

LOWER CHATTAHOOCHEE  
WORKFORCE DEVELOPMENT AREA FOURTEEN  
COLUMBUS CONSOLIDATED GOVERNMENT  
JOB TRAINING DIVISION

**PROGRAM YEAR 2015**

SOLICITATION PACKAGE/INVITATION TO BID

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**YOUTH INTERNSHIP (WORK EXPERIENCE)  
AND RETENTION SERVICES**

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Release Date:  
October 5, 2015

Due Date:  
November 6, 2015 (5:00 p.m. EST)

The Columbus Consolidated Government Job Training Division, as the fiscal and procurement agent for the Lower Chattahoochee Workforce Development Board, is releasing this Request for Proposals. Programs funded as a result of this solicitation will adhere to policies and procedures outlined by WIOA and administered by the Columbus Consolidated Government Job Training Division, located at 420 Tenth Street, P.O. Box 1340, Columbus, Georgia 31902. Contact Number: 706-653-4529.

*- An Equal Opportunity/Affirmative Action Organization. Auxiliary Aids available upon request*

**LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT BOARD  
REQUEST FOR PROPOSALS  
PROGRAM YEAR 2015  
WIOA OUT-OF-SCHOOL YOUTH PROGRAM SERVICE & ACTIVITIES**

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**LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT BOARD**  
COLUMBUS CONSOLIDATED GOVERNMENT JOB TRAINING DIVISION

**WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014**

**REQUEST FOR PROPOSALS**

for

**OUT-OF-SCHOOL YOUTH INTERNSHIP (WORK EXPERIENCE) AND RETENTION SERVICES**

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**SECTION I. GENERAL INFORMATION**

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**A. PURPOSE OF REQUEST FOR PROPOSAL**

On behalf of the Mayor (City of Columbus) as Chief Elected Official of the Lower Chattahoochee Workforce Development Area Fourteen (WDA-14), the Lower Chattahoochee Workforce Development Board (LCWDB) announces the release of Workforce Innovation and Opportunity funding to an organization interested in administering an internship and retention services activity as part of the myriad of workforce development services offered in Lower Chattahoochee Workforce Area Fourteen (WDA-14). Target population and the proposed services solicited under this announcement are as follows:

- **ACTIVITY: WORK-BASED INTERNSHIP (WORK EXPERIENCE) AND RETENTION ACTIVITY**  
Seeking an innovative year-round program that incorporates pre-employment/work readiness skills training and internship (work experience) and retention services activity that results in job retention in unsubsidized employment at completion of training.
- **TARGET SERVICE POPULATION:** Out-of-School Youth, 18-24 years of age, Muscogee County Resident
- **NUMBER TO BE SERVED:** Twenty (20)

This RFP is issued for a period of six months (6-months), beginning January 1, 2016 through June 30, 2016, with an option to renew for a period not to exceed three succeeding program years based upon agreed upon negotiated services, increase in the number of participants to be served and funding level allocated by the Lower Chattahoochee Workforce Board, in addition to any modification to performance outcomes as required by federal, state, and/or local requirements. Such options to renewal(s) shall be dependent upon available funding and successful performance outcomes of awarded contractor during initial and any subsequent contract periods.

The Workforce Board reserves the option to modify contracts as required to meet federal and state requirements. All funding is linked to defined performance outcomes including federal, state, and local negotiated performance measures, future funding availability, contractors' satisfactory performance, and other factors as may be deemed appropriate and necessary.

**B. FUNDS AVAILABILITY**

The Lower Chattahoochee Workforce Development Board (LCWDB) has set aside funding for the youth activity identified herein, to be conducted in the Muscogee County area only. Funding solicited under this RFP shall be for

the remaining six month period of Program Year 2015 (beginning January 1, 2016 and ending June 30, 2016).

**TOTAL FUNDING AVAILABLE:** Approximately **\$80,000**.

The Contractor awarded funding through this solicitation shall be subject to potential renewal of its contract each program year for a period not to exceed three (3) additional program years, beginning July 1, 2016. Renewal shall be contingent upon contractor's successful performance during the 6-months covered under this solicitation period; and any succeeding program years thereafter; the availability of funds each program year; and, appropriate agreed upon contract negotiations.

#### **C. TYPE OF CONTRACT**

The type of contractual agreement used for this solicitation will be "**cost reimbursement**". The term "**cost reimbursement**" refers to the reimbursement(s) of any allowed costs incurred by the contracting agency for actual expenses incurred that satisfies applicable cost principles and have been identified in an approved budget.

The Local Workforce Area uses a competitive bidding process to identify, recommend, and select providers for services and activities in the Local Workforce Development Area.

Local Area 14 utilizes a decentralized delivery system collaborating and coordinating both public and private sector service delivery operations to provide services to eligible youth residents.

#### **D. ELIGIBLE BIDDERS**

Proposals will be accepted from any public or private for profit entity, public or private non-profit entity, government agency, community-based organizations, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships. Minority and women owned businesses are encouraged to submit proposals.

**E. SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS**

**Release Request for Bids: October 5, 2015**

RFP available for download on Columbus Consolidated Government Website at [www.columbusga.org/wia](http://www.columbusga.org/wia) or for pick up at CCG Annex Job Training Division, 420 Tenth Street, Columbus, Georgia

**Bidder's Conference: October 19, 2015**

Georgia Dept of Labor Columbus Career Center  
Main Conference Room  
700 Veterans Parkway  
Columbus, Georgia 31906

**Proposals Due: November 6, 2015**

Must be received by NLT 5:00 p.m. Eastern Standard Time  
Columbus Consolidated Government  
Job Training Division  
420 Tenth Street, 1<sup>st</sup> Floor  
Columbus, Georgia 31902

**Contract Review, Negotiations, Recommendation:** November 17, 2015

**Contracts Selection: December 17, 2015**

Board selects contractors.

**Contract Award Notification: December 18 – December 31, 2015**

**Program Implementation Begins: January 1, 2016**

The Bidder's Conference shall be the only time questions concerning the content and preparation of this Proposal may be addressed. All questions may be asked on the day of the Bidders Conference. All questions and responses answered at the Bidders Conference shall be posted on the CCG Website after the Bidders Conference; and, a copy mailed to respective Bidders on the local area's bidders list.

A complete set of minutes of the Bidders Conference in addition to the questions and responses shall be available on the CCG/Job Training Website up to the due date of proposals.

**F. DEFINITIONS**

This proposal package is intended for use by organizations interested in providing activities and/or services in accordance with the “Specifications” contained in this Request For Proposal (RFP). An understanding of the following terms used throughout this package may be helpful.

1. **Administrative Entity** - Agency designated by the local workforce board to implement, administer, and oversee programmatic, performance, fiscal, and compliance requirements of the Workforce Innovation and Opportunity Act of 2014, and other federal, state and local regulations, policies and procedures. Agency delegated this responsibility is the Columbus Consolidated Government Job Training Division.
2. **Basic Skills Deficient** – The term “basic skills deficient” refers to an individual assessed with English reading, writing, and/or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion- referenced test; or, who is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individuals family or in society.
3. **Basic Skills Goal:** Measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem-solving, reasoning and the capacity to use these skills.
4. **Basic Skills Training:** Training provided to enhance locally defined inadequacies in levels of basic literacy skills (as defined above) that would improve an individual's ability to function in the labor market and in society.
5. **Board** – The term “Board” means the Lower Chattahoochee Workforce Development Board.
6. **Case Management** -- the term “case management” refers to the provision of a client-centered approach in the delivery of services, that is designed to prepare and coordinate comprehensive individual service strategies for participants that will ensure access to necessary workforce development activities and supportive services, using, where feasible, computer-based technologies; and, to provide job and career counseling during program participation and after job placement.
7. **Collaboration:** A mutually beneficial alliance of groups or organizations that come together to achieve common goals for youth in their sub-region. This alliance is characterized by well-defined relationships that include a commitment to:
  - Mutual relationships and goals.
  - Jointly developed structured and shared responsibility in delivering Youth Program Elements in their sub-region.
  - Sharing of resources.
  - Mutual authority and accountability for success.
8. **Cost Reimbursement Contract:** A contract format, which provides for the reimbursement of allowable costs, which have been identified and approved in a contract budget; and which expenses are incurred in the operation of the program. Back-up documentation is required to justify reimbursement of costs incurred by a contractor under this type of contract.
9. **Credential:** Nationally recognized degree or certificate or State/locally recognized credential or certificate. Credentials include, but are not limited to: a high school diploma, GED or other recognized

equivalent, post-secondary degrees/certificates, recognized skill standards, and licensure or state or industry-recognized certificates.

- 10. Customer Service Plan:** An individualized, written plan of short and long-term goals that include educational, employment and employment-related and personal support services needed and collaborating time frames. Objective assessment information should be utilized in developing a customer service plan that would be used to identify goals and objectives; appropriate services and should be viewed as the path the youth will follow to achieve their goals; thus, requiring regular review and updating as skills are attained and/or changes occur.
- 11. Eligible or Eligibility:** An individual's status in relation to his/her qualification to participate in a WIOA-funded program. Examples of eligibility criteria include: citizenship, economic status, selective service registration, residency, barriers to employment, etc. Other criteria not defined in this RFP may be found at P.L. 113-128.
- 12. End of Service or Exit –** The term “ End of Service” or “Exit” in this context means termination from all WIOA services and is not scheduled to receive any other services other than Post Follow-up
- 13. Enrollment:** A WIOA eligible individual for whom enrollment documents have been completed and entered into the State reporting system (operated by the Job Training Division). See "registration" and "participant" for clarification relating to performance measures.
- 14. Exit Quarter:** Quarter in which the last date of service takes place. (This excludes except post follow-up quarter for performance purposes)
- 15. Follow-Up Services:** Required contractor service for all youth participants for a minimum duration of 12 months after exiting the program (termination). Type of services provided shall be based on the needs of the individual. Follow-up services may include: leadership development; supportive services; contact with the youth's employer, including addressing work-related problems that may arise; assistance with job development, career development and further education; work-related peer support groups; adult mentoring; tracking the progress of youth in school or employment after training, etc.
- 16. High School Diploma Equivalent:** A GED or high school equivalency diploma recognized by the State of Georgia.
- 17. In-School Youth:** Refers to a youth who has not received a high school diploma or equivalent, and is attending school, including alternative school.
- 18. Intake:** Includes the screening and determination of an applicant for eligibility and:
  - a determination of whether the program can benefit the individual;
  - an identification of the employment and training activities and services which would be appropriate for that individual;
  - a determination of the availability of an appropriate employment and training activity;
  - a decision on selection for participation and
  - the dissemination of information on the program
- 19. Job Development:** The planned and organized effort by the youth program operators to encourage employers or business organizations to make jobs available for youth.
- 20. Leadership Development:** Leadership development opportunities are one of the ten required youth program elements. Leadership development may include: exposure to post secondary educational opportunities; community and service learning projects; peer-centered activities, including peer



mentoring and tutoring; organizational and team work training; decision making and setting priorities; citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources; employability (pre-employment skills); and positive social behaviors (soft skills), i.e., positive attitudinal development, self esteem, cultural diversity, and work simulation activities (work maturity skills). Leadership skills might be viewed as those skills characteristic of productive workers and good citizens.

- 21. Linkage:** Any mechanism that connects or ties services together.
- 22. Literacy** – The term “literacy” refers to an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.
- 23. Local Area** – The term “Local Area” refers to Area 14. The local area is comprised of Harris, Talbot, Muscogee, Chattahoochee, Stewart, Randolph, Quitman, and Clay Counties in the State of Georgia
- 24. Low Income:** An individual who receives cash payments under a federal, state or local income-based public assistance program, receives income that does not exceed 70% of the lower living standard in a six-month period prior to application, receives food stamps, is homeless, is a foster child, or is an individual with a disability whose own income meets guidelines, but is a member of a family whose income does not meet guidelines.
- 25. Mentoring:** The process of assisting the participant in successfully completing training. The role of a mentor may also include assisting the participant in transitioning into employment with the ultimate aim of job satisfaction and retention. Adult mentoring is one of the ten required youth program elements.
- 26. Non-Traditional Employment:** Refers to occupations or fields of work where one gender comprises less than 25% of the individuals employed in such occupations or fields of work.
- 27. Objective Assessment:** An examination of the academic levels, skill levels, and service needs of a participant used to develop a service strategy and employment goal. Assessments are client centered, evaluations of a participant's: basic skills; education; occupational skills; prior work experience; employability that takes into account the participant's family situation, attitude towards work, motivation, behavior patterns affecting employment; interests and aptitudes (including interests and aptitudes for nontraditional occupations); financial resources; supportive service needs, and developmental needs.
- 28. Offender:** An individual who is or has been subject to any stage of the criminal justice process, for which services under WIOA may be beneficial.
- 29. Offer** – The term “Offer” means the proposal submitted in response to this solicitation. A “Bidder” or “Offeror” refers to the organization submitting the proposal
- 30. One-Stop Partnership:** The one-stop system provides workforce development services to adults and youth. Youth Contractors will be expected to engage in partnerships to provide resources and services specifically to programs serving youth and must be actively participating with the One-Stop partners to ensure that these youth have access to the full range of services available.

- 31. Outcome:** Documented effect or impact of a service or intervention on an individual. Outcomes are what the program efforts are designed to achieve. Proposed outcomes must be stated in terms of measurable indicators.
- 32. Out-of-School Youth:** An eligible youth, who is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or under-employed. Youth enrolled in an alternative school setting is not considered an out-of-school youth. Job Corps, Adult Education are not considered alternative schools.
- 33. Outreach (Recruitment):** Activity that involves the collection, publication and dissemination of information on program services directed toward economically disadvantaged and other individuals eligible to receive WIOA training and support services.
- 34. Participant:** An individual whom has been determined eligible to participate in, and who are receiving services under a program authorized by WIOA. Participation shall be deemed to commence on the first day services are received.
- 35. Performance Measures:** As outlined and defined in context of RFP.
- 36. Referrals:** Strategy for providing information regarding the full array of applicable or appropriate services available through local programs including youth service providers and One Stop partners in the local area, and the methodology used to direct individuals to a source for services or assistance. Programs are strongly encouraged to link and share information with other agencies, organizations and training providers in order to meet the individual needs of all youth.
- 37. Registration** – Registration is the process of collecting information to support a determination of eligibility.
- 38. Request for Proposal (RFP):** A solicitation procedure/document which requests responses to the statement, "Here is what we wish to accomplish; how will you accomplish this; and, for how much?" In using an RFP, the awarding agency will award the contract by using proposal evaluation methods. This permits consideration of other factors in addition to price.
- 39. Solicitation:** The term "Solicitation" means Request for Proposals (RFP) or Request for Quotations (RFQ), indicating that the procurement has been publicly advertised.
- 40. School Dropout:** A youth who is no longer attending any school; who has not received a secondary school diploma or its recognized equivalent. Youth attending alternative schools are not dropouts.
- 41. Support Services:** Supportive services include transportation, child care, dependent care, housing, work-related tools, uniforms other and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA title I and shall be based upon policies outlined by local workforce area.
- 42. WIOA** – The term "WIOA" means the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128) and any subsequent amendments.

**43. Work Readiness Skills:** Pathways that connect education and employment to achieve a fulfilling, financially-secure and successful career. **Work**-related skills that young people and adults need in order to be successful as entry-level workers in any formal sector business or industry or in any informal sector livelihood. These skills are generally thought of as life skills with a strong work focus, and include work-related health and safety at work, work habits and conduct, personal leadership at work, communicating with others at work, team work and collaboration at work, rights and responsibilities of workers and employers, and customer service.

Examples of work readiness skills include world of work awareness activities, labor market knowledge (including *Targets of Opportunity and Industry Cluster Reports*), occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (resumes, interviews, applications and follow-up letters). Work readiness skills may also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation; positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and coworkers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

**44. Youth Services Provider:** An contracted entity which delivers program services and activities to youth in the local workforce area funded by the local workforce board.

## **SECTION II: BACKGROUND INFORMATION**

### **A. WORKFORCE DEVELOPMENT OVERVIEW**

The federal Workforce Innovation and Opportunity Act was signed into law by the President on July 22, 2014 (P.L. 113-128), with an effective date of implementation on July 1, 2015. Although final regulations have not been issued; timelines have been established and guidance for implementation of programs and services under this Act have been received both through the Georgia Department of Economic Development Workforce Division and the US Department of Labor. You may access the bill at [www.doleta.gov/wioa](http://www.doleta.gov/wioa). This Request for Proposal is for out-of-youth services for the remainder of Program Year 2015 (January 2015 thru June 30, 2016) in compliance with allowable services under the Act.

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of changes and proposed regulations reflecting the changes in WIOA soon after enactment

The Lower Chattahoochee Workforce Board and the Chief Local Officials of the Lower Chattahoochee Area, Local Area 14, has designated the Job Training Division, Columbus Consolidated Government as the fiscal agent and administrator to receive funds under the Workforce Innovation and Opportunity Act. The Job Training Division is further charged with the responsibility of planning, soliciting, administration and oversight of programs and activities under WIOA.

Funding for the youth programs solicited through this RFP is provided through the Workforce Innovation and Opportunity Act of 2014 intended to provide flexibility in the development and design of comprehensive youth services, and to create a market-based system which drives the quality of youth services and that group certain youth services tailored to fit youth and community needs.

Bidders will be required to comply with current and any subsequent amended federal, state and local laws, regulations and policies including those set forth by USDOL, the Georgia Department of Economic Development Workforce Division, the Lower Chattahoochee Workforce Board, Columbus Consolidated Government Job Training Division, and others. In particular, the provisions of the Workforce Innovation and Opportunity Act and decisions made by the Lower Chattahoochee Workforce Development Board (LCWDB) will be the most relevant documents governing these funds.

### **B. GEOGRAPHIC AREA**

This Request for Proposals (RFP) encompasses services to the eligible residents of Muscogee County.

### **C. WIOA YOUTH SERVICE DELIVERY**

An out-of-school youth (OSY) is defined in WIOA Section 129. To be served with WIOA youth funds the Out of School Youth must meet the WIOA eligibility criteria outlined at Appendix A.

Section 129(c) of WIOA also states that funds allocated for eligible youth should offer youth programs that:

- 1) Provide an objective assessment of the academic levels, skill levels, review of basic skills, occupational skills, prior work experience, employability, interests, aptitude and service needs of each participant for purpose of identify appropriate services and career pathways;
- 2) Develop service strategies for each participant that shall identify an employment goal (including in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted;
- 3) Provide effective connection to employers
- 4) Preparation for postsecondary educational opportunities;
- 5) Provide strong linkages between academic and occupational learning;
- 6) Provide preparation for unsubsidized employment opportunities;
- 7) Provide effective connections to intermediaries with strong links to the job market and local and regional employers;
- 8) Provide supportive services that assist youth with barriers to employment and education.

It is the expectation that proposals will include at a minimum youth service delivery requirements outlined in WIOA and this solicitation that focus on attainment of unsubsidized employment.

#### **D. WIOA PROGRAM DESIGN ELEMENTS**

Successful proposed programs will include program design elements that:

- 1) Focus on accountability for outcomes, especially the attainment of unsubsidized employment.
- 2) Methodology for placement in work based training that result in acquisition of additional career building skill sets with expectation of unsubsidized employment at end of training.
- 3) Focus on building a youth workforce development system that leverages the strengths of multiple organizations and funding streams, both through partnerships and through tracking/reporting outcomes.
- 4) Focus on out-of-school youth who meet the eligibility criteria outlined under WIOA.
- 5) Coordinate and collaborate to ensure that youth have access to the 16 required WIOA program elements outlined on Page 26, Paragraph H(3). Programs must identify which of the WIOA elements their program will focus on and which elements they will rely on referral agencies to provide.
- 6) Partner with employers within industry clusters that have bona fide vacancies that are conducive to youth employment/entry-level opportunities; business and finance, building and construction, energy, health and human services, manufacturing, professional and technical services, and retail services. Designed programs must build relationships with employers from these clusters so youth can experience career exploration, workplace learning opportunities, summer employment (where applicable), and ultimately garner sustainable employment.
- 7) Provide innovative creative recruitment strategies and intake activities.
- 8) Ensures collaboration with the CCG WIOA Administrator and Partners.

Successful bidders will be expected to collaborate with the WDA Administrator and support the regulations, policies and procedures of the WDA Administrator. Successful bidders will be expected to adhere to the WDA Administrator referral process of individuals recruited for program participation. Additionally, the WDA Administrator may ask successful bidders to showcase their programs and the successes of their participants when needed.

## **E. PERFORMANCE AND CASE MANAGEMENT REPORTING**

The Georgia Department of Economic Workforce Division's Virtual Online System (VOS) is an Internet-based system used by the WDA Administrator to track participants served in WIOA programs. The successful bidder(s) will be required to complete and submit required documents as deemed by the WDA Administrator necessary to track all programs and services that are provided participants served by its respective program. The successful bidder(s) will be required to provide documentation and information to designated WDA Staff that is necessary for input of information into the VOS data management system and that is essential in documentation of eligibility, monitoring and performance accountability. Appendix B depicts how the local area's overall performance measures are determined.

### Participant and Case Management Requirements

- a. Each provider is required to administer a case management approach to the preparation and development of a comprehensive Customer Service Plan (CSP) through comprehensive assessment of participants' barriers to successful program participation and completion and the establishment of goals and objectives required for successful completion of their training and, where applicable, supportive needs and how they will be addressed in a coordinated fashion.

Additionally, each provider will be required to ensure that an eligible applicant who cannot be served by its particular program shall be referred to suitable and appropriate sources for further assessment as necessary and is given suitable referrals to assist them in addressing their individual needs. Appropriate documentation of these activities will be required.

- b. Each provider will ensure that assessments of each participant's reading and math grade levels, occupational interests and occupational aptitudes, youth goals, as well as job and career guidance are provided as part of development of the CSP. Provider shall be required to ensure that all provided services are included in the CSP and submitted to the WDA Administrator for input into the VOS. On-going counseling and/or referrals shall be required to be documented in form of case notes and submitted for update in the VOS.
- c. Each provider is expected to conduct tracking on all participants and provide follow-up services for a minimum of 12 months following end of service or exit of WDA services under the guidelines established by the Lower Chattahoochee Workforce Development Board.
- d. Each provider shall be responsible to utilize forms provided by the WDA Administrator, unless otherwise negotiated and approved by the WDA Administrator for the above stated purposes.

## **SECTION III: SOLICITATION PROCESS AND TERMS**

Bidders are advised to read this entire solicitation before preparing their proposals. Each section contains important information. The following implementation schedule and that identified on page 6 sets forth the timeline for this solicitation process.

### **A. RFP INQUIRIES, QUESTIONS, AND ANSWERS**

Beginning October 5, 2015 interested parties can access and download the Request for Proposal from the Columbus Consolidated Government WIOA Website at [www.columbusga.org/WIA](http://www.columbusga.org/WIA), or obtain a copy of proposal at CCG Annex Job Training Division, located at 420 Tenth Street, Columbus, Georgia. No questions will be answered over the phone or in person. All questions and responses shall be provided at the **Bidders Conference scheduled at 10:00 a.m., October 19, 2015 at the Georgia Department of Labor, Columbus Career Center, Columbus, Georgia.** After the bidders' conference a question-and-answer page will be available on the Website through **November 6, 2015.**

It is the bidder's responsibility to check the web page frequently to stay connected and apprised throughout the process. **Questions received after the Bidders' Conference cannot be answered.**

## **B. BIDDERS CONFERENCE**

All interested parties are encouraged to attend the bidders' conference on October 19, 2024, at 10 a.m. EST at the Georgia Department of Labor Columbus Career Center, located at 700 Veterans Parkway, Columbus, Georgia 31906. The Bidders' Conference is the only opportunity for questions to be asked and responses provided. Every effort will be made at the conference to answer all questions submitted that day; however, those questions requiring further research will be posted on the CCG Website after the Bidders Conference. It is the bidder's responsibility to check the web page frequently to stay connected and apprised throughout the process.

## **C. PROPOSAL REVIEW AND EVALUATION PROCESS**

**Phase I:** For a proposal to be considered for funding, it must be responsive to this Solicitation Package and Request for Proposals. All responsive proposals will be reviewed and ranked using the following criteria. The review will be conducted according to the Process and Criteria outlined. A proposal is considered responsive when:

- 1) The required numbers of copies are submitted;
- 2) The proposal is in the format and order requested;
- 3) The requested information and documentation is included in the application package; and, is on the forms requested in the package (where applicable); and,
- 4) All required services for the program for which they are bidding are addressed.

Responses may be in narrative format so long as all questions requested are addressed. Forms marked "Required" must be completed and submitted as instructed.

During the determination of Responsiveness, no evaluation of the proposal content will occur. The reviewer will only be checking to determine if the proposal meets the criteria established above. A proposal that does not satisfy the responsive standards, do not qualify for further consideration in the competitive evaluation.

**Phase II:** Proposals that meet the minimum criteria as stated above will be reviewed and ranked by an Interim Board Youth Committee temporarily appointed by the Board Chair for required action necessary during this period. Only those members of the Interim Youth Committee who do not have any fiduciary interest in bidding for the program solicited under this Proposal shall be part of the review and evaluation process. The Interim Youth Committee retains the right to request additional information from any applicant, request a site visit to the proposed locations in which services will be provided, and/or request oral presentations from the applicants. If no response adequately addresses the services and outcomes requested, the Interim Youth Committee may recommend that no award be made.

**Phase III:** The recommendations of the Interim Youth Committee will be presented thru the LCWDB Workforce Development Board for validation of approval. All contract awards are considered provisional pending receipt of any additional documentation requested, ensuring any other areas of concern have been addressed, and the successful completion of contract negotiations and contract completion.

The local Workforce Development Board will award a contract based on the rating and recommendations made by the Interim Youth Committee. The Local Board in their consideration may:

- Reserve the right to waiver informalities and minor irregularities in offers received.
- Accept any item or group of items of any offer unless the offeror qualifies his offer by specific limitations.
- Accept other than the lowest offer and accept and/or reject all offers.
- Approve Award of a contract based on initial offers received, without negotiations of such offers. (It is therefore advantageous to submit initial offers on the most favorable terms from a price and content standpoint. This does not preclude the right of the Local Board to request additional information of clarification in support of written offers).
- Negotiate proposal content and budget items with any bidder recommended for funding.
- The Local Board and Interim Youth Committee may also negotiate proposed service populations (out-of-school) with any bidder to ensure a proper service ratio between in-school and out-of school youth.

The Local Workforce Development Board reserves the right to accept or reject any and all proposals (bids) received as a result of this request, to negotiate with any source the Local Board deems qualified, or to cancel any bid in part or in its entirety, if it is in the best interest of the Local Workforce Development Area. Bids that are determined by the Local Board to be acceptable, but which are not funded will be placed on a prioritized contingency list for future use should funding become available and should the request meet the needs of the Local Board.

#### **D. PROPOSAL SUBMISSION FOR MULTIPLE POPULATIONS**

Bidders who wish to operate more than one program component must submit a separate proposal for each component. Each proposal should indicate the cost as if only that proposal is funded; however, bidders who submit multiple proposals must also submit a transmittal letter that presents any cost reductions, which would result from funding more than one proposal. **This proposal is for only one program component.**

#### **E. PROPOSAL REVIEW CRITERIA**

As noted, the Local Workforce Development Board reserves the right to accept or reject any and all proposals (bids) received as a result of this request; to negotiate with any source the local board deems qualified; or, to cancel any bid in part or in its entirety, if it is in the best interest of the local workforce development area. Bids that are determined by the local board to be acceptable, but which are not funded will be placed on a prioritized contingency list for future use should funding become available and/or should the request meet the needs of the local board.

All responsive proposals will be reviewed and ranked using the following criteria; and, the review will be conducted according to the process and criteria outlined.

#### **Responsive Proposals**



As noted in Paragraph C, for a proposal to be considered for funding, it must be responsive to this solicitation package and Request for Proposal. A proposal is considered responsive when: 1) the required numbers of copies are submitted, 2) when it is in the format and order requested; 3) when it provides all the information requested in this package and on the forms requested in this package; 4) and, all required services for the program for which they are bidding are addressed. If any part of the information requested does not apply, "Not Applicable" should be noted.

As previously stated, during the determination of "responsiveness", no evaluation of the proposal's contents will occur. The reviewer will only be checking to determine if the proposal is in the correct format and meets the criteria specified. Proposals that do not satisfy the responsive standards, do not qualify for further consideration in the competitive evaluation.

All responsive proposals will be reviewed and ranked using the following criteria for consideration of award. The review will be conducted according to the Process and Criteria outlined.

### **Evaluation Criteria Summary**

All bidders, whose proposal scores 70 or above, may be required to make a timed oral presentation to the Interim Youth Committee or Lower Chattahoochee Area Workforce Development Board. Those proposers required to make oral presentations will be notified of the appointed place, date, and time.

Each proposal will be reviewed and ranked using the Review Criteria Scale below. The WDA Administrator and the Interim Youth Committee will conduct the review and evaluation of each proposal. Recommendations of approval of the Interim Youth Committee shall be presented to WDA Administrator and a summary of actions taken to procure services provided to the Local Workforce Investment Board for final approval of funding before contracts are released.

Contracts for service delivery shall not be let until successful contract negotiations, if applicable, have been completed, finalized terms and conditions have been agreed upon by all parties, and a Pre-Award review of the proposer's site and procedures for programmatic oversight, organizational structure, and accounting/financial management and records management have been completed.

Authority to incur cost for the proposed project and expenditure of organization funds shall not be granted prior to contract execution. Any costs incurred or funds expended prior to contract execution shall be at the Contractor's sole risk and liability.

### **Review Criteria Scale**

The following is the 100-point scale under which responsive proposals will be rated:

- 1. Degree to which criteria proposer demonstrates understanding and provides what is requested. (Total 10 points)**
- 2. Experience and capability of bidder. (Total 20 points)**
- 3. Creativity, feasibility, quality, and probable effectiveness of bidders approach (Total 25 points)**

**4. Adequacy of proposed performance standards/goals and likelihood of meeting them. (Total 15 points).**

**5. Adequacy of staff, facilities for completing assignment successfully. (Total 15 points)**

**6. Proposed Cost. (Total 15 points)**

In addition to the 100 possible points through the normal review process, there are five (5) additional points available for local (within local area) businesses that achieve a minimum score of 70 under the normal review.

## PROPOSAL RATING FORM

Proposer Name:		Activity:		
Rating Criteria		Points	Rating Criteria	Points
1	Degree to which criteria proposed demonstrates understanding and provides what is requested. (Maximum of 10 points)		4	Adequacy of proposed performance standards/goals and likelihood of meeting them. (Maximum of 15 points)
a	Did the proposer provide clear and complete answers to all questions in the Request for Proposal? Were the answers acceptable? (Maximum of 5 points)		a	Are performance standards/goals acceptable according to the minimum? (No = 0, Yes = 7)
b	Was the response to the Request for Proposal in accordance with the format specified? (No = 0, Yes = 5)		b	Is approach designed to meet standards/goals in the specified time frame? (No = 0, Yes = 4)
			c	Does the proposal include a plan to correct deficiencies in performance? (No = 0, Yes = 4)
2	Experience and capability of bidder. (Maximum of 20 points)		5	Adequacy of staff, facilities for completing assignment Successfully. (Maximum of 15 points)
a	Has the bidder any history of operating employment and training programs? (No = 0, Yes = 5)		a	Does agency have adequate staff to carry out the proposed training? (No = 0, Yes = 5)
b	Has the proposer any history of working with the specified population? (No = 0, Yes = 5)		b	Did the agency present documentation or information that clearly indicated the staff=s qualifications to perform the proposed training? (No = 0, Yes = 5)
c	How long has this proposer worked with employment and training programs? <1 = 1, 1-2 = 2, 2-4 = 3, >4 = 5)		c	Are facilities accessible to target population? Are facilities adequate to accommodate proposed activity? (No = 0, Yes = 5)
d	How successful has the proposer been in completing goals? (Maximum of 5 points)			
3	Creativity, feasibility, quality, and probable effectiveness of bidders approach (Maximum of 25 points)		6	Proposed Cost (Maximum of 15 points)
a	Does the bidder's methodology for providing the service appears reasonable? (Maximum of 10 points)		a	Is the participant cost reasonable? (No = 0, Yes = 5)
b	What is the likelihood of this approach successfully meeting the needs of participants? (Maximum of 8 points)		b	Are proposed costs adequate to complete proposed program? (No = 0, Yes = 5)
c	Is the proposer familiar with the needs of participants? Is proposer aware of barriers and problems of participants? (Maximum of 7 points)		c	Is Line item budget clear and complete? (No = 0, Yes = 5)
Signatures		Date	Total Points Awarded Based on Rating (Max. 100)	
			Points Awarded for Local Ownership (5)	
			Total Points Awarded (Max. 105)	

## SECTION IV: PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. This RFP is for six months (6-months) with an optional renewal each program year thereafter not to exceed three program years). The option to renew shall be at the discretion of the local workforce board (LCWDB) and shall be contingent upon successful contractual outcomes.
3. The Board reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
4. The Board reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit the Board to award a contract.
6. This RFP is for WIOA proposed services and other related programs and funding streams which may become available to LCWDB during this funding period.
7. The Board may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
8. The Board may select a contractor based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to LCWDB.
9. Proposals should follow the format set forth in the RFP Response Package section and adhere to the requirements specified therein.
10. The Board retains the right to request additional information from an applicant, request oral presentation from applicants, or conduct site visits of any applicant before a contract award.
11. No costs will be paid to cover the expense of preparing a proposal, start-up funds, or procuring a contract for services or supplies under WIOA.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the LCWDB and be subject to disclosure under the Freedom of Information Act, Right to Know Law, and other applicable legislation.
13. The final award and execution of a contract is subject to receipt of WIOA funds, satisfactory negotiation and agreement of the terms of the contract, and the continued availability of funds.
14. Any changes to the WIOA program, performance measures, funding level, or Board direction may result in a change in contracting terms and conditions. In such instances, The LCWDB or WDA Administrator shall not be liable for any damage arising from this Request for Proposal package or subsequent contract.
15. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations and amendments, Georgia Economic Development and Workforce Division policies and LCWDB/WDA Administrator policies and procedures.
16. Bidders selected for funding must also ensure compliance with the following, as applicable: USDOL regulations 20; 29 CFR Parts 96, 93, 37, 2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars 2 CFR Part 200.
17. Bidders will be expected to adhere to Board and WDA Administrator procedures to collect, verify and submit required data and submit monthly invoices to the WDA Administrator.
18. Additional funds received by the Board may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of the LCWDB (Board).
19. The Board may decide not to fund part or all of the proposal even though it is found to be in competitive range if, in the opinion of the Board the services proposed are not needed, the costs are higher than Board finds reasonable in relation to the overall funds available; or, if past management concerns lead the Board to believe that the bidder has undertaken more services than it can reasonably provide.

20. The Board has a right to fund a higher ranked proposal over a lower ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
21. Any proposal approved for funding is contingent upon the results of a pre-award site visit that may be conducted by LCWDA staff. This site visit will establish, to the Board's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the Board, that the bidder may not be able to fulfill contract expectations, the Board (LCWDB) reserves the right not to enter into contract with the organization, regardless of the Board's approval of the bidder's proposal.
22. The Board is required to abide by all WIOA legislation and regulations. Therefore, the Board reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by State and/or federal agencies.
23. All contractors must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
24. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Contractors must accept liability for all aspects of any WIOA program conducted under contract with the LCWDB (Board). All contractors will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
26. Reductions in funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
27. Contractors will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for three years, beginning on the last day of the program year (29 CFR Part 95)
28. Contractor will agree to comply with all of the contractor requirements of the "Georgia Security and Immigration Compliance Act" of 2006 as codified in O. C. G. A. Sections 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, their Contractors and Subcontractors Required to Verify New Employee Work Eligibility through a Federal Work Authorization Program.
29. The contract award will not be final until the WDA Administrator; on behalf of the LCWDB (Board) and the successful bidder have executed a mutually satisfactory contractual agreement. The WDA Administrator, on behalf of the Board, reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final approval of the award and execution of a contractual agreement between the successful bidder and the WDA Administrator, on behalf of the LCWDB (Board).
30. The WDA Administrator, on behalf of the LCWDB, reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
31. The WDA Administrator, on behalf of the LCWDB, reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall funds availability and other factors arising during the proposal review process. **Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.**
32. The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
33. All contractors shall submit annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget Circular 2 CFR Part 200, as appropriate.

34. Each party shall be responsible for the negligence of its own employees or agents in the performance of contracts awarded. All successful bidders shall provide a certificate of liability insurance (Appendix C), automobile liability (if applicable), workers compensation and professional liability insurance, if applicable, business license or non-profit documentation. The contractor will provide a certificate of insurance satisfactory to the WDA Administrator, on behalf of the LCWDB.
35. Applicants are advised that most documents in the possession of the WDA Administrator, acting on behalf of the LCWDB, are considered public records and subject to disclosure.

## SECTION V: RFP INSTRUCTIONS

### A. SUBMISSION REQUIREMENTS

Deadlines for submission of proposals, as specified in “Section I (E)” must be honored if the proposing organization desires consideration. Lower Chattahoochee Workforce Area 14 reserves the right to refuse to read any Proposal which uses a format other than that outlined in this RFP, unless otherwise noted in this solicitation. Early submission of a proposal is permitted at any time during normal business hours (8:00 a.m-5:00 p.m.) prior to the stated deadline.

All proposals must be submitted **no later than 5: 00 PM on November 6, 2015** to the Job Training Division, Columbus Consolidated Government Annex, 420 Tenth Street, Columbus, Georgia 31902. **No proposal will be accepted after this date and time.**

Proposals SHALL be submitted in a sealed envelope and marked, in the upper right corner. **“Proposal: PY15 WIOA Out-of-School Youth Internship (Work Experience) and Retention Services.**

Each proposal submitted shall contain **one ‘Original Signature’ proposal** and **three additional copies** of the signed respective proposal. Each proposal must be clearly marked **‘Original’ or ‘Copy’**.

The original copy and all attachments, **which require signatures**, must be signed by the person authorized to enter into contracts on behalf of the organization/agency, **in a color other than black ink (preferably BLUE INK)**. Blue Ink is recommended use in order to distinguish which is the original versus copy of the proposal.

Proposals must be submitted unbound, but may be stapled in the upper left-hand corner with Proposal Cover Page as the cover. **Faxed and/or electronic transmitted proposals will not be accepted.**

**As noted, absolutely no proposal will be accepted after the stated time and date proposals are due.**

Modifications, changes, or adjustments may not be made once proposals have been submitted.

#### **Withdrawals**

An offer may be withdrawn in person or in writing by a bidder or his/her authorized representative, provided the authorized representative has written authorization. Withdrawals will be accepted any time up to the execution of a contract.

The method of service delivery to eligible youth residents of Local Area 14 is a decentralized delivery system utilizing both public and private sector service delivery operations. A competitive bidding process is used to identify, recommend, and select providers for services and activities in the Local Workforce Development Area.

#### **Contingency List**

Proposals that are determined by the Board to be acceptable (considered responsive and receive a score of 70 or more on the Proposal Rating Form), but which are not funded, will be placed on a “Contingency List” (prioritized) for future use should additional funding become available as a result of funds being deobligated from existing contracts or additional training needs identified; and the request meet the needs of the Board at the given time.

Existence of the contingency list does not automatically dictate its use by the Board. Nor, does existence of a proposal on the contingency list guarantee it will be funded in the future. The Board may elect to use proposals identified on the list, if after a review by the Board's Contract Review/Selection/Evaluation Committee and concurrence by the full Board, a determination is made that the highest ranking proposal on the list will meet the needs of the local area in terms of performance expectations, service to target populations, and/or training occupations. Should the Board make a determination that no proposal on the contingency list appears to meet the needs of the local area, they may elect to request additional proposals.

The Contingency List will be compiled according to category of training and population to be served. The list will be ranked within each category of training according to the score received (from highest to lowest) on the Proposal Rating Form. Those proposals ranked within each category of training will also be ranked according to level of service to target populations. The two rankings will be averaged to arrive at an overall score within each training category. This will be the ranking used in determining which proposals may receive funding.

### **Policy - Deobligation of Contracts**

A contract is subject to deobligation when it fails to perform at its stated goals as contained in the Contract. This type statement will be included in all contracts.

Should the Board decide that based upon an appropriate review and recommendations submitted by the WDA Administrator that deobligation is required, the contract will be reduced to the actual level of enrollment. In order for the Local Area to ensure adequate progress toward the implementation of its plan, maintenance of expected performance levels, and an adequate rate of expenditure against available resources, the review may occur on a monthly basis.

The Board has the option of accepting, modifying, or rejecting the Recommendations of the WDA Administrator.

### **Appeals Process**

Within seven (7) working days following funding decisions made by the Board, or its authorized representative, written notification of these decisions will be sent to the bidder. This appeals procedure should be implemented when facts substantiate a violation of the procurement process. Appeals should not be based on feeling. Those Bidders not awarded a contract and wishing to appeal the decision should follow the procedures outlined below:

1. Within three (3) working days following receipt of the notification, the bidder must advise the Job Training Division of its intent to appeal. This notification must be in writing. The complainant must give the individual's name, position, and agency name.
2. Within five (5) working days following notification, the bidder must submit a written appeal to the Job Training Division.
3. Within fifteen (15) days following receipt of the written appeal, the Job Training Division will advise the Bidder of the date for a hearing. An impartial review panel will be compiled that may consist of members of the community, who are not Workforce Development Board members, City of Columbus employees, or local Board members from other local areas.
4. Only those appeals which are valid and which follow the steps outlined above will be considered.



5. Within thirty (30) days following receipt of the written appeal, the impartial review panel will meet to review the written appeal, the Board's response to review documents, and hear testimony.
6. Within sixty (60) days following receipt of the written appeal, the review panel will notify the Local Board of its decision and the Local Board will notify the bidder.

If the bidder is still aggrieved following this action on the appeal, he may appeal to the Georgia Department of Economic Development. This appeal should be made within ten (10) days of the Local Board's decision.

## **B. GENERAL RULES AND REGULATIONS**

The operation and performance of all components will be in accordance with the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128), final regulations and all subsequent amendments; the USDOL Regulations 20 CFR Parts 652 and 660 through 671, OMB Super Circular 2 CFR Part 200; and interpretations published by the U.S. Department of Labor (USDOL), the Georgia Department of Economic Development Workforce Division, and any instructions issued by the Columbus Consolidated Government Job Training Division. If new and/or amended regulations are published, all contractors will be required to operate in accordance with these mandates. All bidders are encouraged to familiarize themselves with the Workforce Innovation Act of 2014 and subsequent regulations to ensure compliance.

## **C. TYPES/DURATION OF CONTRACT**

For purposes of this solicitation, proposals must be submitted as cost reimbursement contracts.

Contracts developed as a result of this proposal and submitted under this solicitation shall be for the period January 1, 2016 through June 30, 2016 with an option for renewal for three additional program years (July 1<sup>st</sup> thru June 30<sup>th</sup>) based upon satisfactory performance of the Contractor summarized prior to the end of each program year reporting period. This option for renewal shall be solely at the discretion of the Lower Chattahoochee Workforce Development Board.

## **D. SUBCONTRACTS**

If a Bidder anticipates using subcontractors to provide any services proposed, those subcontractors must be identified and their specific responsibilities clearly defined in the proposal.

## **F. PROPERTY FURNISHED BY WORKFORCE DEVELOPMENT BOARD**

The Local Workforce Area will furnish no material, labor, equipment, or facilities unless otherwise provided for in the solicitation.

## **G. MULTIPLE COMPONENTS/COMBINATION BIDS**

Bidders who wish to operate more than one program component must submit a separate proposal for each component. Each proposal should indicate the cost as if only that proposal is funded; however, bidders who submit multiple proposals must also submit a transmittal letter that presents any cost reductions, which would result from funding more than one proposal. **(Not applicable to this solicitation)**

## **H. YOUTH INTERNSHIP (WORK EXPERIENCE) & RETENTION ACTIVITY**

The Internship (Work Experience) solicited in this proposal is for a planned, paid, structured learning experience that takes place in a workplace setting for a limited period of time in the private for-profit sector, the non-profit

sector, or the public sector where there is a bona-fide vacancy in which an employer agrees to train a youth in the vacant position with expectation of retention in unsubsidized employment at completion of the internship. The WDA Administrator shall be responsible for payment of wages to youth while in training.

The internship (work experience) activity solicited in this RFP shall be limited to help youth acquire the workplace skills, personal attributes, knowledge, and other skills needed to obtain a job, retain a job, and advance in employment. Although through this activity an employer may benefit from activities performed by youth while participating in the proposed activity identified herein, the purpose of the activity is to provide youth with opportunities for skill development that result in long-term unsubsidized employment.

The Internship (Work experience) is a subsidized activity, which may include all or in part the following:

**1) INSTRUCTION IN EMPLOYABILITY SKILLS OR GENERIC WORKPLACE SKILLS SUCH AS**

- Exposure to various aspects of an industry
- Instruction in appropriate soft skills and employability skills or generic workplace skills;
- Designed to provide work readiness or technical skills that afford opportunity to gain information required to perform a specific job or group of jobs. Training must be tied to an occupational code.
- Progressively more complex tasks;
- The integration of basic academic skills into work activities;
- Supported work and other transitional activities; and/or
- Other activities designed to achieve the goals of the internship (work experiences) that comply with the Fair Labor Standards Act especially relating to hours, wages, and production work.

All Internships (work experience) utilized sites must also comply with Federal and State Child Labor laws, whichever is more restrictive, where applicable.

**2) PRE-EMPLOYMENT SKILLS TRAINING –**

Pre-Employment Skills Training shall be designed to provide work readiness or technical skills training that prepare youth for successful internships (work experience) and job retention outcomes. Instruction shall occur prior to placement in internships and contain such soft skills training as deemed necessary and appropriate. Monitoring of performance throughout internship and subsequent retention is required.

**3) REQUIRED PROGRAM ELEMENTS**

Reference: The 16 required Youth Program Elements. WIOA Public Law 113-128, Section 129 (c) (2):

Programs should be designed using the following program elements and made available to eligible youth in the local area either through the bidder or as a referral. If the bidder is not providing all of these elements directly, the proposal shall describe how the element(s) will be made available to youth enrolled in the program:

These elements include:

- a. Tutoring, Study Skills Training, Secondary School Completion, & Dropout Prevention Strategies:
- b. Alternative Secondary School. Providing instruction or referral to appropriate agency(s) leading to a

high school diploma, GED, or certificate of completion. Instruction may be provided outside of the traditional school setting, but programs must meet applicable state and local educational standards.

- c. Summer Employment Opportunities with WIOA or through coordination with agencies where applicable that are directly linked to academic and occupational learning. The summer youth employment opportunities element is not intended to be a stand-alone program. Proposers should integrate a youth's participation in that element into a comprehensive strategy for addressing the youth's employment and training needs. Summer work activities may be subsidized or unsubsidized;
- d. Work Experience (Internship) Services
- e. Occupational Skill Training through coordination with local technical colleges, universities, and other vendors.
- f. Leadership Development Opportunities. Examples of leadership development opportunities include, but are not limited to, the following:
  - 1. Exposure to post secondary educational opportunities;
  - 2. Community and service learning projects;
  - 3. Peer-centered activities, including peer mentoring and tutoring;
  - 4. Organizational and team work training, including team leadership training;
  - 5. Training in decision-making, including determining priorities;
  - 6. Life skills training, such as parenting and budgeting of resources;
  - 7. Employability skills, work behavior training; and,
  - 8. Positive social behavior, including positive attitudinal development, self-esteem building, cultural diversity training, and conflict resolution.
- g. Supportive Services. Supportive services may include referral to agencies that provide assistance with uniforms or appropriate work attire and/or work-related tools or other items such as protective gear, or provision of such as part of program design.
- h. Adult Mentoring (12 months)
- i. Follow-up Services (12 months) – Required provision of the activity solicited in this RFP for not less than 12 months after end of service; exit from WIOA services, or until the duration of the Agreement  
  
Providers of an out-of-school youth classified as basic skills deficient at WIOA registration shall assist in improving functioning levels during or upon completion of service Testing will be provided by the WDA Administrator to mark progress in area(s) of deficiency.
- j. Comprehensive Guidance Counseling w/Drug/Alcohol Abuse Referrals  
  
Programs adhere to drug-free workplace rules and regulations. Referrals to drug/alcohol abuse counseling that may be necessary shall be conducted as appropriate and necessary. Contractor shall also make use of existing drug awareness programs as an option to refer individuals to address this concern, where applicable.
- k. Citizenship Skills Training and Positive Youth Development Strategies  
  
Proposed programs will ensure some form of citizenship skills training is provided either personally or through coordination with other programs in the workforce area. The Contractor shall maintain documentation of service provided as part of CSP and copy provided the WDA Administrator.

i. Financial Literacy Education

Financial literacy education shall be made available or referral for such services as required under WIOA

m. Entrepreneurial Skills Training

Access to entrepreneurial or instruction regarding skills training, instruction or referral for such services as required under WIOA may be made available but not part of this solicitation.

n. Education Concurrent with and in context of workforce preparation activities for specific occupation or occupational cluster

Internship (work experience) activities under this Agreement will have some form of work preparation for a specific occupation or occupational cluster as appropriate.

o. Provision of Labor Market and Employment Information

Access to labor market and employment information shall be made available as required under WIOA

p. Preparation for transition to post secondary education and training or unsubsidized employment.

Where applicable assistance provided in preparation for transition to training and unsubsidized employment as required under WIOA

**I. PARTICIPANT ELIGIBILITY/TARGET POPULATIONS TO BE SERVED**

The target population as noted for this RFP is Out-of-School Youth, ages 18-24 years.

A total of twenty (20) WIOA eligible out-of-school youth will be required to be served under this proposal.

For those out-of-school youth identified as basic skills deficient, services should focus on strategies to increase the level of deficiency by one or more functioning levels. Basic skills deficient means acquiring score of 8.9 or below in reading, math levels at WIOA Registration.

**J. YOUTH PERFORMANCE STANDARDS**

Under this proposal, successful bidders must meet certain quantifiable performance measures each program year. Although performance measures under the Workforce Innovation and Opportunity Act has significantly changed, this proposal focuses on current performance measures outlined under the Workforce Investment Act of 1998 for the period covering this RFP (January 1, 2016 thru June 30, 2016); and, is subject to change should option for renewal to successful bidder be in effect for Program Year 2016. There are only three quantifiable youth performance measures that local workforce must meet for Program Year 2015.

The Lower Chattahoochee Workforce Development Board has negotiated final performance standards with the State. These standards are as follows:

**1) Placement In Employment or Education: 80.0%**

This measure looks at youth who are not in post secondary education or employment (including the military) at the date of participation. Rate is calculated by the number of youth who are in employment (including

military) or enrolled in post secondary education and/or advanced training/occupational skills training in the 1<sup>st</sup> quarter after the exit quarter; divided by the number of youth participants who exit during the quarter.

**2) Attainment of Degree or Certificate: 80.0%**

This measure looks at the number of youth enrolled in education (at the date of participation or at any point during the program). Rate is calculated by the number of youth participants who have attained a diploma, GED, or certificate by the end of the 3<sup>rd</sup> quarter after the exit quarter; divided by the number of youth who exited during the quarter.

**3) Literacy/Numeracy Gains: 40.0%**

This measure looks at the number of youth who are basic skills deficient. Rate is calculated by the number of youth participants who increase one or more educational functional levels; divided by the number of youth participants who have completed a year in the program (i.e. one year from the date of first youth program service) plus the number of youth participants who exit before completing a year in the youth program.

**K. ADVANCED FUNDING POLICY**

No request for advance funds will be accepted, considered, or honored.

**L. RECRUITMENT/INTAKE/PRELIMINARY ASSESSMENT. /REFERRAL**

A determination of eligibility is the responsibility of the WDA Administrative Agent; however, contractors who recruit individuals as walk-ins for potential services must conduct a preliminary assessment of appropriateness of WDA Services to be provided and inform applicants not only of the programs offered by their agency but of other services available in the local workforce area. Selected contractors may be required to collect and/or submit certain documents as part of the eligibility process, services and other processes outlined by the WDA Administrative Agent for eligible individuals selected to receive WDA program services. Technical assistance will be provided by the WDA Administrator upon award and throughout the duration of contract funding.

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## ASSURANCES AND CERTIFICATIONS

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The following Assurances and Certifications will appear in all contracts awarded by the Lower Chattahoochee Workforce Investment Area. This is not all-inclusive and may be subject to change based upon federal, state, and local requirements.

1. Contractor agrees that no individual shall be excluded for participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.
2. Contractor agrees that all activities shall be non-sectarian and not involve construction, operation, or maintenance of any facility to be used for sectarian instruction and/or religious worship.
3. Contractor agrees that individuals who are participants in activities supported by funds provided under this Act shall not be discriminated against solely because of their status as participants.
4. Contractor agrees that participation in programs and activities financially assisted under the terms of the Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.
5. Contractor agrees to enforce Section 3 of the Military Selective Service Act, if applicable.
6. Contractor agrees to operate all activities under this Contract in full compliance with Federal, State, and local program requirements, assuring required benefits and labor standards are met and; Contract Work Hours and Safety Standards Act, 40 USC 327-332 and 333 or, for non-construction contracts 29CFR 5.5 and (e) and 29-70-216-13 © (3) as if written herein in their entirety.
  - a). Overtime Requirements: No contractor or subcontractor contracting for any part of the contract work may require or involve the employment of laborers or mechanics or permit any laborer or mechanic in any work in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate no less than one and one-half times his or her basic rate of pay for all hours worked in excess of forty hours in such week,
  - b). Violations: Liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1), the contractor and any subcontractor responsible therefore shall be liable to any affected employee for his or her unpaid wages.
  - c). Withholding for Unpaid Wages and Liquidated Damages: The USDOL and its grantees may withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontracts, such sums as may be administratively determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages.
  - d). Subcontracts: The Contractor shall insert in any subcontracts, the clauses set forth in subparagraphs (e), (f), and (g) for this paragraph and also a clause in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontract that may in turn be made.

Sub-contracting any portion of this agreement requires prior written approval of the Administrative Entity.

e). Records: The Contractor shall maintain payroll records containing the information specified in 29 CFR 516.2(a). Such records shall be preserved for five (5) years from the completion of the contract.

f) Safety: The Contractor shall not require a laborer or mechanic employed in the performance of the contract to work in surroundings of under working conditions, which are unsanitary, hazardous, or dangerous to health and safety.

g). Contractor agrees to comply with the Copeland (Anti-Kickback) Act (40 USC 276c and 18 USC 874).

7. Contractor agrees to maintain compliance with all applicable State laws and regulations, such as:
  - Georgia Records Act, as amended
  - Georgia Microfilm Act, 1980
  - Georgia Open Meetings Requirements of the Official Code of Georgia, Annotated, Section 50-14-4, 1982.
8. Contractor agrees that funds received by virtue of participation in this agreement shall not be used for the provision of entertainment.
9. Contractor agrees that employers for purposes of displacing current or laid-off workers shall not hire participants served under this agreement.
10. Contractor agrees the funds received by virtue of participation in this agreement will not be used for political activities.
11. Contractor agrees that no participant served under this agreement will be involved in public services employment.
12. Contractor agrees that funds received under this agreement will not be used to establish retirement systems for participants.
13. Contractor agrees that no funds shall be used or proposed for use to encourage or induce the relocation of an establishment or part thereof that results in a loss of employment for any employee of such establishment at the original location.
14. Contractor agrees that no funds shall be used for customized skill training, on-the-job training, or company specific assessments of job applicants, or employees, for any establishment or part thereof, that has relocated, until 120 days after the date on which such establishment commences operations at the now location, if the relocation of such establishment or part thereof, results in a loss of employment for any employee or such establishment at the original location.
15. Contractor agrees that training will only occur in those occupations and at the wages approved by the Administrative Entity.
16. Contractor agrees to take the following actions to ensure that small, minority, and women businesses shall have the maximum practicable opportunity to participate in the performance of this contract
  - Include small, minority, and women businesses on source lists and assure that they are solicited and the provisions of goods/services whenever economically feasible; and
  - Use the requirements into smaller requirements to permit maximum small, minority, and workmen's business participation whenever economically feasible; and
  - Use the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department of Commerce, as required to assure adequate identification and participation of small, minority, and women's business.

17. During Performance of this contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment, or program applicant/participant because of race, color, age, religion, sex, handicap, national origin, or political affiliation or belief. The Contractor will take affirmative action to ensure that applicants and employees are treated fairly during their period of participation/employment without regard to their race, color, age, religion, sex handicap, national origin, political affiliation or belief. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship. The Contractor agrees to post in conspicuous places, that are accessible to employees and applicants for employment, notices to be provided setting forth the provisions of the nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees or participants, placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, handicap, national origin, political affiliation or belief.

The Contractor will permit access to any contract-related books, records, and accounts, by the Contracting agency, the Governor's Office of Workforce Development, and the Secretary of Labor for purposes of investigation to ascertain compliance with applicable rules, regulations, and orders.

In the event of the Contractor's noncompliance with nondiscrimination clauses of this Agreement or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts, and such other sanctions as may be imposed and remedies invoked as provided by rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.

- 18 Contractor agrees the no program under this agreement shall impair; a) existing contracts for services; or (b) existing collective bargaining agreements, unless the employer and the labor organization concur in writing with respect to any elements or the proposed activities which affect such agreement, or either party fails to respond to written notification requesting its concurrence within thirty days (30) of receipt thereof.
- 19 Contractor agrees that where a labor organization represents a substantial number of employees who are engaged in similar work or training in the same area as that proposed to be funded under this agreement and opportunity shall be provided for such organization to submit comments with respect to such proposal.
- 20 Contractor agrees that no jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
- 21 Contractor agrees that health and safety standards, and established State and Federal law, otherwise applicable to working conditions of employees, should be equally applicable to working conditions of participants. With respect to any participant in a program conducted under the Workforce Investment Act. Who is engaged in activities, which are not covered by health, and safety standards under the Occupational Safety and Health Act of 1970, the Secretary shall prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants.



- 22 Contractor agrees that to the extent that the State Worker's Compensation Law is applicable, workers' compensation benefits in accordance with such law shall be available with respect to injuries suffered by participants. To the extent that such law is not applicable, the Administrative Entity shall secure insurance coverage for injuries suffered (coverage does not provide monetary compensation for loss wages due to such injuries) by such participants, in accordance with regulations prescribed by the Secretary.
- 23 Contractor agrees that all individuals employed in unsubsidized jobs shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.
- 24 Contractor agrees that intermittent seasonal occupations are not allowable training occupations.
- 25 Contractor agrees that work experience activities for those specified youth outlined in this proposal must be designed so that the participant can expect continued employment in the job for which he or she will be trained.
- 26 Contractor understands that individuals of work experience activities will be compensated by the WDA Administrative Agent at the prevailing minimum wage or prevailing entry-level wage rate, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in section (6)(A)(1) of the Fair Labor Standards Act of 1938 or the applicable State of Local minimum wage law.
- 27 The Contractor understands that worksite agreements shall not be entered into with employers who have received payments under previous contracts and have exhibited a pattern of failing to provide appropriate training or continued long term employment as agreed upon for those youth satisfactorily participating at the worksite. Contractor understands that the WDA Administrator must approve worksite agreements before any individual begins participation on the worksite.
- 28 The Contractor agrees to comply with all applicable standards, order, or regulations of the 'Walsh-Healy Act'.
- 29 The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Jobs for Veterans Act of 2002'; and Priority of Services.
- 30 The Contractor agrees to comply with all applicable standards, orders, or regulations of the "Rehabilitation Act".
- 31 The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Health Insurance Portability and Accountability Act of 1996'.
- 32 The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Clean Air Act'.
- 33 The Contractor agrees to comply with all applicable standards, orders, or Regulations of the 'Federal Water Pollution Control Act'.



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## **PROPOSED PROGRAM SPECIFIC INFORMATION (SPECIFICATIONS)**

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The following provides program specifications for the services being proposed for funding in this solicitation packet. Remember, each proposal must be submitted in a sealed envelope and marked in the upper left-hand corner the following: Proposal: PY15 Out-Of-School Youth Internship (Work Experience) and Retention Activity. The original signed proposal and three (3) copies must be submitted in a sealed envelope and appropriately marked.

# SOLICITATION

## THE OUT-OF-SCHOOL YOUTH INTERNSHIP (WORK EXPERIENCE) AND RETENTION ACTIVITY

### (MUSCOGEE COUNTY AREA ONLY)

#### 1. Program Content

The selected Contractor will provide an innovative year-round service strategy that incorporates Internship (Work Experience), pre-employment/work readiness skills training that results in unsubsidized job placement outcomes AND retention services for Twenty (20) WIOA eligible Out-of-School Youth, ages 18-24 years old, residing in the Muscogee County Area only.

**Contractors will be responsible to develop worksite training sites with employers with bona fide position vacancies for which individuals trained may expect retention in unsubsidized employment at end of training.**

The WDA Administrator will be responsible for wages paid to youth participating in this activity while in training. Contractors selected will be responsible to adhere to the guidelines established by the WDA Administrator and submit appropriate documentation as required by the WDA Administrator.

**Total Funding Available: \$80,000**

#### 2. Program Objective

Program targets Out-of-School Youth, 18-24. To provide work readiness skills through participation in an innovative service that incorporates pre-employment/work readiness skills training, and Internship (Work Experience) that results in unsubsidized employment; and retention services to ensure long-term employment outcomes.

#### 3. Entry Criteria

Youth must meet WIOA eligibility definition for "Out-of-School Youth". Age of youth for this solicitation shall be: Age 18-24 years. This solicitation shall be for service to targeted youth who is a resident of Muscogee County Only.

The WDA Administrator will determine eligibility of those youth referred by the successful Contractor.

#### 4. Exit Criteria

The selected bidder will ensure that all participants served who were identified as basic skills deficient at WIOA registration receive appropriate post-testing by the WDA Administrator while participating in training but no earlier than one week from end of service. The contractor will ensure that assistance is provided to increase the deficiency by one or more educational functional levels as the result of post-testing; have satisfactorily completed pre-employment and internship (work experience) training that results in unsubsidized employment. Contractors are required to track youth to ensure appropriate follow-up is conducted as prescribed by the WDA Administrator.

#### 5. Training to be Provided

The training provided should focus on a combination of pre-employment and work readiness skills training, with employment outcomes for youth who meet the WIOA definition of “Out-of-School Youth”.

**Training should incorporate, where appropriate, the WIOA required youth elements identified in this proposal. Training should incorporate a methodology to provide youth who have been assessed with basic skills deficiency in reading, math, or both the ability to increase their functional levels at least one or more grade levels; for providing work readiness skills training and recruitment methodologies that result in successful employment opportunities . Training shall incorporate a methodology for retention services to ensure long term employment.**

**Internships (work experience) worksites may be developed with** private for profit, public, or non-profit employers with bona fide position vacancies in which placement in unsubsidized employment is expected to occur upon satisfactory completion of training.

Forms shall be provided by the WDA Administrator for use in development of Worksite Training Agreements for those out-of-school youth served during training. **Contractors will ensure that all employment opportunities for which internships (work experience) training is provided shall be in demand or growth occupations in the local workforce area, as approved by the WDA Administrator and that training provides the skills essential to full and adequate performance of the position for which training is provided.**

The Internship (work experience) provided **shall not exceed the maximum of 320 hours**. Youth served will be paid by the WDA Administrator at the prevailing entry-level wage of similar situated employees in the position for which training will occur. Wages will be paid for the actual hours worked. The WDA Administrator will furnish all required forms to the Contractor awarded funding and provide appropriate technical assistance.

## **6. Type of Contract**

This is a “Cost Reimbursement” Contract. Contractor will be reimbursed for all allowable costs incurred in the performance of the contract as outlined in an approved Detailed Budget incorporated in the Contract Agreement.

Payment of youth wages for participation in this activity will be the responsibility of the WDA Administrator and is not included in the funds made available under this solicitation.

## **7. Follow-up Services**

The Contractor will be responsible to provide Follow-up services for each participant for a period of 12 months after program exit, at which time follow-up records will be transferred to the WDA Administrator, unless otherwise negotiated by the WDA Administrator.

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## **PART 2 – REQUEST FOR PROPOSAL PACKAGE**

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The following attachment contains the cover page, checklist, and additional proposal information required for submitting the proposal.

## PROPOSAL COVER PAGE

### 1. General Information

Project Activity:		
Organization Name and Address:		
Telephone Number:	Fax:	E-mail:
Contact Person:		

### 2. Type of Agency (Place "X" in block that best describe your type of agency. Could be more than one selected)

Non-profit		Minority-Owned	
Private		Female Owned	
Small Business		Public	
For-Profit			

### 3. Planned Performance

Proposed Program Performance	Older Youth (Out-of School)	Younger Youth (In-School)
Placed in Employment or Education		
Attainment of Degree or Certificate		
Literacy/Numeracy Gains		

NOTE: Refer to the Services Requested (Planning Assumptions) Section for the local area's planned performance levels. If the proposed performance levels in this proposal vary plus or minus 10% from the local performance levels, provide justification on an attached sheet of paper. This solicitation is employment-based.

### 4. Budget Summary:

Total Proposed Amount Requested in this proposal: \_\_\_\_\_

Number proposed participants to be served: \_\_\_\_\_

Cost per proposed participant to be served: \_\_\_\_\_

\_\_\_\_\_  
Agency Authorized Signature

\_\_\_\_\_  
Date

## PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements remember to ask at the Bidders Conference. This checklist is not required to be included in proposal packet.

Before submitting your proposal, check the following:

One original proposal and required documents, plus three copies. Appropriately marked.

A. Proposal Response Package Requirements.

- 1. Proposal Cover Page
- 2. Organization Information Form
- 3. Organizational Experience and Past Performance
- 4. Proposal Summary
- 5. Program Design
- 6. Program Cost and Performance, Budget Summary, and Detail Form
- 7. Planned Performance Form
- 8. Reference Listing
- 9. Statement of Compliance Form

B. Proposal Response Package Requirements (Not required with proposal packet)

C. Copy of Business License

D. Copy of Liability Insurance/Fidelity bond

E. Lease/Rental Agreements and/or other Support Documents that Funds will be applied

F. Authorized Signature Page



## **ORGANIZATIONAL INFORMATION FORM**

**1. General Information. Proposal must incorporate questions asked below. Summary format is acceptable provided all questions are addressed.**

- a. Date organization was established: \_\_\_\_\_
- b. Is this organization a Corporation? YES \_\_\_\_\_ NO \_\_\_\_\_. If "YES", attach a copy of the most current corporate registration certificate for the State of Georgia.
- c. Is this a community-based organization? YES \_\_\_\_\_ NO \_\_\_\_\_. Note that government agencies are not "community-based organizations".
- d. Federal Withholding Tax Identification Number: \_\_\_\_\_
- e. Georgia Withholding Tax Identification Number: \_\_\_\_\_
- f. DUNS Number and CCR Registration Date: \_\_\_\_\_
- g. Attach letter from the organization's CPA or Financial Official verifying that the federal and state withholding taxes and Georgia UI taxes are current.
- b. Does organization have a current fidelity bond? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, attach copy of current fidelity bond as attachment to proposal. If not provide written explanation.
- c. Indicate the number of staff necessary for operations of this project. \_\_\_\_\_
- d. Indicate the number of staff to be hired. \_\_\_\_\_
- e. Indicate number of existing staff to be used in the operation of this project. Attach a job description for each position to be used in implementing this project. If existing staff is to be utilized, attach resumes for each person. List below, positions they will fill, annual salary and the percent of their time for each position that will be charged to this project.
- f. If staff is to be hired, list the positions, annual salary and percentage of salary charged to contract and later forward resumes of personnel hired, indicating which positions they fill and percentage of time.

### **2. Management Plan**

In this section, offerors should describe its overall management plan for the proposed program in terms of systems, procedures, and controls that will ensure contract compliance, meeting program objectives, and delivering high quality services.

Agency Purpose:

Describe the principle purpose of your agency. Will your agency receive other funding besides the WIOA funds being requested for this project? If so, describe the source and intended purpose of such funds. Identify how funds will be distributed to ensure fair and equitable costs are shared.

Agency Organization:

Indicate through an Organizational Chart and supporting narrative the lines of authority and responsibility related to the proposed program and its components. Include both full and part time program and administrative staff, supervisors, and managers. Indicate the organization’s staffing patterns for this project.

Include a copy of your agency’s organizational chart in your Proposal.

Monitoring

Briefly describe the methods and frequency with which components and activities will be monitored by staff, together with basic procedures for corrective action.

If your agency has previously provided training services, were any findings below identified through monitoring of your Agency?

1) Inadequate accounting system	YES	_____	NO	_____
2) Participants enrolled past ending dates	YES	_____	NO	_____
3) Inadequate counseling	YES	_____	NO	_____
4) Inadequate Customer Service Plan preparation	YES	_____	NO	_____
5) Ineligible participants	YES	_____	NO	_____
6) Disallowed costs	YES	_____	NO	_____

For each question in which the response was “YES”, describe how these findings were resolved.

Reporting and Recordkeeping

Who in your agency is responsible for report preparation, contract monitoring, and the development of operational procedures?

3. **Financial Capability**

The following information must be provided in the proposal when submitted:

- (1) If your agency is a corporation, provide a certified copy of the registration certificate.
- (2) Attach a copy of a letter from your auditor, which confirms that your organization has a financial system in place that provides for acceptable internal controls and contract compliance of applicable laws and regulations. This letter should specifically address the fact that federal and state taxes are completed on a regular basis and are current.

- (3) Provide a certified copy of your current local business license.
- (4) Attach to the proposal a copy of the current lease agreement for the facilities charged to the program. If a selected contractor has not yet secured facilities, provide explanation. A copy of the lease agreement must be provided prior to the execution of a contract.
- (5) Provide a certified statement verifying your agencies State UI Tax Number (DOL Account Number) and Federal Identification Number
- (6) Indicate if this agency is subject to the Single Audit Act.
- (7) Indicate if there is an approved indirect cost rate for the organization. Attach a copy of the indirect cost rate approval, if applicable. The approval must be from a Federal Agency and must indicate what budget line items were included in the calculation of such rate.

#### **4. Audit**

Approved contractors will be required to submit invoices to the WDA Administrative Entity by the 4<sup>th</sup> day of each month. All requests for payment must be on forms that will be provided by the WDA Administrative Entity. Upon receipt of monthly invoices, the WDA Administrator will review for completeness and accuracy. Payment will be made to the contractor by the 15<sup>th</sup> of the month.

#### **5. Organizational Information**

The following information must be provided in the proposal:

- 1) Indicate the number of staff necessary for operations of this project.
- 2) Indicate the number of staff to be hired (if applicable).
- 3) Indicate number of existing staff to be used in the operation of this project. Attach a job description for each position to be used in implementing this project. If existing staff is to be utilized, attach resumes for each person. List below, which positions they will fill and the percent of their time that will be devoted to this project. If staff is to be hired, list the positions and later forward resumes of personnel hired, indicating which positions they fill.

#### **6. Summary of Experience and Past Performance**

Describe the organizations past experience with identified populations. If the proposing agency is a current or past provider of Employment and Training Programs in this area or any other area, the following summary must be completed and submitted for each previously operated program. Where not applicable, indicate such.

## SUMMARY OF PAST PERFORMANCE

Agency Name:	
Project Name:	
Type Activity:	
Program Year Operated:	
Where Operated (local area):	
Where Operated (State):	
Contact Name:	
Contact Phone Number:	
Amount of Contract Award:	
Amount Expended:	
Training Provided:	
Planned Enrollments:	
Actual Enrollments:	
Planned Skills Attainment Rate	
Actual Skill Attainment Rate	
Planned Diploma or Equivalent Rate	
Actual Diploma or Equivalent Rate	
Planned Entered Employment Rate	
Actual Entered Employment Rate (Older Youth)	
Planned Earnings Change in 6 months (Older Youth)	
Actual Earnings Change in 6 months (Older Youth)	
Planned Credential Rate (Older Youth)	
Actual Credential Rate (Older Youth)	

## Statement of Work (Program Summary) Service Plan/Program Design

### 1. PROJECT SPECIFIC INFORMATION

#### a. Benefit to Participant

Describe how participation in the program offered by your agency will be of benefit to potential customers. Will participation in the training allow them to earn a higher wage than they would by not participating?

#### b. Job Development

Describe how your agency will obtain internship (work experience) positions for applicants selected to participate in your activity. Describe how your agency will develop and secure work site training agreements with local employers with bona fide vacancies who agree to train eligible youth participants in demand and growth occupations within the employer's company for a specific length of training.

#### c. Other Services

Describe how your agency will provide the services outlined in this agreement and remaining required program elements described in this solicitation package available and/or provided to the registrants, such as:

- 1) Basic Skills Remedial Activities: Discuss strategies that will be used to provide basic skills remediation, tutoring, and study skills training, where applicable.
- 2) Discuss methods to be used to assist program participants develop leadership skills or engage in citizenship skills training.
- 3) Describe methods by which adult mentoring, comprehensive career guidance, case management, and other like services will be provided, if applicable.
- 4) The strategy for program participation in work readiness, training, and retention services
- 5) Describe other activities your project plans to provide.

#### d. Follow-up Services

Describe the follow-up services your agency will provide to participants for a minimum of 12 months once they complete or after their exit from the WIOA service to ensure those youth stay engaged in employment that will lead to self-sufficiency and increased earnings. Identify staff position(s) responsible for follow-up services. At a minimum, describe how your agency will maintain contact with participants once they exit the WIOA system.

e. Retention Activities

1. Placement in Unsubsidized Employment:

Describe your plans to assist program participants in retaining unsubsidized employment and/or secure employment if necessary in an occupation that relates to their identified career path and that will assist them in moving toward self-sufficient.

2. Describe planned strategies and/or other types of training that are being proposed that will enable participants to create career pathways to reaching identified goals and/or attainment of a National or State recognized certificate or credential.

f. Service Levels (Number of Participants)

Identify the specific age group of out-of-school your proposed project will target if different from solicitation

Out-of-School Youth : Ages \_\_\_\_\_ thru \_\_\_\_\_

g. Registrant Goal Summary

Describe how the project will ensure that applicable performance goals will be met.

Complete the “Registrant Goal Summary” at Appendix D. The “Registrant Goal Summary” is a contract management tool by which the programmatic performance of contracts may be monitored and evaluated periodically. It is also used as part of the evaluation of proposals for funding.

The Registrant Goal Summary (Appendix D) as negotiated will become part of each contract for WIOA services. **A completed chart must be attached to proposal.**

2. **PARTICIPANT CHARACTERISTICS (PRIORITY OF SERVICE):** The following chart indicates the participant characteristics that your program will give priority of service. Complete this chart and include with proposal.

Characteristics/Barrier to Employment	Planned Number	Planned Percentage
Basic Skills Deficient		
School Dropout		
Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter		
Recipient of secondary school diploma or its recognized equivalent who is low-income and is basic skills deficient or is an English language learner.		
Subject to the juvenile or adult justice system.		
Homeless, runaway, or in foster care or aged out of the foster care system, or in an out-of-home placement		
Pregnant or parenting		
Individual with a disability		
Low-income individuals who require additional assistance to complete an educational program, or to secure and hold employment		

**3. DURATION**

Indicate the average planned duration (total hours, hours per day, hours per week, total weeks, etc.) of all participants. (For example, if you are serving 20 participants, what is the average duration of training for each participant)?

#### **4. OUTREACH/RECRUITMENT**

Describe how your agency will conduct outreach and recruitment of individuals for WIOA services to satisfy your contractual obligations.

Describe how your agency, as part of the Outreach/Recruitment effort, will attract specific priority populations, identified in the proposal, to the WIOA system to satisfy your contractual obligations.

#### **5. OCCUPATIONAL TARGETS**

Using the following forms identify the training occupations, which will be targeted, and the minimum prevailing entry-level wage for each occupation. This form must be submitted with the proposal. O'Net Codes may be found at [O\\*Netonline.org](http://O*Netonline.org)





## 6. INSTRUCTIONAL METHODS

- a. Describe the methodology to be utilized in determining the occupational area for individuals to be trained.
- b. Describe the methodology to be utilized in developing training positions with employers.
- c. Describe the methodology to be utilized in determining the length of training for each individual based on individual assessment.
- d. Describe methodology for pre-employment work readiness skills training.
- e. Describe the process to be utilized in referring applicants to employers.
- f. Describe specific methods to be used to assist program participants develop leadership skills. Include any planned projects/activities.
- g. Describe methodology used to ensure WIOA required elements are provided.
- h. Describe the methodology to be utilized for retention services.
- i. Describe the methodology to be utilized to assist those who may have lost employment after training secure employment opportunities.

## 7. MONITORING

Monitoring is the review of programs to assess effectiveness of planning, operation, and management from the perspectives outlined below. While the WDA Administrator shall conduct each of the following types of monitoring for WIOA program, selected Contractors must also conduct each type of monitoring on its own training program in a timeframe as agreed upon by the WDA Administrator.

**Explain the timeframe and how monitoring will be conducted of the proposed program outlined in the proposal.**

- Compliance Monitoring – Systematic review of contractor’s adherence to WIOA, regulations, or other federal, state, or local laws or ordinances in conducting and managing funds and activities provided under the WIOA.
- Performance Monitoring – Systematic review, examination, and analysis of program outcomes in relation to stated goals and objectives (e.g. performance standards), as specified in the Workforce Investment Plan, grant, contracts or other agreements to assess the effectiveness of the program or activity.
- Programmatic Monitoring – The systematic review and analysis of individual programs or activities and the inter-relationship between such to determine whether all parts are working in an optimal manner towards desired end results. Such review should include, but not limited to:
  - 1) Assessment of program content by activity
  - 2) Flow of participants through the system
  - 3) Sequencing of services

- 4) Coordination of the planning and evaluation function, and
- 5) Design of program through which training and services are provided, (e.g. comparison of work statement specifications with what is actually being done).

## **8. FACILITIES**

Briefly describe the facility(ies) where the program is to be principally operated. Include size, location, accessibility, and any other special features relevant to the program.

## **9. EQUIPMENT**

Describe the equipment that will be required under this solicitation and the purpose.

**APPENDIX A:  
OUT-OF-SCHOOL YOUTH ELIGIBILITY CRITERIA  
YOUTH (18-24)**

**Individuals must meet General Eligibility, which consists of Citizenship or Eligible to Work, Age, and Selective Service Registration.**

**Citizenship or Eligible to Work** – participation in programs and activities financially assisted in whole or part under WIOA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States (applies to all programs under Title I). [

**Selective Service Registrant** – the Secretary shall ensure that each individual participating in any program established under WIOA, or receiving any assistance or benefit under WIOA, has not violated Section 3 of the Military Selective Service Act (MSSA), (50 U.S.C. App. 453) by not presenting or submitting to registration, as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section.

**Note:** Males born on or after January 1, 1960 must register with the selective service system within 30 days after their 18<sup>th</sup> birthday or at least before they reach the age of 26.

**Out-Of-School Youth:** an “eligible youth who is not attending any school (as defined under State law); not younger than 16 or older than age 24; and, meets one of the following barriers:

- 1) school dropout;
- 2) youth within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
- 3) recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient; or English language learner.
- 4) youth subject to the juvenile or adult justice system
- 5) homeless individual
- 6) pregnant or parenting
- 7) individual with a disability
- 6) low income individual who requires additional assistance to enter or complete an educational program or secure or hold employment.

**Note: In regards to AGE requirement** –This RFP targets youth not less than age 18 and not more than age 24.

**LOW-INCOME CATEGORY**

**Low-income Individual** – an individual who:

- (A) Receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program;
- (B) Received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received

under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of

- (i) the poverty line, for an equivalent period; or
- (ii) 70 percent of the lower living standard income level for an equivalent period;

- (C) Is a member of a household that receives (or has been determined within the six month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- (D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) Is a foster child on behalf of whom State or local government payments are made; or
- (F) In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

## **BARRIERS**

**The following expounds on the definition of the barriers identified earlier.**

**1) Deficient in Basic Literacy Skills** – an individual who

- a) Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
- b) Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

**2) School Dropout** – an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth in Job Corp or Adult Education Programs are considered not to be attending any school and classified as an out-of-school youth.

**3) Homeless, Runaway Youth, or Foster Child**

- a) **Homeless** – qualifies as a homeless individual that is an individual who lacks a fixed regular, adequate nighttime residence, and any adult or youth who has a primary nighttime residence that
  - 1) is a publicly or privately operated shelter for temporary accommodation;
  - 2) an institution providing a temporary residence for individuals intended to be institutionalized; or
  - 3) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Note: The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law (Section 103 of the Stewart B. McKinney Act); or , is a runaway youth.

**4) Runaway Youth** – a youth (14–18) who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian.

**5) Foster Child** – a foster child is an individual on behalf of who State or local government payments are made.

- 6) **Pregnant or Parenting Youth** – an individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.
- 7) **Offender** – any adult or juvenile  
 (A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or B who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- 8) **An individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment** – definitions and eligibility verification requirements regarding the “requires additional assistance to complete an educational program, or to secure and hold employment” criterion is established by the Local Board.

### **EXCEPTIONS AND LIMITATIONS (YOUTH)**

**Special Rule.** Term low income used with respect to youth includes a youth living in a high poverty area.

**Exceptions/Youth Only** – Not more than 5 percent of the individuals assisted may be persons who would be covered individuals, except that the persons are not low income.

**Limitations:** Not more than 5 percent of in-school youth assisted who are in-school and require additional assistance to complete an educational program or to secure or hold employment. Youth in this category must receive prior approval from WDA Administrator. (NOT APPLICABLE TO THIS RFP)

**Exception for Youth Who are Not Low Income Individuals:** A “covered person” in this context means an in-school youth or an **out-of-school youth** who is:

- A recipient of secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner; or,
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**Requires Additional Assistance means**

- a) An in-school youth who is off-track one or more classes in meeting graduation requirements; or, is failing one or more classes;
- b) A youth who lacks the necessary support services or assistance needed to attend school, training, and/or work; and/or,
- c) A youth who lacks consistent work history with retention lasting less than one year with same employer.

**2) Homeless or Runaway Youth**

- **Homeless** – qualifies as a homeless individual, that is an individual who lacks a fixed regular, adequate nighttime residence; and any adult or youth who has a primary nighttime residence that is
  - (1) a publicly or privately operated shelter for temporary accommodation;
  - (2) an institution providing a temporary residence for individuals intended to be institutionalized; or

- (3) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

**NOTE:** The term does not include a person imprisoned or detained pursuant to an Act of Congress or State law (Section 103 Stewart B. McKinney Act).

## APPENDIX B: COMMON MEASURES

Common measures reflect current guidelines under the Workforce Investment Act of 1998, as amended and will change in accordance with the Workforce Innovation and Opportunity Act of 2014 effective in Program Year 2016 for all contracts awarded and/or renewed.

ADULT MEASURES	YOUTH MEASURES
<p><b>Entered Employment</b></p> <p style="text-align: center;"><i>Of those who are not employed at the date of participation:</i></p> $\frac{\text{\# of adult participants who are employed in the first quarter after the exit quarter}}{\text{\# of adult participants who exit during the quarter}}$ <p><b>Employment Retention</b></p> <p style="text-align: center;"><i>Of those who are employed in the first quarter after the exit quarter:</i></p> $\frac{\text{\# of adult participants who are employed in both the second and third quarters after the exit quarter}}{\text{\# of adult participants who exit during the quarter}}$ <p><b>Average Earnings</b></p> <p style="text-align: center;"><i>Of those adult participants who are employed in the first, second, and third quarters after the exit quarter;</i></p> $\frac{\text{Total earnings in the second plus the total Earnings in the third quarters after the exit quarter}}{\text{\# of adult participants who exit during the quarter}}$	<p><b>Placement in Employment or Education</b></p> <p style="text-align: center;"><i>Of those who are not in post secondary education or employment (including the military) at the date of participation:</i></p> $\frac{\text{\# of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter.}}{\text{\# of youth who exit during the quarter}}$ <p><b>Attainment of a Degree or Certificate</b></p> <p style="text-align: center;"><i>Of those enrolled in education (at the date of Participation or at any point during the program):</i></p> $\frac{\text{\# of youth participants who attain a diploma, GED, or certificate by the end of the third Quarter after the exit quarter}}{\text{\# of youth participants who exit during the quarter}}$ <p><b>Literacy and Numeracy Gains</b></p> <p style="text-align: center;"><i>Of those out-of-school youth who are basic skills Deficient:</i></p> $\frac{\text{\# of youth participants who increase one or more educational functioning levels.}}{\text{\# of youth participants who have completed a year in the program (i.e. one year from the date of first youth program service) plus the \# of youth participants who exit before completing a year in the youth program}}$



## **APPENDIX C.**

### **Specific Fidelity Bonding Requirements**

Include a certified copy of your fidelity bond, which shows coverage for the period that would be covered (January 1, 2016 thru June 30, 2016).

The amount of bonding required for a contract is determined by calculating the total amount of the contract by the percentage shown on the following schedule. In purchasing the bond, it may be necessary to purchase slightly more than the minimum required since some insurance companies "round off" figures to whole thousands.

The bond may be a blanket bond covering all contractor employees, or it may be a position bond, listing specific positions. If a position bond is used, the positions bonded should be those persons handling funds. Positions frequently bonded are board chairpersons, directors, treasurers, and bookkeepers varying with individual circumstances. If a position bond is used, each position scheduled must be for the minimum amount required. [Example: if a contract required \$75,000 bonding, each scheduled position should be bonded for that amount (not scheduling three positions for \$25,000 each)].

If there is insufficient time between the points at which a bond is ordered and the date for processing a contract, a binder from the insurance agency may be used. However, the binder must include the period of coverage, the positions bonded it is a scheduled type bond and, the bonding company (as distinguished from the insurance agency). If a letter from the insurance agency is to be used as a binder, it must indicate the coverage is bound in definite, exact terms, such as "The bond will be issued." Or "Coverage is bound." rather than phrases such as "The bond has been ordered", we have asked the company to issue the bond." etc. However, it is the responsibility of the Contractor to assure that a final copy of the bond or rider is received, maintained on file and appropriate copies submitted to the Job Training Division, Columbus Consolidated Government.

Once the bond and/or binder is determined correct, one (1) copy of the fidelity bond or binder will be needed to attach as and Appendix to the Contract.

Federal, State, and local governmental organizations need not provide bonding coverage, provided they have a general of blanket bond, covering employee dishonesty, or fraudulent actions. Contracts of less than \$10,000 do not require a bond unless advance payments (start-up) funds are requested.

The Job Training Division, Columbus Consolidated Government reserves the right to modify bonding requirements that may be considered desirable or necessary to protect WIOA or Columbus Consolidated Government funds.

Any clarifications, regarding bonding requirements should be directed to the Director, Job Training Division at (706) 653-4529.

## Fidelity/Assurance Bonds

A certificate of bonding is required to cover the contracting official for Financial Responsibility and be in accordance with the following schedule:

<b>Total Contract Budget</b>	<b>Amount of Bond</b>
Up to \$50,000	25%
\$50,000 to \$54,999	24%
\$55,000 to \$59,000	23%
\$60,000 to \$64,999	22%
\$65,000 to \$69,999	21%
\$70,00 to \$74,999	20%
\$75,000 to \$79,999	19%
\$80,000 to \$84,999	18%
\$85,000 to \$89,999	17%
\$90,000 to \$94, 999	16%
\$99,000 to 99, 999	15%
\$100,000 to \$199,999	14%
\$200,000 to \$399,999	13%
\$400,000 and over	12%

“Total Contract Budget” refers to the total amount of money that the Columbus Consolidated Government is responsible for in connection with the contract.

**APPENDIX D:**

Complete this chart. Period to be covered for #2 - # 4 is cumulative of 3<sup>rd</sup> and 4<sup>th</sup> quarter. New Enrollments shall be proposed new enrollments for each quarter.

**Registrant Goal Summary**

Registrants Served	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4th Quarter
1. New Enrollments				
2. Total Served				
3. No. Leaving Program				
4. Positive Terminations				

## DETAILED BUDGET & BUDGET NARRATIVE INSTRUCTIONS FOR ATTACHMENTS

(FOR INFORMATION ONLY)

Complete "Detailed Budget" to reflect the total cost of your project and the amounts by line item. All funds requested must be necessary, reasonable, allocable and allowable. Follow the budget format provided for completion of the detailed Budget. Note that all funds associated with this budget are considered program costs.

A separate Budget Narrative should be provided that details how amounts were calculated as noted for each line item on the detailed budget.

1. Staff Salaries: List each position by title and last name of person filling the position, to include percentage of time charged to the WIOA project; a narrative summary identifying the annualized salary for each staff member is required; the total amount requested should be noted in Column B and C. Sub-Total salaries costs and record in the shaded area as indicated. Use additional copies of this page if necessary.
2. Staff Fringe Benefits: List all fringe benefits that a share of costs shall be applied to this budget. Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in #1 of the Detailed Budget. Note that the positions listed in the benefits section should correspond to the # of positions listed in the Staff Salaries section. If not, please provide an explanation in Budget Summary. Complete Column B and C as described under Personnel Salaries. Sub-Total the benefits and record in the shaded area as indicated. Use additional copies of this page if necessary.
3. Staff travel: Record the Sub-Total of local and non-local travel in the shaded area as indicated.
  - j. Local Travel: Provide in a Budget Narrative the total number of miles times the number of months times what is allowed per mile by your agency. Complete Columbus A, B and D.
  - k. Non-local Travel: Complete Column A, B, and D. Describe the purpose of the non-local travel and how costs were calculated in the Budget Narrative. Non-local is considered travel outside the Muscogee county Area.
4. Communications: Complete Columns A, B, and D. Record the Sub-Total of amount requested for communication-related expenses (e.g. telephone (long distance/local), postage, Internet, etc.) in the shaded area as indicated. Describe basis for calculation of charges in the Budget Narrative.
5. Facilities: Complete Columns A, B, and D. Record the Sub-Total of Facilities in the shaded area as indicated.
  - a) Rent (Usage Fee): Specify the amount of rent and multiply times the months of contract period in Column A. Place in projected total column. Perform the same calculation if cost identified is based on indirect cost rate calculate square feet, cost per square foot. Complete Column A, B, and D for each expense item as appropriate. Sub-total facilities costs and record in the shaded area as indicated. Describe basis for calculation of charges in the Budget Narrative. Documentation of indirect cost rate approval from the offeror's cognizant agency must be attached to the Budget Narrative
  - b) Renovations/Repairs: Complete Columns A, B, and D. Describe basis for calculation of charges in Budget Narrative.

- c) Janitorial (Building and Grounds): Complete Columns A, B, and D. Specify basis for calculation of charges and specify type of Janitorial Service to be provided in the Budget Narrative attached to budget.
  - d) Utilities: Complete Columns A, B, and D. Specify basis for calculation of each utility (gas, water, electric) in the budget narrative.
6. Insurance Costs: Complete Columns A, B, and D. Record the Sub-Total of Facilities in the shaded area as indicated.
- a) Liability insurance: Complete Column A, B, and D. Provide basis for calculation of liability insurance in the Budget Narrative.
  - b) Fidelity Bond: Complete Column A, B, and D. Provide basis for calculation of liability insurance in the Budget Narrative.
  - c) Other Insurance: Complete Columns A, B, and D. Specify all other insurance and provide basis for calculation of charges in the Budget Narrative attached to budget
7. Taxes: Complete Column A, B, and D. Record the Sub-Total of Taxes in the shaded area as indicated. Identify each tax for which payment is requested and provide the basis of calculation and percentages used in the Budget Narrative.
8. Operating Supplies: Complete Column A, B, and D. Record the Sub-Total of Operating Supplies in the shaded area as indicated. Specify amount of project and office supplies and justification of need for each in the Budget Narrative.
9. Registrant Costs: Complete Column A, B, and D for each line item. Record the Sub-Total of Registrant Cost in the shaded area as indicated.
- a) Background Checks: Enter projected cost in Column A and D. Provide basis for such cost in the Budget Narrative. Documentation must be provided for the cost of background checks (e.g. number of checks, costs per, and the number of participants).
  - b) Drug Screens: Enter projected cost in Column A and D. Provide basis for such cost in the Budget Narrative. Documentation must be provided for the cost of drug screen (e.g. number of screens, costs per, and the number of participants).
  - c) Fees: Enter projected cost in Column A and D. Provide basis for such cost in the Budget Narrative. In the budget narrative, specify type and purpose of fee that will be covered in the Budget Narrative.
  - d) Employer Reimbursement: Does not apply to this proposal.
  - e) Uniforms, Tools, Etc.: Enter projected amount in Column A and D. Specify items and costs if known for tools and/or uniforms requested. Provide justification and purpose for uniforms/tools, etc in the budget narrative.
  - f) Tuition (if applicable): Enter projected cost in Column A and D. Specify in the budget Narrative the number of students times the average tuition fee, if applicable. Provide justification and purpose for tuition costs etc in the budget narrative.

- g) Books and supplies: Complete Column A and D, if applicable. Specify items and costs if known for books and supplies required by participants during training. Specify in the budget Narrative the number of students times the average cost, if applicable. Provide justification and purpose of books, supplies, etc. in the budget narrative.
  - h) Other (Specify): Complete Column A and D, if applicable: Specify items, purpose required for training program, and projected costs.
10. Audit Costs: Complete Column A and D. Specify the amount requested for audit. Provide justification for the projected amount listed in the Budget Narrative.
11. Equipment Costs: Complete Column A and D. Specify the type of equipment purchase or lease for office or project equipment, number of units' and purpose and equipment costs. List separately Office Equipment Purchase, Office Equipment Leases and Project Equipment Purchases and/or Leases in the Budget Narrative. Selected Contractor will be required to provide copies of Lease Agreements.
12. Indirect Costs: Complete Column A and D. Specify other costs that are non-direct or indirect. In the Budget Narrative, provide a separate identification of each service, total expense for that service, percentage charged to the project and basis for the allocated charge. Documentation of indirect cost rate approval from the offeror's cognizant agency must be attached to the Budget Narrative.
13. Profit: Any profit identified must identify profit margin/percent (%) and the cost base and total against which it is applied in the budget Narrative.

**PY15 PROPOSED DETAILED BUDGET**

	<b>EXPENSE ITEMS (A)</b>	<b>PROJECT TOTAL (B)</b>	<b>ADMINISTRATION ©</b>	<b>PROGRAM (D)</b>
A.				
B.				
C.				
D.				
E.				
<b>1. Staff Salaries (Sub-Total)</b>				
A.				
B.				
C.				
D.				
E.				
F.				
<b>2. Staff Fringe Benefits (Sub-Total)</b>				
A.	Local (mi/mo. _____ mi X 12 months @ . ____ per mile)			
B.	Non-Local:			
<b>3. Staff Travel (Sub-Total)</b>				
A.	Telephone ( ____ /month x ____ months)			
B.	Postage Meter &Supplies			
C.	Postage			
D.	Internet Usage Access: ( ____ mo x ____ months)			
E.				
F.				
<b>4. Communications (Sub-Total)</b>				
A.	Rent (usage fee): _____/month x ____ months			
B.	Renovations/Repairs			
C.	Janitorial Service (Building and Grounds)			
D.	Utilities			
E.	Gas			
F.	Electric			
G.	Water			
H.	Other			
<b>5. Facilities (Sub-Total)</b>				

PY15 DETAILED BUDGET

	EXPENSE ITEMS (A)	PROJECT TOTAL (B)	ADMINISTRATION ©	PROGRAM (D)
A	Liability Insurance			
B	Fidelity Bond			
C	Other Insurance			
D	Umbrella Policy			
<b>6. Insurance Costs (Sub-Total)</b>				
A	GA Unemployment @ _____%			
B	Fed Unemployment @ . _____%			
C	Business License			
D	Business Tax			
<b>7. Taxes (Sub-Total)</b>				
A	Office Supplies:			
B	Project Supplies:			
<b>8. Operating Supplies (Sub-Total)</b>				
A	Drug Screens			
B	Background Checks			
C	Fees:			
D	Employer Reimbursement:			
E	Uniforms, Tools, Etc.:			
F	Tuition:			
G	Books & Supplies:			
H	Other(specify)			
<b>9. Registrant Cost (Sub-Total)</b>				
A	Audit Costs			
B	Accounting Fees			
<b>10. Audit Costs (Sub-Total)</b>				
A	Office Equipment			
	Rent/Lease			
	Purchase			
B	Project Equipment:			
	Rent/Lease			
	Purchase			
C	Equipment Maintenance			
<b>11. Equipment Costs (Sub-Total)</b>				
A	Indirect costs			
<b>12. Indirect Costs (Sub-Total)</b>				
A	Profit			
<b>13. Profit (Sub-Total)</b>				
<b>Total:</b>				



## **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.10. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

In keeping with this directive, the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Form must be signed and returned with this Proposal. Should your proposal be selected for funding, this form will be made a part of your contract.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

The prospective primary recipient of Federal Assistance funds certifies to the best of its knowledge and belief, that is and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or 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 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;
- (c) 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 (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.

If you cannot sign this certification, please attach a detailed explanation to your proposal when it is submitted.

---

Name and Title of Authorized Representative

---

Signature

Date

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**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 any agency, a member of Congress, an officer or employee of Congress, or an employee 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 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 instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of 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 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 32, U.S. 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.

\_\_\_\_\_  
Grantee/Contractor Organization

\_\_\_\_\_  
Program/Title

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AUTHORIZATION FORM**

LOWER CHATAHOOCHEE WORKFORCE DEVELOPMENT AREA FOURTEEN (WDA014)  
JOB TRAINING DIVISION  
COLUMBUS, GEORGIA 31902-1340

NAME OF ORGANIZATION:

PROJECT NAME:

**AUTHORIZED AGENCY CONTACT(S)**

NAME/TITLE	PHONE NUMBER	EMAIL ADDRESS

Identify the contact person(s) should additional information and/or clarification of the proposal contents be required

The Lower Chattahoochee Board will require a separate signatory authorization form be completed and included in contractual agreements for successful bidder.