



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

**REQUEST FOR PROPOSALS
FOR
One Stop Operator
Funded Through
Workforce Innovation and Opportunities Act (WIOA)**

Proposal Due Date:

May 23 at Noon

E-Mail Proposals to:

Kim Lemieux

Programs Director

Re: One Stop Operator

klemieux@fvwdb.com

RFP Issued:

April 30, 2018, at Noon

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

A proud partner of the  **americanjobcenter** network

Notice of Request for Proposals (RFP)

Due Date: Wednesday May 23, 2018 at Noon

Submit To: Kim Lemieux
Programs Director

Proposals must be received no later than Wednesday May 23, 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.

Services: One Stop Operator to support the Workforce Development comprehensive One Stop (Job) Center in Calumet, Fond du Lac, Green Lake, Waupaca, Waushara, and Winnebago Counties.

Contract Term: July 1, 2018 – June 30, 2020 with the option to renew for an additional two years.

RFP Contact: Kim Lemieux
klemieux@fvwdb.com
920-960-3031 cell phone

SYNOPSIS

The Fox Valley Workforce Development Board (FVWDB) is soliciting proposals for the purpose of coordinating the delivery 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).

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.

A. Purpose of Request for Proposal

The purpose of the Request of Proposal (RFP) is specifically to solicit competitive proposals to retain a One Stop Operator to support the Fox Valley Workforce Development Area (FVWDA). Contracts resulting from this RFP are anticipated to commence on July 1, 2018, and end June 30, 2020. Based on bidder's performance, the FVWDB reserves the option to extend the contract by two years. Renegotiation will be initiated by the FVWDB before the expiration of the contract. In order for the FVWDB to exercise a contract extension, consideration will be based on defined performance outcomes, bidders' satisfactory performance, and other factors. However, the FVWDB is not bound to exercise a contract solely on stated performance outcomes.

The FVWDB, in coordination with the Board of Directors (BOD) and Chief Elected Officials (CEO) has established a model framework, which proposals must respond within. This framework identifies the specific roles and contract conditions required.

Bidders will be required to serve all six job centers in the Fox Valley area and provide a single proposal.

B. Overview of the Roles of the One Stop Operator

The One Stop Operator will coordinate service delivery for the Fox Valley Workforce Development Area One Stop (Job) Centers in Calumet, Fond du Lac, Green Lake, Waupaca, Waushara, and Winnebago counties.

Proposed Roles:

1. Develop a formal referral process for services within and outside the Job Center. Implement minimum standards for referrals, referral follow-up and documentation of referral outcomes.
2. Ensure there is adequate access to customer services including alternative hours of operation.
3. Conduct regularly scheduled meetings with members of the management team.
4. Plan and coordinate with FVWDB staff Community Partner Meetings and Required Partner Meetings.
5. Work with FVWDB and DWD staff on Infrastructure Costs for each job center.
6. Implement training or staff development, such as customer services training, cross training on partner services, or other services, for the One Stop Center staff.
7. Develop an outreach and recruitment plan for the One Stop Center.
8. Implement and oversee technology solutions to manage and support enhanced cooperation and coordination of core partner programs (activities and resources).
9. Ensure compliance with all state and local policies and procedures related to the One Stop Center. Examples are: serve as complaint officer, conduct American Disabilities Act

Section 188 monitoring (ADA), equal opportunity, and accessibility compliance reviews and arrange technical assistance as needed.

10. Physical location support:

- a. Responsible for coordinating physical space planning, monitoring upkeep, and facilitating adjustments.
- b. Enforcing One Stop Center facility standards in regards to customer service and accessibility.

11. The Workforce Development Board reserves the option to ask the One Stop Operator to perform additional duties allowable per WIOA and/or DWD requirements.

C. Funds 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.

\$18,211 – Available PY 2018

COUNTY	OSO
CALUMET	\$2,185
GREEN LAKE	\$819
FOND DU LAC	\$4,462
WAUPACA	\$2,276
WAUSHARA	\$1,002
WINNEBAGO	\$7,466
TOTAL	\$18,211

For the selected bidder, the budget amount listed for this RFP can be used for staff time, outreach, travel, resource room equipment, materials and/or supplies which should be listed in the budget summary template.

Should a consortium group consisting of DWD and Subrecipient staff be awarded this contract, any time spent working on OSO items will need to be tracked and provided to FVWDB not less than quarterly. The final budget provided by the Board for the OSO contract will be used ONLY for purchasing items for the centers (e.g. computers, furniture, signage, marketing/website and other direct center benefits) using the Board’s purchasing policies and procedures. No funds will go to the consortium directly.

D. Time Line for RFP Submission, Review and Awards

ACTIVITY	DATE	TIME FRAME
RFP Notice (Local Papers, FVWDB Website)	April 30, 2018	Noon
RFP Issuance	April 30, 2018	Noon
Bidder's Conference	May 7, 2018 Oshkosh Job Center - Turner Room	9:00 a.m.- 11 a.m.
Receipt of Proposals	May 23, 2018	Noon
Committee review/recommendation	May 30, 2018	TBD
One Stop Committee Meeting	June 5, 2018	TBD
FVWDB Board meets/approves	June 7, 2018	TBD
Notification of Awards	June 8, 2018	TBD

***FVWDB reserves the right to make changes to the above timeline.**

E. Eligible Bidders

One-stop operators may be a single entity (public, private, or nonprofit) or a consortium of entities. If the consortium of entities is one of one-stop partners, it must include a minimum of three of the required one-stop partners. See Workforce Innovation and Opportunity Act, Chapter 1, Section 121 (d) (3), Section 188, Section 678.600, and 678.400 for definition of required partners. Proposals from consortia, partnerships or other combination of organizations must identify one organization as the lead agency and prime bidder and must specify the assignment of subcontracting relationships.

F. Questions and Answers

The primary mode of communication between FVWDB and potential bidders will occur at www.foxvalleywork.org. Beginning at noon, interested parties can download the Request for Proposals from the FVWDB website on April 30, 2018. After the Bidders' Conference, scheduled for May 7, 2018, a question and answer page will be available on the FVWDB website. Please place "RFP Question" in the subject line of the e-mail and submit questions to: klemieux@fvwdb.com.

G. Provisions

The chosen bidder(s) from this RFP must agree to the provisions outlined in Attachment 1. Successful agencies through this RFP will be required to sign and agree to additional contractual assurance as part of the contract completion and implementation process.

A. General Preparation Instructions

The RFP response is divided into nine components as follows:

<i>Section</i>	Format	Evaluation Criteria
1. <i>Transmittal Form</i>	Form	Pass/Fail
2. <i>Proposal Checklist</i>	Form	Pass/Fail
3. <i>Proposal Summary</i>	Narrative	Pass/Fail
4. <i>Organizational Experience and Past Performance</i>	Narrative	20 Points
5. <i>Design</i>	Narrative	40 Points
6. <i>Relationships and Collaborations</i>	Narrative	30 Points
7. <i>Outcomes and Indicators</i>	Form & Narrative	10 Points
8. <i>Compliance Form</i>	Form	Pass/Fail
9. <i>Budget Detail</i>	Form	20 points

The maximum number of points available is 120 points. Section 1-3 and 8 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 4-7. These sections ask the proposer what they will do, how they will do it, and how qualified they are to successfully carry out their proposal.

All sections are required to be completed. Refusal to complete all of the sections successfully will eliminate the proposer from consideration.

B. Proposal Sections Overview

The narrative section of the proposal should not exceed established page limits. The instructions for each section are provided below. Please repeat the question in your response. **Bidders are required to bid for all six counties in a single proposal.**

1. Transmittal Form – The Transmittal Form is to be completed by the proposing organization or lead bidder if the proposal is from more than one organization. The proposal Transmittal Form must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one Transmittal Form is needed per proposal.
2. Proposal Checklist – Please complete this form by placing a checkmark by each item included in your proposal. It is the bidder’s responsibility to make sure that all the required elements and forms are included in the proposal.

3. Proposal Summary – Maximum of 1 page – Please provide an executive summary of your proposal.
4. Organizational Experience and Past Performance – Maximum of 2 pages –This category will evaluate past experience in overseeing services similar to those being proposed, including the ability to deliver as proposed, attain, track, and management capability of the proposing agency(ies).
5. Design – Maximum of 2 pages –This category will evaluate the adequacy, creativity, and plausibility and alignment of staff and services within the of program design.
6. Relationships and Collaborations – Maximum of 2 pages –This category will evaluate how well the bidder has planned to work with the organizations needed to accomplish the proposed work.
7. Outcomes and Indicators - Maximum of 1 page - Please indicate goals and the plan to measure said goals.
8. Compliance Forms – Please certify the statement of compliance through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal.

C. Proposal Narrative Response

Proposal Summary (Maximum of 1 page)

Please provide an executive summary of your proposal.

- In addition to the executive summary narrative, please include: the organization name (if consortium, list collaborators), address, proposal contact, phone and email.

Organizational Experience & Past Performance – 20 Points (Maximum of 2 pages)

- Describe your organization’s experience and staff’s experience related to the proposed role of the One Stop Operator function.
- Describe your agency’s vision, mission, and service expertise and how this proposal relates to your organization’s goals and to FVWDB work.
- Describe your organization’s experience in managing various state and/or federal funded/government programs.

Design – 40 points (Maximum of 2 pages)

If the proposal is a collaborative submission, please be sure to articulate which of the agencies will be responsible for associated elements reflected in your response.

Describe your strategies for accomplishing the proposed roles of the One Stop Operator. Include proposed staffing design, timelines, and expected outcomes.

Relationships and Collaborations – 30 Points (Maximum of 2 pages)

- Please describe the partnerships (i.e. DWD, Veterans, etc.) necessary to serve as the One Stop Operator. Please reference the current status of these partnerships in relation to this proposal. Include how these organizations will support the successful fulfillment of the roles of the One Stop Operator. Please provide letters of reference and/or support from agencies cited to document their agency commitment to the One Stop Operator proposal. Include these letters in the attachment section of your proposal, if applicable.
- Describe how you envision effectively collaborating with the FVWDB staff to effectively establish and maintain the role of the One Stop Operator.

Outcomes and Indicators – 10 Points (Maximum of 1 Page)

- Describe at least 3 outcomes/goals associated with the project. Also included indicators you will use to measure your process towards your goals. (Information may be displayed in a chart or table format).

D. 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 3).** If you are unable to utilize the spreadsheet off the website please email klemieux@fvwdb.com and you will be e-mailed the spreadsheet.

A. Submission

FVWDB must receive all emailed proposals no later than Noon, May 23, 2018. Proposals received after the due date and time will not be considered. Submit proposals by email only. Faxed proposals will NOT be accepted. Untimely proposals are not eligible for appeal. The bidder is solely responsible for assuring that everything sent to FVWDB arrives completely, legibly and on time. Email proposals to:

Kim Lemieux, Programs Director
Re: One Stop Operator
klemieux@fvwdb.com

B. Format Requirements

Clear, thorough, concise and relevant information and answers are required. If it is necessary to repeat text within the proposal, please do so rather than referring the evaluator to another section of the proposal. Clarity and completeness are essential. Use specific details to describe activities, tasks knowledge, skills, abilities, results and leveraged resources. A journalistic approach to “who, what, when, how, why, and how much” is recommended. Charts may be inserted to communicate information and data as appropriate.

Each proposal must contain all required documents identified and physically adhere to the following:

- Attachment 2 Proposal Transmittal form must be signed, then scanned and emailed with the proposal.
- The files must be compatible with Microsoft 2010.

C. Proposal Review and Evaluation Process

Phase 1: FVWDB staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to request program criteria. The following minimum criteria will be used to determine which proposals will continue on to Phase 2:

- All requested information and documentation is included in the application package;
and
- The proposal is submitted in accordance with the RFP.

Phase 2: Proposals that have met the minimum criteria, as stated above, will then be reviewed by a FVWDB Review Committee. The Review Committee consists of FVWDB Board and staff members who have no fiduciary interest in bidding for any of the WIOA programs. All

Proposals will be scored based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. **NOTE: FVWDB retains the right to request additional information from any bidder, or conduct site visits from any bidder before a contract award. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.**

Phase 3: The recommendations of the Review Committee, if any, will be presented to the full FVWDB board for approval and award of contracts. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, and the successful completion of contract negotiations.

D. Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the FVWDB. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of FVWDB and may be subject to public disclosure.

E. Disqualification

Proposals containing one or more of the following **will not be considered nor will they be subject to appeal:**

- Proposals and any other requested information received after the stipulated due date and or time;
- Proposals that are incomplete, not containing a budget and all program specific documentation stated;
- All mandatory certifications not completed and/or submitted;
- The original proposal lacks an original signature by the bidder's authorized representative, and/or marked "original";
- Not emailed to klemieux@fvwdb.com by the due date and time;
- Facsimile submissions of proposals;
- Incomplete or erroneous information, withholding material information, or falsifying information will result in disqualification or subsequent contract termination; and,
- Inappropriate contact. To avoid actual conflicts, the appearance of conflicts, or undue influence over the process, all prospective bidders, their employees, agents, sub-bidders etc. are prohibited from contacting FVWDB Proposal Committee Member, regarding the RFP.

F. Appeals

Bidders will receive written notice advising them of FVWDB's selection from this RFP. Non-selected bidders have the right to file one (1) original appeal.

To appeal, the bidder must submit a letter to the FVWDB Chief Executive Officer within three (3) business days from the date of selection notification. The letter must state that an appeal to the selection is being filed and all specific reasons for that appeal or disqualification must be based on one or more of the following:

- Clear and substantial error or misstated facts upon which the decision was made by FVWDB;
- Unfair competition or conflict of interest in the decision making process;
- Any illegal or improper act of violation of law; or
- Any other legal basis on grounds that may substantially alter FVWDB's decision.

The letter of original appeal must be received within three (3) business days from the date of selection notification via a traceable delivery system that required signature upon receipt and the address below. Letters of original appeal cannot be submitted via facsimile or electronic mail. The same person that signed the bidder submitted proposal must sign the letter of original appeal.

FVWDB's Chief Executive Officer will review the original appeal and determine whether or not the appeal meets one of the established criteria. The bidder will receive written notice advising as to whether or not their original appeal has been accepted or rejected within ten (10) calendar days from the appeal date.

Section 4: Resources and Attachments

The following is a list of web resources that may be helpful as you develop your proposal:

- [Fox Valley Workforce Development Board](#)
- [Wisconsin Department of Workforce Development WIOA Resource Page](#)
- [Federal Register – Joint Rule for One Stop System Joint Provisions](#)
- [Federal Register - Workforce Innovation and Opportunity Act](#)
- [TEGL 16-16 – One Stop Operations Guidance for the for the American Job Center Network](#)
- [TEGL 15-16 Competitive Selection of One Stop Operators](#)

Attachment 1 – Provisions and Disclaimers

1. This RFP is for two years and is renewable at the discretion of the FVWDB, if contract goals and objectives are being met, for an additional two years.
2. FVWDB reserves the right to accept or reject any or all proposals received.
3. FVWDB reserves the right to waive informalities and minor irregularities in the proposals received.
4. This RFP does not commit FVWDB to award a contract.
5. FVWDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
6. FVWDB may select a service provider based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a technical standpoint that the bidder can submit to FVWDB.
7. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
8. FVWDB retains the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contact.
10. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the FVWDB and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
11. The final award and execution of a contract is subject to FVWDB's satisfactory negotiation of the terms of the contract.
12. Any changes to the WIOA program, performance measures, or FVWDB direction may result in a change in contracting. In such instances, FVWDB shall not be liable for any damage arising from this RFP package or subsequent contract.
13. Proposals submitted for consideration must be consistent with and, if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Wisconsin policies, and FVWDB policies and procedures.
14. Bidders selected for this contract must also ensure compliance with the following, U.S. Department of Labor (DOL) regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 OR 46 CFR part 31, whichever is applicable.
15. Bidders will be expected to adhere to FVWDB procedures to collect, verify, and submit required regular reports.
16. FVWDB has the right to award a lower ranked proposal over a higher ranked proposal due to valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.

17. FVWDB is required to abide by all WIOA legislation and regulations. Therefore, FVWDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
18. All bidders must ensure compliance with the State of Wisconsin Department of Workforce Development (DWD)'s Civil Rights Compliance plan and expectations and provide equal opportunity to all individuals. NO individual shall be excluded from participating in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, gender, sexual orientation, national origin, age disability, or political affiliation or belief.
19. All subrecipients must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
20. Bidders selected for the contract must ensure equitable access to clients with limited English speaking, reading or writing ability and upon contracting will need to identify a Limited English Proficiency (LEP) coordinator as a part of the Civil Rights Compliance planning.
21. Bidders must have an established grievance and complaint process and procedure to address any customer concerns, complaints or grievance. Any such complaints or grievances must be documented and addressed and resolved, if possible, prior to the engagement of the FVWDB complaint and grievance process.
22. The contract award will not be final until FVWDB and the successful bidder have executed a mutually satisfactory contractual agreement. FVWDB reserves the right to make an award without further discussion of the proposal submitted. No oversight activity may begin prior to final FVWDB approval of the award and execution of a contractual agreement between the successful bidder and FVWDB.
23. FVWDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
24. FVWDB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
25. Bidders are advised that most documents in the possession of FVWDB are considered public records and subject to disclosure.
26. Disclose any potential conflicts of interest from the relationships of operators with particular training service or other service providers.
27. Outline plan that ensures no disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2017 One Stop Operator
PROPOSAL TRANSMITTAL FORM

OFFEROR

Organization
Address
City/State/Zip
Telephone
Contact Person
Title

Type of Program: One Stop Operator (OSO) for the Fox Valley Workforce Development Area

Program Synopsis (paste into field):

OFFEROR'S CERTIFICATION

I hereby declare that the information provided in this RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization(s) listed above and act on behalf of in all matters relating to the RFP. Additionally, I will comply with all RFP provisions and associated contract assurances upon successful award.

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 _____

For FVWDB Internal Use Only:	Date Received:
Time Received:	Received By:

Proposal Checklist:

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms are subject to disqualification. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to klemieux@fvwdb.com to be answered on our website.

Before submitting your proposal, check the following:

	One (1) electronic copy of Proposal Response Package
	Proposal Response Package Requirements:
	Proposal Transmittal Form
	Proposal Checklist
	Proposal Summary
	Organizational Experience and Past Performance
	Design -- Narrative Response
	Relationships and Collaborations
	Outcomes and Indicators
	Statement of Compliance Form
	Letter(s) of Support/Reference (if applicable)
	Attachment 3 Budget Detail

Attachment 3 – Budget Template

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:	One Stop Operator (OSO)			
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/Meetings				\$ -
Supplies				\$ -
Facilities				\$ -
Participant Support, Training, Wages / Taxes				\$ -
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 signed.				
I certify to the best of my knowledge that this report is correct and complete.				
Signature	_____			
			Date	

STATEMENT OF COMPLIANCE FORM

As the authorized signatory official for: _____
Submitting/Lead Organization

I hereby certify:

- That the above named proposer is legally authorized to submit this application requesting funding under the One Stop Operator (OSO) procurement.
- That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Wisconsin Department of Workforce Development Division of Employment and Training, Fox Valley Workforce Development Board (FVWDB) policies and guidelines, and other administrative requirements issued by the State of Wisconsin Department of Workforce Development or governing authority. The vendor shall notify the FVWDB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and,
- That the above named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and,
- That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the provisions and policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the FVWDB reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above named proposer waives any right to claims against the members and staff of the FVWDB.