB-MOV or One Stop Operator. Include examples of reports from other similar programs operated by your organization.

L. Program Management

Describe your organization’s previous experience in managing, operating and delivering employment and training programs, including administrative/fiscal capabilities. Include work samples and/or materials utilized by the proposer in other similar contracts in West Virginia or areas similar to the area served by the WDB-MOV. Submit a complete description of how all the responsibilities included in the Statement of Work will be implemented, operated and maintained.

Include an organizational chart, identifying key staff that will be assigned to work on this project. Job descriptions and resumes, including qualifications for this particular assignment, should be attached to the original copies of the proposal. For positions that will require new hiring, job descriptions should include minimum qualifications for the position.

Describe how staff training and development will be delivered to assure personnel assigned to perform this program’s tasks shall be capable and qualified in the work assigned.

Describe and demonstrate the organization's financial and administrative experience and capabilities including information on the proposer's experience in:

- Managing and accounting for multiple federal, state and local funding sources
- in accordance with Generally Accepted Accounting Principals (GAAP).
- Conducting self-monitoring for contracted performance and compliance.

M. Resources Provided

This section should describe the resources to be provided by the Proposer. Specifically, it could include a description of the subject matter experts, market research, technical documentation, equipment or facilities and any other resources that will be provided to the target group and the One Stop System.

N. Forms/Attachments

- Proposal Transmittal Document
- Package Inventory List
- Checklist for Proposal Submission
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, etc.
- Equal Opportunity Non-Discrimination Notice
- Certification Regarding Drug-Free Workplace Requirements
- Budget Preparation Sheet & Narrative
- Resumes of staff
- Latest audit
- Certificate of Insurance
- Letters of intent from other organizations involved in the implementation of the proposed activities or a collaborator agreement
- Other pertinent information that may lend strength to your proposal

ATTACHMENTS

Workforce Development Board Mid-Ohio Valley

Proposal Transmittal Document

I. Proposing Organization: _____

Address: _____

Street

City

State

Zip Code

Telephone: _____ Facsimile: _____

Electronic Mail Address: _____

Authorized Representative: _____

II. Dollar Amount of Proposal: WIOA Funds \$ _____

Other Funds \$ _____

III. Federal Employer Identification Number: _____

(If consortium, list number of lead organization)

IV. Category of Proposal: One Stop Coordination
 One Stop Case Management

V. Proposed Service Area: _____

VI. Certification: I, _____, certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the WDB-MOV Proposal Package; that the enclosed package is a firm offer effective through the _____ day of _____, 2017; and that the information contained herein is true and correct to the best of my knowledge. I am authorized by my Board of Directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal.

Signature: _____

Title: _____ Date: _____

PROPOSAL PACKAGE INVENTORY LIST

ADMINISTRATIVE SECTION:

- () Proposal Transmittal Document
- () Checklist for Proposal Submission
- () Certification Regarding Lobbying
- () Certification Regarding Debarment, Suspension, etc.
- () Equal Opportunity Non-Discrimination Notice
- () Certification Regarding Drug-Free Workplace Requirements
- () Budget Preparation Sheet & Narrative
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- () Certificate of Insurance
- () Letters of intent from other organizations involved in the implementation of the proposed activities or a collaborator agreement
- () Other pertinent information that may lend strength to your proposal

<i>1. TECHNICAL PROPOSAL</i>

- () Executive Summary
- () Statement of Work

<i>2. BUSINESS PROPOSAL</i>

- () Budget
 - () Program Costs
 - () Administrative Costs

<i>3. MISCELLANEOUS</i>

- () Two Originals and 10 copies of the Proposal Package;
- () One Electronic Version of Proposal Package in Microsoft Compatible Format;
- () Delivered on Time

Agency: _____

Signed: _____

Date: _____

Checklist for Proposal Submission

Agency: _____

Agency Information: The following requests information relating to applicant’s status, experience, qualifications, etc. Please check appropriate responses:

1. Corporation Partnership Individual Owner or Sole Proprietorship
 City Agency State Agency Educational Institution
2. Profit Making Non-Profit
3. Number of years in business (existence): _____
4. Number of years in contract related business: _____
5. Number of permanent employees (salaried and hourly): _____

	Question	Yes	No
6.	Have any of the applicant’s Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
7.	Is applicant in receivership or bankruptcy, or are any such proceedings pending? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
8.	Has the applicant’s organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
9.	Are all of the applicant’s required permits current? <i>(List on an attached sheet of paper all of your required permits and expiration dates).</i>		
10.	<i>Subcontracting:</i>		
10.a.	Will the applicant subcontract for any of the services? <i>(If yes, type in the page numbers where the subcontracting is described in the proposal). Page(s)_____</i>		
10.b.	Will the applicant utilize the services of a consultant in the operation of this program? <i>(If yes, type in the page number(s) where the consultant services are described). Page(s)_____</i>		
11.	<i>Union Concurrence:</i>		
11.a.	List any and all unions that may be associated with this proposal.		
11.b.	Does your agency have union approval of the proposed contract? <i>(If yes, attach written proof of union concurrence).</i>		

	Question	Yes	No
12.	Insurance Coverage:		
12.a.	Are persons authorized to handle and disburse government funds fidelity bonded? <i>(If yes, attach proof of fidelity bonding).</i>		
12.b.	Does applicant carry General Liability Insurance? <i>(If yes, attach proof of General Liability Insurance).</i>		
12.c.	Does applicant carry Workers' Compensation Insurance? <i>(If yes, attach proof of Workers' Compensation Insurance).</i>		
12.d.	Is the applicant current with Unemployment Insurance? <i>(If yes, attach proof of current Unemployment Insurance coverage).</i> NOTE:		
13.	Fiscal Responsibilities:		
13.a.	Does the applicant organization have all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract? (29 CFR Part 97, Single Audit Act of 1984 and OMB Circular A-133)? <i>(If no, please explain on an attached sheet of paper).</i>		
13.b.	Does the applicant organization presently have any outstanding unresolved audit deficiencies with any other Federal, State or local agencies? <i>(If yes, please explain on an attached sheet of paper).</i>		
13.c.	List the date of most recently completed independent audit and by whom.(copy of audit must be included with proposal).		
13.d.	Did the applicant provide, if required, an AUDITED financial statement for the last year, which identified all sources of revenue, donations, and income as well as offsetting expenses? (Please include copy).		
14.	Are your facilities and other planned sites to be used accessible to individuals with disabilities as required by the Americans with Disabilities Act? <i>(If no, please explain on an attached sheet of paper).</i>		
15.	Certification and Compliance:		
15.a.	Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities? <i>(If no, please explain on an attached sheet of paper).</i>		
15.b.	Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations? <i>(If no, please explain on an attached sheet of paper).</i>		
16.	Cost Allocation Plan:		
16.a.	Can the organization provide documentation to show the support of all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items. <i>(If no, please explain on an attached sheet of paper).</i>		

17. **We will** meet all applicable Federal, State and local compliance requirements.
These include, but are not limited to:
Records accurately reflect actual performance.
Maintaining record confidentiality, as required. (Federal Privacy Act of 1974)
Allow WDB staff access to financial and program records related to the contract.
Reporting financial, participant and performance data, as required.
Meeting all applicable labor law, including Child Labor Law standards.

We will not:

- Place a participant in a position that will displace a current employee.
Use WIOA money to assist, promote or deter union organizing.
Use funds to employ or train persons in sectarian activities.
Use funds for participants in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant Organization

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

Applicant Organization: _____

Address: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98.510, Participant's Responsibilities.

The regulations were published as part VII of the May 26, 1988 Federal Register (Pages 19160 – 19211).

- (1) The prospective primary participant, (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from covered transactions by any Federal Department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract package.

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (name of organization), as a recipient of Workforce Investment Act (WIOA) funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

ASSURANCE

As a condition to the award of financial assistance under WIOA from the Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded program or activity, and all agreements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement by paragraph "a" above
 - d. Notifying the employee in the statement required by paragraph "a" that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
 - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph "d.2" from an employee or otherwise receiving actual notice of such conviction Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one to the following actions, within thirty (30) calendar days of receiving notice under subparagraph "d.2", with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended: or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency.
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs "a", "b", "c", "d", "e", and "f".

Applicant Organization

Date Submitted

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative