

**Request for Proposal  
to Provide WDB Staff, Regional Operator  
and Service Provider for the South Central  
Region 8 Workforce Board, Inc.  
RFP-ES-8-17**

**Release RFP – Friday, June 30, 2017**

**Mandatory Bidders Conference – Monday, July 10 2017**

**Letter of Intent to Bid Requested – Friday, July 14, 2017**

**Bidder Questions Deadline – Friday, July 21, 2017**

**Bidder Questions Answers Issued – Friday, July 28, 2017**

**Proposal Submission Deadline – Monday, August 28, 2017**

**Award Announced – Wednesday, September 20, 2017**

**Contract Effective Date – July 1, 2018**

**South Central Region 8 Workforce Board, Inc.  
C/O Carla Crowe  
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Indianapolis, IN 46240 [carla.crowe@crowehorwath.com](mailto:carla.crowe@crowehorwath.com)**

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## **Part I – Introduction & General Information**

The South Central Region 8 Workforce Board, Inc. (WDB) is a registered 501(c)(3) not-for-profit corporation which has oversight of employment and training programs in the following eight counties: Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and Owen. The WDB serves as a pass through entity providing employment and training programs in the Economic Growth Region 8. (South Central Region 8 Workforce Board, Inc.) using a variety of state and federal grant resources, including those available through the Workforce Innovation and Opportunity Act (WIOA), Re-employment Services and Eligibility Assessment (RESEA), Adult Education WorkINdiana Training Program, Jobs for America's Graduates (JAG), Business Services. The WDB is governed by a volunteer board that will initiate program directives and provide oversight and guidance on program operations. Crowe Horwath, LLP serves as Fiscal Agent with full time staff and records located in Indianapolis, Indiana

South Central Region 8 Workforce Board, Inc. is requesting proposals to secure one entity to provide Staff to the Board, One-Stop Operator Services and Service Provisions for WIOA Services, Business Services, RESEA, Adult Education WorkINdiana Training Program, JAG, Functional Supervision of State Staff and Wagner Peyser Management. The successful bidder will enter into negotiations for a contract from July1, 2018 to June 30, 2020, with an optional one-year extension at the discretion of the WDB for a total of three (3) years.

### **Funding**

The funding for these services will come from Federal Workforce Innovation and Opportunity Act (WIOA), Title I funds, Business Services, RESEA, Adult Education WorkINdiana Training Program and JAG awarded to the WDB. The WDB also receives other federal and state funding. Attachment A provides Program Year 2016 WIOA funding levels and descriptions of other current funding of the WDB. While funding can fluctuate, Attachment A provides a reasonable guideline for expected funding levels.

### **Contract Negotiations**

Successful respondent to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations. Successful bidders will negotiate the proposal prior to the WDB making any final commitment.

### **Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the WDB are subject to public release upon request, except those items specifically exempt from disclosure after the selection of the winning bidder. All such proprietary or confidential material should be so marked.

### **Subcontracts**

Bidders may subcontract for all or part of the services to be provided but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the WDB.

### **Administrative Offices**

The successful bidder will be required to maintain an administrative office within the Region. The office may be located in a WorkOne center.

**Part II - Procurement Timeline**

RFP Release	Friday, June 30, 2017
Mandatory Bidders Conference	Monday, July 10, 2017
Letter of Intent to Bid Requested	Friday, July 14, 2017
Bidder's Questions Deadline	Friday, July 21, 2017
Responses to Questions Posted	Friday, July 28, 2017
Proposal Submission	Monday, August 28, 2017; 4:00 p.m. Eastern Time
Bidder Interviews (if needed)	TDB
Proposal Selection (planned)	Wednesday, September 20, 2017
Contract Start (planned)	July 1, 2018

All times shown are Eastern Standard Time (Eastern Time). The WDB reserves the right to adjust the schedule when it is in the best interest of the WDB or to extend any published deadline in this RFP upon notification to those who have requested an RFP.

**Availability of RFP Documents**

Request for Proposal documents will be available beginning on and after **12:00 PM Eastern Time Friday, June 30, 2017** for download in PDF format from the Board's website at <http://www.southcentral8.org/archives/index.html> and on the Indiana Department of Workforce Development's website at <http://www.in.gov/dwd/2476.htm>.

**Mandatory Bidders Conference**

A Mandatory Bidders Conference will be held on Monday July 10<sup>th</sup> at 1:00 pm Eastern Time at the Bloomington WorkOne Center 450 South Landmark Avenue Bloomington Indiana 47403, Room #1.

**Letter of Intent to Bid Requested**

It is requested that a Letter of Intent to Bid be received by the Board Contact at the email address listed below on or before **Friday, July 14, 2017**. Said letter does not commit bidder to submit a proposal. The Letter of Intent should contain the company name, address, contact person, and contact information. All of the Letters of Intent to Bid will be kept confidential and will be released upon written request and only after a selection has been made for WDB Executive Services. Letters of Intent to Bid are to be sent to the Board Contact:

South Central Region 8 Workforce Board, Inc. Fiscal Agent c/o Carla Crowe  
[carla.crowe@crowehorwath.com](mailto:carla.crowe@crowehorwath.com)

**Questions and Answers**

To be considered each bidder must submit a proposal and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the Board will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposal. Therefore, the Board encourages bidders to contact the Board Contact by email during the **technical assistance period ending Friday, July 21, 2017**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.**

Answers to any questions will be posted on Friday, **July 28, 2017** to the Board's website located

at <http://www.southcentral8.org/archives/index.html>. Therefore, bidders are encouraged to view the website to ensure they are fully aware of the most current information. All answers issued in response to the bidder question become part of the RFP and the RFP process.

**Other than as specified above, all members of the South Central Region 8 Workforce Board, Inc., contractors, authorized representatives, or agents of the Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.**

**Potential Bidders are prohibited from making any contact related to this RFP with Board members or contractors to the Board at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The South Central Region 8 Workforce Board, Inc. (WDB) reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of WDB's official files without further obligation. WDB will not pay for the development or preparation of proposals.

### **Part III - Eligibility and Contract Information**

#### **Eligible Applicants**

Eligible applicants include but not limited to:

- Private or public not-for-profit organizations, including faith-based or community-based organizations.
- Private or public for-profit organizations or entities.

Bidders are not required to have previous experience specifically in workforce development, but must be able to document how prior experience is relevant and will be beneficial in providing Services to the WDB.

#### **Contract Information**

Funding for all activities under this RFP will be provided by the appropriate program grant. The actual amount of contract award will be based on a negotiated cost proposal and available funds and will ensure optimum utilization of funding for services to rural areas.

#### **Period of Performance**

The period of the contract will be effective no later than July 1, 2018 through June 30, 2020. A one-year extension may be granted by the Board.

### **Part IV – Proposal Submission Information**

#### **Proposal Submission Information**

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 11-point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins.

Starting after the cover page and the table of contents, number each page at the bottom center

using the format “page x of x”. The completed attachments B, C, D and E (Budget Estimate Worksheet) from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 30 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify “Proprietary” information as such. All proposal pages must be sequentially numbered.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

- Proposal Cover Page (Attachment B)
- Table of Contents
- Organizational Section –
  1. Organization name
  2. Organization address
  3. Organization telephone number(s)
  4. Contact person
  5. Length of time in business
  6. Board of Directors
  7. Chief Executive Officer
  8. A Statement indicating the intent of the organization to provide services described in this RFP
  9. Legal status of the Bidding Entity
  10. Mission or purpose of the Organization
  11. Organization’s website address
- Bidders Background & Experience
  1. Description of the purpose of the Organization
  2. Description of the management and structure of the Organization
  3. A listing of similar services provided – Names and Contacts
  4. Brief resumes for key personnel that will provide the services
  5. Copies of monitoring reports and audit reports for the past two years for similar services, or statement if not applicable
- Plan of Service
  1. Detail plan for providing Executive Staff to the Board
  2. Detail plan for providing One-Stop Operator services
  3. Detail plan for providing Service Provider services
- Budget/Cost – Bids will be evaluated based on respondents’ proposals to the RFP. Bidders must use the attached Budget Estimate Worksheet (Attachment E) to identify proposed costs, including accompanying narrative. Please note that the WDB’s Fiscal Agent pay bills for the Board.

- Non-Collusion Affidavit (Attachment C)
- Assurances and Certifications (Attachment D)
- Required Insurances/Bonding: General Liability, Workers Compensation, Employee Fidelity Bonding
- Exhibits
  1. Budget Narrative and Budget Estimate Worksheet
  2. Bidder's Annual Report/Financial Statement
  3. Resumes of the Key Staff to be involved
  4. Organizational Charts – Please include % of time allocated to each individual or position included as Executive staff of South Central Region 8 Workforce Board Inc. WDB.
  5. Recent Audits and Monitoring Reports from Similar Initiatives, if applicable

Each section and exhibit must be clearly labeled. Please indicate any information not applicable.

Submittals must include one electronic version (either PDF or Microsoft Word format). The electronic version may be provided by emailed directly to the Board's Contact.

All responses become the property of the Board.

#### **Submission Dates and Times**

The closing date for receipt of proposals under this request is **Monday, August 28, 2017**. Proposals must be received by email no later than 4:00 PM Eastern Time. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Proposals are to be emailed to:

South Central Region 8 Workforce Board, Inc. Fiscal Agent c/o Carla Crowe <a href="mailto:carla.crowe@crowehorwath.com">carla.crowe@crowehorwath.com</a>
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**Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.**

#### **Other Submission Requirements**

**Withdrawal of Proposals.** Proposals may be withdrawn by written notice, including letter or email received by the Board Contact at any time before an award is made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

**Changes, Amendments, and/or Re-Issuance of this RFP.** Unless specifically requested by the Board, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the Board reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

**Assurances and Certifications.** The individual having Contract Signature Authority must sign

the Assurances and Certification Document. **Note:** Do not re-type this document; use the copy provided with this RFP. **(Attachment D)**.

### **Part V - Scope of Services**

**A. WDB Executive Staff Services** - The South Central Region 8 Workforce Board, Inc. (WDB) is publishing this Request for Proposal (RFP) to seek responses for one entity to provide WDB Executive Staff to the Board, One-Stop Operator and Service Provision in Region 8 which consists of the following counties: Brown, Daviess, Greene, Lawrence, Martin, Monroe, Orange and Owen counties. The selected respondent from among the proposals will be a contractor for the South Central Region 8 Workforce Board Inc. (WDB).

- Indiana has been divided into twelve Regional Workforce Service areas. Each area has a Workforce Development Board that will be responsible for the delivery of workforce services in that geographic region.
- The Fiscal Agent, Crowe Horwath LLP, provides comprehensive financial management, accounting, reporting and sub-recipient monitoring services for the South Central Region 8 Workforce Board, Inc.
- The WDB Executive Staff will provide support services for the WDB, including fundraising, management of staff, marketing, oversight of one-stop operator.
- Duties performed by WDB Executive Staff will be performed in a professional and ethical manner.
- WDB Executive Staff should help to promote the WDB and Region as a leader in excellence for workforce development, while bolstering the WDB's reputation as an innovative and creative entity for job placement while being business and economic development driven.

WDB Executive Staff responsibilities include:

1. Providing executive support services for the WDB.

The WDB is an active, business-led, volunteer board that establishes policy and drives the region's strategy for workforce development. WDB Executive staff must provide proactive support to this board. The WDB must be notified of any proposed change in staffing of WDB Executive team. The purpose and role of WDB Executive staff is to:

- a. Assist the WDB to think strategically regarding the development of a comprehensive workforce system and alignment of the workforce system with economic development and education;
- b. Cultivate a climate that actively engages WDB Executive staff members as well as WDB members, so that value-added results are seen and individuals sense the benefits of participating;
- c. Assist the WDB in developing and using an industry cluster approach to workforce, education, and economic development policy and practice;
- d. Identify and use a strategic planning process that will produce both short and long-term goals, and achievements resulting in visible actionable plans;
- e. Ensure that the WDB meets its responsibilities with respect to contracts in force;
- f. Provide data-based performance reports to the WDB on a regular basis;
- g. Compile and publish data-based performance indicators in graphic form on a regular basis;



- h. Assist the WDB in the development and execution of a regional-based outreach plan
  - i. Perform other related duties as determined by the WDB.
2. Oversee the contracts of the One-Stop Operator/Service Provider(s) which manage the flow and delivery of services in each WorkOne Center located in the region.
- a. Oversee the contracts which manage the flow and delivery of services in each WorkOne located in the region in accordance with the State's One-Stop Operator Policy and mutually agreed to service level standards.
  - b. Provide participant reporting and data validation functions, in conjunction with the WDB.
  - c. Coordinate and cooperate with the Fiscal Agent concerning fiscal and financial reporting formats and processes.
3. Seek additional funding sources and partnering opportunities.
- a. Additional funding sources and partnering opportunities will enhance the region's ability to provide workforce development services. Staff will be expected to go beyond basic one-stop system oversight and continually look for ways to strategically grow jobs, employment and personal income in South Central Region 8 Workforce Board Inc. Staff must be able to form coalitions and partnerships to achieve these results. Obtain additional funding by utilizing the existing and available resources of regional grant writers.
  - b. Conduct research, analysis and strategic planning (or contract for same) to develop a community audit with annual updates and publication of a State of the Workforce report. To share the information with the public and gain insights for strategic planning, the WDB Executive team will be expected to inform the broadest segment of the regional community of the issues, challenges, and accomplishments of workforce development, economic development, and education. Strategies resulting from the research and subsequent board planning are to be included in the region's strategic plan of workforce investment, developed by the WDB Executive team.
4. Promote the efforts of the WorkOne System and the Boards initiatives.
- a. Update and maintain the eligible training provider data including, but not limited to the acceptance of applications from training providers, the entry of applications into the state system and the first level approval or denial of such applications. Such actions will be in coordination with the regional workforce board and the State workforce board. The state's eligible training provider policy may be found at [http://www.in.gov/dwd/files/ETPL\\_Policy\\_Final.pdf](http://www.in.gov/dwd/files/ETPL_Policy_Final.pdf)
  - b. Develop strategy for keeping WDB in top quartile performance standards for all state regions.
5. Ensure adherence of the system to Federal and State policies. Policies of the Indiana Department of Workforce Development may be found at <http://www.in.gov/dwd/2482.htm>.
6. Act as the WDB liaison to the Local Elected Officials (LEOs) within the region. On a continued basis promote the WDB's activities and gain input and feedback from the LEOs as needed.

**B. One-Stop Operator Services** – Workforce Innovation and Opportunity Act (WIOA) of 2014 defines the required activities authorized for the One-Stop Operator role and delivery of career, training and business services. Respondents are encouraged to read the Act to understand the scope of authorized activities.

Under WIOA the One-Stop Operator must coordinate the service delivery of required one-stop partners and service providers. The One-Stop Operator will also be responsible for implementing and managing the workforce system under guidelines and rules established by the Board. Duties include, but not limited to:

1. Managing daily operations in coordination with partner services.
2. Managing partner responsibilities defined in the Memorandum of Understanding (MOU) among partners.

Note: The One-Stop Operator cannot assist in the development, preparation and submission of local plans, be responsible for oversight of itself, negotiate local performance accountability measures or developing and submitting budget for activities of the Local WDB in the local area.

**C. Service Provision Services** – Economic Growth Region 8 operates an integrated service delivery model whereby all business, adult, dislocated worker and youth customer services are delivered by functional teams that are comprised of individuals from a variety of funding streams. Respondents will assume the responsibility of implementing and overseeing services in One-Stop Centers. This includes meeting performance measures, implementing policy, procedures, flow, work culture, security and staffing. The successful bidder will functionally supervise staff from different organizations. A successful respondent will manage services for individuals and business within the One-Stop Center in accordance with Local and State Workforce Development Board Policies, adhering to all Federal and State regulations and policies.

### **1. Business Services**

WIOA formula funds allocated to local Workforce Boards will be used to help employers find workers with the necessary skills, foster regional collaboration to meet the need of our regional economy, improve services to employers and promote work-based training. The Board is seeking innovative solutions to:

- Provide quality business services;
- Develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy;
- Design and implement practices that engage industry sectors, use economic and labor market information, sector strategies, and career pathways;
- Assist businesses in identifying and hiring skilled workers and accessing other supports, including education and training for their current workforce;
- Provide strategic talent development to reflect employer demand;
- Develop a business strategy that:
  - Aligns with regional workforce development priorities
  - Aligns with economic development efforts in the region
  - Provides a plan to reach employers across the region
  - Responds well to the demands of the employers in the local labor market
  - Aligns business workforce needs with job seekers' assets
- Provide customized recruiting and screening services offered to businesses thru:

- Customized screening of applicants: Thoroughly screen job seekers based on employer skill requirements and prepare them for interviews, saving businesses time and increasing the likelihood that business will return for more candidates in the future.
- Advertise job openings: Provide employers with the opportunity to post employment opportunities throughout the workforce system.
- Provide access to space: Provide space for businesses to interview candidates, hold recruiting events, conduct informational meetings, etc.
- Customized recruitments: Provide employers with an in-person opportunity to inform job seekers (screened and/or unscreened) about available job openings within their organization.
- Conduct job fairs: Offer multiple employers the opportunity to meet WIOA enrolled and non-enrolled job seekers.

## **2. Job Seeker Service Delivery**

WIOA is the nation's principle workforce development legislation. Key components include: streamlining services through a One-Stop service delivery system; empowering individuals through information and access to training resources; providing universal access to Career Services; increasing accountability results; ensuring a strong role for local Workforce Board and the private sector in the workforce investment system; and facilitating state and local flexibility. WIOA formula funds allocated to local Workforce Boards for Adult, Dislocated Worker and Youth programs must be used to provide services through the Workforce delivery system.

### **A. Adult and Dislocated Worker Career Services: Basic Career Services, Individualized Career Services, Training Services and Follow-Up:**

**Basic Career Services** include services assisting jobseekers in finding gainful employment, and orienting customers to WIOA services and procedures, as well as, providing information on the labor market and unemployment insurance. These services may be provided by one or a combination of staff from the mandated partners of WIOA. Below are basic services respondents are expected to offer:

Determination of whether the individual is able to receive assistance from the adult, dislocated worker or youth programs;

- Outreach, intake, and orientation to information and other services available through the workforce delivery system;
- Initial assessment of skill levels including literacy, numeracy and English language proficiency, as well as aptitudes, abilities (including skill gaps) and supportive service needs;
- Labor exchange services including:
- Job search and placement assistance; and individual career counseling as needed, including;
- Provision of information on in demand sectors and occupations
- Provision of information on non-traditional employment
- Provision of referrals to and coordination of activities with other programs and services including programs and services within the One-Stop delivery system and when appropriate, other workforce development or human services programs;
- Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local regional and national labor market areas including:
  - Job vacancy listings in labor market areas;

- Information on job skills necessary to obtain vacant jobs listed; and
- Information related to local occupations in demand and the earnings, skill requirements and opportunities for advancement for those jobs;
- Provision of performance information and program cost information on eligible providers training services by program and type of providers;
- Provision of information about how the local area is performing on performance accountability measures;
- Provision of information relating to the availability of supportive services or assistance and appropriate referrals to those services including child care; child support; medical or child health assistance available through the State, Supplemental Nutrition Assistance Program (SNAP) benefits; and assistance under Temporary Assistance for Needy Families (TANF) including supportive services and transportation;
- Assistance in establishing eligibility for programs of financial aid assistance for training and or education programs not provided under WIOA;

**Individualized Career Services** under WIOA, must be made available if determined to be appropriate, in order for an individual to obtain or retain employment. Individualized career services are more comprehensive, in-depth and individualized than basic career services, and generally involves interaction with a case manager or career coach.

These services include the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
  - Diagnostic testing and use of other assessment tools; and
  - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an Individual Employment Plan (IEP), in order to identify the employment goals, appropriate achievement objectives and the appropriate combination of services for the individual to achieve his or her employment goal.
- Group counseling
- Individual counseling
- Career planning

Short term pre-vocational services including; the development of learning skills, communications skills interview skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training

- Internships and work experiences that are linked to careers
- Workforce preparation activities
- Financial literacy services as described in sec. 129(b)(2)(D) of WIOA
- Out of area job search assistance and relocation assistance; and
- English Language acquisition and integrated education and training programs.

### **Training Services:**

Training may be made available to individuals if after an interview, assessment or evaluation and career planning it is determined that the individual:

- Is unlikely or unable to obtain or retain employment that leads to self-sufficiency or comparable wages to or higher than wages from previous employment;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher wages from previous employment

- through career services alone; and
- Have the skills and qualifications to successfully participate in the selected program of training services.

The selection of training services should be conducted in a manner that maximizes customer choice and is linked to in-demand occupations. Case managers and/or career counselors must ensure that participants explore other funding options and research performance of relevant training providers. The following items explain the different training options available to participants.

*Individual Training Accounts (ITAs):* ITAs are vouchers to be redeemed at one of the many eligible training providers. Training services are not usually provided directly by the Service Provider but staff facilitate the ITA application and selection process with the job seeker. The actual training is conducted by an approved training provider listed on the Indiana Eligible Training Provider List.

*Alternative Training Models:* In addition to ITAs, the One-Stop Centers may be required to facilitate alternative training models. Respondents should be knowledgeable in the following various training models.

Internships/Work Experience: Work experience is a planned, structured learning experience that takes place in a work environment for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Fair Labor standards apply in any work experience where an employee/employer relationship exists, as defined by the Fair Labor Standards Act or applicable State law.

On-the-Job Training (OJT): OJT services typically involve “hands on” training in occupational skills for a specific occupation. Training is provided by an employer for a participant who needs additional skill training for a specific job. The participant is an employee of the company and in order to offset the cost of the training, the employer is reimbursed a percentage of the participant’s salary, based on criteria provided by state and local policy, during the training period. One-Stop Center are required to develop OJT agreements with employers and are required to have staff knowledgeable of the OJT forms and procedures.

Pre-Apprentice Training: Pre-apprenticeship programs provide training to increase math, literacy, and other vocational skills needed to gain entry into a registered apprenticeship program.

Apprenticeship Training: Apprenticeship training is a framework in which a participant receives company paid on-the-job training (OJT) along with related classroom instruction. The OJT is supervised by a fully trained journey worker (mentor) in the same occupation who follows a written work process specific to the occupation. A progression of wages is paid and a contract is required. One-Stop Centers are required to train staff about the apprenticeship model, connect jobseekers to employers, and develop apprenticeship agreements with employers.

Incumbent Worker Training: Incumbent Worker training is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to

retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent Worker training must increase both a participant's and a company's competitiveness.

### **Follow-up Services:**

One-Stop Centers must communicate with, and monitor the progress of individuals throughout enrollment in the program. In addition, follow-up activities must be provided as appropriate, to individuals who have exited from the program for up to one year. Follow-up services tend to be of two major types: retention and advancement services for employed individuals; and reemployment services for individuals who lose their jobs.

#### Retention/Advancement Services

- Additional career planning and counseling
- Working with the customer to identify emerging problems
- Helping the customer gain job/educational coping skills
- Peer support groups
- Information about additional educational opportunities
- Helping the customer to access needed support services

#### Re-Employment Services

- Counseling with the customer about reasons for his/her job loss
- Career services and supportive services to address reasons for job loss and implement appropriate solutions to secure re-employment.

In addition to the above services under WIOA, the WDB requires One-Stop Comprehensive Centers to offer the following:

Resource Areas: Comprehensive One-Stop Centers must maintain an accessible resource area (including access for persons with disabilities) as part of their WIOA services. This public space and the resources available within it should include computers with Internet access; tutorials for career exploration, job searching and resume writing; job postings; periodicals, services and financial aid for local non-WIOA training, labor market reports, educational programs and information on partner programs. Individuals may receive self-service or informational activities without an eligibility determination. Self-service or informational activities include, but are not limited to on-line materials, informational workshops, employer screenings and job fairs.

Workshops: One-Stop Centers and their partners must provide a wide range of informational workshops to job seekers as part of their career services offerings. These workshops focus on job search and soft skills, such as interviewing techniques, resume preparation, networking, effective communication skills, conflict resolution, computer literacy and job readiness training.

## **B. Youth Services: Out-of-School and In-School Youth**

The WDB is seeking successful workforce development strategies that will help youth obtain employment, re-engage in school, prepare for postsecondary education and/or connect to industry- focused education and training programs, thereby increasing the number of youth productively engaged in the workforce. Successful respondents will provide youth workforce development services, including the required WIOA youth program elements in an approach designed to enhance participants' essential employability skills and assist youth in setting and pursuing educational and career goals. The WDB and Youth Committee are particularly interested in innovative approaches that leverage WIOA dollars to expand both services and numbers of youth served, connect youth to education and training opportunities leading to careers in the board's targeted industry sectors, and support career pathways. Under WIOA, a minimum of 75% of local area youth funds (minus administrative costs) must be spent on out-of-school youth. A minimum of 20% must be spent on work experiences (reference, TEGL 23-14).

Proposal(s) should focus on results that:

- Demonstrate improvement in reading, writing, and math scores;
- Increase attainment of high school credentials;
- Increase enrollment in advanced training, skilled trades, and post-secondary institutions through career awareness activities;
- Establish employment opportunities that provide career pathways for out-of-school youth;
- Prepare youth to enter employment and become self-sufficient.
- WIOA funds allocated to youth service providers shall incorporate the following program design areas:
  - Outreach, Recruitment, Orientation: Outreach and recruitment includes identifying potentially eligible youth and providing an orientation informing youth of the full array of applicable or appropriate services (WIOA and non-WIOA) available and how to access these services. Dropout youth are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time (generally within one year of participation date). Knowledge of the target group and effective outreach will be important.
  - Intake, Eligibility, Registration: The Service Provider is responsible for determining WIOA eligibility for all youth applicants. This includes gathering, verifying and certifying eligibility as well as data entry into the web-based case management and customer tracking system used by the WDB. WIOA requires all youth to be determined eligible prior to receipt of WIOA-funded services. If an individual is not eligible for WIOA services, he/she will be offered assistance in accessing organizations/services that are more appropriate.
  - Objective Assessment (OA) and Referral: The OA will establish the baseline for all activities and training. It will also act as the foundation for development of goals (i.e. educational, employment, credential attainment, etc.). Each eligible youth must receive an OA that includes a review of: basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs and strengths for the purpose of identifying appropriate services and career pathways and informing the individual service strategy.

- Individual Service Strategy (ISS): Based on the results of the OA, an ISS will be mutually developed between each participant and his/her case manager. The ISS is a written plan of action that identifies age-appropriate short and long-term goals that include career pathways, education and employment goals, and service needs. The ISS must directly link activities and services to one or more indicators of performance. The WDB considers the ISS a living document that requires on-going review of the progress of each participant in meeting their goals and updating their plan as needed.
- Case Management: Youth case management is a youth-centered, goal-oriented process for assessing needs of youth for particular services to meet educational and employment goals and assisting youth in obtaining those services. Record keeping is an essential component of case management. Records are used to document and retain information about youth, the process and progress of the services being provided, and are a focal point for accountability to funding. All service providers must maintain electronic participant files that meet the specification of the WDB.
- Access to a Range of Services: The 14 WIOA Youth Program Elements (listed below) must be made available to enrolled youth as needed or requested. If the Service Provider does not directly provide one of the program elements, it must describe the relationship with and demonstrate the ability to make seamless referrals to the organization providing the service. The Service Provider will have primary responsibility for ensuring that each youth receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS.

It is the intent of this RFP to (1) connect more young people in Economic Growth Region 8 with work opportunities; (2) increase youth and young adults' job search, work readiness and competitiveness in future employment; and (3) increase career planning and skills development including postsecondary education. Youth and young adults should receive appropriate services based upon an objective assessment and ISS. Accordingly, program designs must include the following 14 required program elements.

- Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
- Alternative secondary school offerings;
- Education Concurrent with Workforce Preparation;
- Labor Market and Employment Information for Local Area;
- Paid and unpaid work experiences, including internships and job shadowing;
- Occupational skill training;
- Financial Literacy;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours;
- Entrepreneurial Skills;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Comprehensive guidance and counseling, which may include drug and alcohol counseling and referral;
- Supportive services;
- Follow-up services for not less than 12 months after completing participation; and
- Activities that prepare Youth to Transition to post-secondary education and training



### **Jobs for America' Graduates (JAG) Program**

Jobs for America's Graduates (JAG) is a state-based national non-profit organization dedicated to preventing dropouts among young people who are most at-risk.

JAG Specialists, along with the school advisory team consider students' academic, personal, environmental, income and work-related barriers when determining whether a student is a good fit for the JAG program. Trained JAG Specialists teach students the 37 core employability competencies from the JAG National curriculum as well as provide individual attention and identify specific barriers to success. For more additional information on the Job's for Americas Graduates program go to <http://www.jag.org/>.

### **C. Financial Management**

The respondent must demonstrate that it is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, financial capacity and fiscal knowledge in accordance with federal, state and generally accepted accounting practices. This includes demonstrating effective financial performance under contracts with Workforce Development Boards by meeting all fiscal expenditure goals and the ability to utilize funds to drive operational objectives.

The proposing entity must demonstrate past experience with federal and state grant funds and abiding by all requirements with 2 CFR Chapter I, Chapter II, Part 200 et al, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and other applicable requirements.

A Risk Assessment will be performed on each potential successful respondent. The following items will be reviewed, at a minimum: 1. Prior experience with same or similar sub awards, 2. Previous audits, Single Audits, in particular, 3. Whether the proposer has new personnel, or new or substantially changed systems; and 4. The extent and results of prior monitoring of federal and state funds.

### **Part VI. Selection Process**

Procurement will be conducted in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the scope of services listed in this RFP.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only responsive proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;

- c. Proposals will be deemed non-responsive for:
  - 1. Failure to follow the prescribed format for submitting the proposal.
  - 2. Failure to provide information required by this RFP.
- d. Review and scoring by evaluators (see Part VII below for details);
- e. Oral discussions of proposals with bidders as needed;
- f. On-site interviews and/or request for additional information with top selected bidder(s) (price will be considered and discussed with bidders in this or the previous step);
- g. Presentation of evaluations, scoring and recommendations of proposal review team to the Board;
- h. Discussion and appropriate action by the Board in selecting proposed contractor(s) for contract negotiations.

Successful bidders may be subject to an onsite visit to evaluate administrative and financial management systems. Additionally, they may be required to attend a contractor training session to ensure they are cognizant of responsibilities, reporting requirements, payment methods and performance measures to ensure successful contract performance.

### **Part VII – Evaluation Process and Rating Criteria**

There are 100 points available under this RFP.

The Board may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonably obscure the meaning of the content. Further, the Board reserves the right to request clarifications from bidder of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

#### ***Rating Criteria***

The applicants' bids will be evaluated on 5 criteria each carrying a unique weighting:

Possible points

- |   |    |
|---|----|
| • Organizational Structure and Capacity     | 25 |
| • One-Stop Operator and One-Stop Management | 20 |
| • Plan of Service                           | 30 |
| • Past Performance and Planned Outcomes     | 15 |
| • Budget and Financial Management           | 10 |

#### **Organizational Structure and Capacity (25 Points)**

The respondent should have experience working in a workforce development, human services, education, economic development, or other similar setting in order to successfully perform the duties required by the WDB.

Scoring of this criterion will be based on:

- Organization overview including length of existence and legal status of your organization

- Include as an exhibit a copy of your most recent business entity filing
- Vision and Mission
- Organizational strategic goals and current progress/results
- Programs currently offered and any other business activities in which you are engaged
- Governance structure
- Organizational Leadership
- Include as an exhibit, the bios of key organization leaders outlining expertise and experience in successful program management and leadership; include applicable qualifications and certifications
- Include as an exhibit a current organization chart which clearly depicts lines of responsibility and authority
- Provide a plan for staff development for on-going learning to increase staff expertise and efficiency
- Organization Characteristics & Qualifications:
  - Describe the strengths of the organization
  - Describe the organization's process and measurement for successful customer service

**One-Stop Operator and One-stop Management (20 points)**

The respondent must have a detailed plan for successfully completing the many duties, as outlined in Part V of this RFP. It is of key importance that respondent's plan strongly coheres to the goals and objectives established by the WDB.

Scoring of this criterion will be based on the following:

- The efficacy, relevance, and quality of the bidder's responses to the requirements identified in Part V, entitled "Scope of Services" of this RFP.
- Describe your strategies for developing and enhancing coordination with mandated WIOA partners.
- How will you work to achieve an integrated system where customer service and performance are high priorities?
- Describe other partnerships you plan to form in order to serve customers.
- Describe how your organization will assume the responsibility of implementing and overseeing center/centers. This includes performance, facilities management, policy, procedures, flow, work culture, security, and staffing.
- Describe how your organization will functionally supervise staff from different organizations. How will you integrate with the formal supervisors from various providers?
- Describe how customer feedback will be collected and used to make continuous improvements to services.
- Describe how you will coordinate marketing and outreach services with the One Stop partners.
- Include an organizational chart(s) that illustrates the structure of your staffing to be used in support of the proposed programs. The chart should display the management and administrative staff. This chart should match the staffing sheet provided in the attachments and clearly display the number of staff planned for each location along with position titles. If your organization has multiple locations, please indicate which management positions are located within the Region and those located outside the Region.

**Plan of Service (30 points)**

The respondent serves a key role in serving as the partnership liaison for the WDB, and the primary facilitator and coordinator of regional workforce development, education, and economic develop partnerships within the area.

Scoring of this criterion will be based on the following:

- Identify the targeted One-stop center location(s) you plan to serve and describe the specific community's workforce needs and available resources and relationships. How will you ensure that residents of all the cities you plan to serve can access services?
- Describe in detail your strategies for engaging, recruiting, enrolling and serving job seekers to your program. Describe innovative ways in which you will outreach to individuals and assure access across the region or sub-region (i.e., virtual workshops, satellite sites, and outreach at other organizations). Discuss the approach and implementation plan for outreach and services to diverse special population groups including individuals with disabilities, individuals with basic skills deficiency, limited English speakers, veterans, individuals with criminal backgrounds, and recipients of public assistance. What actions have you taken to ensure that your staff are equipped to serve individuals with disabilities?
- Describe how job seekers will be oriented to the center and assessed upon enrollment.
- Explain your approach to providing customer-centered services. Describe the process for developing and managing an individual employment plan/individual service strategy.
- Describe the basic career services offered to job seeking individuals including but not limited to workshops, job readiness training, and individualized job matching. Describe these services and explain their value to the job seeker. Identify the frequency and availability of career services and any innovative features in your service offerings.
- Describe your implementation of access of career pathways to clients and access to partnering agencies. How will you connect clients to the full range of services provided by the education and workforce partners, including adult basic education, higher education, job training, and other services of need?
- Describe your follow-up strategies and how they will enhance job retention and career path growth.
- Describe what about your job seeker services are innovative.
- Explain any unique youth service strategies not already explained including job placement, job readiness training and strategies for working with youth with barriers including (but not limited to) high school dropouts, offenders, homeless, youth with disabilities, youth in foster care, and pregnant or parenting youth.
- WIOA requires programs must be designed to serve both in-school and out-of-school youth. WIOA program requirements mandate that a minimum of 75% of all WIOA Youth program expenditures must be spent on providing services to out-of-school youth. WIOA also required a minimum of 20% of total youth expenditures be spent on work experiences. How will you ensure meeting these requirements?
- Describe how you will incorporate the delivery of the JAG program into your in- school program.

**Business Services:**

- List and describe your proposed business services. How will you incorporate a demand driven approach to service delivery?
- Explain how your business strategy aligns with the regional workforce and economic

- development priorities. How will you align business needs and job seeker assets?
- Explain how you will utilize labor market information in targeting businesses. Explain your approach to working with industry sectors including the region's priority industry sectors.
  - Describe your strategies for pursuing new business relationships and addressing business workforce needs. How will you reach businesses across the counties and across different industries? Identify any tools, data or surveys to be used. How will you satisfy employers' workforce needs? How will you determine the level of engagement with new business partners?
  - Describe the process of job matching. How will you match job seekers with openings at employer sites?
  - What strategies around business services will you implement to ensure that the One-Stop Center understand the company's signature culture and work environment when placing participants in positions with them?

**Past Performance and Outcomes (15 Points)**

- Describe how the programs will be managed to meet or exceed each of the applicable performance metrics.
- Describe your experience implementing One-Stop Center or employment services programs over the past three years. Identify the performance measures results along with other key benchmarks and your outcomes such as: total served, total placements to plan, percent of positive exits, etc.
- Describe your strategy for Adult, Dislocated Worker and Youth performance to meet and exceed performance goals and be in the top quartile of all regions in the state.
- Complete Attachments C & D.
- Explain your process for internally monitoring your on-going performance. How will you evaluate and assess both the effectiveness and quality of the program? Identify who will be responsible for data collection, analysis, reporting and general oversight.
- Provide examples of three (3) current/past business engagements where you have identified and addressed a business need. Explain both the process used and outcomes achieved.
- It is intended that the ICC data system will serve as the primary information management system for the One-Stop Center(s), without external supplementation. However, if it is your intent to supplement this with any other information management system(s), please explain. Explain your understanding of automated management systems and their connection to performance standards.
- Identify three (3) references (along with contact information) of funders or organizations (other than the Board) that can attest to your ability in serving the population, achieving grant deliverables, and meeting performance benchmarks.

**Budget Costs (10 Points)**

The respondent must possess the ability to develop, implement, and manage budgets. These budgets can fluctuate year-to-year and often consist of a variety of funding/revenue streams.

Scoring of this criterion will be based on the following:

- Quality of completed budget worksheet, located in Attachment E;
- Demonstrated plan for providing high quality service, while maximizing efficiency; and
- Efficacy and relevance of bidder's approach to budgeting.

## **Part VIII– Award Administrative Information**

### **Administrative Program Requirements**

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Development Boards, Non-Profit Organizations, Educational Institutions and State and Local Governments – 2 Code of Federal Regulations (CFR) Part 200 (Administrative Costs, Cost Principles and Administrative Requirements).
- b) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.
- c) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- d) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- e) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- f) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor-- Effectuation of Title VI of the Civil Rights Act of 1964.
- g) 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- h) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- i) 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- j) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- k) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

### **Inquiry/Protest Procedures**

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the Board's notification of the procurement decision. In the debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked. If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the Board, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed to the Board Contact referenced throughout the RFP.

The appeal must indicate the specific grounds and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Email transmittals will be accepted. The filing of the appeal within the time frame is a condition precedent. Hearings shall be conducted in accordance with Board procedures.

## **ATTACHMENTS**

## Attachment A

### Program Year 2016 WIOA Allocations

<b>Program</b>	<b>Total</b>
WIOA Adult	\$680,346
WIOA Dislocated Worker	\$631,981
WIOA Youth	\$904,175
<b>Total</b>	<b>\$2,216,502</b>

South Central Region 8 Workforce Board Inc. WDB also anticipates additional funding in Program Year 2017 to support Business Services, Jobs for America's Graduates, WorkINDiana, RESEA, Wagner Peyser Management, Veterans WorkOne offices.

### Program Year 2016 Estimated Expenditures (unaudited)

<b>Program</b>	<b>Total</b>
WIOA Adult	\$863,784
WIOA Dislocated Worker	\$586,497
WIOA Youth	\$834,915
Other Funding	
Business Consultant	\$120,000
Jobs for America's Graduates	\$180,825
WorkINDiana	\$132,616
RESEA	\$207,521
TAA Case Management	\$10,800
Integrated Services	\$13,610
<b>Totals</b>	<b>\$2,950,568</b>

\*WIOA funding expended in the above table for Program Year 2016 expenditures includes carryover of unused funding from the prior year.



**Attachment B**

**APPLICATION COVER SHEET**

Organization's Legal Name:

Contact person:

Address:

Telephone:

E-mail:

Federal ID #:

Officers of the Board of Directors:

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

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Attachment C**

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the South Central Region 8 Workforce Board Inc. whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative \_\_\_\_\_

Print of Type Name \_\_\_\_\_

Subscribed and sworn to me this day \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_

Commission Expiration Date \_\_\_\_\_

## Attachment D

### **ASSURANCES AND CERTIFICATIONS**

Workforce Innovation and Opportunity (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended as stated in 29 CFR 37.21. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances as required by 29 CFR 37.20.

“As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.”

The recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

**Debarment, Suspension, and Other Responsibility Matters:** This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

#### **The undersigned applicant certifies that neither it nor its principals:**

- (1)** Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2)** Have not within a three-year period preceding this application 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;

- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Nondiscrimination:** The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188; 20 CFR 667.266 (a) and 45 CFR 80 and 84.

**Conflict of Interest:** The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.

(4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

**Drug-Free Workplace:** This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

(a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

(b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

(c) Providing each employee with a copy of the Contractor's policy statement;

(d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;

(e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,

(f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

**WIOA Sec. 188: Discrimination Against Participants:** -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program

involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**WIOA Sec. 188 (a):**

**(1) Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

**(2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

**(3) Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

**(4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

**(5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**20 CFR §667.266 (a): WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

**Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).**

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIOA non-discrimination regulations are published at 29 CFR 37.

**Documentation of Financial Stability:** The undersigned applicant certifies that it shall comply with the Indiana Department of Workforce Development with regard to providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

**Reporting Requirements:** The undersigned applicant certifies that it shall comply with the provisions of Sec. 185 of the Workforce Innovation and Opportunity Act and the reporting and procedural requirements issued by the Indiana Department of Workforce Development.

**Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.**

**The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.**

**Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information.**

**The applicant must notify the Board in writing if the authorized signatory changes.**

**Certified by:**

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**Signature of Authorized Official**

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**Typed/Printed Name of Signatory**

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**Signatory's Official Title**

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**Proposer's Name**

**Date:**         /      /      (mm/dd/yyyy)





**Attachment E-1**  
BUDGET NARRATIVE

Salaries:

Fringe Benefits: Rent:

Utilities: Maintenance:

Furniture and Equipment: Information Technology: Office Supplies:

Staff Development and Travel: Professional Services:

Other

**Attachment F**

<b>Measure - Indiana Negotiated Title I WIOA and Wagner Peyser Act (as amended by Title III of WIOA)</b>	<b>Standard</b>	
	<b>PY'2016</b>	<b>PY2017</b>
Adult Employment Rate 2 <sup>nd</sup> Quarter after Exit	72%	72%
Adult Employment Rate 4 <sup>th</sup> Quarter after Exit	72%	72%
Adult Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$5,250	\$5,250
Dislocated Worker Employment Rate 2 <sup>nd</sup> Quarter after Exit	73%	73%
Dislocated Worker Employment Rate 4 <sup>th</sup> Quarter after Exit	72%	72%
Dislocated Worker Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$5,800	\$5,800
Dislocated Worker Credential Attainment within 4 Quarters after Exit	46%	46%
Youth Employment Rate 2 <sup>nd</sup> Quarter after Exit	68%	68%
Youth Employment Rate 4 <sup>th</sup> Quarter after Exit	69%	69%
Youth Credential Attainment within 4 Quarters after Exit	58%	58%
Wagner Peyser Employment Rate 2 <sup>nd</sup> Quarter after Exit	62%	62%
Wagner Peyser Act Employment Rate 4 <sup>th</sup> Quarter after Exit	64%	64%
Wagner Peyser Act Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$4,600	\$4,600