

REQUEST FOR PROPOSAL
Workforce Innovation and Opportunity Act PY 2018
WIOA Out of School Youth
WIOA In School Youth
July 1, 2018 – June 30, 2019

Synopsis

The Fox Valley Workforce Development Board, Inc. (FVWDB) is soliciting proposals for the provision of employment and training services to eligible economically disadvantaged Out-of-School Youth and In-School Youth (ages 14– 24) in **six counties (Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago)** of the Workforce Development Area (WDA) #4. This solicitation is conducted on behalf of the Workforce Development Board (WDB), FVWDB and pursuant to the requirements and conditions of Workforce Innovation and Opportunity Act, enacted July 2014, the implementing regulations, and the Policies and Procedures of the State of Wisconsin, Department of Workforce Development (DWD), and Division of Employment & Training (DET).

The Workforce Innovation and Opportunity Act Youth Program provide funds whose purpose is to:

1. Provide eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
2. Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
3. Provide opportunities for year round work experience training for eligible youth;
4. Provide continued supportive services for eligible youth;
5. Provide result focused incentives for recognition and achievement to eligible youth and;
6. Provide opportunities for eligible youth in activities related to leadership, development, decision making, citizenship and community service.

WIOA legislation has placed a greater emphasis on year round work experience activities associated with academic and occupational education for youth. Part III F. “Program Activities” of this RFP and Training & Employment Guidance Letter 8-15 provide more detail on the spending requirements. Part III E. “Contract Characteristics” shows the minimum amount per county for work experience *related* expenses.

Accordingly, this solicitation shall be used to carry out, for eligible youth, programs that have the following elements:

- Provide for WIOA Eligibility Determination
- Provide an objective assessment of youth needs
- Development of service strategies
- Preparation for post-secondary education and the importance of ‘lifelong education’
- Tutoring and/or Study skills
- Paid and unpaid work experiences
- Occupational skill training, as appropriate
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services for not less than 12 months after the completion of participation; and
- Comprehensive guidance and counseling to eligible youth or prepare them for employment

Agencies awarded contracts will be required to attend training sessions on the WIOA Youth Program; sessions will cover topics such as:

- Automated System Support for Employment and Training (ASSET)
- Roundtables
- Eligibility Determination
- Assessments
- Performance Measures

Jill Valdez is the primary contact for this document. She can be reached via email @ jvaldez@fwfdb.com or by phone at 920.232.6213.

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 416,115. The highest populated county is Winnebago with an estimated 2016 population of 169,546 followed by Fond du Lac County with 101,973 residents. These two counties comprise 65.5% 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 66,579 residents).

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, 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.

Offeror must submit one combined proposal to serve both In School Youth and Out of School Youth. Services will be combined under one contract. The offeror must specify the counties they propose to be served.

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

Contractors will be required to prove successful experience in providing WIOA Youth 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 one agency designated as the lead. Proposers are encouraged to collaborate and coordinate with other agencies and should demonstrate such in the program narrative.

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

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

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

-[WIOA Final Rules](#)

- [ASSET](#)

-[FVWDB, Inc. WIOA Comprehensive Plan \(Updated 2016\)](#)

-[WIOA Performance](#)

- [Uniform Guidance](#)

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. The second year is pending performance outcomes.

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 FVWDB staff, the agency 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 subcontractors shall have an opportunity to discuss, with the administrative staff, the reasons for non-funding.

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

WIOA Title I Out of School Youth and In School Youth and/or Workforce Innovation and Opportunity Act Youth Services funding availability related to this solicitation are detailed in Part III of this document.

D. WIOA PY 2018 Solicitation Schedule:

RFP Timeline:

RFP Issuance	Wednesday, December 13, 2017
Bidder's Conference 219 Washington Ave, Suite 107 - Turner Room Call in meeting information : call (571) 317-3122 access code: 902-575-077 Please confirm with Jill Valdez if you are calling in	Wednesday, December 20, 2017 9:00am – 11:00am
Receipt of Proposals	Friday, January 12, 2018 NOON
Proposal Review Committee Conference call	Friday, January 19, 2018
One Stop Committee review/recommendation	Tuesday, January 23, 2018
FVWDB Board meets/approves	Tuesday, February 6, 2018
Notification of Awards	Wednesday, February 7, 2018

PART III
TECHNICAL DESCRIPTIONS

A. Fund Sources and Amounts:

The estimated PY 18 funds available for services solicited by the WIOA Title I In School and Out of School Youth RFP are approximately **\$400,000** of which, **\$80,000 for In-School Youth and \$320,000 for Out of School Youth**, to serve Calumet, Fond du Lac, Green Lake, Waupaca, and Waushara and Winnebago counties.

These figures above are based on projections, as the FVWDB, Inc., at the time of RFP release had not been notified by the State of Wisconsin - DWD of its PY18 WIOA Youth funding allocation. Amounts may be adjusted once the FVWDB receives official allocation amounts from DWD.

Funds can be used for:

- Staffing and staff support costs
- Participant wages and fringe benefits (Youth Work Experiences)
- Overhead (not to exceed 10%)
 - Staff members (Supervisors, Fiscal, etc.) that don't have a reasonable caseload (25 or more participants) are required to be listed as Overhead

FVWDB provides program staff resources:

- Computers
- Printers
- Job Center Offices
- Client 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

OUT OF SCHOOL YOUTH: WIOA defines an eligible out of school youth (Section 129 (a) (1)(B)) as an individual who is:

- Age 16 – 24, and
- Not attending secondary or post-secondary school, and
- Registered for selective service if applicable
- Within one or more of the following categories:
 - School dropout
 - Homeless, runaway, or foster child
 - Pregnant or parenting
 - Low income with a secondary school diploma (or equivalent) and either basic skills deficient or an English language learner
 - Is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Offender or ex-offender
 - An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (FVWDB definition as an individual who has been identified as

lacking some or all of the “core employability skills”)

Dropout:

- A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent
- A youth attending an alternative school is not a dropout under the Act

IN-SCHOOL YOUTH - All in-school youth must meet the General Eligibility Criteria. In order to participate as an in-school youth an individual must be attending any school (as defined by State law), not younger than age 14 or (unless an individual with a disability attending school under State Law) older than age 21, a low income individual, and in one or more of the following categories:

- Basic skills deficient
- English language learner
- Offender
- Homeless, runaway, in foster care or has aged out of the foster care system, eligible for assistance under §477 of the Social Security Act, or in an out-of-home placement
- Pregnant parenting
- Individual with a disability or
- Requires additional assistance to complete an educational program or to secure or hold employment(as defined by the local board)

Note: Youth enrolled in adult education provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered out-of-school.

Income Eligibility (Low -income individual) Includes:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through Food Share, Temporary Assistance for Needy Families (TANF), or the Supplemental Security Income (SSI) program, or State of local income-based public assistance;
2. Family income that does not exceed the higher of:
 - Federal Poverty Line (FPL) or
 - 70% of the Lower Living Standard Income Level (LLSIL);
 - Note: These rates are updated annually
3. Homeless;
4. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
5. Foster child on behalf of whom State or local government payments are made; or
6. Individual with a disability whose own income meets the FPL or 70% of LLSIL, but who is a member of a family that does not meet those requirements.

Note: Youth living in high-poverty area are automatically considered low-income.

Each bidder will be required to determine WIOA eligibility of participants for its program. Documentation of such eligibility will be maintained by the bidder. Liability for disallowed costs due to the ineligibility of a participant shall be the sole responsibility of the provider (sub recipient). Bidders will also be required to input participant eligibility/activities into the DWD ASSET System.

C. **Performance Standards:**

WIOA youth performance standards are based on three measures. Successful proposers will be required to meet/exceed the performance standard levels required. WIOA Title I Youth program Performance Standards for PY 2017 as provided to the FVWDB by DWD/DET are:

(Performance Standards listed below are PY17 measures. These measures may change for PY18 and bidders who receive the contract will need to follow the updated PY18 measures once they are released).

Common Measures for In-School and Out of School Youth

- Employment / Education Rate (Q2) – 67%
- Employment / Education (Q4) – 65%
- Credential Attainment – 60%
- Median Earnings (Q2) - TBD
- Measurable Skills Gain – TBD

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.

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. The subcontractor will be reimbursed actual, allowable, and allocable costs not to exceed the maximums stated in the contract. The subcontractor is also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

The subcontractor will be responsible for the eligibility of participants in its programs as well as the accurate and timely imputing of required participant data in the DWD computerized ASSET system. Sub recipients are also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

Individual agencies must submit proposals for services they wish to provide. **Consortium proposals may be accepted with responsibilities clearly spelled out and one agency designated as the lead.** Agencies and educational institutions working closely together to provide services may submit support letters.

\$400,000 Estimated PY 18 WIOA In School & Out of School Youth Year Round Service Strategy

County		ISY*	OSY	Total	*Work Experience
Calumet	12%	\$9,600	\$38,400	\$48,000	\$9,600
Green Lake	4.5%	\$3,600	\$14,400	\$18,000	\$3,600
Fond du Lac	24.5%	\$19,600	\$78,400	\$98,000	\$19,600
Waupaca	12.5%	\$10,000	\$40,000	\$50,000	\$10,000
Waushara	5.5%	\$4,400	\$17,600	\$22,000	\$4,000
Winnebago	41%	\$32,800	\$131,200	\$164,000	\$32,800
TOTAL:				\$400,000	

***MAXIMUM spent per county on In School Youth**

***MINIMUM spent per county for Work Experience**

It is anticipated that funds will be targeted to serve individual counties in proportion to county population as a percent of WDA population.

Note: The “Work Experience” amounts listed above are part of the total allocation for each county. They are **not** additional funds. Training funds for participants will not be part of the contract amount. Training funds (not listed above) will be dispersed in PAS by the FVWDB.

F. Program Activities

Proposals must adhere to the following broad categories to provide the required design framework (used in the ASSET system) for Youth programs. All proposals must focus on serving new enrollments who are youth that are in and/or aging out of foster care, corrections, and/or adjudicated youth, etc., as well as serve all youth carried into PY 16 are considered “follow up” youth from the previous program year, PY17.

- Provision of WIOA Eligibility Determination/Objective Assessment of each youth participant, meeting requirements of WIOA section 129(1)(B)-(C), including a review of the academic and occupational skill levels, as well as service needs of each youth;
- Development of service strategies for each youth participant, meeting the requirements of WIOA section 129 (1) (B)_ (C), including both an employment goal and consideration of the assessment results for each youth; and
- Services and strategies that include preparation for post-secondary educational opportunities, linkages between academic and occupational learning, preparation for employment, and connections to intermediary organizations that provides strong links to the job market and employers. The importance of ‘lifelong’ education and the concept of ‘career-pathways’ must be emphasized.

- **At least 20%** of the total FVWDB Youth allocation to be put towards **year round work experience and incorporate academic & occupational education**. Allowable expenditures can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or required academic education component required for the work experience, and participant wages. These expenses are considered 'reportable' and count towards the 20% requirement. FVWDB realizes there may be expenses that are 'related' to the 20% experience (e.g. participant related training) but are not 'reportable'. See budget summary for more detail (Attachment 2).

- **A Description of the 14 Mandatory Service Elements for WIOA Youth Programs**
 Proposers must make the following services available to youth participants **(Per TEGL 23-14 (3/26/15))**:
 1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities
 4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
 6. Leadership development opportunities, including community service and peer centered activities encouraging responsibility and other positive social and civic behaviors
 7. Supportive services
 8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
 9. Follow-up services for not less than 12 months after the completion of participation
 10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
 11. Financial literacy education
 12. Entrepreneurial skills training
 13. Services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
 14. Activities that help youth prepare for and transition to post-secondary education and training

Objective Assessments:

Each Proposer is required to document WIOA eligibility and provide objective assessment services.

FVWDB requires successful proposers to use TABE forms 9-10. Further direction and/or updated guidance will be provided before the start of the program year if necessary. Proposers are required to use FVWDB approved assessments such as:

Basic Skill Assessment: A formal assessment will be administered for math **and** reading. The basic skill assessment provides a determination of the participants' reading and math grade level equivalency. The Dept. of Labor (DOL) requires the use of the same standardized test for both pre and post basic skill assessments (pre-test must occur within 60 days of the date of participation). DOL further requires the basic skills assessment tool must be one of the National Reporting System (NRS) cross-walked test instruments.

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.

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, or pending legal issues.

Interests: The assessment provides an interest inventory.

Note: Part IV, Proposal Instructions, Paragraph 'E', Program Methodology, provides additional 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:

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
 - Attachment 4 – Proposal Evaluation (For Information Only) **DO NOT SUBMIT**
9. Recent fiscal audit

Proposals must be received electronically to jvaldez@fvwdb.com no later than January 12, 2018 at noon. 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, and **for Youth services only, the geographic area (county(ies)) in which services will be provided**, and Job 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 regional areas for career planning or geographic areas for youth you are proposing to serve (i.e. counties and Job Centers 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 Youth services and the number of participants that will receive training services, include objectives for achievement in the appropriate Performance Standards. In addition please list the estimated dollar amount you would expect to spend in both training and in support not related to Work Experience. Training and support dollars **will not** be included in your contract amount.

E. **Youth Services Overview:** With this procurement, the FVWDB is seeking to secure services which prepare economically eligible youth 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.

Youth 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.

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.

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: Eligibility documentation gathering and certification of eligibility. During this phase it will be the WIOA Career Planner's responsibility to insure that all documents needed to substantiate WIOA eligibility are gathered. 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/Youth 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) Youth Participant 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 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 Youth services including forms preparation and flow.

c) The Objective Assessments will include:

- ❑ **Basic Skill Assessment** – a formal assessment will be administered. TABE 9/10 –this assessment involves applying mathematical reasoning, problem-solving techniques, addition, subtraction, multiplication, division, fractions, money, time, calculators. Work Keys Reading – 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** – approved assessments that provide 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 Youth 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) Career Planning Describe your career planning strategies (e.g., frequency/level of contact between Career Planner and participant).
- f) Service Delivery: Describe your criteria for transitioning participants **into** individual services **as a new participant in the program**.
- g) Describe additional Youth Services you are proposing to provide to individuals.
- h) Describe your system for follow-up/retention services and the frequency of contact of participants. Describe who will conduct follow-up services.
- i) 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.
- j) 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 the proposed Career Planners will coordinate with other Job Center activities and Business Service initiatives necessary to foster sharing of information and avoiding duplication of effort.

3. Staffing

Indicate key staff that will be assigned to the proposed program by title, name, qualifications (education, certifications/credentials, & work experience), function, and amount of time assigned, by center location. Only staff members who are assigned to work with the actual participants (carries a reasonable caseload or at least 25 participants) will be counted under the program portion of your staffing budget. Supervisors who do not have a reasonable case load are considered Administrative Staff and are required to have their wages listed under Overhead Costs in the budget.

4. Facilities

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

5. Technology

Describe the planned use of technology with participants and its role in employment. Additionally, explain how you will accurately track how long the enrollment process takes from initial contact.

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 Summary

Each proposal must include the budget summary. FVWDB will have the right to asked for a more detailed budget if deemed necessary. **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 jvaldez@fvwdb.com and you will be e-mailed the spreadsheet.

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2016 OUT OF SCHOOL YOUTH CAREER PLANNING
(Limited WIOA In-School Youth)
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

Waupaca

Waushara

Green Lake

Winnebago

Fond du Lac

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 _____

Grantor: Fox Valley Workforce Development Board 1401 McMahon Drive Neenah, WI 54956 (920)720-5600	Grantee/Sub-Recipient: Name: Address: City,State,Zip: Phone:
Contract Budget Summary Information	
Program Name	
Program Period	07/01/2018 to 6/30/2019
	Total Funding
	Work Exp Qual Older/Out-of-School (OY) Work Exp Qual Younger/In-School (YY) Work Exp NQ Older/Out-of-School (OY) Work Exp NQ Younger/In-School (YY) Youth-Older/Out-of-School (OY) Youth-Younger/In-School (YY)
Staff Wages:	\$0
Staff Fringes	\$0
Staff Travel (mileage)	\$0
Staff Travel (other,meals,training,meetings,etc.)	\$0
Supplies: (Postage,Printing,Office Supplies, etc.)	\$0
Program Facilities Costs: (rent, utilities, maintenance, telephone, etc.)	\$0
Participant Wages:	\$0
Participant Fringes:	\$0
Participant Training required for the WkExp	\$0
Participant Training related to the Work Exp	\$0
Other (please explain what this might be)	\$0
Overhead Costs (not to exceed 10% of total funding) (staff without a caseload of 25 or more will be entered here)	\$0
Total Funding	\$0
The above budget information is presented in summary form. Please be prepared to explain and provide detail if requested.	
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 within 30 days after the contract end date.	
Amendment of budget summary category amounts must follow contract requirements; variances from budget summary category amounts may not exceed amounts specified in the contract.	
All costs budgeted meet Federal Regulations and are for the purposes specified in the contract s signed.	
I certify to the best of my knowledge that this report is correct and complete.	
Signature: _____	Date: _____

*Above is a snap shot of the budget spreadsheet. For the complete document click on this [link](#) and fill out completely and submit 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;

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Attachment 4 – Proposal Evaluation

PROPOSAL REVIEW (To be completed by all review committee members)	
<p>Scoring Description:</p> <ul style="list-style-type: none"> • extremely detailed description provided (Highest point value) • very well detailed description provided (High point value) • adequate description provided (Middle point value) • some degree of inadequate description provided (Low point value) • inadequate description provided (No point value) 	
STATEMENT OF WORK (Maximum 3 Points)	POINTS
Comments:	
GOALS AND OBJECTIVES (Maximum 8 Points)	POINTS
Comments:	
METHODOLOGY	POINTS
<p>1. Synopsis of Agency and how the agency will effectively serve area youth. (Maximum 2 Points)</p> <p>Comments:</p>	
<p>2. Workforce Investment Program philosophy and specific goals were described that extend beyond the specific title’s basic required performance measures. (Maximum 2 Points)</p> <p>Comments:</p>	
<p>3. Orientation and Intake: (Maximum 10 Points)</p> <ul style="list-style-type: none"> -the flow of participants from selection/enrollment through placement/retention was described. -outreach, recruitment, and selection procedures for participants were described. -the processes of involvement in local schools, job centers/Workforce Development Centers, and other community resources. -descriptions of post-secondary educational/training opportunities will be made available for both older and younger youth. -orientation to non-traditional occupations was included. <p>Comments:</p>	

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<p>4. Description of recruitment and engaging youth. (Maximum 10 points) Comments:</p>	
<p>5. Appropriate linkages to entities that will foster the participation of eligible youth were described. Refer to RFP for suggested linkages. (Maximum 5 points) Comments:</p>	
<p>6. Description of who will do the eligibility determination and where it will be done. Refer to the RFP for suggested facilities. (Maximum 5 Points) Comments:</p>	
<p>7. Youth year round work experience will be provided and the planned amount of youth that will be receiving a work experience was described in the proposal. (Maximum 8 points) Comments:</p>	
<p>8. Description how the proposer will engage youth participants to utilize services in the local job centers (Maximum 5 points) Comments:</p>	
<p>9. Description of steps the proposer’s agency will take to provide interested participants in post-secondary education. (Maximum 5 points) Comments:</p>	
<p>10. A description how the proposer plans to make the 14 program element services available to youth participants. Refer to the RFP for the 10 elements. (Maximum 5points) Comments:</p>	

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<p>11. Description how the proposer will meet or exceed the performance standards set forth by the Department of Labor and Department of Workforce Development. Refer to the RFP for the Performance Measures. (Maximum 10 points) Comments:</p>	
<p>12. Description on follow up activities and how the proposer plans to work with youth to retain post-secondary education or employment. (Maximum 5 points) Comments:</p>	
<p>COORDINATION (Maximum 3 Points)</p>	<p align="center">POINTS</p>
<p>Description how community resources and job center resources will be made available to the participants. Specifically how the proposer will refer youth participants to the WIOA Adult Program. Comments:</p>	
<p>STAFFING (Maximum 2 Points)</p>	<p align="center">POINTS</p>
<p>Description of key staff assigned to the proposed program. Refer to the RFP for requested details. Comments:</p>	
<p>Facilities (Maximum 2 Points)</p>	<p align="center">POINTS</p>
<p>Description (brief) of facilities and where the program is to be operated. Specialized needed equipment should also be listed. Comments:</p>	

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PROGRAM MONITORING (Maximum 5 Points)	POINTS
<p>Description on the proposers monitoring system to ensure customers will receive the services determined necessary. Tracking and monitoring services was listed by the proposer.</p> <p>Comments:</p>	
PROGRAM ADMINISTRATION/MANAGEMENT PLAN (Maximum 5 Points)	POINTS
<p>Description of agencies plan for proposed program as it relates to meeting the objectives and ensuring quality services. Such items should include:</p> <ul style="list-style-type: none"> • Supervision • Fiscal Controls and Accounting • Record Keeping <p>For more details refer to the RFP.</p> <p>Comments:</p>	
REVIEWER'S SIGNATURE(S)	TOTAL POINTS
<p>_____</p> <p>_____</p>	

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TO BE COMPLETED BY FVWDB OFFICE:

PAST PERFORMANCE/DEMONSTRATED EFFECTIVENESS (Total Possible Points: 10)

Demonstrated effectiveness of applicant in previous delivery of Workforce Innovation and Opportunity Act (WIOA) 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 WIOA Youth Program 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
All Youth			
1. Q2 Employment/Education			
2. Q4 Employment/Education			
3. Credential Attainment			
4. Q2 Median Earnings			
5. Measurable Skills Gain	N/A	N/A	N/A
6. Participant Enrollment			
7. Monitoring issues resolved			
TOTAL POSSIBLE POINTS:6		TOTAL POINTS RECEIVED:	

REVIEWER’S SIGNATURE(S)	
<hr/> <hr/>	

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.

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TO BE COMPLETED BY FVWDB FINANCE DEPARTMENT					
<p>Scoring Description:</p> <ul style="list-style-type: none"> • extremely detailed description provided (Highest point value) • very well detailed description provided (High point value) • adequate description provided (Middle point value) • some degree of inadequate description provided (Low point value) • inadequate description provided (No point value) 					
1. Financial management system is well described and follows accepted accounting and WIOA principles. (Maximum Points 5)	1	2	3	4	5
2. All line items in budget are assigned to appropriate cost categories and seem reasonable and necessary to effectively implement program. Sufficient detail is included to demonstrate how budgeted amounts were determined. (Maximum Points 5)	1	2	3	4	5
3. Budget calculations are done accurately. (Maximum Points 5)	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, Youth Services, and Follow Up Services) correctly categorized. Problems/Comments: _____ _____ _____ _____		

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

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

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

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13. 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 Profit is (check one)	_____	_____
2. If profit is deemed reasonable, describe basis for judgment (e.g., agency profit guidelines; application of profit guidelines; other)		

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

4. PART 4 - CONCLUSIONS		
Prepare a brief narrative citing:		
<ul style="list-style-type: none"> 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.)		

