



**Region 1 Northwest Indiana Jasper, Lake, La Porte, Newton,  
Porter, Pulaski, Starke Counties**

**Invitation for Bid (IFB)**

**for**

**Accounting Support Services**

**Release Date: January 23, 2019**

**Turning Research, Relationships, and Resources into Results.**

PART I.	Procurement Timetable.....	3
PART II.	Overview and Proposal Preparation Instructions.....	4
	A. Overview.....	4
	B. Questions.....	4
	C. Certification upon Submission.....	4
	D. Responsive Proposals.....	4-5
	E. Demonstrated Ability to Perform .....	5
	F. Selection Process and Contract Award .....	5
	G. Conditions of this IFB.....	5-6
	H. Proposal Format and Content.....	6-9
PART III.	Financial Requirements.....	9
	A. Capabilities.....	9
	B. Staff.....	9
	C. Cost and Price Analysis.....	9-10
	D. Administrative and Indirect Costs.....	10
	E. Funding Period.....	10
	F. Contract and Payment Method.....	10
	Attachments	
	Attachment A Administrative and Financial Capabilities Checklist.....	11-12
	Attachment B Assurances and Certifications.....	13-16

**Center of Workforce Innovations, Inc. (CWI)**

**PART I: Timetable for Invitation for Bid (IFB) for Accounting Support Services**

<b><u>Date</u></b>	<b><u>Event</u></b>
January 23, 2019	Announcement and IFB Release
February 1, 2019	Questions and Answers Posted
February 13, 2019	2:00 pm CST Electronic Proposals Due
February 27, 2019	Contract executed
February 27 - March 1, 2019	Services begin

“Requests for Proposal Packets” may be e-mailed – [tstump@cwicorp.com](mailto:tstump@cwicorp.com). If within 24 hours you have not received confirmation of receipt of your email Request or Letter, please contact our office at (219) 462-2940.

Center of Workforce Innovations, Inc.  
Attn: Tamara Stump  
2804 Boilermaker Court Suite E  
Valparaiso, IN 46383

## **PART II: OVERVIEW AND PROPOSAL PREPARATION INSTRUCTIONS**

### **A. Overview**

Center of Workforce Innovations (CWI) a 501(c)(3) operating programs from multiple funding sources is issuing this Invitation for Bid (IFB) to solicit interest by experienced providers to provide accounting support services for all CWI funding working with CWI management and 2-3 fiscal staff as they complete their work. Total operational funding for CWI is between \$10 -15 million. CWI Corporate offices are located in Valparaiso Indiana. Additionally we operate programs in Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke Counties.

### **B. Questions**

Questions relating to this IFB may be submitted prior to deadline of **February 1, 2019** to be made available to all interested candidates. Questions must be in writing and directed to Tamara Stump at [tstump@cwicorp.com](mailto:tstump@cwicorp.com)

### **C. Certification upon Submission**

By submission of this proposal, the proposer certifies that:

1. The costs in the proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer (other than if a collaborative partnership is submitting a proposal together) or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and
2. No attempt has been made or will be made by the proposer to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.

### **D. Responsive Proposals**

To be considered responsive, proposals must meet the following minimum criteria:

1. A proposal with electronic signature must be e-mailed to [tstump@cwicorp.com](mailto:tstump@cwicorp.com) with an **incoming timestamp of 2:00 pm CST, February 13, 2019**. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals received after the date and time will not be accepted.
2. The proposal signature must be electronically signed by an official authorized to represent and bind the proposing agency. The person signing the proposal certifies that:
  - a. He/she **is** the person in the proposer's organization legally responsible within that organization for the decision as to the costs being offered in the proposal and that he/she has not participated in any action contrary to Certification upon Submission, C. 1) or 2) above;

OR

- b. He/she **is not** the person in the proposer's organization responsible for the decision as to the costs being offered in the proposal; *however*, that he/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decisions, and certifies that such person(s) have not participated, and will not participate, in any action contrary to Certification upon Submission, Part II. C. 1) or 2) above.
3. Providing incomplete or erroneous information or omitting important information could result in disqualification of the proposal or contract termination.
4. Acceptable proposals will meet the specifications contained in this IFB and the requirements of all applicable statutes, regulations, and policies.

#### **E. Demonstrated Ability to Perform**

CWI intends to make awards to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a contract. In evaluating demonstrated ability to perform, reviewers shall take into consideration such matters as to whether the organization has:

- Ability to meet the IFB design specifications at a reasonable cost;
- Satisfactory record (must be validated) of past performance in delivering the proposed or similar services;
- Satisfactory record of integrity and business ethics; and
- The necessary organization, experience, accounting and operational controls and technical skills to perform this work

#### **F. Selection Process and Contract Award**

No changes, modifications, or additions to a proposal may be made by the proposing agency after the proposal deadline unless requested by Board staff. Proposals will be evaluated by a Proposal Review Panel comprised of CWI staff and other preselected reviewers. Rating sheets will evaluate each category on a numbering system based on proposers responses as completely responds to the question, partially responds, or response is missing, unclear, or does not apply. Cost Effectiveness will be a factor in selection criteria. Proposers should not have any communications with the Proposal Reviewers, CWI staff or Board committee members regarding proposals, recommendations or any other issues related to the IFB process. Such communication will disqualify the Proposer.

Contracts may be awarded based on offers received, without discussion of such offers with the proposers. Each offer should be submitted in the most favorable terms, from a price and technical standpoint that the proposer can make. The Board reserves the right to request additional data, oral discussion, or presentation in support of written proposals at a pre-contract meeting.

#### **G. Conditions of this IFB**

The cost of developing proposals in response to this IFB is entirely the responsibility of the Proposer and shall not be chargeable to CWI/Northwest Indiana Workforce Board under any circumstances. This IFB does not commit CWI to award a contract, to pay any costs incurred in advance of the execution of a

contract, or to procure or contract for services or supplies. CWI reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources for additional program components or services, or budget line items, or to cancel in part, or in its entirety, this IFB if it is in the best interest of CWI to do so. The Board staff may require the proposers selected to participate in negotiations and to submit price, technical, programmatic, or other revisions of their proposals in writing.

The following conditions are applicable to all proposals. CWI reserves the right to:

- Return non-responsive proposals without review.
- Waive informalities and minor irregularities in proposals received.
- Not fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of CWI, the services proposed are not needed, or the costs are higher than CWI finds reasonable in relation to overall funds available, or if past management concerns lead CWI to believe the bidder has undertaken more services than it can successfully provide.
- Negotiate any and all proposed costs, staffing levels, service/activity mix, geographical locations, and all other specifics.
- Request additional data, technical or price revisions, or to request oral presentations in support of the written proposal.
- Fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to geographical considerations, leveraging of outside resources, and target populations.
- Conduct a pre-award review that may include, but is not limited to, a review of the proposer's record keeping procedures, management systems, accounting and administrative systems, training facilities, and training materials.
- Use additional or de-obligated grant monies to increase the funding of successful programs.
- Change specifications and modify contracts as necessary to facilitate compliance with the legislation, regulations, and policy directives; to manage funding; and to meet the needs of the participants, as WIOA guidance may occur during this IFB process.
- End contract negotiations if acceptable progress, as determined by Board and staff, is not being made within a reasonable time frame.

## **H. Proposal Format and Content**

Each proposal must be assembled as follows and provide the information requested in items 1 through 8 below.

### **1. Proposal Cover Sheet:**

Proposer must provide a cover sheet which should include the following information:

- Proposer Name
- Mailing Address including city, state, and zip code
- Type of Organization or Independent Contractor
- Contact Personnel and person authorized to negotiate and sign (if different from contact personnel)
- Total amount of funds requested
- Sign cover page in blue ink.

## **2. Description of Services Required:**

The winning proposer will work exclusively with CWI management and fiscal staff in doing their work. Accounting Support Services will include the following:

- a) General Compliance
  - Establish and maintain procedures for CWI to ensure compliance with all applicable statutory and regulatory requirements and state guidelines governing required audits of a grantee or sub-grantees and the prompt resolutions of findings that may result from such audits
- b) Financial System Management
  - Financial Policies and Procedures - Maintain and modify financial management policies and procedures that meet or exceed applicable state, federal or other funding requirements
  - Maintain General Accounting Systems – Maintain and modify the accounting system for the applicable programs including maintaining all accounting books, records, data files, schedules, worksheets, and original source documentation in compliance with all applicable federal, state, and other requirements.
  - Post expenses and general ledger entries
  - Review and ensure general policies and procedures are being followed
  - Maintain Cost Allocation System – Prepare and maintain a Cost Allocation Plan that distributes applicable costs in accordance with all state, federal, and other requirements
  - Maintain Cash Management System – Maintain a cash management system that processes authorized invoices and contract payment (focusing on Adult Education and other Sub-Contractors) requests and complies with state, federal, and other requirements governing fund drawn downs and timely disbursements
  - Compiles the information required and prepares related accounts receivable invoices on a monthly basis
- c) Financial Analysis, Budgeting, and Reporting
  - Financial Analysis – Prepare financial analysis required for applicable program activities
  - Budgeting – Assist President and Executive Staff in preparation of annual budget for Board review
  - Management Information – Maintain a designated system tracking, compilation, and reporting of financial data for program activities for presentation.
  - Reporting/Communication – Prepare reports monthly and by special request and meet with the Executive Staff on a regular basis to review financial statements and other fiscal information
  - Close-out and Settlement Documents – Prepare all required close-out and settlement pages for funding sources.
- d) Grant/Funding Processing
  - Draw Downs – Using the designated system, following all required protocols, perform functions necessary to draw down funds both for CWI and as invoiced by various CWI contractors.
  - Grant Budgets – Prepare budget sections of grant application submitted to state, federal, and other grantor agencies

- e) Procurement Processing
  - Initial Contract Compliance – Provide assistance, as requested related to the preparation of contracts and sub-agreements to ensure that the provision of such documents comply with the criteria outlined in applicable statutory and regulatory provisions
  - Assist in the evaluation of the structure and operation of the procurement system and process to ensure compliance with all state and federal regulatory requirements
- f) Monitoring Contractor Compliance
  - Monitor fiscal related activities of subcontractors and report on compliance with applicable state, federal, and other regulatory requirements
  - Assist in the monitoring of activities to ensure proper documentation and support relative to performance standards
- g) Payment Processing
  - Maintain procedures for proper review of vendor invoices and contractor payment requests to determine eligibility for payments
  - Track and manage payment of training and supportive service vouchers
  - Create checks and disbursements authorized by management
- h) Coordination/Communication
  - Communicate with internal staff
  - Train Assistant Controller or Senior Accountant on compliance/regulatory functions
  - Ongoing Regulatory Liaison – Serve as required as liaison with state officials regarding issues arising from audits of program activities as requested
  - Attend the Department of Workforce Development fiscal meeting with CWI staff
  - Audit Resolution – Conduct jointly with staff audit resolution

3. **Program Narrative Previous Experience and Organization Background:** The selection and funding of a provider will be based on each organization’s track record of demonstrated effectiveness in providing similar services. Organizations should demonstrate the ability to provide accounting support services that are cost effective and customer sensitive.

1. a) Describe your organization’s governance structure, length of existence, vision, mission, and goals
- b) Discuss in detail the proposing organization’s relevant, current (within the last five years), successful experience in providing accounting support services to organizations with multiple funding sources such as Department of Labor, Department of Education, Indiana Department of Workforce Development, and private foundations or similar services as those being proposed
- c) Discuss the qualifications of staff who will be assigned to this project. Will staff be working remotely, onsite, or a combination of both?
- d) Describe your understanding of the need to protect confidential information and participant personal identifying information
- e) Include a timeline for startup and ongoing services. Will your organization be able to begin work once contracts are signed?
- 2 a) Describe the administrative and financial management capabilities of the proposing organization(s) as it relates to the requirements being requested
- b) Complete the “Administrative and Financial Capabilities Checklist” (Attachment A).

3. a) CWI uses Financial Edge and PayChex systems. Describe your proficiency in using these or similar systems  
b) Describe your knowledge of Indiana Career Connect which is the state database system for participants
4. **Proposed Budget and Budget Narrative:** Please provide a fee based budget with your proposal. Please indicate if the fee is hourly or monthly. The budget submitted must clearly show the method of computation. Costs must be actual costs incurred for the proposed services. List any in-kind budget items and identify as such.
  1. Provide a budget narrative that justifies each proposed expense in terms of its being necessary, allowable and reasonable to the delivery of services being proposed.
  2. a) List all proposed staff positions to be paid through the contract that may be awarded, indicating the percent of time each staff position will work on the proposed services to be delivered.  
b) If shared costs exist in your proposal, give an assurance that the percentage of time devoted to this proposed program is sufficient and will be maintained throughout the entire program year.
5. **Assurances and Certifications.** (Attachment B) Respond to all statements and sign the page in blue ink, certifying accuracy and accepting responsibility.
6. **References.** Include references for which you have operated same or similar programs. This may be included under Previous Experience and Organization Background or as a separate attachment. Proposers may include up to three (3) letters of reference/letters of support not related to CWI.

### **PART III. FINANCIAL REQUIREMENTS**

#### **A. Capabilities**

Proposers must be able to demonstrate the administrative and financial capability to effectively and efficiently deliver the services proposed. Administrative capability includes the ability to design and implement the proposed services, manage the delivery system, conduct self-monitoring for contract compliance, measure customer satisfaction, implement a continuous improvement model, achieve the contract objectives, provide quality service delivery, and keep appropriate, auditable records. Proposers must also meet fiscal reporting requirements in accordance with Generally Accepted Accounting Practices (GAAP), and show evidence of continued financial stability.

#### **B. Staff**

CWI will only reimburse for costs that are in final negotiations and stated in the contract.

#### **C. Cost and Price Analysis**

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, CWI shall conduct a cost and price

analysis on proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price 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 a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

#### **D. Administration and Indirect Costs**

The legislature intends for a maximum amount of funding to be used for direct client costs, therefore funding for administration is limited to 7%. CWI expects and encourages proposers to use their currently existing administrative structure at no additional cost to this service provision. Indirect costs (corporate overhead) must be a documented and "reasonable" percentage or amount as calculated by your headquarters. All costs set forth in a contract are considered programmatic in nature, including those normally known as administrative. Indirect costs will be considered in the overall picture, keeping in mind that those dollars take away from services, resources and activities.

#### **E. Funding Period**

The funding period for contracts awarded under this grant will be March 1, 2019 and continue through June 30, 2020 with an option to renew for an additional year.

#### **F. Contract and Payment Method**

Contracts are negotiated on a cost reimbursement basis.

Proposers are advised that any contract awarded under this IFB may be modified to incorporate legislative and policy changes, revisions to the program design, alterations of any services and activities provided or a reduction or increase in the amount of funding available.

## ATTACHMENT A

### ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST

Please respond to each statement or question with a "yes" or "no" answer. Briefly explain any "no" answer on another page or in the limited space provided.

- Yes  No 1. All positions with the proposing agency have up-to-date job descriptions.
- Yes  No 2. All employees meet the minimum qualifications specified in their job descriptions.
- Yes  No 3. All W-2s and I-9s with appropriate documentation are on file.
- Yes  No 4. Withholding and FICA deposits have been made in full and on a timely basis.
- Yes  No 5. Insurance and bonding policies are current and all appropriate staff are covered.
- Yes  No 6. The facilities of this agency and any training location are accessible to the disabled.
- Yes  No 7. The books of account are auditable.
- Yes  No 8. Administrative and internal accounting controls are adequate to safeguard program assets.
- Yes  No 9. The accounting system adequately accounts for program funds.
- Yes  No 10. Financial reports fairly present accrued program expenditures by established cost categories.
- Yes  No 11. Budgetary procedures are adequate to control expenditures.
- Yes  No 12. The agency has a written accounting procedures manual that includes procedures for:
- a) coding of expenditures by:
    - Yes  No (1) contract year or program year
    - Yes  No (2) funding source
    - Yes  No (3) cost category;
  - b) bank reconciliations
  - c) posting to books
  - d) monthly close-out
  - e) balance sheet reconciliations
  - f) development of accruals
  - g) segregation of duties
  - h) cost allocation
  - i) budgetary control
  - j) cash management
  - k) cash receipt and disbursement
  - l) payroll
  - m) reconciliation of any petty cash fund
- Yes  No 13. The procedures in the accounting manual are being followed.
- Yes  No 14. Internal controls
- a) for cash receipts:
    - Yes  No (1) cash is properly controlled and promptly deposited when received
    - Yes  No (2) funds are deposited in a bank in interest bearing checking accounts and secured by FDIC or other security
  - b) checks are:
    - Yes  No (1) pre-numbered
    - Yes  No (2) adequately safeguarded
    - Yes  No (3) properly mutilated when voided

Yes  No  
 Yes  No

- (4) not allowed to be written for cash
- (5) not allowed to be signed in advance;

c) for cash disbursements:

Yes  No  
 Yes  No  
 Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

- (1) invoices are approved prior to payment
- (2) documentation accompanies checks to be signed
- (3) documentation is stamped to prevent reuse
- (4) control over signature machine is adequate
- (5) disbursements are made only by check
- (6) checks are not returned to preparer after signing

d) for bank reconciliations:

Yes  No  
 Yes  No  
 Yes  No

- (1) they are performed on time
- (2) they are performed by someone who does not perform cash functions
- (3) unusual items are investigated promptly

e) for payroll:

Yes  No  
 Yes  No  
  
 Yes  No  
 Yes  No

- (1) time sheets are used and signed by both the employee and supervisor
- (2) payrolls are approved by management for accuracy and existence of bona fide employees
- (3) preparation and check distribution functions are segregated
- (4) leave time is properly controlled

f) for purchases:

Yes  No  
 Yes  No  
 Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

- (1) purchase orders are pre-numbered and controlled
- (2) receiving reports are prepared and compared to P.O. and invoice
- (3) returned purchases are controlled
- (4) payments are made within discount periods

- 15. The agency's budget has no areas for potential cost overruns.
- 16. The agency is not trying to make up for a shortfall in another program by using the funds from this program.

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or CEO of the proposing agency, accepts responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with internal controls adequate to safeguard program funds.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_

## ATTACHMENT B

### ASSURANCES AND CERTIFICATIONS

The Contractor will not award a grant where the Proposer has failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this agreement, the Proposer hereby certifies and assures that it will fully comply with the following:

- A. **Debarment and Suspension Certification (29 CFR Part 98)**
- B. **Certification Regarding Lobbying (29 CFR Part 93)**
- C. **Drug free Workplace Certification (29 CFR Part 98)**
- D. **Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 38)**
- E. **American with Disabilities Act (ADA) (29 CFR Part 32)**

By signing the agreement, the Proposer is providing the above assurances and certifications as detailed below:

**A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.**

The prospective Proposer certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or 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 statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A) (2) of this certification; and,
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Proposer is unable to certify to any of the statements in this certification, such prospective Proposer shall attach an explanation to this proposal [or plan].

## **B. CERTIFICATION REGARDING LOBBYING.**

The undersigned (i.e. Proposer) 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making 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 employees of Congress, or 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 instructions.
3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. 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.

## **C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.**

Pursuant to the Drug-Free Workplace Act of 1988 and its’ implementing regulations codified at 29 CFR 98, Subpart F. I, the undersigned Proposer attest and certify that the Proposer will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Proposer’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - a. The dangers of drug abuse in the workplace.
  - b. The policy of maintaining a drug-free workplace.
  - c. Any available drug counseling, rehabilitation and employee assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (C) (1).

4. Notifying the employee in the statement required by paragraph (C) (1) that, as a condition of employment under the contract, the employee will:
  - a. Abide by the terms of the statement.
  - b. 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.
5. Notifying the Contractor in writing ten (10) calendar days after receiving notice under subparagraph (C) (4) (b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (C) (4) (b), with respect to any employee who is so convicted.
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

**D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE.**

As a condition to the Proposer, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participate in any WIOA Title 1B-financially assisted program or activity
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities by organizations that receive financial assistance from any federal department or agency;

4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational program or activity receiving federal financial assistance.
6. Section 504 of the Rehabilitation Act and the implementing regulations at 29 CFR Part 32 and the American with Disabilities Act (ADA), facilities and programs are accessible and usable by individuals with disabilities. Recipients must meet applicable accessibility obligations

The Proposer also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. The Proposer understands that the Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

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Name and Title of Authorized Representative

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Proposer Organization

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Date