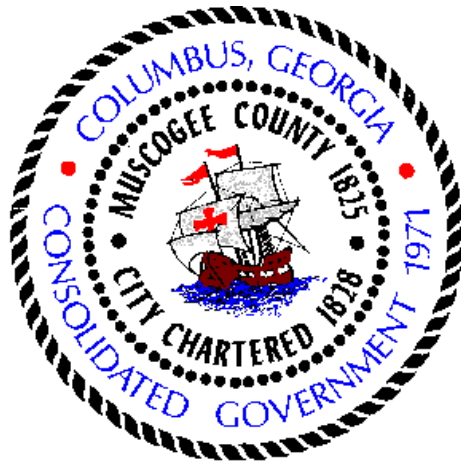


# LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT AREA FOURTEEN



**PROGRAM YEAR 2017**

**Workforce Development One-Stop Operator Services**

---

**Lower Chattahoochee Workforce Area Fourteen (LCWDA-14)  
Release Date: May 22, 2017**

## **SOLICITATION PACKAGE/INVITATION FOR BIDS**

### **WORKFORCE ONE-STOP OPERATOR**

**Proposal(s) shall be sealed and clearly marked on the package cover with Project Title.  
Submit one signed (1) original and three (3) complete copies of the Proposal to:**

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.

*“Equal Opportunity is the Law. An Equal Opportunity/Affirmative Action Organization”*

# Request for Proposal

## Table of Contents

### **Section I General**

Introduction -----	4
Funds Availability -----	5
Roles -----	6

### **Section II Preparation and Submission of Proposals**

Implementation Schedule -----	14
Introduction to Service Delivery Selection -----	16
Eligibility Information -----	16
Submission Criteria -----	16

### **Section III. Local Board Procurement Options**

Local Board Procurement Options -----	17
---------------------------------------	----

### **Section IV Proposal Selection Criteria**

Proposal Review Process/Selection Criteria -----	18
Responsive Proposal -----	18
Review Criteria -----	18
Proposal Rating Form -----	20
Contingency List -----	21
Contract Deobligation Policy -----	21
Appeals Process -----	22
Specific Fidelity Bonding Requirement -----	23

### **Section V Information Required from Bidders**

Introduction to Services and Activities (Basic Planning Assumptions) -----	25
• Purpose	
• General Rules and Regulations	
• Unsolicited Proposals	
• Types/Duration of Contract	
• Subcontracts	
• WDB Furnished Property	
• Multiple Components/Combination Bids	
• Eligibility Criteria	
• Priority of Service	
• Career Services	
• Advance Funding Policy	
• Recruitment/Intake/Preliminary Assessment & Referral	
• Formal Assessment/Eligibility Determination of Participants	

- Initial Assessment (Intensive Services)
- Follow-Up
- Support Payments
- Job Placement
- One-Stop System Coordination
- Collaboration
- Monitoring
- Invoicing
- Audit
- Internal Policies and Procedures

**Section VI Attachments**

Request for Proposal-----33

- Proposal Cover Sheet
- Proposal Check List
- Organizational Information Form
- Authorized Agency Contact Form
- Statement of Work
- Service Plan/Program Design
- Participant Characteristics (Priority of Services)
- Management Plan
- Financial Capability
- Organization Information
- Fidelity Bond
- Budget
- Qualifications and References
- Certification Regarding Debarment, Suspension, Ineligibility  
And Voluntary Exclusion ----- 48
- Certification Regarding Drug-free Workplace Requirement..... 50

**LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT BOARD**  
COLUMBUS CONSOLIDATED GOVERNMENT JOB TRAINING DIVISION  
WORKFORCE INNOVATION AND OPPORTUNITY ACT 2014

**REQUEST FOR PROPOSALS**  
For  
**WORKFORCE DEVELOPMENT ONE-STOP OPERATOR**

<b>SECTION I. GENERAL INFORMATION</b>
---------------------------------------

**A. Introduction**

The Workforce Innovation and Opportunity Act is legislation that creates a national network of statewide and locally driven workforce development systems:

- To increase the employment, retention, and earnings of workers,
- To increase occupational skill attainment
- To improve the overall quality of the workforce
- To reduce welfare dependency, and
- To enhance productivity and competitiveness

The One-Stop Delivery System is the cornerstone of this comprehensive approach to the improvement of the workforce. This system involves a variety of human services made accessible to employers and jobseekers. The goal is to improve the level of workforce development services available, while reducing the duplication of services.

The Lower Chattahoochee Workforce Development Board and Chief Local Officials of the Lower Chattahoochee Area, Local Workforce Development Area 14 (hereinafter referred to as WDA-14), have designated the Columbus Consolidated Government, Job Training Division, as the Administrator and Grant Recipient of congressional funds awarded under the Workforce Innovation and Opportunity Act). The Job Training Division is charged with the responsibility of planning, procuring, and administering programs and activities under WIOA.

**B. PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The Lower Chattahoochee Workforce Development Board (LCWDB) Area 14 in Region 8 is soliciting a Request for Proposal (RFP) for a One-Stop Operator. The purpose of the RFP is to identify an appropriate service provider to at a minimum coordinate and manage the delivery of services provided by the required one-stop partners and service providers within the comprehensive One-Stop location and any affiliate sites in the workforce area. This project is funded by the Workforce Innovation and Opportunity Act (WIOA). The resulting contract will be for one initial year and subsequent years will be contingent on funding from the US Department of Labor (US DOL) and evaluation of successful performance.

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide One-Stop Operator Services as defined in the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-

128, Sec 126-129) at <http://www.doleta.gov/WIOA>, and in subsequent regulations and publications by the United States Department of Labor (USDOL) <https://www.doleta.gov/wioa/>, and Georgia Department of Economic Development, Workforce Division (GDEcD, WFD) Georgia State Plan <http://www.georgia.org/wp-content/uploads/2015/11/2016-State-Plan.pdf>.

The proposed services will be funded under the Workforce Innovation and Opportunity Act of 2014 that amends the Workforce Investment Act, P.L.105-220, 20 USC 9201. The Columbus Consolidated Government. (referred to as Lower Chattahoochee WorkSource Georgia) works in coordination with other offices throughout the region in each of our local area's eight counties designated by the Georgia Department of Economic Development, Workforce Division as Area 14. Area 14's eight counties include **Chattahoochee, Clay, Harris Muscogee, Quitman, Randolph, Stewart and Talbot Counties**.

The first-year award will be for Program Year 2017 (**July 1, 2017 through June 30, 2018**). Subsequent contract years will run twelve months, July 1<sup>st</sup> to June 30<sup>th</sup> of each year. It is estimated that there will be **\$60,000** available in WIOA program funds during the initial funding period from July 1, 2017 – June 30 2018. The funding in this RFP is an estimate only. The estimate is subject to federal budgetary policy decision.

## **OBJECTIVE**

The objective of this RFP is to secure a One-Stop Operator who will be charged with coordinating the service delivery among partner agencies in our One-Stop Centers. Duties include but are not limited to:

- Managing daily operations and other activities to support the center
- Managing partner responsibilities defined in the Memorandum of Understanding (MOU) among partners
- Managing hours of operation
- Managing services for individuals and businesses
- Ensuring that basic services are available (orientations, labor market information, resource room) Implementing Board Policy
- Adhering to all federal and state regulations and policies
- Reporting to the Lower Chattahoochee Workforce Development Board (WDB) on operations, performance and continuous improvement recommendations

## **STATE GOVERNANCE**

The Georgia Department of Economic Development Workforce Division [hereinafter referred to as the GDEcD, WD] is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through the Workforce Innovation and Opportunity Act of 2014. To learn more about GDEcD, WD visit <http://www.georgia.org/competitive-advantages/workforce-division/>.

The State Workforce Board is the policy and planning body for workforce development activities in Georgia. Board oversight responsibility specific to the use of Workforce Innovation and Opportunity

Act (WIOA) funds includes creating policies and setting performance standards. The broader role of the Board is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers while also being responsive to business' needs.

The Local Workforce Development Board [hereinafter referred to as the LCWDB] oversees the eight counties designated as Area 14. The Board is composed of business leaders throughout the area, public agency leaders and other required partners as required by WIOA law. Private sector leaders constitute a majority of the membership.

The mission of WDB is to develop and maintain partnerships that make employment resources accessible to job seekers and employers. We are committed to building a world-class workforce system designed to meet the needs of our employers and the employment needs of Lower Chattahoochee Georgians.

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

On July 22, 2014, President Obama signed into law The Workforce Innovation and Opportunity Act (WIOA). WIOA demonstrates the importance of modernizing workforce and job training programs to help equip workers with the skills needed for 21st century jobs. WIOA regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at [www.doleta.gov](http://www.doleta.gov). This information provides in-depth definitions and information regarding WIOA terms and requirements referenced throughout this RFP. It will be the responsibility of the contractor to have a working knowledge of WIOA Regulations.

### **Services Requested**

The LCWDB is requesting proposals to procure the services of a One Stop Operator (OSO). The OSO will coordinate the delivery of WIOA partners and service providers through the LCWDB's One Stop system at the Comprehensive One Stop site located at the Georgia Department of Labor Area Office in Columbus, Georgia. It is the intent that basic and individualized career services as well as training services will be provided through the One-Stop system including at the comprehensive One-Stop or affiliated sites. Section 134(c)(2) of WIOA outlines a number of required career services to be made available at the comprehensive One-Stop facility. Many of these career services may also be provided at affiliate sites.

### **One Stop Operator Roles**

Under WIOA, career services are classified into two categories: basic and individualized career services. Basic career services must be made available to all job seekers and include services such as labor exchange services, labor market information, job listings, and information on partner programs. Individualized career services under WIOA are to be provided as appropriate to help individuals obtain or retain employment. Individualized career services have been identified as an essential component with many of the basic career services provided through the one-stop partners by agreement.

It is the intent that basic and individualized career services as well as training services will be provided through the One-Stop system including at the comprehensive One-Stop or affiliated sites. Section 134(c)(2) of WIOA outlines a number of required career services to be made available at the comprehensive One-Stop facility. Many of these career services may also be provided at affiliate sites.

### One-Stop Operator Roles

The primary function of the One-Stop Operator is to coordinate the service delivery of One-Stop partners and service providers across the One-Stop system. At a minimum, a One-Stop Operator will be selected to coordinate career services and/or training activities within the Comprehensive One-Stop (COS) and with service providers and partners across the Region via referrals, information sharing, reporting, or other mutually beneficial service delivery assistance. Contingent upon availability of funds, a separate One-Stop Operator may also be selected to coordinate WIOA activities of affiliated sites with partners and service providers.

Specific duties of the One-Stop Operator associated with the operation of the LCWDB Comprehensive One-Stop (LCWDB COS) include, but are not limited to:

- General coordination of all one-stop partner staff and services conducted at the LCWDB COS;
- Working with LCWDB staff to design and implement the integration of partners' staff and systems including the development of adequate methods of referrals, processes for sharing information, and ensuring the non-duplication of services;
- Assisting in the development and implementation of the LCWDB approved Internal Operational Policies for the LCWDB COS (e.g. days/hours of operation, dress code, customer service expectations, etc.);
- Fostering partnerships within the LCWDB COS to promote function as a multi-agency team, and promotion of and participation in collective accountability that recognizes system outcomes in addition to individual partner program outcomes;
- Maintaining Equal Employment Opportunity (EEO) compliance in the provision of and access to LCWDB COS services;
- Ensuring that the LCWDB COS is in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and is easily accessible to individuals with disabilities;
- Ensuring that all partners co-located at the LCWDB COS implement and execute a priority of service for qualifying veterans and/or their eligible spouses, as mandated by State and local policy;
- Coordinating staff training to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency;
- Meeting with employers across the region to gauge their needs and satisfaction with employer services as well as one-stop activities conducted to improve the overall quality of the local workforce;
- Promoting the LCWDB COS to local organizations, community groups, and the general public in

order to increase awareness of available services, to recruit new individuals and employers, and to enhance usage of the system by existing customers;

- In conjunction with appropriate LCWDB staff, development and execution of a Resource Sharing Agreement (RSA) or Infrastructure Sharing Agreement (ISA) between required partners to specify how infrastructure and other system costs are being shared, how costs are allocated and which organizations are contributing in-kind services or other resources;
- In conjunction with appropriate LCWDB staff, recruiting additional partners and/or in-kind resources to support the LCWDB COS, as appropriate; and
- In conjunction with appropriate LCWDB staff, coordinating the signing and implementation of cooperative agreements (MOUs) with all mandated partners.

## **Program Requirements**

- A. The One-Stop Operator(s) will be required to work with a variety of service providers including those providing career services and those providing training. Most training for adults, dislocated workers and youth that is funded by WIOA is delivered through:
1. Individual Training Accounts (ITAs) whereby the cost of tuition, books, and other training expenses are covered for participants;
  2. On-the-Job Training (OJT) in which an employer is paid an agreed upon portion of paid wages for the extraordinary costs of training an individual for a particular job; or
  3. other extraordinary training options including internships, work experience, customized training, incumbent worker training, apprenticeship, and other approved training options. Detailed descriptions are provided under Section III, *Services*.
- B. One-Stop Operator services must begin on July 1, 2017.
- C. The One-Stop Operator is prohibited from:
1. Convening system stakeholders to assist in the development of the local plan;
  2. Being responsible for oversight of itself;
  3. Managing or significantly participating in the competition selection process for the One-Stop Operator;
  4. Selecting or terminating One-Stop Operators, career services, and youth providers;
  5. Negotiating local performance accountability measures; or
  6. Developing and submitting budget for activities of the WDB in the area.
- D. Eligibility to bid:
1. An entity serving as a One-Stop Operator, that also serves a different role within the One-Stop delivery system, may be selected and designated as the One-Stop Operator provided there are sufficient firewalls and conflict of interest policies and procedures in place (Reference: 20 CFR 678.620b; 20 CFR 679.430).
  2. The One-Stop Operator may be a single eligible entity or a Consortium of entities. If a



Consortium of entities bid, a minimum of three of the One-Stop partners described in 20 CFR 678.400 must comprise the Consortium. Additionally, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity serving as the fiscal agent.

3. The local Workforce Development Board may serve as the Operator with the approval of the Council of Chief Elected Officials and the Governor. Other eligible entities designated in 678.600(c)(7) may also serve as the One-Stop Operator.
4. Elementary schools and secondary schools are not eligible to be selected as the One-Stop Operator. Non-traditional public secondary schools such as night schools, adult schools, or area career and technical education schools are eligible to be operators.

- E. Recruitment is a key component of this program. In addition to recruitment in cooperation with financial aid and dislocation events, the successful bidder will develop promotional literature to publicize opportunities provided by the WIOA program. Public service announcements via local radio and television will be used to inform the general public regarding services available through the One-Stop system. Additionally, the successful bidder will visit and inform various community agencies and organizations of opportunities available from the WIOA program. Outreach efforts will include but not be limited to the following organizations: GDEcD-WD; Headstart Programs; Department of Family and Children Services in the service area, basic adult education classes; secondary and post-secondary school counselors; local churches; Georgia Vocational Rehabilitation Agency; local day care centers; and other social services agencies that work with the WIOA target populations.
- F. Registered participants will be entered into the State Data Management System. If the participant is entering the ITA program, the ITA tracking system will be utilized to record financial commitments and update it as appropriate. The One-Stop Operator will assure that participants receiving services will be tracked through the One Stop Center (or affiliated site(s)).
- G. All pertinent Workforce Development Board policies regarding service delivery must be followed. Routinely, the eligibility determination, service priority, and support policies will be used.
- H. The program will emphasize strong customer service and satisfaction principles. Continuous improvement will be expected and monitored. Malcomb Baldrige principles or another approved system will be implemented by the One-Stop Operator.

I. Service Coordination

The One-Stop Operator will coordinate the following services within the One-Stop Center, affiliated sites, or partner agencies:

1. Basic Career Services must be made available by the partners and, at a minimum, must include the following services, as consistent with allowable program activities and federal cost principles:
  - a. Determination of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
  - b. Outreach, intake (including worker profiling), and orientation to information and

other services available through the one-stop delivery system. For the TANF program, States must provide individuals with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services, which could be implemented through the provision of paper application forms or links to the application Web site;

- c. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs; Labor exchange services, including—

- (i) Job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on in-demand industry sectors/occupations and information on nontraditional employment; and

- (ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;

- e. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;

- f. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—

- (i) Job vacancy listings in labor market areas;

- (ii) Information on job skills necessary to obtain the vacant jobs listed; and

- (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

- g. Provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;

- h. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;

- i. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: Child care; child support; medical or child health assistance available through Georgia's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;

- j. Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. Such assistance includes:

- (i) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or

- (ii) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
- well as any additional performance information relating to the area's one-stop delivery system;
- i. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: Child care; child support; medical or child health assistance available through Georgia's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
  - j. Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. Such assistance includes:
    - (i) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or
    - (ii) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
  - k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA including HOPE and Pell.
2. Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. In accordance with TEG 3-15, individuals must be declared eligible to receive these services. These include the following services, as consistent with WIOA requirements and federal cost principles:
- a. Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers, which may include:
    - (i) Diagnostic testing and use of other assessment tools; and
    - (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate goals;
  - b. Development of an individualized employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information regarding the ETPL;
  - c. Group counseling;
  - d. Individual counseling and mentoring;
  - e. Career planning;
  - f. Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
  - g. Internships and work experience that are linked to careers;
  - h. Workforce preparation activities;
  - i. Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and 20 CFR 681.500;

- j. Out-of-area job search and relocation assistance; and
  - k. English language acquisition and integrated education and training programs.
3. Follow-up services must be made available, as appropriate, and include counseling regarding the workplace for adults, dislocated workers and youth participants who are placed in unsubsidized employment. These services must be provided for a minimum of 12 months from the first day of employment.
  4. Training Services are provided to equip individuals to enter the workforce and retain employment. Examples of training services that could be provided through referral:
    - a. Occupational skills training that may be available through Individual Training Accounts (ITAs) or class-size training (if through agreement by the Workforce Development Board).
    - b. Other Training Programs
      - (i) Work Experience (Transitional Jobs): These activities provide time-limited, subsidized work experiences in the private, non-profit, or public sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.

Work experience can be an effective solution for individuals to gain necessary work experience that they would not be able to get through other training. The goal is to establish a work history for the individual, demonstrate work success, and develop skills that lead to entry into unsubsidized employment. In work experience there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete.

- (ii) Internship: An Internship is a short-term or part-time work assignment with a private for-profit, non-profit, or public employer designed to enhance skills learned in a classroom setting and to provide the opportunity for the application of these learned skills. Internships will occur prior to, concurrent with, or subsequent to 1) occupational classroom training, or 2) Basic Skills Training aiding the participant in applying the basic skills necessary to compete successfully in the labor market.
- (iii) Customized Training: Customized training is designed to meet the unique needs of both job seekers and employers or groups of employers. Employers are actively engaged in the design of the training and must provide a commitment to employ all individuals upon successful completion of training. The employer must pay for a significant share of the cost of the training. Proposed WIOA 680.770 identifies the eligibility requirements for employed workers to receive customized training. (This program is currently not offered by the LCWDB).
- (iv) Incumbent Worker Training: Incumbent worker training assists workers in obtaining the occupational skills necessary to retain employment or to avert layoffs and must increase the worker's and the company's competitiveness.

Training should, wherever possible, allow the worker to gain industry- recognized skills ultimately leading to an increase in wages. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position.

- (v) Apprenticeship: An Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual

employers, and/or employer associations.

(vi) Other training offered through the program may be:

1. Workplace training and cooperative education programs;
2. Private sector training programs;
3. Skills upgrading and retraining;
4. Entrepreneurial training; and/or
5. Job readiness training provided in combination with other training described above.

(vii) On-the-Job Training is provided at the employer's location. Lower Chattahoochee Workforce Development provides this service. The Career Adviser/Case Managers will assist and refer to this source as needed.

**A. Summary and Detailed Implementation Schedule**

**SUMMARY IMPLEMENTATION SCHEDULE**

This request for proposals will be governed by the following  
Procurement/Implementation Schedule

Release Request for Bids		05/22/17
Bidder's Conference	10:00 AM	05/30/17
Proposal Deadline (date and time)	5:00 PM	06/09/17
Proposal Review Process Begins		06/12/17
Programmatic Oversight & Compliance Committee Review and Selection		06/14/17
Approval of Successful Bidders by WDB		06/15/17
Notification of Award to Bidders		06/16/17
Contract Preparation		06/19/17 – 06/30/17
Contract Signatures Obtained		06/19/17 – 06/30/17
Program Implementation Begins		07/01/17

## **DETAILED IMPLEMENTATION SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS**

### **Release Request for Bids: May 22, 2017**

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 Questions to LCWDB: May 26, 2017**

Questions submitted prior to Bidders Conference must be received at CCG Job Training Division, by 12:00 p.m., May 26<sup>th</sup> Eastern Standard Time. **No questions will be answered prior to Bidders Conference.**

### **Bidder's Conference: 10:00 a.m., Tuesday, May 30, 2017**

Georgia Dept. of Labor Columbus Career Center  
Main Conference Room (Conference Room A)  
700 Veterans Parkway  
Columbus, Georgia 31906

### **Proposals Submission Deadline Due: June 9, 2017**

Must be received by 5:00 p.m. Eastern Standard Time (NO EXCEPTIONS)  
Columbus Consolidated Government  
Job Training Division  
420 Tenth Street, 1<sup>st</sup> Floor  
Columbus, Georgia 31902

### **Proposal Review Process Begins: June 12, 2017**

### **Programmatic Review and Evaluation Committee: June 14, 2017**

### **Contract Board Approval and Notification of Award – June 15-16, 2017**

### **Contract Negotiations/Pre-Award: June 27-28, 2017**

### **Contract Preparation and Signatures: June 19 – 30, 2017**

### **Program Implementation Begins: July 1, 2017**

A Bidder's Conference will be held Tuesday, May 30, 2017, at 10:00 a.m. (E.S.T) in Conference Room A, Georgia Department of Labor (Columbus Career Center), located at 700 Veterans Parkway, Columbus, Georgia.

The Bidders Conference is the **only time** questions concerning the proposal and its preparation will be addressed. Questions may be submitted up to May 26<sup>th</sup> ; however, no questions received will be responded to and shall only be addressed at the Bidders Conference.

After the Bidder's Conference, a complete set of minutes in addition to the questions and answers will be posted on the CCG website at [www.columbusga.org/wia](http://www.columbusga.org/wia).

## Introduction to Service Delivery Selection

Local Workforce Delivery Area 14 is in a transition period from a One-Stop delivery system that was non-competitively procured under the Workforce Investment Act (WIA) to a competitively selected One-Stop Operator under the Workforce Innovation and Opportunity Act. As the move is accomplished where by the Operators and One-Stop sites are selected, essential services are being identified and procured and contracts finalized. Career Services options (which may be obtained through other funding services and procured as necessary) have not yet been solidified. However, career services have been identified as an essential component with many of the basic career services provided through the partners by agreement.

It is the intent that intensive career services / case management training services will be provided through the One-Stop system.

### **Eligibility Information**

Eligible bidders are: community-based organizations, educational institutions, public or private non-profit organizations, and private-for-profit businesses. Minority and women owned businesses are encouraged to submit proposals.

### **Submission Criteria**

Deadlines for submission of proposals, as specified in the 'Implementation Timetable', must be honored if the proposing organization desires consideration. Early submission of proposals is permitted any time up to the stated deadline during normal business hours. All proposals must be submitted to the Job Training Division, Columbus Consolidated Government Annex, 420 10<sup>th</sup> Street, Columbus, Georgia 31902 no later than 5:00 PM on May 26, 2017 (NO EXCEPTIONS). Proposals must be submitted in a sealed envelope and marked, in the upper right corner: "**Proposal: Workforce One-Stop Operator**"

There must be One (1) 'Original Signature' copy of the proposal and Three (3) copies of the proposal submitted. Each proposal must be clearly marked 'Original' or 'Copy'. Original packet shall be marked in manner that will distinguish it from copies (completed preferably in blue ink).

Absolutely no proposal will be accepted after the stated date and time. Modifications, changes, or adjustments may not be made once proposals have been submitted.

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



All proposals are subject to the review process described, herein. As part of the review process all bidders whose proposal scores 70 or above, may be required to make a timed oral presentation to the Lower Chattahoochee Area Workforce Development Board's Administrative Programmatic Oversight & Compliance Committee((hereinafter referred to as APOC Committee). 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 criteria contained in Section IV of this document. The WIOA Administrative Agent and the local Workforce Development Board APOC Committee shall conduct the review of each responsive proposal submitted for consideration.

Contracts for the delivery of services shall not be let until and unless successful contract negotiations have been completed and terms and conditions have been agreed upon by all parties and a Pre-Award review of the proposer's procedures for accounting, counseling (case management), referrals and placements of applicants/participants; and accounting/financial management and records management has been finalized.

Authority to incur costs prior to contract execution is not authorized. Expenditures of organization funds for the proposed project prior to contract execution shall be at the Contractor's sole risk and liability.

### **Section III. Local Board Procurement Options**

The Local Workforce Development Board will award contracts based on ratings and recommendations made by the APOC Committee. The Local Board in their consideration may:

- A. Reserve the right to waiver informalities and minor irregularities in offers received.
- B. Accept any item or group of items of any offer unless the offeror qualifies his offer by specific limitations.
- C. Accept other than the lowest offer and accept and/or reject all offers.
- D. Award 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 or clarification in support of written offers.
- E. Negotiate proposal content and budget items with any bidder recommended for funding.
- F. Negotiate proposed service populations with any bidder to ensure proper service is provided to respective population.

## **Section IV. Proposal Selection Criteria**

### **Proposal Review Process/Selection Criteria**

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 and bid in part, or in its entirety, if it is in the best interest of the Local Workforce Development Area. Proposed 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.

All responsive proposals will be reviewed and ranked using the following Process and Criteria outlined.

### **Responsive Proposals**

For a proposal to be considered for funding, it must be responsive to this Solicitation Package (Request for Proposals). A proposal is considered responsive when: 1) the required number of copies is submitted; 2) when it is in the format and order requested; and, 3) when it provides all of the information requested in this package and on the forms requested in this package.

During the determination of responsiveness, no evaluation of the content of the proposal will occur, the reviewer will only be checking to determine if the proposal is in the correct format and all requested information is provided. Proposals, which do not satisfy the responsive standards, do not qualify for consideration in the competitive evaluation.

### **Review Criteria**

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

1. Degree to which proposal demonstrates an understanding of service needs and meet the service needs requested and outlined in this solicitation. (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 that will be added for local businesses (within the Local Area) 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)

## **Contingency List**

Proposals that are not funded but are determined by the Board to be both responsive and receive a rating of 70 or more on the Proposal Rating Form, will be placed on a contingency list (prioritized) for future use should additional funding become available as a result of the de-obligation of funds from existing contracts or additional training needs identified, and should 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 a determination is made after a review by the Program Review and Evaluation Committee and concurrence by the full Board 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. This 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 ranking within each training category. This will be the ranking used in determining which proposals may receive funding.

## **Deobligation of Contracts Policy**

In accordance with established policy, a contract is subject to de-obligation when it fails to perform at the stated goals as contained in the Contract. This statement will be included in all contracts.

In order for the Local Area to ensure adequate progress toward the implementation of its plan and maintenance of expected performance levels; in addition to an adequate rate of expenditure against available resources, the Administrative Entity will conduct reviews on a quarterly basis. A report of these reviews will be submitted to the Board with appropriate recommendations, if necessary. The Board has the option of accepting, modifying, or rejecting the recommendations.

If the Administrative Entity recommends de-obligation, the local board will conduct a review to determine whether de-obligation is appropriate. Based upon the board's review, if it is decided that de-obligation is appropriate the contract funds awarded may be subject to reduction to the actual level of customers enrolled.

## Appeals Process

Written notification of funding decisions will be sent to the bidder(s) within seven (7) working days following funding decisions made by the Board.

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 City of Columbus Job Training Division of "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 provide the Job Training Division with a written appeal.

The written appeal should document specific violations of specific sections of the Workforce Innovation and Opportunity Act and/or document specific instances where the decision making body was influenced (such as nepotism, conflict of interest, discrimination) which unfairly caused the aggrieved bidder to be placed at a disadvantage competitively.

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. Hearing will be held by an impartial review panel that may consist of members of the community who are not Lower Chattahoochee Workforce Development Board members, City of Columbus employees, or Local Board members from other local areas.
4. Only those appeals which are valid (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 Governor. This appeal should be made within ten (10) days of the Local Board's decision.

This appeals procedure should be implemented when facts substantiate a violation of the procurement process. Appeals should not be based on feeling.

## **Specific Fidelity Bonding Requirements**

The amount of bonding required for the 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 requires \$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 (if it is a schedule 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. 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 required by the Job Training Division to be attached as an Appendix to the Contract.

Federal, State, and local government organizations need not provide bonding coverage if they have a general or blanket bond covering employee dishonesty or fraudulent actions. A copy of the bond will be required for inclusion with contract. Contracts of less than \$10,000 do not require a bond, unless advance payments (start-up) funds are requested. Start up funds will not be available under this proposal.

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 \$59,999	23%
\$60,000 to \$64,999	22%
\$65,000 to \$69,999	21%
\$70,000 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%
\$95,000 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 award of a contract.



## **Section V. Introduction to Services and Activities (Basic Planning Assumptions)**

### **Statement Of Work**

Successful proposers to this RFP must demonstrate the capacity to effectively coordinate services of the required partners and service providers located in and associated with the Lower Chattahoochee WorkSource Georgia one-stop service delivery model. They must commit to recognize the direct oversight and leadership role that the LCWDB shall maintain in managing service delivery contracts.

For ease of preparation, the standard required elements that make up the Statement of Work for this proposal, and the resulting contract agreement are outlined in two documents; the proposer's Statement of Work Narrative (no more than 3 pages) and the Statement of Work/Scope of Work Checklist. These documents may be used to submit the proposer's narrative responses.

Proposers must review the checklist document carefully and identify through a check mark process their understanding of each requirement and verify via an authorized signature the organization's commitment to carry out the requirements as stated.

### **WORK STATEMENT NARRATIVE GUIDELINES:**

- 1) No more than 3 pages.
- 2) Items to consider:
  - a. Describe how your staff will coordinate and manage the service delivery of required partners and service providers.
  - b. Describe how these relationships will foster clear communications and work together to achieve common outcomes.
  - c. Describe your agency's capacity to carry out the day-to-day coordination and management of the one-stop partner services. Include a back-up plan for the funded position(s) to cover leave time or absences.
  - d. Describe your understanding of WIOA.
  - e. Describe your agency's mission. Describe your customer service and facility management expertise. Include the staffing to be funded and how this position fits into your organizational chart (must submit).
  - f. Describe how your staff will work with partners and employers within the One-Stop to support economic development priorities related to creating a trained workforce for the future.
  - g. Describe how your agency's goals relate to the Lower Chattahoochee WorkSource Georgia WIOA goals. (Specify any WIOA past experience or experience in managing federally funded programs). The proposer should be able to propose outcome measures that effectively capture and evaluate their efficiency and system effectiveness.
  - h. List three to five primary reasons why your organization is best suited to be awarded this contract.
  - i. Discuss any experience with handling complaints and/or concerns from partners and customers.
  - j. Experience should include oversight of staff and experience in developing and

- delivering technical assistance.
- k. Include a proposed data collection and validation methodology as well as a proposed reporting method among partner agencies. (The local area uses the Georgia Work Ready Online Participant Portal)
- l. Include discussions on both training for the One-Stop operator and staff.
- m. Include how the bidder will play a role in ensuring all partners are contributing to the center.
- n. Discuss how you will comply with all Federal/State/Local regulations, as well as provide oversight to ensure that all partner agencies are also in compliance.

The contractor shall maintain and manage the WIOA Comprehensive One-Stop Center in Muscogee County and any additional affiliate sites later identified according to WIOA regulations. The contractor shall align with Georgia's WIOA & Wagner-Peyser State Plan, the Lower Chattahoochee WorkSource Georgia Workforce Development Board mission, and local area policy and procedures. (Within this section, the term "local area" is used to identify Administrative Staff operating WIOA services within Area 14). WDA website: [www.columbusga.org/wia](http://www.columbusga.org/wia)

In carrying out the direct service requirements listed below the contractor shall:

- Coordinate all WIOA-funded services consistent with the goals and objectives of the Lower Chattahoochee WorkSource Georgia One-Stop system; and
  - Coordinate services to avoid duplication of services with the Lower Chattahoochee WorkSource Georgia system partner agencies
1. To provide day-to-day coordination of partner services and management of the one-stop partners in the COS location and any affiliate locations.
    - a. Ensure the center is staffed 15 minutes prior to the morning hours posted.
    - b. Ensure the center doors are open to the public AT the hours posted in the morning and closed NO earlier than the closing time posted.
    - c. Ensure the facility is clean and is proper condition for public and staff use.
    - d. Monitor partner participation by recording any partner absences on their appointed days and times and reporting to the LCWDB.
    - e. Submit all required reports to the LCWDB or its designee.
    - f. Monitor any customer complaints. Handle customer complaints as the event is taking place and report and report ALL complaints to the Lower Chattahoochee WorkSource Georgia EO Officer.
    - g. Maintain regular and open communication with the Administrative Office and One-Stop Staff.
    - h. Coordinate, as necessary, with other One-Stop locations and required partners within the Region.
    - i. Coordinate with employers within the Lower Chattahoochee WorkSource Georgia region.

- j. Attend meetings.
  - k. Disseminate information to partners as directed and when needed.
  - l. Adhere to standard One-Stop policies and procedures.
  - m. May participate in Job Fairs in the WorkSource Region.
2. May assist Lower Chattahoochee WorkSource Georgia customer(s) with:
- a. Resume Development.
  - b. Computerized job search (including employer contact).
  - c. Completion of online applications.
  - d. Use of fax machine, telephones, computers for contacting and working with potential employers.
  - e. Registration in the Georgia Work Ready Online Participant Portal (GWR) system for customer tracking.
  - f. Information regarding the local labor market,
  - g. Information regarding all WIOA partner programs.
  - h. Information regarding the use of GWR for customer self-assessment.
  - i. Referrals as appropriate to address the needs.
3. May provide for the application process for youth, adults and dislocated workers who are interested in accessing WIOA services. The application process will be performed according to instructions as issued by the local area. The Georgia Work Ready (GWR) electronic case management system shall be the only system used in this process.
4. May provide referrals to customers who are interested in entering WIOA partner programs. This determination will be performed according to instructions as issued by the local area. The GWR system shall be the only system used in this process.
5. May assist customers in making an informed customer choice in the process of job search.
6. May assist the local area in the delivery of rapid response services to dislocated workers, if applicable.
7. May refer customers to other services when the customer is in need of those activities, including WIOA training services, social services agencies, community-based organizations, faith-based organizations, and other partner agencies.
8. May provide information on the full array of applicable or appropriate services that are available through the local area's One-Stop location(s), other local offices, other providers, or One-Stop partners.
9. May participate in local area Job Fairs, Resource Fairs, partner meetings, and other WIOA promotional activities representing the Lower Chattahoochee WorkSource Georgia.
10. Will submit weekly/monthly/quarterly reports as required by the LCWDB.

## **STAFF REQUIREMENTS**

1. All staff funded with WIOA funds shall have a written job description with roles and responsibilities specific to the coordination and management of partners providing the delivery of WIOA services as specified in this RFP. The contractor may not assign WIOA-funded staff to any duties or responsibilities beyond the comprehensive delivery

- of WIOA services outlined in the resulting contract.
2. The contractor must have sufficient staff to ensure the Lower Chattahoochee WorkSource Georgia One-Stop location(s) and affiliate site(s) are staffed ALL open hours as set by the local area.
  3. The contractor shall submit a staffing plan (organizational chart must be included) which shall be sufficient to provide for staff to deliver, coordinate and manage partner services on a full-time basis.
  4. The contractor must be willing to maintain maximum staff flexibility to allow for the mobilization of appropriate staff to meet new and/or unexpected service delivery demands within the Lower Chattahoochee WorkSource Georgia eight (8) county local area.
  5. The contractor shall notify the local area immediately of any vacant position(s); when new staff is expected to be hired, and be committed to filling staff vacancies with qualified candidates without any delay or gap in services.
  6. The contractor shall assign a contact to serve as the contract manager to work with the local area on all issues related to carrying out the terms and conditions of the contract between the local area and contractor.
  7. The contractor shall ensure that WIOA funded staff, at a minimum, have the following skills, knowledge and/or abilities:
    - a. EXCELLENT customer services skills
    - b. Computer literacy skills sufficient to perform accurate and timely data entry, if required or necessary, and other data collection functions
    - c. Knowledge of labor market information and resource tools
    - d. Skilled in techniques for collaborating, coaching and managing partner participation in the One-Stop(s)
    - e. Ability to succeed in a “team-work” environment
    - f. Knowledge of history and purpose of workforce development programs
    - g. Ability to handle customer complaints and ensure safety of partner staff and customers in the One-Stop
  8. The contractor shall ensure that all staff hired to work under this contract are trained by local area staff in the following areas:
    - a. One-Stop Requirements and Procedures. Staff may also be familiar with WIOA process.
    - b. Updating and maintaining information on employment services available throughout the local area’s One-Stop delivery system.
    - c. The use of specific USDOL Workforce Development and One-Stop service Internet tools (e.g. Americas Career Net Tool, Americas Service Locator, ONET, GCIS and Georgia Work Ready System)
    - d. How to obtain Labor Market Information
    - e. The use of the Georgia Work Ready system to capture customer registrations to record customer participation to satisfy the One-Stop reporting requirements.
    - f. The contractor shall ensure that all staff funded through this contract have undergone a criminal background check and drug screening and do not have any violations or convictions that could adversely affect the customers served under this program.

9. The contractor shall maintain staff to perform internal monitoring of the services the contractor is providing.

## **PROGRAM PERFORMANCE REQUIREMENTS**

1. Regarding performance goals and reporting requirements, the contractor shall:
  - a. Be aware that local area achieve all performance WIOA goals/measures as specified in the contract agreement
  - b. conduct follow-up services for all WIOA job seekers and report on results as defined by WIOA regulation and/or local area policy

## **PROGRAM /FINANCIAL REPORTING & MANAGEMENT REQUIREMENTS**

1. Reporting requirements shall include both program and financial reports and will include but not be limited to the following:

### **Programmatic:**

- a. Ensure that partners perform timely and accurate data entry in the GWR system.
- b. Keep track of the numbers served as required by the local area.
- c. Reporting on participation in One-Stop activities.
- d. Prepare monthly and year end performance and expenditure reports.
- e. Prepare corrective action reports as deemed necessary.
- f. Prepare ad-hoc reports requested by the local area.

### **Financial:**

- a. Prepare invoices for services and related expenses and bill monthly. Invoices are due by the 10th day of the month following the reporting month.
  - b. The contractor shall use the invoice format provided by the local area
  - c. The contractor shall maintain sufficient documentation on file in their offices to support invoices and make such documentation available for review by authorized
  - d. The contractor must report financial expenditures on an ACCRUAL basis (accrual reporting is required), if applicable.
2. The local area reserves the right to adjust reporting requirements, upon mutual agreement with the contractor, if such adjustments are deemed necessary to meet program objectives.
  3. Regarding system management requirements and reporting, the contractor shall:
    - a. Develop and maintain effective financial systems for the planning and budgeting of WIOA funds in accordance with WIOA regulations and applicable OMB guidelines.
    - b. Maintain hard copies and electronic system files in compliance with WIOA rules and regulations, and local area procedures and policies.
    - c. Notify local area staff by e-mail of any GWR system problems, or any other system management issues that may interfere with the contractor's ability to monitor and/or report on local partner participation and performance in a timely manner.

- d. Comply with all established reporting requirements, ensuring accurate and timely submissions.

## **POLICIES AND PROCEDURES**

Regarding policies and procedures, the contractor shall:

1. Ensure that all staff are sufficiently trained in WIOA One-Stop operational policies and reporting procedures.
2. Provide staff access to both hard copies and electronic copies of all One-Stop policies and procedures developed for use by the local area.
3. Ensure that all newly developed One-Stop policies and procedures are shared with staff as appropriate.

## **CUSTOMER CONFIDENTIALITY**

Regarding customer confidentiality, the contractor shall:

1. Maintain customer confidentiality at all times. Confidentiality requirements include any information regarding applications of customers and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.
2. Take reasonable steps to ensure the physical security of all data gathered and inform each of its partners, employees, contractors, and sub-recipients having any involvement with personal data or other confidential information of the laws and regulations relating to confidentiality.

## **RAPID RESPONSE SERVICES**

1. The contractor may assist the local rapid response teams and ensure staff is readily available to assist in coordination and implementation of rapid response services that meet partner, company and individual dislocated worker needs within the local area.

## **WORKFORCE DEVELOPMENT SYSTEM COMMITTEE/BOARD MEETINGS**

1. The contractor will attend or assign staff who may be requested to attend local One-Stop partner meetings, LCWDB committee meetings, WDB meetings, partner agency meetings, or other local area meetings pertaining to the Lower Chattahoochee WorkSource Georgia. Georgia One-Stop System operations.

## **GRIEVANCE PROCEDURES/CUSTOMER COMPLAINTS**

1. The contractor shall train all staff in the local area WIOA grievance procedure process and ensure that copies of all grievance policy and procedures are available in all One-Stop locations in the Lower Chattahoochee WorkSource Georgia One-Stop delivery

- system.
2. The contractor shall inform the local area immediately of all complaints oral and written, formal or informal, which are received by or about any WIOA funded customers or staff, One-Stop partners or the One-Stop delivery system.
  3. The contractor shall respond to all oral or informal complaints from customers within two (2) days from receipt of a complaint from the local area staff.

In addition to the Work Statement/Scope of Work requirements listed, the contractor understands and agrees to the following conditions related to the contract agreement and performance:

### **DISPUTE RESOLUTION**

1. The contractor agrees to use administrative processes and negotiations in attempting to resolve disputes arising from a contract. The contractor shall continue performance of the contract activities during such dispute and shall immediately submit a written request for informal review and consultation to the local area. Should the dispute not be resolved at this level within thirty (30) calendar days of such request, the LCWDB, through its committee, shall review the disputed matter and after consultation with the LCWDB Chair, and the contractor, shall resolve the dispute in accordance with standards as set forth in WIOA Section 184, and such decision shall be rendered in writing and become binding to all parties. Nothing in this paragraph shall imply that the contractor is prevented from appealing to the local area or State pursuant to WIOA regulations.

### **DE-OBLIGATION/RE-OBLIGATION/EXTENSIONS**

1. Throughout the contract year the local area will compare the contractor's actual performance with planned performance as set forth in the contract and in accordance with WIOA and the One-Stop contract. If the contractor's actual performance is below planned performance, the contractor shall implement corrective action, and shall inform the local area of the action and expected results.
2. Modifications reducing the budget levels of any contract may be considered and implemented during the course of the contract if and when a contractor fails to meet expenditures, client outcome goals, or notification from the local area or the U.S. Department of Labor of a funding reduction.
3. Either party may terminate a contract without cause after giving the other party thirty (30) days advance written notice of their intent to terminate this agreement.
4. A contract may be terminated, in whole or in part, without limiting remedies, by either party to this agreement if the other party fails to perform in accordance with the terms of contract. Performance does not mean only actual delivery of the product or service specified in the contract. It is meant to include the delivery of the product or service in a manner, which would be appropriate for good quality. In this event, the aggrieved party shall deliver three (3) working days advance written notice to the other party specifying the performance failure and the intent to terminate. The contractor will have ten (10) days from the receipt of such notice to correct the condition to the local area's satisfaction. If the condition is not corrected within the ten (10) day period, the contractor will be determined to be in breach of contract.

5. The LCWDB may unilaterally terminate or negotiate modification of an agreement at any time if its Federal or State grants are suspended, reduced, or terminated before or during the contract period, or if Federal or State Grant terms and regulations change significantly.
6. In the event of early termination initiated by either party for whatever reason, the contractor is entitled to payment earned through the date of contract termination. Only reimbursement for costs incurred under contract from the contract beginning date through the date of contract termination will be eligible for payment.

## **CORRECTIVE ACTION**

1. The LCWDB reserves the right to conduct monitoring and evaluation of the performance provided under this contract. The WDB will notify the contractor in writing of any deficiencies noted during such review, and may withhold or disallow payments as appropriate based upon such deficiencies. The WDB will provide technical assistance to the contractor related to the deficiencies noted. The WDB shall conduct follow-up visits to review the previous deficiencies and to assess the efforts made to correct them. If such deficiencies persist, the local area may terminate the contract.

## **LEGAL AUTHORITY**

1. The contractor assures and guarantees that it possesses the legal authority pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving the contractor legal authority to enter into a contract, receive payments authorized under this contract and to perform the work the contractor has obligated itself to perform under contract.



**Section VIII. Request for Proposal**

**PROPOSAL COVER SHEET**

I. General Information

Project Activity:
Organization Name and Address:
Telephone Number:
Contact Person:

II. Type of Agency: (Check box(s) that applies)

Non-Profit	<input type="checkbox"/>	For-Profit	<input type="checkbox"/>
Private	<input type="checkbox"/>	Minority Owned	<input type="checkbox"/>
Small Business	<input type="checkbox"/>	Female Owned	<input type="checkbox"/>
Local	<input type="checkbox"/>	Public	<input type="checkbox"/>

III. Proposed Contract Operation Dates: July 1, 2017 through June 30, 2018

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

\_\_\_\_\_  
Date

## PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms listed on this are included in the proposal, regardless of whether it has been mentioned. 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

**ITEM A # 2**  
**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. Current 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.

h. 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.

i. Indicate the number of staff necessary for operations of this project. \_\_\_\_\_

j. Indicate the number of staff to be hired. \_\_\_\_\_

k. Is the organization accessible and reasonable accommodations are made for provision of services for disabled individual. YES \_\_\_\_\_ NO \_\_\_\_\_.

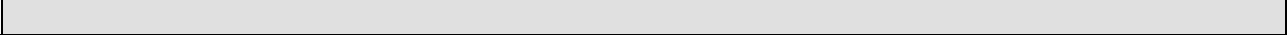
l. Indicate number of existing staff to be used in the operation of this project. Attach a job description for each position to be used in implementing this project. If existing staff is to be utilized, attach resumes for each person. List below, positions they will fill, annual salary and the percent of their time for each position that will be charged to this project.

- 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.

**ITEM F**  
**AUTHORIZED AGENCY CONTACT FORM**

<p><b>AUTHORIZATION FORM</b>                  LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT AREA FOURTEEN (WDA-14)                  JOB TRAINING DIVISION                  COLUMBUS, GEORGIA 31902-1340</p>
---

NAME OF ORGANIZATION:	PROJECT NAME:
-----------------------	---------------



<b>AUTHORIZED AGENCY CONTACT(S)</b>
-------------------------------------

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 Workforce Development Board will require a separate signatory authorization form be completed and included in contractual agreements for successful bidder.

## 1. Statement of Work

### **Service Plan/Program Design**

#### Benefit to Participant

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

#### Career Services (Intensive Service e.g. Job Preparedness/Job Readiness)

Describe how your agency will provide career services to participants selected to participate in the training program and what type of job readiness (preparedness) or career services will be provided. Summarize the methodology that will be used to assess participants to determine required skill sets and work exposure necessary.

#### Skills Gains:

Describe how your agency will identify and measure the skills gains achieved through participation in the training.

#### Follow-Up Services

Describe the follow-up services your agency will provide to participants once they complete training whether in unsubsidized employment or remain unemployed. Because reporting is required by the Administration during a post follow-up period, describe the methodology that will be used to ensure contact is maintained with participants who have completed training and those who have obtained unsubsidized employment. Describe how your agency will assist those participants during post follow-up continue to retain employment and especially those who are not in unsubsidized employment attain employment.

#### Other Services

Describe any other services that your agency will provide to participants during the training period that are not identified in this solicitation.

#### Participant Characteristics (Priority of Service)

In the following chart indicate the participant characteristics that your program will target.

<b>Characteristic/Barrier To Employment</b>	<b>Planned Number</b>	<b>Planned Percentage</b>
Underemployed		
Unemployed		
Food Stamp Recipient		
TANF Recipient		
Lacks High School Diploma or GED		
Poor Employability Skills		
Poor Work History		
Poor Basic Skills		
Lacks Self-Sufficiency		
Disabled		

Older Worker		
Veterans and Eligible Spouse of Certain Veterans		
Displaced Homemaker		

Outreach/Recruitment

Describe how your agency will conduct outreach and recruitment of adults, dislocated individuals and youth to satisfy the contractual obligations.

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

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.

Equipment/Material

Briefly describe any equipment, material, etc. that will be utilized in execution of services under this proposal.

Instructional Methods

Describe the methodology for assessing career services required and how such services will be provided.

Describe how referrals to and coordination of activities with other programs and/or services within the one-stop delivery system will be carried out for individuals in need to ensure successful training experience.

Describe the methodology to be utilized in determining the occupational area for individuals to be trained.

Describe the process to be utilized in referring applicants to employers.

Describe methodology to be utilized for oversight of training

**2. Management Plan**

In this section, proposers should describe the overall management plan for the proposed program in terms of systems, procedures and programmatic and fiscal controls that will ensure contract compliance, meeting program goals and objectives, accountability and transparency, and performing high quality services.

Management and Supervision

Agency Purpose: Describe the principal purpose of your agency. Will your agency receive other funding besides WIOA funds requested for under this proposal? If so, describe the source and intended purpose of such funds.

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.

Monitoring

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

If the agency has previously provided any training services, indicate whether or not any of the following findings were noted during the monitoring of your agency?

- ( ) Yes    ( ) No    Inadequate accounting system.
- ( ) Yes    ( ) No    Participants enrolled past ending dates.
- ( ) Yes    ( ) No    Inadequate counseling.
- ( ) Yes    ( ) No    Inadequate preparation of Customer Service Plan.



- Yes     No    Ineligible participants.  
 Yes     No    Disallowed costs.

For each question in which the response was “YES”, describe how the finding(s) were resolved and what steps your agency implemented that would inhibit future recurrences.

#### Reporting and Recordkeeping

Identify positions within the agency responsible for report and record keeping, contract compliance monitoring, job development and the development of operational and fiscal procedures?

### **3. Financial Capability**

Proposals must contain the following when submitted:

- a) If your agency is a corporation, provide a certified copy of the registration certificate.
- b) 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 law and regulations. This letter should specifically address the fact that federal and state taxes are completed on a regular basis and are current.
- c) Provide a certified copy of your current local business license.
- d) Provide a certified statement verifying your agency’s State UI Tax Number (DOL account number) and Federal Identification Number.
- e) Provide a certified statement verifying your agency’s DUNS Number and CCR Registration.
- f) Indicate if the organization is subject to the Single Audit Act.
- g) Indicate if there is an approved indirect cost rate for the organization. Attach a copy of the indirect cost rate approval. The approval must be from a federal agency and must indicate what budget line items were included in the calculation of such rate.

### **4. Organizational Information**

The following information must be included in the proposal:

- a) Date the organization was established.
- b) Identify in narrative the type of organization (e.g. community-based, for-profit, public organization, etc.)?
- c) Describe the organizations past or current experience with identified target populations.
- d) Indicate the organizations staffing patterns for this project.

e) Indicate number of staff that will be necessary for operation of this project:

- ✓ Indicate number of staff to be hired (if applicable):
- ✓ Indicate number of existing staff to be used in the operation of this project:
- ✓ If existing staff is to be utilized, attach resumes for each person.
- ✓ List below the position they will fill and the percent of their time devoted to this project. If staff is to be hired, list the positions and later forward resumes of personnel hired, indicating which positions they will fill, and a copy of the verified I-9 form
- ✓ Attach a job description for each position that will be used for implementing this project.

f) Attach a copy of the agency's organizational chart.

**5. Fidelity Bond**

Include a certified copy of your Fidelity Bond, which shows coverage for the period that would be covered (July 1, 2017 – June 30, 2018) by the proposed project.

**6. Budget**

Complete and include the proposed budget following the format of the 'Detailed Budget' forms contained in this proposal. You may delete or add to the line items as applicable. Make sure that the "Detailed Budget Instructions" are read and complied with for justifying items included in the 'Detailed Budget'.

## PY17 DETAILED BUDGET

	EXPENSE ITEM	PROJECT TOTAL	ADMINISTRATION (Not Applicable)	PROGRAM
A.				
B.				
C.				
D.				
E.				
1. Staff Salaries (Sub-Total)				
A.				
B.				
C.				
D.				
E.				
F.				
2. Staff Fringe Benefits (Sub-Total)				
A.	Local (mi/mo. _____ mi X 12 months @ . ____ per mile)			
B.	Non-Local:			
3. Staff Travel (Sub-Total)				
A.	Telephone ( /month x months)			
B.	Postage Meter &Supplies			
C.	Postage			
D.	Internet Usage Access: ( ____ mo x ____ months)			
E.				
F.				
4. Communications (Sub-Total)				
	Rent (usage fee): _____/month x __ months			
	Renovations/Repairs			
	Janitorial (Building and Grounds)			
	Utilities			
	Gas			
	Electric			
	Water			
	Other			
	Janitorial Service			
	Yard Service			
5. Facilities (Sub-Total)				

PY17 Detailed Budget

	EXPENSE ITEMS	PROJECT TOTAL	ADMINISTRATION (Not applicable)	PROGRAM
	Liability Insurance			
	Fidelity Bond			
	Other Insurance			
	Umbrella Policy			
	<b>6. Insurance Costs (Sub-Total)</b>			
	GA Unemployment @ _____%			
	Fed Unemployment @ ._____%			
	Business License			
	Business Tax			
	<b>7. Taxes (Sub-Total)</b>			
	Office Supplies:			
	Project Supplies:			
	<b>8. Operating Supplies (Sub-Total)</b>			
	Drug Screens			
	Background Checks			
	Fees:			
	Employer Reimbursement:			
	Uniforms, Tools, Etc.:			
	Tuition:			
	Books & Supplies:			
	Other(specify)			
	<b>9. Registrant Cost (Sub-Total)</b>			
	Audit Costs			
	Accounting Fees			
	<b>10. Audit Costs (Sub-Total)</b>			
	Office Equipment Purchase			
	Equipment Maintenance			
	Office Equipment: Lease			
	Project Equipment:			
	Rent/Lease			
	Purchase			
	<b>11. Equipment Costs (Sub-Total)</b>			
	Indirect costs			
	<b>12. Indirect Costs (Sub-Total)</b>			
	Profit			
	<b>13. Profit (Sub-Total)</b>			
	<b>Total</b>			

## DETAILED BUDGET INSTRUCTIONS

A detailed explanation of all costs identified should be attached to the budget. All costs are identified as Program Costs under this proposal. Both Project total and Program costs should have identical figures. No Administrative Costs will be assigned to the budget.

1. Staff Salaries (Sub-Total). List each position and name of all personnel that will be assigned to this project. If no staff has been assigned to a position that is identified as part of the budget, but will be filled for this project at a later date, identify the position and in parentheses "vacant". The proposer will submit the name once the position is filled. The project total will be the sum of total annual salary multiplied by the average percentage of time each individual will spend on the project. Duplicate figures in the Program column. Total amount of all salaries will be identified in the respective line marked "Staff Salaries (Sub-Total)".
2. Staff Fringe Benefits (Sub-Total). List all fringe benefits that will be charged (e.g. FICA, Health Insurance, Workers Compensation, et cetera). Identify the percentage(s) used to calculate the totals.
3. Staff Travel (Sub-Total). In "A", list projected total miles per month for all staff travel that will be charged and the rate per mile. For example: (200 miles x 12 months @ .50 per mile). The total should be documented in the project total column and program column. For non-local travel you will list amount of funds that will be allocated for non-local travel. (For instance, costs charged to project for attendance at "out of" area meetings and/or conferences that are associated with this project, et cetera).
4. Communications (Sub-Total). List all costs associated with this project. A detailed explanation of identified costs should be attached to the budget that support amounts. If items already listed on the budget form do not apply use additional lines to identify the expense items.
5. Facilities (Sub-Total). List all facility costs that will be charged to this project. Provide detailed explanation and support documentation. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns
6. Insurance Costs (Sub-Total). List all insurance costs that will be charged to this project. Provide an explanation for these costs. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns
7. Taxes (Sub-Total). List all applicable taxes charged to this project. Identify the percentage rate used to calculate costs that are identified for GA Unemployment Tax and Federal Unemployment tax rate. Any other taxes identified for this budget for which a percentage is used must be identified. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns.

- 8. Operating Supplies (Sub-Total).** Identify total amount for office supplies and program supplies required for this project. Only those cost of supplies that are necessary to operate this project should be listed. Calculate total amount of all lines and add in the Sub-Total line for both project total and program columns
- 9. Registrant Costs (Sub-Total).** Excluding “employer reimbursement”, list all type items and total amounts for each item listed that will be required in operation of the proposed project. “Employer Reimbursement” is not applicable to this proposal; therefore, no dollar amount should be identified. Calculate total amount of all lines and add the sum in the Sub-Total line for both project total and program columns.
- 10. Audit Costs (Sub-total).** List any audit and/or accounting fees that will be applicable to this project. Add additional lines if required, identifying name and costs. The Sub-Total line should be the sum of all items identified under the Project Total and Program columns. .
- 11. Equipment Costs (Sub-Total). Office Equipment Purchase.** Identify a detailed list of all office equipment to be purchased under this project. Identify any equipment maintenance costs applicable to this project. In appropriate line, identify any office equipment or project equipment to be leased and costs that are applicable to this project. Provide a detailed list of this equipment and purpose. Proposers will submit copies of lease agreements if contracts are awarded.
- 12. Indirect Costs (Sub-Total).** The rate used to determine indirect cost. Support documentation of approved rate is required.
- 13. Profit (Sub-Total).** Applies only to for-profit agencies. The rate of profit applicable to this project is 5% of total contract amount.
- 14. Total.** Add all subtotal line items.

## 7. Qualifications and References

Name of the Contracting Agency

Address

Telephone Number, including Area Code

Dates (Terms of Contract)

Type of Program

Contract Amount

Contact Person

Address (if different than Contracting Agency)

Telephone Number (if different than Contracting Agency)

Qualifications -- In two pages or less, summarize the relevant qualifications, including experience and expertise of the proposer's organization.

References – Include in the proposal at least 3 written references that are familiar with the performance of the bidder's previous services that is similar in nature to those being proposed.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

**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 required to be updated and 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 Non-procurement 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 Drug-Free Workplace Requirements**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an on-going drug-free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required in paragraph (a);
  - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
    - (1) Abide by the terms of the statement; and,
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation;
  - e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
  - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall insert in the space provided below, or include as a separate attachment, a listing of the site(s) for the performance of work done in connection with the specific grant:

---

Place of Performance (Street address, city, county, State, zip code)

---

Name of Organization

---

Name and Title of Authorized Representative

---

Signature Date