



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

Request for Proposals (RFP)

for

**Workforce Innovation and Opportunity Act (WIOA)
In-School and Out-of-School Youth Programs**

Program Year July 1, 2024 – June 30, 2025

Release Date: December 4, 2023

Turning Research, Relationships, and Resources into Results.

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**Center of Workforce Innovations, Inc. (CWI)
2804 Boilermaker Court Suite E
Valparaiso, IN 46383
(219) 462-2940**

PART I: TIMETABLE FOR REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) IN SCHOOL AND OUT OF SCHOOL YOUTH

| <u>Date</u> | <u>Event</u> |
|-------------------------------|--|
| December 4, 2023 | Announcement and RFP Release |
| December 20, 2023 4:00 pm CST | Deadline for Letters of Intent to Propose |
| January 5, 2024 | Questions and Answers Posted |
| February 5, 2024 4:00 pm CST | Proposals Due |
| February 19-20, 2024 | Proposal Review meeting to discuss proposals and develop recommendations |
| February 22, 2024 | Presented to CWI Board |
| March 21, 2024 | Presented to North West Indiana Workforce Board |
| March 28- April 4, 2024 | Final contract discussions |
| April 6, 2024 | Awards officially announced |
| June 3, 2024 | Contract executed |
| July 1, 2024 | WIOA services implemented |

“Requests for Proposal Packets” and “Letters of Intent to Propose” may be e-mailed and directed to Tamara Stump, tstump@cwicorp.com . If within 24 hours you have not received confirmation of receipt of your email request, please contact our office at (219) 462-2940 ext. 1032.

PART II: OVERVIEW AND PROPOSAL PREPARATION INSTRUCTIONS

A. Overview

Center of Workforce Innovations (CWI) is a 501(c)(3) and on behalf of the Northwest Indiana Workforce Investment Board Inc. (Board) and CWI Board is issuing this Request for Proposal (RFP) to solicit interest by experienced providers to design, administer, and deliver Workforce Innovation and Opportunity Act (WIOA) In-School and Out-of-School Youth services using a client-centered approach. The programs, services, and activities will be offered in the seven counties of Jasper, Lake, La Porte, Newton, Pulaski, Porter, and Starke.

While the funding available through this RFP for program year, July 2024 through June 2025, is not known at this time, last year's available funding was \$3,615,940. CWI reserves the right to determine both the number of providers and the funding levels of contracts finally awarded. WIOA legislation has identified Work Experience as a critical component of program services. Therefore, a minimum of 20% of all funding requested must be spent on work experiences. In addition, CWI will allocate at least 60% of all funds available to Out-of-School Youth populations and the remaining 40% of youth funding will be allocated for In-School Youth populations.

In-School

For the purposes of this RFP, In-School Youth means an individual who is:

1. Attending secondary school (as defined by State law);
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
3. A low-income individual; and
4. One or more barriers as defined by WIOA.

In-School youth program providers will offer the Program Elements outlined in the WIOA, Section 129(c)(2). Region 1 utilizes the Jobs for America's Graduates (JAG) Program as its primary model to serve in-school youth across the region. Please note that there are currently 13 programs funded using a combination of WIOA, Pre-ETS, state, and other funding. In addition to our current programming for 11th and 12th grade, we are expanding those programs, along with option to serve 9th and 10th grade students and middle school students depending on school interest. Below is a listing of existing JAG Programs in Northwest Indiana. The expectation is that these programs, to the extent that the schools are able, will continue functioning under this RFP. For information on the required elements of a JAG program please go to this site: <http://www.jag.org>.

Northwest Indiana – Region One Current JAG Programs:

Calumet New Tech High School; East Chicago High School; Hammond High School; Hammond Morton High School, Kankakee Valley High School; Knox Community High School; Michigan City High School; North Judson San Pierre High School; North Newton High School; Portage High School; River Forest High school; River Forest Jr/Sr High School 2; West Side Leadership Academy in Gary; Whiting High School, and Winamac High School.

The estimated number of In-School youth to be served through the JAG program with WIOA funding is no more than 300 for Program Year 2024. Other funding will be used to cover the remainder of the youth served through JAG. The selected provider(s) will be expected to assume the carry-over caseload of youth

from the current Youth program provider and provide the required follow up for those who have completed the program as defined by WIOA and JAG.

Out-of-School

For the purposes of this RFP, Out-of-School Youth means an individual who is:

1. Not attending any school (as defined under State law both secondary and post-secondary);
2. Not younger than age 16 or older than age 24; and
3. Other eligibility as defined by WIOA.

Out-of-School youth program providers will offer the Program Elements outlined in the WIOA, Section 129(c)(2).

The estimated number of Out-of-School youth to be served throughout Region 1 with this funding is approximately 600 per year. The selected provider(s) assume and provide services to the carry-over caseload of youth from the current Youth program provider and provide required follow up for 12 months to those who have completed the program as defined by WIOA. In addition, CWI is encouraging the use of Out-of-School funding for co-enrollment of youth enrolled in Adult Education programs into WIOA youth services throughout Region 1.

Information pertaining to Required Activities, Program Elements, Participant Eligibility and other regulations for WIOA can be found at <http://www.doleta.gov/WIOA> by clicking on “About WIOA” tab.

All Programs

Programs, services, and activities will be offered in the seven counties of Jasper, Lake, La Porte, Newton, Pulaski, Porter, and Starke.

Proposers who submit **a letter of intent to propose by December 20, 2023** may deliver programs and services in any manner they deem appropriate, as long as the requirements of the law are met. Proposers may elect to bid on both in-school and out of school youth services or only in-school youth services or only out of school services.

The selected provider(s) will offer comprehensive year-round programs of services and activities. CWI will maintain the optimum amount of flexibility possible within the constraints of the policies and regulations issued to allow for innovative program designs that will meet the needs of customers.

Program design must include a year-round program model during which services are available to youth all twelve months of the year.

B. Questions

Questions relating to this RFP may be submitted prior to deadline of January 5, 2024 to be made available to all interested candidates. Questions must be e-mailed and directed to Tamara Stump, 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 Letter of Intent to Propose **must** be e-mailed to tstump@cwicorp.com with an incoming timestamp of 4:00 p.m. CST or earlier on December 20, 2023. There is no required format for Letters of Intent specifying that your organization will be submitting a proposal for the Workforce Innovation and Opportunity Act (WIOA) Youth programs. However, if organizations are submitting a proposal together, all organizations within the partnership must be listed and sign off the letter of intent.
2. A proposal with electronic signature must be e-mailed to tstump@cwicorp.com with an incoming timestamp of 4:00 p.m. CST or earlier on February 5, 2024. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals received after the date and time will not be accepted.
3. The original 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.
4. Proposal Layout.
 - a. Overall maximum page limit of proposal is 30 single-sided pages to include all attachments, exhibits, position descriptions, résumés, introductory pages, section dividers, charts, letters,

and references. The copy of the 2022 audit will be excluded in the page count.

- b. Elaborate brochures, videos, artwork, etc. are not to be included.
 - c. Legible, clear and complete proposals are essential.
5. Proposals must be presented according to the Proposal Format set forth under Part II., Section H. Proposal Format and Content, and must contain all requested information.
 6. Providing incomplete or erroneous information or omitting important information could result in disqualification of the proposal or contract termination.
 7. Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies. It is the proposers' responsibility to familiarize themselves with all applicable laws, regulations and policies. Proposers should use the relevant information available at the following website and clicking on About WIOA:
 - <http://www.doleta.gov/WIOA> - U.S. Department of Labor's Employment and Training Administration (ETA) resource page with guidance and technical assistance tools.

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:

- Adequate financial resources or the ability to sustain them in regards to serving customers;
- Ability to meet the RFP design specifications at a reasonable cost;
- Ability to meet performance goals;
- Satisfactory record (must be validated) of past performance in delivering the proposed or similar services, including demonstrated quality of services and successful outcome rates from past programs;
- Ability to provide services that can lead to the achievement of competency standards for customers with identified deficiencies;
- Satisfactory record of integrity, business ethics, and fiscal accountability;
- The necessary organization, experience, accounting and operational controls and technical skills to perform this work; and
- Expertise with the management information system or a plan to obtain functional capability upon contract award.

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 CWI staff. Proposals will be evaluated by a Proposal Review Panel comprised of CWI staff, NWIWB Board members, Youth Committee members and other preselected reviewers. Rating sheets will evaluate each category on a numbering system based on proposer's responses as either completely responds to the question, partially responds to the question, or response

is missing, unclear, or does not apply. Client-centric service delivery and decision making and cost effectiveness will be factors 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 RFP 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.

Final award of a contract will be contingent upon: successful negotiation of an agreement; acceptance by the proposer of the contract agreement terms and conditions; satisfactory verification of past performance where applicable; acceptance by the proposer of responsibility for achievement of contract goals and objectives; and availability of funding.

G. Conditions of this RFP

The cost of developing proposals in response to this RFP is entirely the responsibility of the Provider and shall not be chargeable to CWI/Northwest Indiana Workforce Board under any circumstances. This RFP 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 on behalf of The Northwest Indiana Workforce Board 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 RFP 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 RFP process.

- End contract negotiations if acceptable progress, as determined by Board and staff, is not being made within a reasonable period.

H. Proposal Format and Content

Each proposal must be assembled as follows and provide the information requested in items 1 through 10 below.

1. **Proposal Cover Sheet:** (Attachment A) Provide all requested information, read the certifications in the last two paragraphs, and sign the cover sheet.
2. **Page Numbers:** Indicate the page number for each section of the proposal including the attachments.
3. **Program Narrative- Previous Experience and Organization Background: (with emphasis on history related to operation of youth programs)** The selection and funding of service providers will be based on each organization’s track record of demonstrated effectiveness in providing similar services. Organizations should demonstrate the ability to successfully design and deliver services, programs and activities for the customers that are cost effective and customer sensitive.
 1. a) Describe your organization’s 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 delivering similar workforce or youth services as those being proposed
 - Experience with employers and youth participants;
 - Experience in working in the geographical locations being proposed in the RFP.
 - c) Provide statistical data on success of your program. For current WIOA providers please include the following:
 - Number of overall program participants
 - Number of participants who have been placed into education/training activities or employment
 - Wage information on those placed into employment
 - Credentials earned
 For non-current WIOA providers please provide statistical data on the success of your program including
 - Number of overall program participants
 - Any education or employment based outcomes
 - Overall outcomes based on goals of your program
2. a) Describe the administrative and financial management capabilities of the proposing organization(s) as it relates to the requirements for the component requested.
- b) Explain how program funds will be accounted for, tracked separately and how financial records will be made available for monitoring and auditing.
- c) Please include your organization’s 2022 audit.
- d) Complete the “Administrative and Financial Capabilities Checklist” (Attachment C).
3. Providers are required to have 1% of total contract in non-grant funds to cover disallowed costs. Please confirm that your organization has the required 1%. If not, state what contingency plans are in place to repay CWI in the event that there are disallowed costs.

4. Program Narrative- Program Proposed, Service Strategy(s) and Objectives:

1. Define the geographic area being proposed; identify the county/counties), or portion(s) of a county in which these services will be delivered.
2. Describe in detail your outreach, marketing, and recruitment efforts. Please note that we use the NEXTGen branding for WIOA youth services.
 - a) If bidding on out of school youth services include ways you will provide outreach to the disengaged young adult population.
 - b) Describe how you may engage youth outside of normal hours of operations.
 - c) Describe how you will provide information to youth and young adults regarding services and benefits.
 - d) Describe your process for incorporating program eligibility based on WIOA rules and regulations as part of the outreach process.
 - e) Describe how you will provide outreach information for youth and young adults who do not speak/understand English, those who have limited English proficiency, persons with learning and physical disabilities and persons with special needs. (Proposers will need to sign Attachment D to assure they will fully comply with Equal Opportunity requirements)
 - f) Describe how you will incorporate technology into outreach.
3. Please describe transition activities for those youth already enrolled that you intend to provide during July and August.
4. Provide a description of how all required services will be provided including;
 - a) Objective assessment, development of the Individual Service Strategy (Plan), and case management. This description should have a level of detail sufficient to ensure a complete understanding of the WIOA service delivery system.
 - b) Tell us how you will ensure that the participants are aware of the 14 WIOA Youth Program elements and describe which program elements that your organization will provide to the youth participants. For those organizations bidding on in-school services and JAG, indicate how you would incorporate the program elements into the JAG programming. (For information on the 14 WIOA Program Elements go to: https://ion.workforcegps.org/resources/2017/01/31/09/44/WIOA_Youth_Program_Elements)
 - c) Describe how you will incorporate “paid and unpaid work experiences” into your programming keeping in mind that one of the WIOA priorities is to use at least 20% of funds to provide these activities.
5. Describe in detail how you will incorporate a client-centered/human-centered design approach into your overall service delivery.
6. Describe the creative and innovative design features of your proposed activities and services.
7. Describe any special population you propose to work with (eg. Drop outs/Adult Education Students, Justice involved youth, parenting youth, youth with disabilities, etc.)
8. Explain how services will be integrated within the delivery system and coordinated with the WorkOne Region 1 centers and other agencies.
 - a) Describe your understanding of the One-Stop partners, its function, cost sharing requirements, and the role your organization will play.
 - b) If bidding on providing services for Out-of-School youth in Adult Education, describe how your organization will collaborate with Adult Education providers to meet the goals and objectives of both programs.
9. Describe other partnerships established or to be established in the community/communities.
10. How will the proposed program better serve the community?

11. Each selected provider must use the State Approved Case Management System. Describe how you plan to ensure your staff will be proficient with the case management system for data entry and tracking purposes. The JAG program has its own online system that must be maintained. Please note these systems do not interface so dual data entry is required for JAG participants.
12. Describe any planned in-kind or volunteer services or other resources (outside of WIOA) to be used in meeting goals.
13. Describe how you will effectively serve employers in coordination with the WorkOne Partners Business Services Team.
14. Indicate how many staff you will have including position titles, number of each position by location, experience levels, and relationship each position will have to scope of work outlined in your proposal. Please note that staff assigned as JAG Specialists must have a minimum of a Bachelor's Degree.(Please provide a staffing chart)
 - a) Describe the role of management staff including how they will spend their time in relationship to daily operations and staff supervision.
 - b) Describe how management staff will collaborate with CWI staff and the management staff of the WorkOne System.
 - c) Describe your organization's approach to professional staff development including historical as well as proposed activities.

5. Program Narrative- Performance Objectives/Deliverables:

Performance Outcomes for WIOA Youth are established by the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) and negotiated by Region 1 with Indiana Department of Workforce Development. If more than one provider is selected, it is expected that providers will work closely together to ensure that performance is met. Information on performance can be found here:

<https://www.dol.gov/agencies/eta/performance/performance-indicators>

Current Region 1 performance can be found here:

<https://www.in.gov/dwd/performance/federal/>

Please respond to the following. Responses must be measurable and described in sufficient detail to ensure a thorough understanding by the proposal reviewers.

1. Describe how you will work with One Stop Partners to achieve performance.
2. How do you measure your success and the success of the client so that results will be in line with your program objectives as well as local and state requirements?
3. Describe how you will determine customer satisfaction.
4. Describe any continuous improvement process planned that will address any identified deficiencies in attainment of objectives or delivery of services. Specifically, provide what measurements will be used and a description of how the continuous improvement plan will be achieved.
5. For current providers only:
 - a) Describe current program activities and services and explain why your organization should be retained.
 - b) If retained, what changes will you implement to increase program services, performance or effectiveness?

6. **Proposed Budget and Budget Narrative.** (Attachment B) Complete the budget form(s) provided. A detailed line item budget must be submitted that clearly shows the method of computation. Costs cannot already be paid by another grant and must be actual costs incurred in operating the proposed program. 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.
 3. List primary locations and any costs beyond the Indiana Negotiated Cost Sharing you anticipate incurring. If equipment is to be purchased, a full explanation must clearly demonstrate why leasing is not feasible. At the discretion of CWI, any equipment purchases will remain the property of CWI.

7. **Assurances and Certifications.** (Attachment D) Respond to all statements and sign the page in blue ink, certifying accuracy and accepting responsibility.

8. **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, keep appropriate, auditable records, and meet performance standards. 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 personnel costs for time actually worked, and reasonable vacation, sick leave and holidays as provided for in the proposing organization's personnel policies. No other paid leaves of absence will be reimbursed.

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. Audit

This contract will require that the service provider arrange for a single audit to be completed by January 31, 2025 with a report to CWI due by March 31, 2025.

E. Purchasing

Agencies awarded a contract under this RFP shall be required to follow the CWI's purchasing procedures or obtain approval to follow their own written procedures. If the proposer intends to procure equipment, materials, etc., from itself or an affiliated organization, it must be identified as such in the budget narrative and any profit generated from that transaction(s) must be identified in the proposal. At the discretion of CWI, all purchases with contract funds with a projected life span of over one year will remain the property of CWI. Leasing arrangements for property or staff must be competitively procured and approved during the negotiation of the contract.

F. 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.

G. Funding Period

The funding period for contracts awarded under this grant will be July 1, 2024 and continue through June 30, 2025. Contracts may be extended, for one year at a time, for up to two consecutive years, if the performance of the provider(s) so warrants. Renewal will be at the option of CWI.

H. Contract and Payment Method

Contracts are negotiated on a cost reimbursement basis.

Proposers are advised that any contract awarded under this RFP 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.

I. Clarification of Funding

The estimated funding available through this WIOA Youth RFP for the July 2024 through June 2025 program year is not known at this time. Last year's available funding was \$3,615,940. For purposes of writing your proposal, you should use this estimated funding amount. Of the total proposed budget, the selected Provider(s) must use at least 20% to provide youth with paid and unpaid work experiences. CWI reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

ATTACHMENT A

Proposal Cover Sheet

1. **This Proposal is for:** Workforce Innovation and Opportunity Act (WIOA) Youth

2. **Proposing Organization's Name:** _____

3. **Mailing Address:** _____

City/State/Zip: _____

4. **Organization Type and Legal Status** of Organization: (Private for profit, private non-profit or governmental corporation, sole proprietorship, community based organization, etc.):

5. **Contact Personnel:**

a. Person submitting proposal:

Name: _____ Title: _____

Telephone Number: () _____

E-Mail Address: _____

b. Person authorized to negotiate and sign contract if proposal is accepted:

Name: _____ Title: _____

Telephone Number: () _____

E-Mail Address: _____

6. **Categories for Submission:**

Please check which categories your organization intends to bid on:

- a. In-School Youth Funding including JAG _____
- b. Out of School Funding _____
- c. Special Population Projects In- School _____ Out of School _____

7. Please indicate the number of youth your organization intends to serve by in school and out of school youth:

In- School _____ Out of School _____

8. Total funds requested: \$ _____ Total Work Experience funds 20% of total: \$ _____

9. Does your agency have an Affirmative Action Plan? Yes ___ No ___
 (Please note that any organization that does not have an Affirmative Action Plan in place is limited to \$49,999 in contracted funds)
10. Is your organization a drug free workplace? Yes ___ No ___
11. Does your organization agree not to use contract funds to lobby? Yes ___ No ___
12. Has your organization ever been debarred or suspended under Federal or State rulings from participating in receipt of funds under a contract or grant? Yes ___ No ___
13. Does your organization agree not to enter into contracts with subcontractors who are debarred or suspended from these transactions? Yes ___ No ___
14. Does your organization have the financial capacity and accounting system necessary for the project? Yes ___ No ___
15. Does your organization carry Workers' Compensation for its employees? Yes ___ No ___

Binding Offer

I certify that as the official representative for the organization, I have read the Request for Proposals (RFP) and our attached proposal and certify that the information given herein is complete, true, and an accurate representation of my organization and the activities and/or services we are willing to provide to the Board.

I have reviewed the budget included with our proposal and attest that the line items and fees in the budget have been arrived at independently, without consultation, communication, or agreement with any other proposer or any competitor for the purpose of restricting competition and no attempt has been made or will be made by me or my organization to induce any other person, firm, or organization to submit a proposal (or not to submit a proposal) for the purpose of limiting or restricting competition.

Signature: _____

Typed Name: _____

Title: _____

Date: _____

ATTACHMENT B

BUDGET PAGE

Page 1 of 2 Out-of-School Youth

Proposer: _____

Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Proposal

Fiscal Year July 1, 2024– June 30, 2025

| EXPENDITURE CATEGORY | TOTAL BUDGET | METHOD OF CALCULATION |
|--|--------------|-----------------------|
| A. Personnel Services | | |
| 1. <u>Personnel</u> (State: Rate & % of time) | | |
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| Total Personnel Services | | |
| | | |
| B. Benefits | | |
| 1. a. Social Security | | |
| b. Medicare | | |
| c. Retirement | | |
| d. Workers' Compensation | | |
| e. Unemployment Compensation | | |
| f. | | |
| | | |
| | | |
| 2. _____ | | |
| | | |
| 3. Health & Life Insurance (Renewal) | | |
| a. Family | | |
| b. Single | | |
| | | |
| 4. _____ | | |
| _____ | | |
| | | |
| Total Benefits | | |
| | | |
| | | |
| Total Personnel Services & Benefits | | |

BUDGET PAGE

Page 2 of 2 Out-of-School Youth

Proposer: _____

Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Proposal

Fiscal Year July 1, 2024 – June 30, 2025

| EXPENDITURE CATEGORY | TOTAL BUDGET | METHOD OF CALCULATION |
|---|---------------------|------------------------------|
| C. Expenses | | |
| 1. Staff travel | | |
| | | |
| 2. Staff training | | |
| | | |
| 3. Facility costs | | |
| | | |
| 4. Supplies and materials | | |
| | | |
| 5. Communication costs | | |
| | | |
| 6. Postage, printing, etc. | | |
| | | |
| 7. Participant work experience (20% of all funds) | | |
| | | |
| 8. Participant occupational skill training | | |
| | | |
| 9. Participant supportive services | | |
| | | |
| 10. Other - _____ | | |
| | | |
| 11. Overhead and indirect | | |
| | | |
| 12. Profit | | |
| Total Expenses | | |
| | | |
| | | |
| | | |
| Total Budget Amount (total for A, B & C) | | |

BUDGET PAGE

Page 1 of 2 In-School Youth WIOA

Proposer: _____

Workforce Innovation and Opportunity Act (WIOA) In-School- Youth Proposal

Fiscal Year July 1, 2024 – June 30, 2025

| EXPENDITURE CATEGORY | TOTAL BUDGET | METHOD OF CALCULATION |
|--|--------------|-----------------------|
| A. Personnel Services | | |
| 1. <u>Personnel</u> (State: Rate & % of time) | | |
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| Total Personnel Services | | |
| | | |
| B. Benefits | | |
| 1. a. Social Security | | |
| b. Medicare | | |
| c. Retirement | | |
| d. Workers' Compensation | | |
| e. Unemployment Compensation | | |
| f. | | |
| | | |
| | | |
| 2. _____ | | |
| | | |
| 3. Health & Life Insurance (Renewal) | | |
| c. Family | | |
| d. Single | | |
| | | |
| 4. _____ | | |
| _____ | | |
| | | |
| Total Benefits | | |
| | | |
| | | |
| Total Personnel Services & Benefits | | |

BUDGET PAGE
Page 2 of 2 In-School

Proposer: _____
Workforce Innovation and Opportunity Act (WIOA) In-School Youth Proposal
Fiscal Year July 1, 2024 – June 30, 2025

| EXPENDITURE CATEGORY | TOTAL BUDGET | METHOD OF CALCULATION |
|---|--------------|-----------------------|
| C. Expenses | | |
| 1. Staff travel | | |
| | | |
| 2. Staff training | | |
| | | |
| 3. Facility costs | | |
| | | |
| 4. Supplies and materials | | |
| | | |
| 5. Communication costs | | |
| | | |
| 6. Postage, printing, etc. | | |
| | | |
| 7. Participant work experience (20% of total funds) | | |
| | | |
| 8. Participant occupational skill training | | |
| | | |
| 9. Participant supportive services | | |
| | | |
| 10. Other - _____ | | |
| | | |
| 11. Overhead and indirect | | |
| | | |
| 12. Profit | | |
| | | |
| Total Expenses | | |
| | | |
| | | |
| Total Budget Amount (total for A, B & C) | | |

ATTACHMENT C

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;
- Yes No b) bank reconciliations
- Yes No c) posting to books
- Yes No d) monthly close-out
- Yes No e) Balance sheet reconciliations
- Yes No f) development of accruals
- Yes No g) segregation of duties
- Yes No h) cost allocation
- Yes No i) budgetary control
- Yes No j) cash management
- Yes No k) cash receipt and disbursement
- Yes No l) payroll
- Yes No 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 (4) not allowed to be written for cash
- Yes No (5) not allowed to be signed in advance;
- c) for cash disbursements:
 - Yes No (1) invoices are approved prior to payment
 - Yes No (2) documentation accompanies checks to be signed
 - Yes No (3) documentation is stamped to prevent reuse
 - Yes No (4) control over signature machine is adequate
 - Yes No (5) disbursements are made only by check
 - Yes No (6) checks are not returned to preparer after signing
- d) for bank reconciliations:
 - Yes No (1) they are performed on time
 - Yes No (2) they are performed by someone who does not perform cash functions
 - Yes No (3) unusual items are investigated promptly
- e) for payroll:
 - Yes No (1) time sheets are used and signed by both the employee and supervisor
 - Yes No (2) payrolls are approved by management for accuracy and existence of bona fide employees
 - Yes No (3) preparation and check distribution functions are segregated
 - Yes No (4) leave time is properly controlled
- f) for purchases:
 - Yes No (1) purchase orders are pre-numbered and controlled
 - Yes No (2) receiving reports are prepared and compared to P.O. and invoice
 - Yes No (3) returned purchases are controlled
 - Yes No (4) payments are made within discount periods
- Yes No 15. The agency's budget has no areas for potential cost overruns.
- Yes No 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 D

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, 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.

Name and Title of Authorized Representative

Proposer Organization

Date