

REQUEST FOR PROPOSAL
Workforce Innovation and Opportunity Act (WIOA) PY 2018
Resource Room/One Stop Career Center
July 1, 2018 – June 30, 2019
July 1, 2019 – June 30, 2020

Fox Valley WDB, serving WIOA Title I, is an Equal Opportunity Employer and Service Provider

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SYNOPSIS

The Fox Valley Workforce Development Board (FVWDB) is soliciting proposals for the provision of employment and training services to eligible adults, dislocated workers and youth in the six counties comprising the Workforce Development Area (WDA) #4 (**Calumet, Fond du Lac, Green Lake, Waupaca Waushara and Winnebago Counties**). This solicitation is conducted on behalf of the WDA by its administrative entity, Fox Valley Workforce Development Board, Inc., and pursuant to the requirements and conditions of the Workforce Innovation and Opportunity Act (WIOA), enacted in 2014, the implementing regulations, and the Policies and Procedures of the State of Wisconsin, Department of Workforce Development, Division of Employment & Training (DWD/DET).

The following outcomes/objectives are:

- Basic Career Services for Job Seekers (adult, dislocated workers and youth) as well as employers.
- A customer satisfaction level of at least 90% (good to excellent) in relation to services offered.
- Referral of appropriate individuals to one-stop partner Individual Career Service & training programs.
- Job Placement

Recommended Contract Condition:

The Fox Valley Workforce Development Board is looking for a provider who is:

- Collaborative
- Demand Driven
- Result Focused
- Committed to Continuous Improvement

Agencies awarded contracts will be required to attend any and all required training sessions. Sessions will cover topics such as but not limited to:

- Automated System Support for Employment and Training (ASSET)
- DWD Roundtables
- Process Improvement Meetings
- Rapid Response
- Intake Process
- Business Service Meetings

PART I

BACKGROUND INFORMATION

DESCRIPTION OF THE AREA

The Fox Valley Workforce Development Area (FVWDA) is located in Northeast Wisconsin. It is located surrounding Lake Winnebago and consists of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties.

The 2016 final census population estimate for the six county FVWDA was 413,555. The highest populated county is Winnebago with an estimated 2016 population of 166,994 followed by Fond du Lac County with 101,533 residents. These two counties comprise 65% of the WDA population.

Calumet and Winnebago Counties comprise Standard Metropolitan Statistical Area (SMSA), collectively. The principal communities, and major employment centers through this RFP include in the FVWDA: Brillion, Chilton, and New Holstein in Calumet Co.; Fond du Lac and Ripon in Fond du Lac County; Berlin in Green Lake County; Waupaca, New London, and Clintonville in Waupaca County; Wautoma in Waushara Co.; and Menasha, Neenah, and Oshkosh in Winnebago County (Oshkosh population, 66,083 residents).

Unemployment and Eligible Population

The Fox Valley Workforce Development Area has experienced a significant level of recovery from the 2007-2009 economic recessions. However, the region has also experienced a number of fluctuations in its manufacturing base in response to domestic and international trends. This has been coupled with a noted demographic transition related to the unadjusted unemployment rate. The FVWDA, as a whole, was 3.4% in August. Individual counties, as follows, for the FVWDA in August 2016: Calumet Co. 2.7%, Fond du Lac Co. 3.0%, Green Lake Co. 3.5%, Waupaca Co. 3.0%, Waushara Co. 3.7% and Winnebago Co. 3.2%. Employers in many of the region's most prominent industry sectors ranging from manufacturing to health care have reported facing difficulty filling openings across all skill levels. As the older workers associated with the Baby Boom generation continue to retire, it is expected that a number of employers in the WDA will face labor shortages. As the economy continues a recovery, there continues to be a shortage of skilled/highly skilled workers, particularly in the manufacturing sector. Manufacturing represents 23% of jobs and is also the largest source of unemployment claims. However, the low-income/disadvantaged population still experiences skill shortages and severe difficulties in obtaining employment. This population group historically has been the last to benefit from increases in employment opportunities.

Fox Valley Workforce Development Board Profile

The FVWDB is comprised of private (business) and public sector members (with a majority from the private sector) appointed by the Chief Elected Officials from each of the six counties in the FVWDA. The FVWDB is comprised of the following standing committees: Executive, One-Stop Systems, and Finance & Personnel.

The Fox Valley One-Stop System

The FVWDB, in conjunction with system partners, has established a demand driven/customer focused One-Stop System to serve the six counties in this solicitation. This system consists of three (3) Comprehensive One Stop/Career Centers, Menasha Job Center, Oshkosh Job Center, and Fond du Lac Job Center. These three comprehensive centers have affiliated sites located in Berlin, Waupaca, and Wautoma, which are also full time centers.

All six centers provide basic career services to a universal population of job seekers and employers through a one stop resource room/career center at each location. During Program Year 2016 (July 1, 2015 – June 30, 2016) the six centers received an estimated 47,185 visits.

Many of the basic career services in all centers are designed to be self-service, although staff is available to assist customers as needed. Each of the centers is designed to offer a pleasant environment for customers to conduct an employment search, continue life-long learning and skills development. The FVWDB has provided each center with up to date computers software and PC based tutorials. Customers using the computers can access career exploration, labor market information, as well as an updated library of written job search material. The center staff provides customers information/referral to One-Stop System partner services, as well as support services provided by community agencies. Job seeking skills/skill building workshops are also offered at various location sites. In addition, all center programs promote continuous improvement of services provided. Bilingual staff not required, but would be desirable.

PART II
CONDITIONS OF SOLICITATION

A. General Conditions

The release of this RFP does not constitute an acceptance of any offer, nor does such release, in any way, obligate FVWDB to execute a contract with any Proposer. The FVWDB reserves the right to accept or reject any or all offers on the basis of evaluation factors contained in **Attachment 4** of this document, budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations. The FVWDB reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

Before preparing proposals, proposer should note that the FVWDB will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by the proposer.

Contractors will be required to prove experience in providing One Stop/Career Center Services or similar customer service related programs.

Proposals will be accepted from any private for profit agency, state or local unit of government, private non-profit organizations, or educational agency that can demonstrate the administrative capability to successfully provide the services identified in this RFP. **Consortium proposals may be accepted with responsibilities clearly spelled out and 1 (one) agency designated as the administrator.** Proposers are encouraged to collaborate and coordinate with other agencies and should demonstrate such in the program narrative.

All proposals, in their entirety, will become the property of the FVWDB upon submission.

The award of a contract for proposed services is contingent upon the following:

- Acceptable cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the designated committee of the FVWDB;
- Successful negotiation of any changes to the proposal required by the FVWDB;
- **Given the predominance of Microsoft Office in the market, FVWDB relies on Microsoft Office 2010 to conduct day-to-day operations. All agencies awarded WIOA contracts are required to use software that is completely compatible with Microsoft Office 2010 as a baseline.** In those cases where editing is required (e.g., draft forms) or electronic data is being provided (e.g., spreadsheet or database), compatibility means FVWDB staff will NOT have to go through extra steps to view documents from contractors nor to send documents to contractors. If a document is considered by FVWDB to be “read only”, a PDF version is adequate.

Provision of services specified in this RFP requires substantial knowledge & understanding of:

- Workforce Innovation and Opportunity Act Title I – Overview
<http://www.doleta.gov/WIOA/Overview.cfm>
- WIOA Final Rules
<https://www.doleta.gov/wioa/Docs/wioa-regs-labor-final-rule.pdf>
- One Stop Delivery
https://dwd.wisconsin.gov/wioa/pdf/one_stop_delivery_system.pdf
- DWD/DET ASSET Users Guide
<https://dwd.wisconsin.gov/asset/manual/default.htm>
- FVWDB, Inc. WIOA Comprehensive Plan (Updated March 2016)
<http://www.foxvalleywork.org/WIOA-WIALocalPlan.html>
- WIOA Performance
<http://www.doleta.gov/performance>
- Uniform Guidance
<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

Successful proposers will be required to submit to the FVWDB a copy of their agency/organization's most recent audit, including any findings, prior to the development of a contract for services.

Contracts developed under this solicitation will be between the FVWDB and the Proposer for the expected time period of July 1, 2018 through June 30, 2019.

All contracts are subject to change based on federal and state funding availability, or other factors beyond FVWDB control. The FVWDB reserves the right to renew a contract for a second year. A third year, at the discretion of FVWDB, may be awarded if extenuating circumstances arise. This option would occur only for the convenience of FVWDB.

B. Appeals

Each proposing agency whose proposal is reviewed by the FVWDB staff and FVWDB committee shall receive a written notice of approval or non-approval for the proposed project. Following the notification of awards any proposer or potential proposer who has a complaint concerning the issuance of this RFP, the evaluation of proposals received in response to this RFP or any matter relating to the method by which FVWDB secures subrecipients shall have an opportunity to discuss, with the administrative staff, the reasons for non-selection.

Any appeal or complaint must be filed in writing as a grievance pursuant to FVWDB's grievance procedure. Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. Any decision regarding

FVWDB's resolution of the grievance may be appealed to the DWD/DET. The written appeal must be filed with and received by the FVWDB no later than five (5) working days after the notice of awards are postmarked.

C. Program/Component Combinations

Workforce Innovation and Opportunity Act funding availability related to this solicitation are detailed in Part III, A of this document.

D. WIOA PY 2018 Solicitation Schedule:

ACTIVITY	DATE
RFP Issuance	Wednesday February 14, 2018
Bidder's Conference Oshkosh Job Center – Turner Room 219 Washington Ave. Suite 107 Call in number (571) 317-3112 Access Code: 137-583-485 Please inform Kim Lemieux if you will be calling in	Wednesday February 21, 2018 9:00am – 11:00am
Receipt of Proposals	Wednesday March 21, 2018 12:00 pm
Proposal Review Committee Meets	Thursday March 29, 2018
One Stop Committee approval of proposal	Week of April 2, 2018
FVWDB Board/Executive Committee approval	Thursday April 12, 2018
Notification of Awards	Thursday April 12, 2018

PART III
TECHNICAL DESCRIPTIONS

A. Fund Sources and Amounts

The FVWDB estimated funds available for services for PY 2018 solicited by the WIOA Adult, Youth and Dislocated Worker Individual Career Services RFP is estimated to be approximately **\$437,060**.

This is an estimate, as the FVWDB, at the time of the RFP release, had not been notified by the State of Wisconsin Department of Workforce Development of its PY 2018 WIOA Adult, Youth and WIOA Dislocated Worker Funding allocation, nor is the time study data available (determines ratio between the funds). Amount may be adjusted once the FVWDB receives official allocation amounts from DWD.

For planning purposes, the Fox Valley Workforce Development Board, Inc. has projected service levels. However, since federal funding allocations were not available at the time of the RFP, the numbers are subject to change. Additionally, since federal funding allocations have decreased in the last two program years by approximately 16% each year, FVWDB is following these trends.

Funds can be used for:

- Staffing and staff support costs
- Administrative overhead (not to exceed 10%)

FVWDB provides program staff resources:

- Computers
- Printers
- Resource Room Paper
- Job Center Offices
- Brochures

Funding for any project accepted through this RFP process is contingent upon the actual amount of funds being available to the FVWDB, Inc. through Title I of the Workforce Innovation and Opportunity Act. At the time of release of this RFP, the FVWDB, Inc. had not been notified by DWD of its actual PY 2018 funding allocations.

B. Participant Eligibility

WIOA defines eligible participants for One Stop/Career Center as:

A universal population (including youth, adults and dislocated workers) in need of one-stop services, who are unemployed and in need of services to find employment or who are employed but in need of services to retain or obtain employment or make a career change that allows for self-sufficiency. For WIOA Dislocated Worker as obtaining at least 80% of dislocation wage.

C. Performance Standards

Services will commence July 1, 2018 and end on June 30, 2019. The period of performance for services resulting from this solicitation is anticipated to be for a twelve (12) month period. Contracts resulting from the issuance of this RFP may be renewed on an annual basis for each of the next two years beginning July 1, 2019, at the discretion of the FVWDB or its designated committee.

D. Non-Duplication of Facilities/Services

These funds shall not be used to duplicate facilities or services available in areas (with or without reimbursement) from Federal, State, or local sources.

E. Contract Characteristics

It is anticipated that cost reimbursement contracts will be awarded as a result of this RFP solicitation. Payments under this type of contract will be prorated among the cost categories of administrative overhead and program services. Successful subrecipient(s) will be reimbursed actual, allowable, and allocable costs not to exceed the maximums stated in contracts.

In an effort to more accurately bill indirect hours for expenses between the Dislocated Worker, Adult and Youth, programs for the resource room contracts only, FVWDB will need to conduct a simple time study analysis based on hours worked and directly charged to both programs under the case management programs. A ratio of direct case management hours for a specific population will be compared to the remaining hours charged in the requested pay periods. That ratio (multiplier) is then applied to the Resource Room (One Stop) contract. This is done because it is not feasible to track hours spent in the Resource Room directly by program (as some of the general public won't be enrolled in any program). This is an allowable method per DOL guidance. The *multiplier* is not intended to be used by subrecipients for invoicing purposes.

Contract Excerpt – Sample: Time Study: Information derived from the case management contract (see related section) will be used for billing purposes for this contract. Effective 1 Jul, _____: For invoicing purposes the following values will be used: ____% AP, ____% for DW, and ____% for OSY.

The subrecipient will be responsible for the eligibility of WIOA participants in the program as well as the accurate and timely inputting of required data in the DWD computerized ASSET system. Subrecipients are also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

Individual agencies must submit one combined proposal to serve adults, youth and dislocated workers. **Consortium proposals may be accepted with responsibilities clearly spelled out and 1 (one) agency designated as the administrator.** Proposers are encouraged to collaborate and coordinate with other agencies and should demonstrate such in the program narrative.

For planning purposes, the Fox Valley Workforce Development Board, Inc. has projected service levels and resource availability as listed below. However, since federal funding allocations were not available at the time of the RFP, the numbers are subject to change. Additionally, since federal funding allocations have decreased in the last two program years by approximately 16% each year, FVWDB is following these trends.

\$437,060 – Available PY 2018

COUNTY	ONE STOP
CALUMET	\$52,448
GREEN LAKE	\$19,668
FOND DU LAC	\$107,079
WAUPACA	\$54,633
WAUSHARA	\$24,038
WINNEBAGO	\$179,195
TOTAL	\$437,060

F. Program Activities

The proposal for One Stop/Career Center services must adhere to the following broad categories to provide the required design framework for Adult, Dislocated Worker, and Youth Basic Career Service Programs:

- (1) Provide Services and Strategies that include self-sufficient employment as the ultimate goal for Basic Career Service customers.
- (2) Provide Job Seeking Services that include, but are not limited to, interviewing, resume writing, basic software tutorials, and job seeking workshops.

PART IV
PROPOSAL INSTRUCTIONS

General Format

Proposals must be prepared and sequenced in accordance with instructions outlined as follows. When completed, proposals are to be assembled as follows:

1. Proposal Transmittal Form (Attachment 1)
2. Program Purpose
3. Statement of Work
4. Goals and Objectives
5. Program Methodology
6. Program Overhead/Management Plan
7. Budget Detail – Must use the attached Budget Spreadsheet
8. Attachments – Include following completed attachments with proposal:
 - Attachment 2 - Budget Detail
 - Attachment 3 – Certifications for Federal Assistance

Proposals must be received no later than Wednesday March 21, 2018 at NOON electronically to klemieux@fvwdb.com. Proposals will only be accepted by e-mail, in MS Office 2010 compatible format. Proposals received after this time and date will not be considered by FVWDB. Timely receipt of proposals is the sole responsibility of the proposer. Proposals will not be accepted by U.S. mail, commercial delivery, or hand delivery. Pages that require a signature can be mailed or hand delivered if they can't be sent electronically.

Statement of Work

In describing proposed program design and plan of service, please address the following:

- A. Proposal Transmittal Form:** See Attachment 1.
- B. Program Purpose:** Indicate the type of agency (e.g. for-profit, non-profit, etc.) proposing the program. List the program services that are being proposed and services that will be provided and counties applying for.
- C. Statement of Work:** Describe/needs of participants to be served and how the proposed strategy will address need(s). Provide any relevant supporting labor market information data as evidence of need/and proposed strategy. Describe your agency's knowledge of the needs of area employers, services provided by local Job Centers, and the collaboration of the two.
- D. Goals and Objectives:** Identify goals and objectives of your agency related to program outcomes. Objectives must be measurable, quantifiable, and include timetables for completion.
- E. Individual Career Services Overview:** With this procurement, the FVWDB is seeking to secure services which prepare economically disadvantaged adults, youth and dislocated workers for participation in the labor force by increasing their occupational and educational skills, resulting in improved long-term employability, increased employment and earnings, and reduce dependency on other supportive programs.

WIOA provides a comprehensive array of program services which can be applied to individuals, as needed, in order to achieve positive outcomes. **Applicants are encouraged to use innovative methods to ensure that customers receive services that create lasting, positive change.**

F. Program Methodology

1. Program Description

Each proposer must address the following:

a) Intake: Each proposer is required to:

- Describe your organizations customer service philosophy. Include the process of customer greeting, manner and expediency. It is anticipated that every customer will be greeted personally and introduced in a timely manner (i.e. within a specific time period of entering the center) to services available with an explanation how the services will assist the customer in their job search or help build personal or work skills to reach their goals.
- Describe when and how an orientation will be provided customers (new and returning) with information pertaining to the services offered by the One Stop/Career Center, including partner agency services. Describe how customers will be provided information on center policies and describe the manner in which these policies will be implemented.
- Describe how you will determine the needs of and/or services requested by first time resource room/career center customers (emerging, current or transitioning workers) to insure customers have the knowledge and skills necessary to gain employment, change occupations or advance in their current position. Describe appropriate assessment activities which identify current skill levels, determine needed skills building and/or match customer skills to current job openings.

b) Service Delivery:

- Describe the process for customers to access appropriate skill development services including facilitation of self-help services, staff assisted services and access to skill building workshops. Describe the various resources, tools and services to be provided by center staff to meet the identified need of customers. Describe how/why the various services offered are “demand driven” to meet the human resource needs of area employers. Include a description of the type of skills building workshops to be offered, their frequency, location and which staff will conduct them. Describe any services designed for special populations, i.e. corrections, dislocated workers, youth, individuals with disabilities, etc. Include center locations in which services for special populations will be provided. Also describe how services would be delivered to clients with limited English proficiency.
- Describe the referral process for identifying individuals potentially eligible for WIOA youth, adult and dislocated worker individual services and or other center partner services.
- Describe how customer support service needs are identified and how individuals are referred to community resources.

- Describe the process for receiving customer feedback and gauging customer satisfaction with services offered. Describe how the information is used in the continuous improvement process to improve customer satisfaction levels.
- Data collection – If data other than FVWDB required data (e.g. customer satisfaction surveys, employer onsite recruitment surveys, etc.) will be collected, describe the collection process and use of the data.

c.) Customer Flow: Briefly describe the flow of customers from entry in the center, services provided and referrals made

2. Coordination

Describe how the proposed Basic Career Services will coordinate with other One Stop/Career Center activities necessary to foster customer referral, sharing of information and avoiding duplication of effort. Specific tools (e.g. Salesforce “Chatter”) may be required for coordination.

How will the proposed adhere to all Federal and State mandated Equal Opportunity updates and requirements.

3. Staffing

Indicate key staff that will be assigned to the proposed program by title, name, qualifications (education, certifications/credentials & work experience) function, and amount of time assigned in each job center.

FVWDB is committed to promoting and improving the existing One Stop/Career Center System currently in place in the FVWDA. All contracted services relating to this RFP package are to be delivered through the existing six centers. This RFP is anticipated to provide the following amount of resource room staff time in the following centers; Menasha Job Center (1.5) FTE, Oshkosh Job Center (1.5) FTE, Fond du Lac (1.0) FTE, Berlin (.5) FTE, Waupaca (.5) FTE, and Waushara Job centers (1.0) FTE and (0.5) FTE for floater position. Additionally, (0.10) FTE for supervision for a total of 6.60 FTE’s. Supervision FTE can come out of program costs.

4. Facilities

Describe the extent to which services will be provided at the six One Stop/Career Centers.

G. Program Monitoring

Describe the system(s) in place to ensure participants receive the services determined necessary. Indicate how the system in place will accurately track and monitor services provided and participant progress.

H. Program Overhead/Management Plan

Describe if proposing agency is private for profit, private non-profit, educational institution, or public (government). In this section, proposers should describe their overall Program/management plan for proposed program, especially as it relates to meeting objectives and ensuring quality services. In this description, please include following:

1. Supervision: Indicate supervisory level through an organizational chart with supporting narrative lines of authority and responsibility related to proposed program. Include direct program staff, supervisor(s), manager(s), and administrative support staff.
2. Fiscal Controls and Accounting: Please attach copies of policies and procedures for:
 - a. Cash receipts
 - b. Disbursements
 - c. Purchasing
 - d. Property management
 - e. Payroll policy
 - f. Travel policy
 - g. Cost allocation, including provisions for multiple funding sources
3. Record Keeping: Indicate type and location of records being kept.

I. Budget Detail

Each proposal must include the detailed line item budget and summaries which is subdivided into two cost categories of Administrative Overhead & Program Services. **It is mandatory to use the attached budget spreadsheet (See Attachment 2)**. If you are unable to utilize the spreadsheet off the website please email klemieux@fvwdb.com and you will be e-mailed the spreadsheet.

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2018 One Stop System
PROPOSAL TRANSMITTAL FORM**

OFFEROR

Organization
Address
City/State/Zip
Telephone
Contact Person
Title

Type of Program:

Total funds requested: \$

Program Synopsis (paste into field):

Counties applying for

Calumet

Fond du Lac

Green Lake

Waupaca

Waushara

Winnebago

Check list of attachments:

_____ Attachment 1 Proposal Transmittal Form

_____ Attachment 2 Budget Detail

_____ Attachment 3 Certifications for Federal Assistance

_____ Fiscal Controls and Record Keeping attachments

OFFEROR'S CERTIFICATION

Certification and Adjustments: When a cost analysis is necessary and there is inadequate price competition, Offeror must certify that to best of its knowledge and belief, cost data are accurate, complete, and current at time of agreement of price. Awards or modifications negotiated in reliance on such data should provide awarding agency (the Fox Valley Workforce Development Board, Inc.) a right to a price adjustment to exclude any significant sum by which price was increased because awardee had knowingly submitted data that were not accurate, complete and certified.

I, _____, hereby certify that I am legally and duly authorized to submit this proposal on behalf of _____ that information contained herein is true and correct to best of my (our) knowledge; and that prices for services offered herein are firm and effective through close of business on _____.

SIGNED, this ____ day, _____, 2018

Signature	Title
Witness	

Budget Detail

Grantor:		Grantee / Subcontractor:		
Fox Valley Workforce Development Board, Inc.		Name: Agency Name		
1401 McMahon Drive		Street Address: Agency Street Address		
Neenah, WI 54956		City, State, Zip: Agency Scity, State, ZIP		
920-720-5600		Phone: Agency Phone Number		
Contract Budget Summary				
Program Name:	Program Name			
Program Period:	07/01/18	to	06/30/19	
Description	WIOA Adult Program (AP)	WIOA Dislocated Worker (DW)	WIOA Youth-Older / Out-of-School (OY)	Total Funding
Program Costs:				
Wages				\$ -
Fringes				\$ -
Mileage/Travel Other/Meeting				\$ -
Supplies				\$ -
Facilities				\$ -
Participant Support, Training,				\$ -
Other (Explain)				\$ -
Overhead Costs (not to exceed 10% of total funding)				\$ -
Total Funding	\$ -	\$ -	\$ -	\$ -
The above contract budget summary must reconcile to the budget detail / rationale.				
I understand that reimbursement of funds expended will need to be reported by the above budget summary categories, using the prescribed invoice format, by the 10th calendar day of the following month. The FINAL report is due 30 days after the contract end date.				
Amendment of budget summary category amounts must follow contract requirements; variance from budget summary category amounts may not exceed amount specified in the contract.				
All costs budgeted meet Federal Regulations and are for the purposes specified in the contract as				
I certify to the best of my knowledge that this report is correct and complete.				
Signature				Date

*Above it a snap shot of the budget spreadsheet. For the complete document click on [this link](#) and make sure all **applicable** tabs are completely filled out and submitted with your proposal by the due date. Any missing information could prohibit a contract for PY 2018.

CERTIFICATIONS FOR FEDERAL ASSISTANCE

PART A: Certifications Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 25, 1988 Federal Register (pages 19160-19211). For further assistance in obtaining a copy of the regulations, contact the issuing office.

(a) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a 3-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; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and (4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(b) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The prospective primary participant further agrees by submitting this proposal that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see Appendix A of Subpart D of 43 CFR Part 12):

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace

This certification is required by the regulations implementing the drug-free workplace requirements for Federal grant recipients under the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D). A copy of the regulation is available from the issuing office.

A. The grantee certifies that it will or 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 employee for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by 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 conviction;

(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. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar 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, consistent with the requirements of the Rehabilitation Act of 1973, as amended; 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 may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Place of Performance (Name of location, street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Part D: Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements

This certification is required by Section 1352, title 31, U.S. Code, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions."

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipient shall certify accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Name of Organization:

Typed name and title of authorized representative:

Signature of authorized representative

Date

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Attachment 4 – Proposal Evaluation

PROPOSAL REVIEW (1-20 to be completed by all reviewers) TOTAL POINTS: 80	
<p><i>FVWDB is looking for an applicant who models: Collaboration, Demand Driven, Result Focused, and is Committed to Continuous improvement.</i></p> <p>(5) - extremely detailed description provided and follows the entire model detailed above. (4) - very well detailed description provided and follows some of the models listed above. (3) - adequate description provided and the models are somewhat followed (2) - some degree of inadequate description provided and very little is modeled above. (1) - inadequate description provided and follows none of the models listed above.</p>	
STATEMENT OF WORK	
1. Targeted population is described.	1 2 3 4 5
2. Targeted population problems and needs are described.	1 2 3 4 5
GOALS AND OBJECTIVES	
3. Proposed goals & objectives reflect exceeding standards.	1 2 3 4 5
4. Objectives are proven. (X 2 = total possible points)	2 4 6 8 10
5. A description of the Basic Career Services is provided in detail.	1 2 3 4 5
6. A clear description of how WIOA Basic Career Services will be utilized to achieve excellent standards.	1 2 3 4 5
METHODOLOGY	
7. Proposal describes the process for customers to access appropriate skill development services.	1 2 3 4 5
8. Program design/methodology provides a clear WIOA Basic Career Services program focus to resolve need identified.	1 2 3 4 5
9. Program design provides clear identification of who will provide WIOA Basic Career Services.	1 2 3 4 5
10. Program design is consistent with WIOA and overall WDA delivery system.	1 2 3 4 5
COORDINATION	
11. Proposal shows how Basic Career Services will coordinate with other One Stop/Career center activities.	1 2 3 4 5
12. The Proposal creates a systematic approach to continuous improvement.	1 2 3 4 5
STAFFING	
13. Key staff and facility identified along with staff qualifications and they are adequate to meet proposed goals and objectives.	1 2 3 4 5

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PROGRAM MONITORING	
14. A commitment is made to continuous improvement, including adequate monitoring.	1 2 3 4 5
15. Identifies the use of customer satisfaction/feedback for continuous improvement of services provided	1 2 3 4 5
REVIEWER'S SIGNATURE(S)	
_____ _____	

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TO BE COMPLETED BY FVWDB FINANCE DEPARTMENT					
<p>Scoring Description:</p> <ul style="list-style-type: none"> • extremely detailed description provided (Highest point value) • very well detailed description provided (High point value) • adequate description provided (Middle point value) • some degree of inadequate description provided (Low point value) • inadequate description provided (No point value) 					
1. Financial management system is well described and follows accepted accounting and WIOA principles. (Maximum Points 5)	1	2	3	4	5
2. All line items in budget are assigned to appropriate cost categories and seem reasonable and necessary to effectively implement program. Sufficient detail is included to demonstrate how budgeted amounts were determined. (Maximum Points 5)	1	2	3	4	5
3. Calculations are done accurately.	1	2	3	4	5
4. Project administrative costs (Maximum Points 5)	1	3	5		
<ul style="list-style-type: none"> • (5) - Less than or equal to 5% • OR • (3) - Less than or equal to 7.5% • OR • (1) - Less than 10% 					
5. Project Cost Effectiveness: (Maximum Points 5)	1	3	5		
<ul style="list-style-type: none"> • (5) - below \$1,500 per participant • OR • (3) - between \$1,501 – \$1,750 per participant • OR • (1) - between \$1,751 - \$2,000 	Not applicable for Resource Room proposals				
TOTAL POINTS RECEIVED:					
REVIEWER'S SIGNATURE(S)					

Applicants who do not demonstrate effectiveness in the FVWDA will need to provide examples of effectiveness in operating similar programs.

NOTE: The FVWDB gives special consideration to Community Based Organizations (CBO's) and Local Education Agencies (LEA's). In the event of competing proposals having equal scores, CBO's and LEA's will be given preference. If necessary, a disinterested third party would be used to resolve.

COST ANALYSIS WORKSHEET

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FVWDB FISCAL DEPARTMENT (FOR INFORMATION ONLY)

PART 1 – GENERAL	YES	NO
1. Offeror computations checked and verified. Problems/Comments: _____ _____ _____ _____		
2. All necessary cost elements included. Problems/Comments: _____ _____ _____ _____		
3. Offeror supporting documentation and justification. Problems/Comments: _____ _____ _____ _____		
4. WIOA categorization (Overhead, Individual Service, Support Services, Follow Up Services) correctly categorized. Problems/Comments: N/A for 1 Stop _____ _____ _____ _____		

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PART 2 – SPECIFIC COSTS			
COST ELEMENT	NECESSARY/REASONABLE		BASIS FOR JUDGEMENT (Check One or More)
1. Staff Wages	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____ _____			
2. Fringe Benefits (For tax-based elements, be sure that rates and bases are current.)	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____ _____			
3. Staff Travel	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____ _____			
4. Materials/Supplies/ General	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____

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Comments/Concerns/Problems: _____ _____ _____			
5. Equipment	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
6. Facilities	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
7. Communications	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
8. Photocopying/ Printing	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
9. Insurance/	YES	NO	Independent Agency Estimate _____

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Bonding			Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
10. Consultants/ Legal Services	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
11. Accounting/ Audits	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
12. Photocopying/ Printing	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
13. Indirect Costs <small>(When proposed, be sure that audit agreement and proposal are attached; ensure that costs not duplicated in direct costs.)</small>	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			

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14. Other (Specify)	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
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Comments/Concerns/Problems: _____

PART 3 – PROFIT/FEE

Offeror is (Check one)	For-Profit _____	Non-Profit _____
If non-profit, no profit allowable.		
1. If for-profit, amount of profit proposed _____ 2. Profit is (check one) _____	_____ _____	_____ _____

3. If profit is deemed reasonable, describe basis for judgment (e.g., agency profit guidelines; application of profit guidelines; other) _____

4. If profit is deemed excessive, list profit objective (dollar amount) to be negotiated _____

PART 4 - CONCLUSIONS

Prepare a brief narrative citing:

- 1) Specific additional cost justifications needed;
- 2) Recommended adjustments to specific cost elements; and
- 3) Any other comments about cost/price proposal.

(Use another sheet of paper if additional writing space is needed.)
