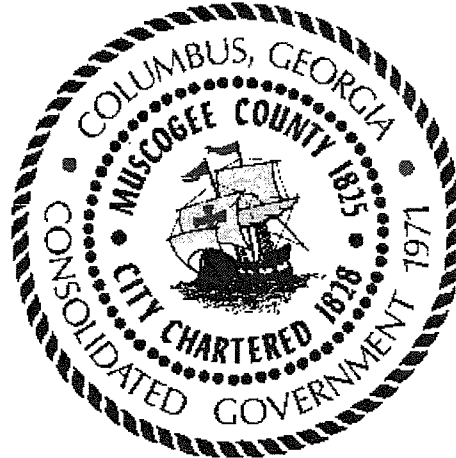


LOWER CHATTAHOOCHEE WORKFORCE DEVELOPMENT AREA



PROGRAM YEAR 2015-2016

**Workforce Development Programs and Training
For Adult and Dislocated Workers**

Lower Chattahoochee Workforce Area Fourteen (WIA-14)
Release Date: April 6, 2015

SOLICITATION PACKAGE/INVITATION FOR BIDS

**Workforce Reintegrative Training (Work Experience and
Placement Services)
For Adult and Dislocated Workers**

**Proposal(s) shall be sealed and clearly marked on the package cover with Project Title and Population.
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 Investment Board, is releasing this Request for Proposals. Programs funded as a result of this solicitation will adhere to policies and procedures outlined by WIA and administered by the Columbus Consolidated Government Job Training Division, located at 420 Tenth Street, P.O. Box 1340, Columbus, Georgia 31902. Contact Number: 706-653-4529.

*"An Equal Opportunity/Affirmative Action Organization"
Auxiliary aids available for Individuals with Disabilities*

Request for Proposal

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

REQUEST FOR PROPOSALS
For
WORKFORCE REINTEGRATIVE TRAINING (WORK EXPERIENCE AND PLACEMENT SERVICES)
ADULT AND DISLOCATED WORKERS

SECTION I. GENERAL INFORMATION

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 Board (LCWB) and the City of Columbus, Georgia, as Grant Recipient and Administrator of WIOA funds announce the release of Workforce Innovation and Opportunity solicitation for proposals to organizations interested in providing the following services to eligible adult and dislocated workers residing in the Lower Chattahoochee Workforce Development Area Fourteen (WDA 14):

The purpose of this solicitation is to seek an innovative program design for the Lower Chattahoochee Workforce Development Area that provides work-based training and services identified in this solicitation packet only or the following activity.

**WORK REINTEGRATIVE TRAINING PROGRAM WORK EXPERIENCE AND PLACEMENT SERVICES
_ADULT AND DISLOCATED WORKERS**

Program design shall be one that includes the following:

- 1) Provides case management services that include career services and development of pathways that align with the individual's interest and aptitude and develops or enhances skill sets necessary for job attainment, placement and retention in unsubsidized employment at end of training.
- 2) Develops service plans and strategies that outlines training goals and objectives leading to securing unsubsidized employment
- 3) Secures allowable worksite training with area employers with the expectation of employment outcomes for the proposed number of program participants by June 30, 2016.
- 4) Provides documented follow-up services for 12 months after completion of training and during unsubsidized employment that shall continue until expiration of the contract period.

Participants to Be Served:

Number of participants to be served: This proposal request that services be provided to 20 eligible Adults and 20 eligible Dislocated Workers. A combined total of forty (40) eligible participants shall be served.

Additional Requirement

In addition to the requirements of this proposal, successful bidder(s) may be required to provide follow-up services to any carryover participants still actively enrolled as of June 30, 2015 in a similar existing training program for which training is proposed. This additional service to this carryover group, if applicable, will not count toward the number of individuals requested to be served under this proposal nor shall additional funds be allocated to the awarded contract to serve the additional carryovers. The Administrative Entity may, based upon contract negotiations, assign these carryover participants already enrolled accordingly.

The Board reserves the option to modify contracts on an "as-need" basis.

C. FUNDS AVAILABILITY

The Lower Chattahoochee Workforce Development Board (LCWIB) has set aside funding in the following amount to be awarded to selected provider to serve approximately 20 adults and 20 dislocated workers (collectively for a total of 40 customers) residing in the Lower Chattahoochee Workforce Development Area, for Program Year 2015 (July 1, 2015 thru June 30, 2016). Contact(s) awarded shall be subject to a renewal option for a period not to exceed two additional program years. Such renewal shall be based upon contract performance, availability of funds, and are contingent upon successful contract negotiations.

Total amount of funding available: **\$140,000**

B. METHOD OF SERVICE AND CONTRACT TYPE

Workforce Area 14 has a decentralized method of service delivery to eligible adult and dislocated workers, utilizing both public and private sector service delivery operations to assist its customers. A competitive bidding process is used to identify, recommend, and select the best possible providers for services and activities in the Local Workforce Development Area.

The type of contractual agreement called for under this solicitation as stated will be “**cost reimbursement**”.

The term “**cost reimbursement**” refers to reimbursements of payments that are made to the contracted agency for incurred actual expenses against approved line items and expense amounts contained in an approved budget that satisfies applicable cost principles.

Contracts will be cost-reimbursement based, and linked to defined performance outcomes, including WIA measures, and future funding availability, contractors’ satisfactory performance, and other factors as may be deemed appropriate and necessary.

C. ELIGIBLE BIDDERS

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

D. Definitions

This proposal package is intended to identify an organization interested in providing and can offer the highest quality activities and services to individuals according to the “Specifications” contained in this Request for Proposal (RFP).

An understanding of the following terms used throughout this package may be helpful.

- 1) Solicitation – In this context, the term “Solicitation” means Request for Proposals (RFP) or Request for Quotations (RFQ), indicating that the procurement has been publicly advertised.
- 2) Offer -- The term “Offer” means the proposal submitted in response to this solicitation. “Bidder” or “Offeror” refers to the organization submitting the proposal.
- 3) WIOA -- The term “WIOA” means the Workforce Innovation and Opportunity Act of 2015 (P.L. 113-128) and any subsequent amendments.

- 4) Local Area -- The term "Local Area" means Workforce Development Area 14, comprised of Harris, Talbot, Muscogee, Chattahoochee, Stewart, Randolph, Quitman, and Clay Counties in the State of Georgia.
- 5) Career Services – The term "Career Services" refers to c services that address certain soft skills and employability skills necessary to obtain, retain, and advance in employment. Examples of career services will include, but are not limited to such activities as work ethics, teambuilding, communication skills, financial management basic keyboarding, resume writing, and interviewing, development of individual employment plan, counseling, workforce preparation activities, et cetera.
- 6) Board -- The term "Board" refers to the Lower Chattahoochee Workforce Development Board.
- 7) Registration -- Registration is the process of collecting information to support a determination of an individual's eligibility for WIOA programs and services.
- 8) Basic Skills Deficient --The term "basic skills deficient" means that an individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.
- 9) Literacy – The term "literacy" means an individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.
- 10) Case Management – the term "case management" means the provision of a client-centered approach in the delivery of services, designed to prepare and coordinate comprehensive individual service strategies for participants to ensure access to necessary workforce development activities and supportive services, using, where feasible, computer-based technologies; and, to provide job and career counseling during program participation and after job placement.
- 11) Dislocated Worker - individual who meets general eligibility guidelines for WIOA, e.g.
 - a) Citizenship or eligible to work
 - b) selective service registrant (if applicable)
 - c) age; and, who meet the dislocated worker definition and provides one of the following verification sources:
 - A (i) termination/laid off; eligible or who have received a notice of termination or layoff from employment; or,
 - (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation, or (II)has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to

insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and,

- B (i) terminated or laid off or has received notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff of a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or,
- C self employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disaster
- D displaced homemaker; or
- E (i) spouse of a member of the Armed Forces on activity duty as defined in section 101(d)(1)s of Title 10, United States Code; and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change of duty station of such member; or
- (ii) spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

12) Adult - individual who for purposes of this RFP:

- a) Is 22 years of age or older; and,
- b) Is within local area income guidelines; and,
- c) Is a U.S. Citizen (or a lawfully admitted permanent resident alien); and
- d) Is in compliance with Section 3 of the Military Selective Service Act, if applicable

13) End of Service – The term “end of service” means the completion of a specific WIOA program/activity/service.

14) Exit – The term “Exit” means termination or “closure” from all WIOA services. The individual has completed all scheduled WIOA Services and is not scheduled to receive any other WIOA services other than Post Follow-up.

15) Cost Reimbursement Contract - A contract format which provides for the reimbursement of allowable costs that have been identified and approved in the contract budget and are incurred in the operation of the program. Support documentation is required to justify payments of costs incurred by a contractor under this type of contract.

16) Credential. Nationally or State recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to: a high school diploma, GED or other recognized equivalent, post-secondary degrees/certificates, recognized skill standards, and licensure or state or industry-recognized certificates.

SECTION II. PREPARATION AND SUBMISSION OF PROPOSALS

Bidders are advised to read this entire solicitation before preparing their proposals. Each of the sections contains important information.

BIDS/PROPOSALS THAT DO NOT FOLLOW THE INSTRUCTIONS WILL NOT BE CONSIDERED FOR POTENTIAL FUNDING.

A. Summary and Detailed Implementation Schedule

SUMMARY IMPLEMENTATION SCHEDULE
Adult and Dislocated Workers
Workforce Reintegrative Training (Work Experience and Placement Services)
Procurement/Implementation Schedule

Release Request for Bids		4/06/15
Bidder's Conference	10:00 AM	4/13/15
Proposal Deadline (date and time)	5:00 PM	5/08/15
Proposal Review Process Begins		5/11/15
Program Review and Selection Committee		5/20/15
Contract Negotiations		5/21/15 – 5/29/15
Approval of Successful Bidders by WIB		6/18/15
Notification of Award to Bidders		6/19/15
Contract Preparation		6/19/15 – 6/30/15
Contract Signatures Obtained		6/19/15 – 6/30/15
Program Implementation Begins		7/1/15

DETAILED IMPLEMENTATION SCHEDULE FOR RFP SUBMISSION, REVIEW AND AWARDS

Release Request for Bids: April 6, 2015

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

Bidder's Questions to LCWDB: April 10, 2015

Questions submitted prior to Bidders Conference must be received at CCG Job Training Division, by 12:00 p.m., April 10th Eastern Standard Time. **No questions will be answered prior to Bidders Conference.**

Bidder's Conference: 10:00 a.m., Monday, April 13, 2015

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

Proposals Submission Deadline Due: May 8, 2015

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

Proposal Review Process Begins: May 11, 2015

Program Review and Evaluation Committee: May 20, 2015

Contract Negotiations/Pre-Award: May 21 – 29, 2015

Contract Board Approval and Notification of Award – June 18-19, 2015

Contract Preparation and Signatures: June 20 – 30, 2015

Program Implementation Begins: July 1, 2015

A Bidder's Conference will be held Monday, April 13, 2015, 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 April 10th of the Bidders Conference; 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 distributed to all persons/agencies in attendance; and those listed on the Bidders List that receive copies of the request for proposals. Information will also be posted on the CCG website at www.columbusga.org/wia.

Introduction to Service Delivery Selection

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

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 10th Street, Columbus, Georgia 31902 no later than 5:00 PM on May 8, 2015. Proposals must be submitted in a sealed envelope and marked, in the upper right corner: **"Proposal: Workforce Reintegrative Training (Work Experience and Placement Services)" for WIA Adult and Dislocated Worker.**

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.

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 Program Review and Selection 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 Program Review and Selection 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 Program Review and Selection 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 deobligation 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.

Type of Contract

The basic type of contractual agreement that is called for in this proposal will be **cost reimbursement**.

- Cost Reimbursement. Under a cost reimbursement contract, payments (or reimbursement) are made for actual expenses incurred by the contractor against approved line items and expense amounts contained in an approved budget that satisfies applicable cost principles.

Deobligation of Contracts Policy

In accordance with established policy, a contract is subject to deobligation 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 deobligation 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 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:

Total Contract Budget	Amount of Bond
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)

A. Purpose

The purpose of this section is to provide bidders with the basic planning guidelines that are integral to WIOA funded programs and which must be considered when developing proposals.

B. General Rules and Regulations

The operation and performance of all components will be in accordance with the Workforce Innovation and Opportunity Act enacted in 2014 (P.L. 113-128) and any subsequent amendments; the USDOL Regulations 20 CFR Parts 652 and 660 through 671, OMB Omni Circular 2 CFR Chapter 1, Chapter II, Part 200, et al. ; Georgia Security and Immigration Compliance Act of 2006 as codified in O.C.G.A Section 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia; any interpretations published by the U.S. Department of Labor (USDOL), the State of Georgia, and any instructions issued by the Job Training Division, Columbus Consolidated Government. If new and/or amended regulations are published, all contractors will be required to operate in accordance with these mandates. All bidders are encouraged to familiarize themselves with the Workforce Innovation and Opportunity Act legislation to ensure compliance.

C. Unsolicited Proposals

Unsolicited proposals may be accepted at any time throughout the Program Year. These proposals must meet the requirements set forth by the Job Training Division, Columbus Consolidated Government. There are no guarantees of funding.

D. Types/Duration of Contract

For purposes of this Solicitation, proposals must be submitted for potential award of cost reimbursement contracts.

Contracts developed as a result of this proposal shall be for the period July 1, 2015 through June 30, 2016 with an option of renewal for two additional program years based upon the availability of funds and satisfactory performance by the Contractor. The option for renewal shall be solely at the discretion of the Lower Chattahoochee Workforce Development Board.

E. Subcontracts

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

F. WIB Furnished Property

The Local Area will furnish no material, labor, equipment, or facilities unless otherwise provided for in the solicitation. Contractor must identify what will be required in the solicitation and outlined in budget.

G. Multiple Components/Combination Bids

Bidders who wish to operate more than one program component must submit each program component as a separate proposal. Each proposal should indicate the cost as though only that proposal is funded; however, bidders should also submit a transmittal letter that presents any cost reductions that would result from funding more than one proposal. Although funds for this solicitation shall come from Adult and Dislocated funding only one proposal shall be submitted that outlines services to both populations.

H. Eligibility Criteria

All individuals to be identified for WIOA services under this solicitation must be eligible using the following requirements:

Persons eligible to receive Workforce Reintegrative training services under this proposal must meet one or more of the following guidelines:

1. Meet the definition of an adult or dislocated worker, and/or
2. Is a Trade (TAA)/prior or active Workforce Innovation and Opportunities Act (WIOA) participant, or
3. is unemployed or underemployed in an area that is unrelated to any prior training received, or
4. An individual transitioning from postsecondary or vocational training institutions and require work exposure in the field of study.

Adults

An eligible adult defined as an individual who:

- Is 22 years of age or more; and,
- Is within local area income guidelines; and,
- Is a U.S. Citizen (or a lawfully admitted permanent resident alien); and
- Is in compliance with Section 3 of the Military Selective Service Act, where applicable.

Dislocated Worker

An eligible dislocated worker is defined as an individual who:

- A (i) termination/laid off; eligible or who have received a notice of termination or layoff from employment; or,
- (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation, or
- (II) has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and,

- B (i) terminated or laid off or has received notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff of a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or,
- C self employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed a a result of general economic conditions in the community in which the individual resides or because of natural disaster
- D displaced homemaker; or
- E (i) spouse of a member of the Armed Forces on activity duty as defined in section 101(d)(1)s of Title 10, United States Code; and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change of duty station of such member; or
- (ii) spouse of a member of the Armed Forces on active duty and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

Dislocated individuals identified in B(i) and (ii) refer to individuals that experienced layoffs and closures from companies whose place of business is/was within the Lower Chattahoochee Service Area.

Priority of Service

Priority of services will be given to eligible Veterans and Eligible Spouses of Certain Veterans, Food Stamp and/or TANF recipients, in addition to those individuals who are eligible disadvantaged adult and dislocated applicants of the Lower Chattahoochee Service Delivery Area. Individuals must meet minimum eligibility requirements, but have one or more characteristics that act as barriers to employment; or, other factors that may limit an individual's ability to acquire and maintain employment. Such characteristics include:

- ✓ Offender
- ✓ Lacks a high school diploma or GED
- ✓ Poor employability skills
- ✓ Poor work history
- ✓ Poor basic skills
- ✓ Lacks self-sufficiency
- ✓ Disabled
- ✓ Older Worker

Additionally, individuals who are eligible to receive training and services under this solicitation must also meet the following guidelines:

- (a) reside within the eight county Lower Chattahoochee Workforce Development Area,
- (b) has registered with the Georgia Virtual Online System
- (c) is a Workforce Innovation and Opportunity Act (WIOA) registrant,

- (d) is registered with the local job center; and
- (e) has been determined eligible based on the following income guidelines.

Note: In determining WIOA eligibility, dislocated workers are excluded from meeting the federal poverty income guidelines.

**Six-Month Income Guidelines for WIA:
Low Income Level Figures Effective April 5, 2014**

(The income levels shown in the table below will apply to WIOA eligibility until another update occurs)

<u>Family Size</u>	<i>Metropolitan Areas</i>	<i>Non-Metropolitan Areas</i>
<i>1</i>	<i>\$5,445</i>	<i>\$5,445</i>
<i>2</i>	<i>\$7,355</i>	<i>\$7,355</i>
<i>3</i>	<i>\$9,499</i>	<i>\$9,292</i>
<i>4</i>	<i>\$11,727</i>	<i>\$11,470</i>
<i>5</i>	<i>\$13,841</i>	<i>\$13,536</i>
<i>6</i>	<i>\$16,188</i>	<i>\$15,830</i>
<i>7</i>	<i>\$18,535</i>	<i>\$18,124</i>
<i>8</i>	<i>\$20,882</i>	<i>\$20,418</i>
<i>For each, over 8 Add:</i>	<i>\$2,347</i>	<i>\$2,294</i>

Metropolitan Area includes: Chattahoochee, Harris, and Muscogee Counties.
Non-Metropolitan Area includes: Talbot, Stewart, Randolph, Clay, and Quitman Counties.

Career Services:

Career services will be made available to all customers. Residents of other Service Areas unless impacted by layoff, closure, or downsizing of an employer's business located in this workforce development area will be referred to their respective area to apply for training services.

- I. Advance Funding Policy
No requests for advance funds will be accepted, considered, or honored.
- J. Recruitment/Intake/Preliminary Assessment/Referral

Recruitment

The contractor will be responsible to conduct generalized Outreach and Recruitment efforts in the local workforce area to acquire enrollees for the Workforce Reintegrative Training (Work Experience and Placement Services). Proposal submitted should describe how this will be accomplished.

Intake/Registration

Contractor will be responsible for the referral of program candidates for eligibility determinations, coordination, completion, and submission of all necessary forms and documents required for the intake and eligibility process of individuals selected for participation in the Work Reintegrative training activity as instructed by the WIOA Administration. Coordination methods must be implemented that will ensure timely and appropriate documentation is submitted to the WIOA Administration for data input in its participant data management system.

Formal Assessment/Eligibility Determination of Participants

The WIOA Administration will administer eligibility determination and required testing for all customers identified by the Contractor for enrollment in training prior to services prescribed in this solicitation. Contractor will be required to adhere to coordination procedures established by the Administration.

Referral

Contractor must identify methodology it will use to refer its customers to other appropriate services if required that are not provided under the proposed services and its tracking mechanism to maintain contact.

K. Initial Assessment

In addition to intake conducted by the WIOA Administration, the Contractor in its proposal must outline how appropriate assessment and service needs evaluation of potential individuals will occur in order to determine the need, appropriateness and scope of services necessary for its training component.

Contractors will be required to submit assessments and counseling administered during training on all enrolled clients as prescribed by policy of the WIOA Administration.

L. Career Services (Job Readiness Component)

The proposal must detail what career services will be provided as part of the Work Reintegrative Program. Such services shall minimally consist of services that address certain soft skills and employability skills necessary to obtain, retain, and advance in the respective industry that individuals will receive training. Examples of career services include, but are not limited to such activities as work ethics, teambuilding, communication skills, basic keyboarding, resume writing, and interviewing, development of individual employment plan, counseling, workforce preparation activities. Other services or activities proposed would detail what will be provided and how such will be provided that will enable the customer to successfully complete training and retain unsubsidized employment.

The WIOA Administration will ensure the awarded contractor(s) is provided any information it acquires regarding potential customers that is within the scope of necessity and that will aid in providing adequate service and ensuring satisfactory outcomes for the customer during any phase of the training component. Contractors will ensure that written documentation of all services provided will be documented on forms provided by the WIOA Administration.

M. Follow-up Services

Follow-up services must be conducted for 12 months beginning on the first day after completion of training and shall continue through attainment of unsubsidized employment or until the expiration of the contract award period, at which time the participant follow-up record will be transferred to the WIOA Administration, unless a renewal option has been approved. If renewed, the contractor will maintain responsible for those active participants still enrolled in the activity unless otherwise approved by the WIOA Administration.

Proposer should detail how follow-up services will be provided that includes participant tracking and maintenance of contact information; in addition to how the WIOA Administration shall be kept well-informed, and how documents shall be transmitted to ensure appropriate file maintenance.

N. Support Payments

Individuals enrolled in the training activity proposed under this solicitation will not receive direct support payments from the WIOA Administration for travel, meals, and/or childcare. Proposers may outline how it proposes to refer clients who are in need of these services to other agencies.

Individuals' participating in the Work experience component under this solicitation may receive support if such is required as part of training. Such support is limited to payments associated with the costs of physicals, drug screens, uniforms, special shoes, and/or other items necessary and required for training and employment.

The Contractor will identify specific support (if any) or incentives outside of what is authorized by the WIO Administration that will be provided in the proposed budget line item under this solicitation. Contractors will be expected to pay for these items and will be reimbursed by the WIOA Administrator provided such support is allowable, negotiated, and follows established guidelines of the WIOA.

- Incentive payments are allowable provided such payments are based upon measurable and documented achievements that lead to satisfactory completion of training. The proposal must outline the methodology for receipt of incentives.

O. Job Placement

Contractor shall be responsible for ensuring participants who satisfactorily complete the Work Reintegrative Work Experience training are retained in the job for which he/she has been trained or similar unsubsidized employment. Proposer will discuss how participants not employed at end of training will be assisted in job search and placement services to ensure unsubsidized placement is attained.

P. Coordination with One-Stop System

The Georgia Department of Labor Columbus Career Center, the Columbus Technical College, and Columbus Technical College at Benning Hills are designated One Stop Service locations for this workforce area. The Proposer who is selected is expected to be a full partner in the One-Stop workforce development system effort. Proposer will ensure that appropriate staff funded under this solicitation shall be made available to provide services at appropriate One-Stop Centers to a degree practical and based upon available space in the One-Stops.

Collaboration

Due to the type of services proposed under this solicitation, proposer will summarize how collaborative efforts will be implemented with the one-stop operator and partners that ensure representation at one-stop sites and applicable itinerate (satellite) sites. The schedule of Contractor participation will be coordinated with the One-Stop Operators and the One-Stop Site Managers of respective site. Contractor awarded funds will ensure that a schedule will be provided to the WIOA Administration that identifies days staff will be available.

Q Monitoring

Monitoring is defined as a "function or method performed from the categories outlined below for reviewing programs to assess effectiveness of planning, operation, and management. Although the WIOA Administration shall conduct oversight monitoring for each training program funded by WIOA, the Contractor awarded funds under this solicitation, is required to provide internal monitoring as well. Proposal should summarize how contractor will provide each type of internal monitoring of its program and timeframe of such monitoring.

Compliance Monitoring: The systematic review of contractor adherences to the WIOA regulations, or other federal, state, or local laws or ordinances, in conducting and managing funds and activities provided under the WIOA.

Performance Monitoring: The systematic review, examination, and analysis of program outcomes in relation to stated goals and objectives (e.g., performance measures), as specified in the Workforce Investment Plan, grant, contracts, or other agreements, to assess the effectiveness of the program or activity.

Programmatic Monitoring: The systematic review and analysis of individual programs or activities and the interrelationships between such, to determine whether all parts are working in an optimal manner towards desired end results. Such review should include, but not be limited to:

- Assessment of program content by activity,
- Flow of participants through the system,
- Sequencing of services,
- Coordination of the planning and evaluation function, and

- Design of program through which training and services are provided, e.g., comparison of work statement specifications with what is actually being done.

R. Invoicing

Contractor(s) awarded funding under this solicitation will be required to submit invoices to the Administrative Entity by the 4th day of each month. All requests for payment will be submitted on forms provided by the Administrative Entity.

Once monthly invoices are received, the WIOA Administration Finance Office will review the forms for accuracy. If correct, payment will be made to the Contractor by the 15th of the month. Any concerns of the proposer should be outlined in the proposal packet.

S. Audit

Non-Federal entities that expend \$750,000 or more during a non-federal fiscal year in Federal Awards shall have a single or program specific audit conducted for that year in accordance Part 200.501(a) OMB Omni Circular, 2 CFR Chapter 1, Chapter II, Part 200, et al. (See 200.501)

Local Government and non-profit organizations that expend \$750,000 or more in a year in Federal funds are required to have a single audit conducted in accordance with OMB Omni Circular except when they elect to have a program specific audit.(See 200.501)

The costs of audits made in accordance with the provisions of the OMB Omni-Circular are allowable charges to Federal Awards.

For Profit Organizations

Organizations that operate on a for-profit basis are not subject to the same audit requirements of OMB Omni Circular; however, for profit organizations shall be subject to such audit requirements established by the WIOA Administrator.

T. Policies and Procedures

Contractor(s) awarded funding shall be required to submit written policies and procedures outlining the full scope of services provided by the agency, to include monitoring, intake, and referral in accordance with procedural guidelines established by the WIOA Administration Job Training Division. Methods of job development and placement, enrollment, termination, follow-up, and fiscal activities shall be inclusive, to include human resource policies. Procedures should identify goals and objectives of the activity, position(s) that shall be responsible for the activity, how the activity will be carried out, and when the activity will occur.

Section VI. Assurances and Certifications

The following Assurances and Certifications will appear in all contracts awarded by the Lower Chattahoochee Workforce Development Area.

1. Contractor agrees that no individual shall be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.
2. Contractor agrees that all activities shall be non-sectarian and not involve construction, operation, or maintenance of any facility to be used for sectarian instruction and/or religious worship.
3. Contractor agrees that individuals who are participants in activities supported by funds provided under the Workforce Investment Act of 1998 shall not be discriminated against solely because of their status as participants.
4. Contractor agrees that participation in programs and activities financially assisted under the terms of the Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.
5. Contractor agrees to enforce Section 3 of the Military Selective Service Act, if applicable.
6. Contractor agrees to operate all activities under this Contract in full compliance with Federal, State, and Local program requirements, assuring required benefits and labor standards are met and; Contract Work Hours and Safety Standards Act, 40 USC 327-332 and 333 or, for nonconstruction contracts 29 CFR 5.5 © and (e) and 29-70.216-13 (c) (3), as if written herein in their entirety.
 - a. Overtime Requirements: No contractor or subcontractor contracting for any part of the contract work may require or involve the employment of laborers or mechanics or permit any laborer or mechanic to perform any work in excess of forty hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his or her basic rate of pay for all hours worked in excess of forty hours in such week.
 - b. Violations: Liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (a), the contractor and any subcontractor responsible therefore shall be liable to any affected employee for his or her unpaid wages.
 - c. Withholding for Unpaid Wages and Liquidated Damages: The USDOL and its grantees may withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor, such sums as may be administratively determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages.
 - d. Subcontracts: The Contractor shall insert in any subcontracts, the clauses set forth in subparagraphs (e), (f), and (g) of this paragraph and also a clause in any lower tier subcontracts which they may enter into, together with a clause requiring this insertion in any further subcontracts that may in turn be made.

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

- e. Records: The Contractor shall maintain payroll records containing the information specified in 29 CFR 516.2(a). Such records shall be preserved for five (5) years from the completion of the contract.
 - f. Safety: The Contractor shall not require a laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to health and safety.
 - g. Contractor agrees to comply with the Copeland (Anti-Kickback) Act, 40 USC 276c and 18 USC 874.
7. Contractor agrees to maintain compliance with all applicable State laws and regulations, such as:
- Georgia Records Act, as amended
 - Georgia Microfilm Act, 1980
 - Georgia Open Meetings Requirements of the Official Code of Georgia, Annotated, Section 50-14-4, 1982.
8. Contractor agrees that funds received by virtue of participation in this agreement shall not be used for the provision of entertainment.
9. Contractor agrees that employers shall not hire participants served under this agreement for purposes of displacing current or laid-off workers.
10. Contractor agrees that funds received by virtue of participation in this agreement will not be used for political activities.
11. Contractor agrees that no participant served under this agreement will be involved in public services employment.
12. Contractor agrees that funds received under this agreement will not be used to establish retirement systems for participants.
13. Contractor agrees that no funds shall be used or proposed for use to encourage or induce the relocation of an establishment, or part thereof that results in a loss of employment for any employee of such establishment at the original location.
14. Contractor agrees that no funds shall be used for customized skill training, reintegration training, or company specific assessments of job applicants, or employees, for any establishment or part thereof, that has relocated, until 120 days after the date on which such establishment commences operations at the new location and the relocation of such establishment or part thereof, resulted in a loss of employment for any employee of such establishment at the original location.
15. Contractor agrees that training will only occur in those occupations and at the wages approved by the Administrative Entity.
16. Contractor agrees to take the following actions, where feasible, to ensure that small, minority, and women's businesses shall have the maximum practicable opportunity to participate in the performance of this contract:
- Include small, minority, and women businesses on source lists and assure that they are solicited for the provision of goods/services whenever they are potential sources; and

- Divide total requirements into smaller requirements to permit maximum small, minority, and women's business participation whenever economically feasible; and
- Use the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department of Commerce, as required to assure adequate identification and participation of small, minority, and women's businesses.

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

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

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

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

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

18. Contractor agrees that no program under this agreement shall impair: a) existing contracts for services; or (b) existing collective bargaining agreements, unless the employer and the labor organization concur in writing with respect to any elements of the proposed activities which affect such agreement, or either such party fails to respond to written notification requesting its concurrence within thirty (30) days of receipt thereof.

19. Contractor agrees that where a labor organization represents a substantial number of employees who are engaged in similar work or training in the same area as that proposed to be funded under this agreement, an opportunity shall be provided for such organization to submit comments with respect to such proposal.
20. Contractor agrees that no jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.
21. Contractor agrees that health and safety standards, and established State and Federal law, otherwise applicable to working conditions of employees, should be equally applicable to working conditions of participants. With respect to any participant in a program conducted under the Workforce Investment Act who is engaged in activities which are not covered by health and safety standards under the Occupational Safety and Health Act of 1970, the Secretary shall prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants.
22. Contractor agrees that to the extent that the State Worker's Compensation Law is applicable, workers' compensation benefits in accordance with such law shall be available with respect to injuries suffered by participants. To the extent that such law is not applicable, the Administrative Entity shall secure insurance coverage for injuries suffered (coverage does not provide monetary compensation for loss wages due to such injuries) by such participants, in accordance with regulations prescribed by the Secretary.
23. Contractor agrees that all individuals employed in subsidized jobs shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.
24. Contractor agrees that intermittent seasonal occupations are not allowable training occupations.
25. Contractor agrees that the Reintegration Training Programs must be designed so that the participant can expect continued employment in the job for which he or she will be trained, and that reasonable efforts will be made to secure unsubsidized employment for those not retained.
26. Contractor understands and agrees that individuals in the Work Reintegration Work Experience component will be compensated by the Job Training Division at the same prevailing entry rates, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in section (6) (a) (1) of the Fair Labor Standards Act of 1938 or the applicable State or Local minimum wage law.

27. The Contractor agrees that the Work Reintegrative work experience agreements shall not be entered into with employers who have received payments under previous contracts and have exhibited a pattern of failing to provide participants continued unsubsidized employment, consistent with rates of regular employees with wages and employment benefits (including health benefits) and working conditions at the same level and to the same extent as other similarly situated employees working a similar length of time and doing the same type of work.
28. Contractor agrees that Reintegration work experience positions with other service providers (contractors) funded in whole or part with WIA funds are not permissible.
29. Contractor agrees and understands that positions identified for work experience in occupations requiring 80 or less training hours are not authorized.
30. Contractor shall ensure on-site monitoring is conducted prior to entering into worksite agreements with employers for work experience and such monitoring shall be ongoing throughout training to ensure compliance with subcontract terms prior to certifying future worksite agreements.
31. Contractor will ensure that each worksite agreement with an employer that is submitted to the Administrative Entity will include a copy of the company generated job description for the position where applicable.
32. Contractor agrees that each worksite agreement with an employer must contain an Individualized Training Outline that outlines each specific job, which includes the skills/competencies to be acquired within training hours specified by skills area and task. The training outline must also indicate the supervision to be provided and the method by which the supervisor will evaluate and document the trainee's progress in acquiring these skills/competencies.
33. Reintegration services shall not exceed 3 months, or 480 hours, excluding time spent in intensive services.
34. Contractor agrees that the Customer Service Plan for participants registered in Reintegration services will document how the length of training was determined and the method used to determine the length of training, and that the methodology used must involve a logical and documented process which must include consideration of: (1) the training length derived from the O'NET, employer training plans and content, as well as the Job Zone, (2) the number and/or complexity of the participant's skills acquired through previous work history, training or education and the skill deficiencies related to the training occupation, as determined through assessment.
35. Contractor agrees that the training program shall: (1) be for positions that have career advancement potential, and (2) include a formal, written program of structured job training that will provide the participant with an orderly combination

of instruction in work maturity skills (where necessary), general employment competencies, and occupational skills.

36. Contractor agrees to maintain all records pertinent to this Agreement, including financial, statistical, property, participant records, and supporting documentation for a minimum of three (3) years, unless otherwise specified in the agreement. The retention period will begin on the last day of the program year in which the Contractual Agreement was terminated. If prior to the expiration of the three-year retention period, any litigation or audit is begun or a claim is instituted involving the Agreement covered by the records, the recipient shall retain the records beyond the period until the litigation, audit, or claim has been resolved. Such records shall be available to the WIOA Administration, the State of Georgia, the Secretary of Labor, the Comptroller General of the United States, or any duly authorized representative. Further, Contractor shall maintain all pertinent records until such date as Contractor receives express written permission to destroy such records from the Columbus Consolidated Government Job Training Division. All records pertinent to this Agreement shall be maintained at sites within the Local Workforce Investment Area. In the event of termination of the relationship between Contractor and Administrator, the Columbus Consolidated Government may take responsibility for maintenance and retention of the records of a Contractor unable to retain them; however, should responsibility be accepted, Contractor shall retain sole liability for the contents of such records.
37. Contractor agrees to maintain a Fidelity Bond, in the amount specified in this Solicitation Package, for the life of the Contract.
38. The Contractor agrees that all reports, studies, records, and other data prepared by or for it under the terms of this Agreement shall be the property of the Local Workforce Investment Area.
39. The Contractor agrees that if this Agreement results in a book or other copyrightable material, the author is free to copyright the work, but the Local Area and the funding agencies shall reserve a royalty free nonexclusive and irrevocable right to reproduce, modify, publish, or otherwise use, and authorize others to use the work for governmental purposes.
40. The Contractor agrees that if patentable items, patent rights, processes, or inventions are produced in the course of work supported and funded by this Agreement, it will report such facts in writing promptly and fully to the Local Workforce Area. The funding agencies shall determine whether protection of the inventory or discovery, including rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with "Government Patent Policy".
41. The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Walsh-Healy Act'.

42. The Contractor agrees to comply with the Georgia Security and Immigration Compliance Act of 2006 as codified in O.C.G.A Section 13-10-90 and 13-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia
43. The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Jobs for Veterans Act of 2002'.
44. The Contractor agrees to comply with all applicable standards, orders, or regulations of 'The Rehabilitation Act'.
45. The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Health Insurance Portability and Accountability Act of 1996'.
46. The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Clean Air Act'.
47. The Contractor agrees to comply with all applicable standards, orders, or regulations of the 'Federal Water Pollution Control Act'.
48. The Contractor agrees to comply with the Georgia Security and Immigration Compliance Act of 2006 (OCGA 13-10-90 et seq.)
49. Contractor agrees to require Georgia Security and Immigration Compliance of its Subcontractor's connected with this contract, if applicable.
50. The Contract agrees to acquire a DUNS Number (www.dnb.com) and maintain active and current profile in the Central Contractor Registration System (www.ccr.gov).

Section VII. Contract Specifications – (Services Requested)

A. Work Reintegrative Work Experience Training

1. Program Content --The selected Contractor(s) will provide Work Reintegrative (Work Experience Training and Placement Services) for adult and dislocated workers who meet the eligibility requirements for services under the Workforce Innovation and Opportunity Act (WIOA) and who reside in the Lower Chattahoochee Workforce Development Area Fourteen (WDA-14).
2. Program Objectives – To provide career pathways development and services that aligns with an individual's interest and aptitude and develops or enhance skill sets necessary for unsubsidized employment at completion of training, job security and job retention.

To secure employment for the proposed number of eligible WIOA individuals identified under this solicitation by June 30, 2016.

To provide documented follow-up services for 12 months after completion of training and during unsubsidized employment, which shall continue until expiration of the contract; at which time any time remaining for follow-up will be transferred to the WIOA Administration.

3. Entry Criteria – Participants of this activity must be: 1) individuals who meet the eligibility requirements outlined in the solicitation and require the necessary training to acquire and/or enhance the skills needed by employers for retention in unsubsidized employment.
4. End of Service Criteria – The participant must complete all training requirements and have successfully attained unsubsidized employment.
5. Training to be Provided – Training services will consist of career services (job preparedness), work experience, case management, job placement, and follow-up services that result in retention in unsubsidized employment.

Career services shall be provided to all individuals as part of training. Job preparedness or job readiness shall be part of the services made available to participants assessed to be in need of certain soft skills or other services prior to entering and/or during work experience. These services should continue to be made available (where required) during unsubsidized employment or post follow-up period.

Contractor may provide work experience for a period up to 3 months (360 hours) based on a projected full-time 40 hour work week. Length of work experience shall be dependent upon the complexity of the work experience position(s), the skill set of the individual, and the length of time necessary to attain skill set commensurate with the needs of the employer. Actual training hours will be based upon what is defined by the employer as full-time; but should not be less than 32 hours per week unless otherwise negotiated or approved by the WIOA Administration.

Contractor will be required to develop non-financial worksite agreements with local employers who agree to supervise, train, and ultimately hire participants upon successful completion of training. The WIOA Administration will supply the successful bidder with the Procedures and Worksite agreements required for the work experience activity.

Individuals participating in the worksite training will be paid by the WIOA Administration and shall not exceed the prevailing entry wage (excluding fringe benefits) identified by the employer for similar positions with the company.

The Contractor will be required to assist the employer in the understanding the process and preparation of timesheets required by the WIOA Administration.

The Contractor will utilize a standardized non-financial worksite agreement provided by the WIOA Administrator. All work experience worksite training shall be in occupations that participants may acquire skills commensurate with the needs of the local employers and in which the participant can expect retention in unsubsidized employment at the end of training.

Contractor will ensure most training positions are in the demand occupations identified in the local workforce area.

Work experience shall be for the duration of training concluding with full time unsubsidized employment with the training employer. Worksite training shall be for a period of at least 32 hours per week. Any hours less than what has been identified under this proposal but defined as full-time by the employer shall be coordinated for approval with the WIOA Administration prior to placement under the work experience activity.

As part of the proposal, the solicitation shall summarize the methodology that will be used to ensure participants are placed with local employers where there is certainty of placement upon satisfactory completion of the training.

In instances where an employer does not retain participants during or after the agreed upon training period, the Contractor will be responsible to provide job placement services to secure alternate unsubsidized employment for the participant. Contractor will track employer participation and prohibit future development of contracts should there appear to be a pattern of failing to hire for unjustified reasons.

6. Type of Contract – The Contract issued as a result of this proposal will be a cost reimbursement contract.
7. Number of Participants to be served – The number of participants requested to be served in the Lower Chattahoochee Area is:

Dislocated Workers	20
Adult	<u>20</u>
Total	40

Only one proposal is required to be submitted with methodology for services to **both** adult and dislocated workers.

8. Area to be served – Area to be served will be the Lower Chattahoochee Workforce Development Area 14.
9. Level of Performance – The following levels of performance are required by the Lower Chattahoochee Workforce Development Board:

Dislocated Workers

Dislocated Worker Entered Employment Rate	86%
Dislocated Worker Employment Retention Rate	90%
Dislocated Worker Average Earnings	\$12,420
Dislocated Worker Skills Gain & Credential Rate	86%

Adults

Adult Entered Employment Rate	86%
Adult Employment Retention Rate	90%
Adult Average Earnings	\$10,516
Adult Skills Gain & Credential Rate	86%

*Employment and Credential Rate (employed in 1st Qtr. and 2nd Qtr after exit & receive a credential by 1st Qtr or end of 3rd Qtr. after exit.)

10. Follow-up Services – The Contractor will provide follow-up services for each participant beginning the first day after completion of training or day of unsubsidized employment until the end of the agency contract at which time follow-up records will be transferred to the WIOA Administration, unless otherwise agreed upon between the Contractor and Administrator.

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, 2015 through June 30, 2016

IV. Planned Performance

Proposed Program Performance	Dislocated Worker	Adults
Entered Employment Rate at Exit		
Employment Retention Rate		
Earnings Average Earnings		
Credential Rate		

NOTE: Refer to the 'Services Requested (Planning Assumptions) section for the Local Area's Planned Performance Levels. If the proposed performance levels in the proposal vary plus or minus 10% from the local Performance Levels, provide justification on an attached sheet of paper.

Agency Authorized Signature

Date

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.

Job Development and Placement

Describe how your agency will secure worksite training positions for applicants selected to participate in the training program. Describe how your agency will solicit agreements with local employers to enter into non-financial worksite agreements and agree to supervise, train, and hire those eligible participants upon satisfactory completion of training in unsubsidized employment. Describe the methodology your agency will use to ensure participants are placed where there is certainty of placement upon satisfactory completing the training.

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.

Service Levels (Number of Participants)

Indicate the number of participants that you are proposing to serve if different from what is being requested under this solicitation.

Participant Characteristics (Priority of Service)

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

Characteristic/Barrier To Employment	Planned Number	Planned Percentage
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		

Duration

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

Outreach/Recruitment

Describe how your agency will conduct outreach and recruitment of adult and dislocated individuals 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.

Occupational Targets

Using the following format, submit the form with your proposal identifying the training occupations that will be targeted and the minimum entry-level wage for each occupation. Positions targeted should be demand occupations in the local area. For each occupation provide evidence that the position is a growth/demand occupations and the minimum entry-level wage.

TARGET OCCUPATIONS

O*NET-SOC Code	Occupational Title	Entry Level Wage

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 methodology to be utilized in developing training positions with employers.

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

Describe the methodology to be utilized in determining the length of training for an individual.

Describe methodology to be utilized for oversight of training

2. Management Plan

In this section, offerors 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. Summary of Past Performance

If the proposing agency is a current or previous provider of Employment and Training Programs in this area or any other area, the following summary in the format identified must be completed and submitted for each previously operated program:

SUMMARY OF PAST PERFORMANCE

Agency Name:	
Project Name:	
Type Activity:	
Program Year Operated:	
Where Operated (Area);	
Where Operated (State):	
Contact Name:	
Contact Phone Number:	
Amount of Contract Award:	
Amount Expended:	
Type Training Provided:	
Planned Enrollments:	
Actual Enrollments:	
Planned Entered Employment Rate at Exit (Adults)	
Actual Entered Employment Rate at Exit (Adults)	
Planned Employment Retention Rate (Adults)	
Actual Employment Retention Rate (Adults)	
Planned Earnings Change (Adults)	
Actual Earnings Change (Adults)	

Planned Employment & Credential Rate (Adults)	
Actual Employment & Credential Rate (Adults)	
Planned Entered Employment Rate at Exit (D. W.)	
Actual Entered Employment Rate at Exit (D. W.)	
Planned Employment Retention Rate (D. W.)	
Actual Employment Retention Rate (D.W.)	
Planned Earnings Replacement Rate (D.W.)	
Actual Earnings Replacement Rate (D.W.)	
Planned Employment & Credential Rate (D.W.)	
Actual Employment & Credential Rate (D.W.)	
Note. "D.W." in context refers to Dislocated Worker. Form must describe the past performance for only one project. Up to one page of narrative may be attached to this form. A separate form must be completed for each project operated in the last five years.	

4. 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.

5. 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.

6. Fidelity Bond

Include a certified copy of your Fidelity Bond, which shows coverage for the period that would be covered (July 1, 2015 – June 30, 2016) by the proposed project.

7. 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'.

PY15 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)			

PY15 Detailed Budget

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

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.

8. 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 offeror'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 Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding 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

**LOWER CHATTAHOOCHEE WORKFORCE INVESTMENT BOARD
WORKFORCE INVESTMENT AREA 14**

**LOCAL GRIEVANCE PROCEDURES
UNDER
WORKFORCE INVESTMENT ACT**

Scope of Review: All applicants, clients, WIOA funded employees or recipients, One-Stop partners, and other interested parties affected by the local Workforce Investment System, who allege violations (other than complaints of discrimination) of the Workforce Investment Act, regulations, grants, or other agreements/contracts will use these procedures.

All applicants, customers, and/or recipients of WIOA funds, One-Stop partners, and other parties affected by the local Workforce Investment System, will be advised of their rights to file complaints or grievances under these procedures. In cases of WIOA-funded work-related activities, procedures established by the employing agency will be used, if such process has been designated.

Types of Complaints/Grievances:

Terms and Conditions of Employment: Complaints involving terms and conditions of employment as alleged by WIOA-funded staff will be processed and exhausted under the employing agency's established procedures prior to submitting a complaint in accordance with these procedures.

Bidders: Bidders wishing to file a complaint must have their complaint addressed under the administrative dispute procedures established by the Lower Chattahoochee Workforce Investment System prior to submitting such complaints in accordance with these procedures. (Such complaints may be filed only if the complaint is based on a violation of the Workforce Innovation and Opportunities Act, federal and State regulations, and local procurement requirements and/or procedures).

Labor Standards Violations: Complaints alleging violations under Subpart F, Section 667.600, Workforce Investment Act, Final Rules, shall use these procedures, or choose to submit grievances to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides.

Public Schools: Grievances which pertain to disciplinary actions of teachers or students, grading policy, or teacher employment contracts, will be handled by the grievance procedures outlined in 20-2-1160, Official Code of the State of Georgia. Grievances, which pertain to the terms of contracts between the school and the Workforce Investment System, shall be handled by these procedures.

When to File: All complaints, except those alleging fraud, criminal activity, discrimination on the basis of race, color, religion, sex, handicap, national origin, political affiliation, or belief, must be filed within one (1) year of the occurrence of the action upon which such complaints are based.

What to File: All complaints must be in writing, and shall contain the following: (1) the full name, telephone number [if any], and address of the person making the complaint; (2) the full name and address of the respondent against whom such complaint is made; (3) a clear and concise statement of the facts, including pertinent dates, constituting the alleged violation; (4) the provision of the Act, regulations, grant, or other agreements under the Act believed to have been violated, if known; and (5) relief requested.

Where to File: All complaints shall be delivered to the Columbus Consolidated Government Annex, Job Training Division, Post Office Box 1340, 420 Tenth Street (1st floor), Columbus, Georgia 31902-1340. Attention: **E.O. Officer.**

Local Resolution: Reasonable effort shall be made to resolve all complaints and grievances filed at the local level. A request for resolution of a complaint or grievance will be considered to have been filed when the reviewing authority, or his/her designee, has received the written statement from the complainant. Written statement must contain sufficient facts and arguments necessary to evaluate the complaint. The reviewing authority shall make written acknowledgment within ten (10) days of receipt of the complaint/grievance.

Grievance Hearing: Should such complaint/grievance necessitate a hearing, reasonable notice will be given to both parties by registered or certified mail; or hand delivered with means of documenting verification of receipt by affected parties. Such notice will contain: 1) time, date, and place of hearing; 2) specific charges involved; 3) right of both parties to be represented by legal counsel; 4) right to present evidence (both written and thru witnesses); 5) reference to the particular sections of the Act, regulations, subgrant, or other contract under the Act involved; 6) statement of the authority and jurisdiction under which the hearing is to be held; 7) statement of the right of each party to cross examination; and, 8) the right to an impartial decision maker who has not been directly involved in the events from which the complaint arose.

If either party to the complaint is aware of facts or circumstances that put the hearing officer's independence or impartiality in question, the appointing body will be notified immediately.

Selection of Hearing Officer: The hearing officer shall:

- have complete independence in obtaining facts and making decisions, and must be in a position to render decisions that are both fair and impartial; and,
- not be a subordinate of the Grant Administrator involved in administering the program and is not involved in the matter that gives rise to the grievance.

The hearing officer may be a member of the Workforce Investment System who has no direct or indirect involvement in the matter that gives rise to the grievance.

Decisions: The Director, Job Training Division, or his/her designee, will render final decisions except in cases that result in a hearing. The appointing hearing officer shall render final decisions of such hearings.

A request for review by the State level may be made if the complainant does not receive a decision within thirty (30) days of filing, or if the decision rendered is unsatisfactory.

Appeal to State Level:

If a complainant does not receive a decision within thirty (30) days of the date of filing of his/her complaint, or receives a decision that is unsatisfactory to the complainant, he/she has a right to request review of the complaint by the Georgia Department of Economic Development, Workforce Division. The request for review shall be filed within ten (10) days of receipt of the adverse decision(s) or ten (10) days from the date on which the complainant should have received a decision. Such a request shall be submitted to **State WIOA Title I Equal Opportunity Officer, or Deputy Commissioner of Workforce Development**, Georgia Department of Economic Development Workforce Division (GDEcD), 75 Fifth St, NW Suite 845, Atlanta, Georgia 30308. The State EO Officer, or other responsible designee, shall conduct a review of the complaint and issue a decision within forty-five (45) days from the date of receipt of the review request. If State official, GDEcD does not respond to you in the allotted forty-five (45) days, you will have the opportunity to file a request for review by the Executive Council Officer. The decision rendered by the State, or his designee, will be final.

Federal Review: Should the State fail to provide a decision within the established time frame, the complainant may request a determination as to whether reasonable cause exist to believe the Act, or its regulations, have been violated. Such request shall be submitted to the Secretary, U.S. Department of Labor, Washington DC 20210, Attn: ASET within ten (10) days of the date the Governor's decision should have been issued. The Secretary shall act within 120 days. Except for complaints arising under WIOA Section 184(f) or Section 188, grievances or complaints made directly to the Secretary will be referred to the appropriate State or local area for resolution in accordance with this section, unless the parties are notified that the Georgia Department of Economic Development Office of Workforce Development will investigate the grievance under the procedures at 667.505.

Discrimination: Complaints involving any type of discrimination must be filed directly with the U.S. Department of Labor within 120 days of the occurrence. Questions about or complaints alleging a violation of the nondiscrimination provisions of WIOA Section 188, may be directed or mailed to the Director, Civil Rights Center, U.S. Department of Labor, Room N4123, 200 Constitution Avenue, NW, Washington, DC 20210, for processing.

Nothing precludes a grievant or complainant from pursuing a remedy authorized under another Federal, State, or local law.

- **Special Procedure for Complaints of Discrimination on Basis of Disability**

Complaints pertaining to discrimination on the basis of handicap must be filed within 180 days of the occurrence, and must be processed by the State within sixty (60) days of filing a grievance. If a complaint in such case does not receive a decision, or receives an adverse decision from the State, an appeal may be filed with the U.S. Department of Labor, Directorate of Civil Rights. Such an appeal must be filed within thirty (30) days of receipt of the adverse decision, or within ninety (90) days of the original filing.

Forms necessary to file the complaint may be picked up from the Office of the Job Training Division, Columbus Consolidated Government Annex, Post Office Box 1340, 420 Tenth Street (1st floor), Columbus, Georgia 31902, contacting **WIOA EO Officer at (706) 653-4539, 1-800-255-0056 (Hearing impaired), 1-800-855-2884 (English as a second language) or by email at jobtraining@columbusga.org.**

Certification:

I certify that I have read and understand the Grievance Procedure established for Workforce Investment Area 14, and that a copy of same has been provided to me on the date identified below.

Signature

Date