

REQUEST FOR PROPOSAL
Workforce Innovation and Opportunity Act (WIOA) PY 2018
Adult & Dislocated Worker Individualized Career Services

Summary of Changes

Page	Comment	Date	Authority
15	Subparagraph c): added verbiage to Workeys assessment	2/22/18	FVWDB

REQUEST FOR PROPOSAL
Workforce Innovation and Opportunity Act (WIOA) PY 2018
Adult & Dislocated Worker Individualized Career Services
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 and dislocated workers 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 WIOA Adult & Dislocated Worker Programs provide funds whose purpose is to:

Provide workforce activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation's economy.

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

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

Accordingly, this solicitation shall be used to carry out for eligible adults and dislocated workers programs that have the following elements:

- Provide for WIOA Eligibility Determination for Individualized Career Services
- Comprehensive and Specialized Assessments
- Development of Individualized Employment Plans
- Case Management
- Individual Counseling and Career Planning
- Group Counseling
- Determine eligibility for training
- Short term prevocational services to prepare individuals for employment or training, including: development of basic learning, communication, and interviewing skills (punctuality, personal maintenance skills, and professional conduct skills), and development of occupational literacy skills to complete a training program or class

- Short-term prevocational activities for workers who possess a body of knowledge with specific skills, but lack occupational credential or require short-term continuing education or occupational training offerings
- Adult Basic Education/ESL/Literacy as stand-alone service
- Authorize and maintain documentation of training through On-the-Job Training, Customized Training and the issuance of Individualized Training Accounts (ITA's) ***(The FVWDB, Inc. will reimburse training providers directly. No training or support funds will be contracted out)***
- Provision of follow-up services, is for individuals receiving WIOA Individual Career services and who are placed in unsubsidized employment, for not less than 12 months after program exit, as appropriate
- Provision to provide for customer feedback and measure customer satisfaction would be preferred
- The importance of 'lifelong' education the concept of 'career-pathways'

For the following segments of the WDA WIOA eligible population:

- Eligible adults and dislocated workers who are 18 years of age or older; are unemployed and unable to obtain employment through basic career services provided by the Job/Workforce Development Centers; who have been determined by the WIOA Career Planner to be in need of more Individualized Career services in order to obtain employment. See Part III B. for specific details.

Agencies awarded contracts will be required to attend training sessions on the WIOA Adult and Dislocated Worker Programs; sessions will cover topics such as but not limited to:

- Automated System Support for Employment and Training (ASSET)
- DWD Roundtables
- Eligibility Determination
- Assessments
- Performance Measures
- Process Improvement Meetings
- Intake Process
- Business Service Meetings

Kim Lemieux is the primary contact for this document. She can be reached via email @ klemieux@fvwdb.com or by phone at 920.960-3031.

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: Appleton, 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 being the largest FVWDA city, by population, with 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 at 3.4% in August 2016. 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 continues 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.

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 Offeror. 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.

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

Offerors must submit one combined proposal to serve both adult and dislocated workers (adult and dislocated worker services will be combined under one contract).

In a desire to minimize interruption of services to existing participants, new contractors would not be discouraged from considering the hiring of current WIOA Adult and WIOA Dislocated Worker staff who may be downsized due to this RFP process.

Contractors will be required to prove successful experience of WIOA participant services. Successful experience from similar programs will be considered if the contractor has not had the experience with the WIOA 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:

- Cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the FVWDB directors;
- 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.

- All budgets must be readable in Excel and rounded to nearest dollar.

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>
- DWD/DET Workforce Programs Guide
<https://dwd.wisconsin.gov/wioa/policy/08/08.2.htm>
- 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 offeror 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 appropriate FVWDB committee shall receive a written notice of intent or non-approval for the proposed project. Following the notification of intent 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. Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. The written appeal must be filed with and received by the FVWDB no later than five (5) working days after the notice of intent is sent. FVWDB will issue a final decision within ten (10)

working days of the notice of intent being sent.

C. Program/Component Combinations

Workforce Innovation and Opportunity Act Adult and Dislocated Worker funding availability related to this solicitation are detailed in Part III 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 by 12:00pm
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

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.

\$270,000 – Available PY 2018

To serve a minimum of 225 Adults and Dislocated Workers combined and with an average caseload of 90 between the two program areas:

COUNTY	DISLOCATED WORKER/ADULT
Calumet	\$32,400
Green Lake	\$12,150
Fond du Lac	\$66,150
Waupaca	\$33,750
Waushara	\$14,850
Winnebago	\$110,700
TOTAL:	\$ 270,000

Program funds can be used for:

- Staffing and staff support costs
- Participant follow up/retention services costs

Administrative overhead (not to exceed 10%) Staff members (Supervisors, Fiscal, etc.) that don't have a reasonable caseload of a combined average of 45-50 or more participants, are required to be listed as Overhead.

Note: Training /Support Service funds for participants will not be part of the contract amount. Training/Support Service funds (not listed above) will be dispersed in PAS by the FVWDB.

FVWDB provides program staff resources:

- Computers
- Printers
- Job Center Offices
- Participant Files
- 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 WIOA.

B. Participant Eligibility

The Workforce Innovation and Opportunity Act define eligible participants for Individual Career services as Adult participants who are:

- 18 years of age or older
- Priority of Service requirements (TEGL 19-16)
- Are unable to obtain employment through basic career services provided through the Job/Workforce Development Center(s), and
- Have been determined by a one-stop operator to be in need of more Individual Career services in order to obtain employment; or
- 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 that allows for self-sufficiency

The Workforce Innovation and Opportunity Act define eligible participants for Individual Career services as Dislocated Workers who are:

- 18 years of age or older; and
- has been terminated or laid off, or has received notice of termination or layoff from employment and is unlikely to return to a previous industry or occupation; or
- has been terminated or laid off or has received notice of termination or layoff from employment as a result of any permanent closure of any substantial layoff at a plant facility or enterprise, or
- was self-employed, but is underemployed as a result of general economic conditions in the community which the individual resides or because of natural disasters, or displaced homemakers who were dependent on a family member's income which has ceased due to one or more of the above. This target group should be coordinated with other agencies which have funding for displaced homemakers:

- (1) are unable to obtain employment through basic career services provided through the Job/Workforce Development Center(s), and
- (2) have been determined by a one-stop operator to be in need of more Individual Career services in order to obtain employment; or
- (3) who are employed, but who are determined by a one-stop operator to be in need of services in order to obtain or retain employment that allows for self-sufficiency.

C. Performance Standards

Successful proposers will be required to meet/exceed the performance standard levels required. WIOA Title I Adult & Dislocated Worker program Performance Standards for PY2018 (**tentative; subject to change**), as provided to the FVWDB by DWD/DET are as follows:

- a. To meet or exceed 100% of the PY18 performance standards for **WIOA Adult** programs.
 - **Q2 Unsubsidized Employment** – To place at least 75% of the exited adult workers into unsubsidized employment by the 2nd quarter after exit.
 - **Q4 Unsubsidized Employment** – To place at least 70% of the exited adult workers into unsubsidized employment by the 4th quarter after exit.
 - **Median Earnings** – To have an earnings average of \$4,800 for exited adults in unsubsidized employment during the 2nd quarter after exit.
 - **Credential Attainment** – 60%
 - Measurable Skills Gain - TBD
 - To conduct customer satisfaction surveys of WIOA customers and share survey results with the FVWDB and Job/WDC partners.
- b. To meet or exceed 100% of the PY18 performance standards for **WIOA Dislocated Worker** programs.
 - **Q2 Unsubsidized Employment** – To place at least 80% of the exited dislocated workers into unsubsidized employment by the 2nd quarter after the exit quarter.
 - **Q4 Unsubsidized Employment** – To place at least 80% of the exited dislocated workers into unsubsidized employment by the 4th quarter after exit.
 - **Median Earnings** – To have an earnings average of \$6,700 for exited dislocated workers in unsubsidized employment during the 2nd quarter after exit.
 - **Credential Attainment** – 65%
 - Measurable Skills Gain - TBD
 - To conduct customer satisfaction surveys of WIOA customers and share survey results with the FVWDB and Job/WDC partners.

Services will commence July 1, 2018 and end June 30, 2019, a twelve month period (updated annually). Contracts resulting from the issuance of this RFP may be renewed on an annual basis for a second year beginning July 1, 2019, at the discretion of the FVWDB or its designated committee. 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.

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 Adult and Dislocated Worker 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 (1 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.

Subrecipient agrees to provide the number of case management direct hours billed to Adult and Dislocated Worker related (e.g. DW, NEG, and SRR) grants for the purposes of conducting a time study for One Stop Staff costs in the centers. Data will consist of the number of direct hours billed to each program area and the caseload (at that time) for each AP/DW Career Planner. A minimum of four (4) weeks (two pay periods) will be provided at least once per year. FVWDB is currently planning on reviewing pay period data from the month of March. Any change in the time study will be retroactive to the previously accepted study and reconciled accordingly. Budget modifications may be necessary. Once the data has been analyzed, any changes applied going forward.

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 both adults 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.

The proposal for WIOA Adult and WIOA Dislocated Worker Individual Career Services must adhere to the

following broad categories to provide the required design framework for Adult and Dislocated Worker Programs:

- (1) Provision of WIOA Adult and WIOA Dislocated Worker Eligibility Determination/ Objective Assessment of each participant, meeting requirements of WIOA Section 134(b)(2)(A) including an initial assessment of academic and occupational skill levels, aptitudes, abilities, as well as supportive service needs of each participant.
- (2) Development of service strategies for each WIOA participant, meeting requirements of WIOA section 134(b)(2)(A)(xii), including both an employment goal and consideration of the assessment results for each participant; and
- (3) Services and Strategies that include self-sufficient employment as the ultimate goal.

Proposers are required to describe how they intend to meet the required above design framework and how each of the following program elements correspond with their overall design strategy.

- Selection and Enrollment Criteria
- Intake and Eligibility Determination
- Objective Assessment
- Orientation
- Career Planning
 - Individual Employment Plan (IEP) development
 - Basic Labor Market Information
 - Referrals to appropriate partner and community agencies (e.g. financial literacy)

- Service Delivery
- Emphasis on ‘career-pathways’
- Follow-up/Retention Services
- Customer Satisfaction

Note: Part IV, Proposal Instructions, Paragraph ‘E’, Program Methodology, provides more detail.

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: (One combined proposal must be submitted for WIOA Adult and WIOA Dislocated Worker Individual Career Services – **Separate proposals will NOT be accepted**).

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
Include proof of bonding and insurance (e.g. Errors & Omissions)
8. Attachments – Include following completed attachments with proposal:
 - Attachment 2 – Budget Detail
 - Attachment 3 – Signed Certification for Federal Assistance

Proposals must be received electronically no later than March 21, 2018, at 12:00 PM by 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 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, the geographic area (county(ies)) in which services will be provided, and Job/Workforce Development Center from which services will be provided.
- 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. Include areas for case management or proposing to serve (i.e. counties and job center from which services will be provided). Objectives must be measurable, quantifiable, and include timetables for completion. Objectives must include the number of participants that will receive Individual Career services and the number of participants that will receive training services. In addition, this section must include objectives for the achievement of the appropriate Performance Standards (see Attachment 5 for calculation of standards).

E. Individual Career Services Overview

With this procurement, the FVWDB is seeking to secure services which prepare economically disadvantaged adults 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.

The Act authorizes “Individual Career” services for unemployed individuals who are not able to find jobs through basic career services alone and who do not meet the FVWDB’s definition of “self-sufficient”.

Individual Career services will include comprehensive assessments, development of individual employment plans, group and individual counseling, case management and short-term pre-vocational services and adult basic education services.

In cases where qualified customers receive Individual Career services and are still unable to find employment, they may receive training services which are directly linked to job opportunities in their local area. These services may include occupational skills training, on-the-job training, skill upgrading and retraining (two semesters or less desired), customized training, and adult education and literacy activities in conjunction with other training. For purposes of this procurement, FVWDB is not seeking to fund training providers. However, successful bidders will be responsible for the activities that lead to determination of training as an appropriate activity for an eligible individual, the issuance of an Individual Training Account (ITA) and subsequent follow-up with the participant. The importance of ‘lifelong’ training needs to be emphasized.

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 eligible participants receive services that create lasting, positive change.

Performance Measures also will be established relating to customer satisfaction of both participants and employers.

F. Program Methodology

1. Program Description

Each proposer must address the following:

a) Intake and Eligibility Determination: Each proposer is required to document WIOA eligibility and provide objective assessment services.

- A description of who will do the eligibility determination and where it will be done is required. A personal interview of each participant is required.

Intake is comprised of three phases: Eligibility documentation gathering, assurance that basic career services were provided, and certification of eligibility. During the first phase it will be the WIOA Career Planner's responsibility to ensure that all documents needed to substantiate WIOA eligibility are gathered. In the second phase, it must be documented that the participant has received at least one basic career service. Documentation should be submitted to appropriate WIOA staff for the second phase: review, verification, and WIOA registration/certification. Enrollment cannot occur until the individual has met the WIOA eligibility criteria and has been officially certified as WIOA eligible. If an applicant is WIOA eligible and determined to benefit from program/Individual Career services, then the applicant should be enrolled into the WIOA system. At this point the applicant becomes a "participant." The participant will be subject to performance criteria.

- Proposers must maintain individual participant files for eligibility as outlined in the Fox Valley Workforce Development Board (FVWDB) Case File Organizational System model and maintain, at a minimum, the following:
 - Age Verification
 - Residential Verification
 - Income Verification
 - Selective Service Registration Verification
 - Public Assistance Verification
 - Disability Verification
 - Foster Care/Group Home Resident verification
 - Verification of Educational Status & Barriers to Employment
 - Homeless Verification
 - Application for Services
 - Completed Eligibility Determination Form (provided by DWD)
 - WIOA Rights & Responsibilities Form
 - Grievance and Appeals Form
 - Release of Confidential Information Form, and
 - Any other information required by DWD/DET
 - Social Security Number Verification
 - Employment Authorization (Alien resident)

- b) Selection and Enrollment Criteria – Describe how you will provide a continuous flow of services to participants beginning with recruitment to program exit and follow-up/retention. Describe outreach, recruitment, and selection procedures for participants and how this process will involve Job Centers. Describe methods by which referrals will be selected for enrollment in Individual Career services including forms preparation and flow.

- c) The Objective Assessment will include:
 - ***Basic Skill Assessment*** – a formal assessment will be administered. KeyTrain Math –this assessment involves applying mathematical reasoning, problem-solving techniques, addition, subtraction, multiplication, division, fractions, money, time, and calculators. Work Keys Reading or other approved assessment – this assessment involves word recognition, spelling, word forms, common information, phonograms, vocabulary,

- sentence parts, and text comprehension.
- ❑ **Employability Review** -The individual conducting the eligibility determination/assessment will, in conjunction with the participant, review his/her employability status, including such things as health issues/limitations, legal issues pending or imminent which may affect ones employability/ ability to get employment, and other employability issues such as family problems, transportation limitations, shift work limitations or other issues which may impact the individuals employability.
 - ❑ **Occupational Skills/Prior Work Experience** – a prior work history and occupational skills form will be completed by the participant and reviewed with the individual conducting the assessment.
 - ❑ **Interests** – Key Train(or other approved assessment) this assessment provides an interest inventory.
 - ❑ **Aptitude** – Locating information: this skill involves finding, extracting, understanding and using information that is not in the form of normal text. These types of documents include charts, graphs, tables, forms, maps and drawings. This assessment is optional.
 - ❑ **Supportive Service needs** – Supportive Service needs will be reviewed with participants to determine their need of such to participate in training.

In all instances, whenever acceptable assessment results are available, they should be utilized in lieu of re-testing. The information garnered from the objective assessment will be utilized to develop individual service strategies/employment plans for each participant in Individual Career services.

- d) **Orientation**: Describe how enrollees will be informed of program services and how their specific needs and interests will be determined. Describe when and how an orientation to non-traditional occupations is provided. The objective assessment is required prior to any service provision.
- e) **Enrollment Process**: Describe how you will track the amount of time required to get a person enrolled beginning with initial contact. The amount of time required will be an item of interest for FVWDB.
- f) **Case Management**: Describe your case management strategies (e.g., frequency/level of contact between Career Planner and participant).
- g) **Service Delivery**: Describe your criteria for transitioning participants from basic career to Individual Career services and the criteria for transitioning participants from Individual Career to training services. Explain activities used to determine appropriate training for participants.
- h) Describe additional Individual Career Services you are proposing to provide to individuals.
- i) Describe your system for follow-up/retention services and the frequency of contact of participants. Describe who will conduct follow-up services.
- j) All funded projects will be required to utilize customer satisfaction information for continuous improvement of program activities. Describe how your program will include this component.
- k) **Participant Flow**: Briefly (using a diagram) describe the flow of participants from selection/enrollment through placement/retention and interactions with Job Centers.

2. Coordination

Describe how you will provide additional employment and training services and support services for WIOA participants. Describe how the proposed Individual Career Services will coordinate with other Job Center activities and Business Services initiatives necessary to foster sharing of information and avoiding duplication of effort. Specific tools (e.g. Salesforce “Chatter”) may be required for coordination.

3. Staffing

Indicate key staff that and the percentage of time that each staff will be assigned to the proposed program or to Overhead by title, name, qualifications (education, certifications/credentials, & work experience), function, and amount of time assigned, by center location. Only staff members who are assigned to work with the actual participants (carries a reasonable caseload or at least an average of 90 total participants will be counted under the program portion of your staffing budget. If you are a supervisor and want to be listed under Program cost, you must carry a combined total of between 45-50 participants. If you do not carry a caseload you must be listed as Overhead.

4. Facilities

It is expected that services will be provided from Job Centers. Describe the extent (if any) to which services will be provided from satellite sites.

5. Technology

Describe the planned use of technology with participants and its role in employment.

- G. Program Monitoring:** Describe the system(s) in place to ensure participants receive the services determined necessary by their Individual Service Strategy/Individual Employment Plan. Indicate how the system in place will accurately track and monitor services provided and participant progress.

Describe the methods and frequency with which off-site training (work experience sites, on-the-job training sites, etc.), will be monitored by staff, together with basic procedures for monitoring reports and resolution/correction action. Proposers must indicate who will be monitoring sites and how often. Attach a copy of the monitoring form to be utilized.

- 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 participant records, including documentation of WIOA eligibility. Proposers will be required to input participant information into the DWD ASSET computerized system as well as the maintenance of hard copies of participant case management files. Hard copy participant files must be organized using the Fox Valley Workforce Development Board (FVWDB) Case File Organizational System.

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 ADULT & DISLOCATED WORKER CASE MANAGEMENT
PROPOSAL TRANSMITTAL FORM**

OFFEROR

Organization
Address
City/State/Zip
Telephone
Contact Person
Title

Type of Program:

Total funds requested: \$

Number of Participants to Serve: \$

Cost per Participant: \$

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 (YO)	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
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*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).

PROPOSAL REVIEW (1-15 to be completed by all reviewers) Total Possible Points: 75					
<p>FVWDB is looking for an applicant who models: Collaboration, Demand Driven, Result Focused, and is Committed to Continuous improvement.</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 performance 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 Individualized Services is provided in detail.	1	2	3	4	5
6. A clear description of how WIOA Individualized Services will be utilized to achieve performance standards.	1	2	3	4	5
METHODOLOGY					
7. Proposal indicates eligibility determination/documentation will be completed by proposer.	1	2	3	4	5
8. Program design/methodology provides a clear WIOA Individualized Services program focus to resolve need identified.	1	2	3	4	5
9. Program design provides clear identification of who will provide WIOA Individualized Services.	1	2	3	4	5
10. Program design is consistent with WIOA and overall WDA delivery system.	1	2	3	4	5
11. WIOA follow-up system is described.	1	2	3	4	5
COORDINATION					
12. Proposal shows collaboration with agencies that provide referrals, participant support, and training/educational opportunities for WIOA Individualized Services.	1	2	3	4	5
13. Developing a systematic approach to continuous improvement.					
STAFFING					
14. Key staff and facility identified along with staff qualifications and they are adequate to meet proposed goals and objectives.	1	2	3	4	5
PROGRAM MONITORING					

15. A commitment is made to program monitoring, including frequency and individual(s) responsible to ensure adequate monitoring and continuous improvement.	1 2 3 4 5
REVIEWER'S SIGNATURE(S)	
<hr/> <hr/>	

TO BE COMPLETED BY FVWDB OFFICE:

PAST PERFORMANCE/DEMONSTRATED EFFECTIVENESS (Total Possible Points: 12)

Demonstrated effectiveness of applicant in previous delivery of Workforce Innovation and Opportunity programs and service will be reflected in proposal evaluation. Points may be added or deleted from proposal score for rating performance based on the previous complete program year’s final performance and monitoring in the WIA Adult and Dislocated Worker Programs within the FVWDB Workforce Delivery Area.

PERFORMANCE GOAL EFFECTIVENESS

Proposal receives one point (+1) for each factor when actual performance exceeds performance goal stated in contract. Subtract one point (-1) for each factor when actual performance is less than goal.

Contract No. Reviewed		Program Year Reviewed:	
Agency:		Program:	
PROGRAM/PERFORMANCE MEASURE	PERFORMANCE GOAL	ACTUAL PERFORMANCE	AWARDED/DEDUCTED
Adult			
1. Q2 Unsubsidized Employment Rate or Entered Employment			
2. Q4 Unsubsidized Employment Rate or Retention			
3. Median Earnings (Q2) or Average Earnings			
4. Credential Rate			
5. Participant Enrollment			
6. Monitoring issues resolved			
TOTAL POSSIBLE POINTS: 6		TOTAL POINTS RECEIVED:	

Dislocated Worker			
1. Q2 Unsubsidized Employment Rate or Entered Employment			
2. Q4 Unsubsidized Employment Rate or Retention			
3. Median Earnings (Q2) or Average Earnings			
4. Credential Rate			
5. Participant Enrollment			
6. Monitoring issues resolved			
TOTAL POSSIBLE POINTS: 6		TOTAL POINTS RECEIVED:	
		TOTAL POINTS AWARDED (AP + DW):	
REVIEWER’S SIGNATURE(S)			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>			

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.

TO BE COMPLETED BY FVWDB FINANCE DEPARTMENT

Scoring Description:

- 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 					
TOTAL POINTS RECEIVED:					
REVIEWER'S SIGNATURE(S)					

COST ANALYSIS WORKSHEET
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, Individualized Service, Support Services, Follow Up Services) correctly categorized. Problems/Comments: _____ _____ _____ _____		

PART 2 – SPECIFIC COSTS			
COST ELEMENT	NECESSARY/REASONABLE		BASIS FOR JUDGEMENT (Check One or More)
	YES	NO	
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) _____
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/ Bonding	YES	NO	Independent Agency Estimate _____ 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: _____ _____ _____			
14. Other (Specify)	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
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.)

PART 5 – REVIEWER’S SIGNATURE(S)
