



1401 McMahon Drive, Suite 200  
Neenah, WI 54956

## REQUEST FOR PROPOSAL

### Workforce Innovation and Opportunity Act

Out-of-School Youth  
In-School Youth

July 1, 2022 – June 30, 2023

A proud partner of the  American Job Center network

*The Fox Valley Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service or at 800-947-3529. At no cost, you may request information in an alternate format, including language assistance or translation information to your preferred language by contacting us at (920) 594-3655.*

## TABLE OF CONTENTS

INTRODUCTION.....	3
SECTION I – GENERAL INFORMATION.....	4
A. Bidder Informaion.....	4
B. Description of Service Area.....	4
C. Occupational Skills through In-demand Industries.....	5
D. Period of Performance.....	5
E. Estimated Funds Available.....	5
SECTION II – Program Design.....	7
A. Program Design.....	7
B. Performance Standards.....	9
SECTION III – SUBMISSION PROCESS AND PROCEDURES .....	10
A. Letter of Intent .....	10
B. Bidders’ Conference.....	10
C. Submission Instructions.....	11
SECTION IV – TECHNICAL PROGRAM REQUIREMENTS.....	11
A. Proposal Title Page.....	11
B. Full Proposal Narrative.....	11
SECTION V – PROPOSAL REVIEW PROCESS.....	14
A. Screening and Evaluation.....	14
B. Proposal Rating Criteria .....	15
C. Contract Award.....	15
D. Contract Negotiation .....	15
E. Appeals.....	15
SECTION VI – GENERAL CONDITIONS.....	17
A. Conditions of this RFP .....	17
ATTACHMENTS.....	20 thru 30

## INTRODUCTION

The Fox Valley Workforce Development Board (FVWDB) is soliciting proposals for the provision of employment and training services to eligible Out-of-School Youth (OSY) and In-School Youth (ISY) (ages 14– 24) in the six counties comprising the Workforce Development Area (WDA) #4 (**Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago**).

The solicitation is conducted on behalf of the WDA by its administrative entity, FVWDB, and pursuant to the requirements and conditions of Workforce Innovation and Opportunity Act (WIOA), 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).

FVWDB, as part of their services, prepares 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 reduced dependency on other supportive programs.

This solicitation will be used to understand your organization’s approach to WIOA youth programming which will include program elements such as your organization’s outreach strategies, budget, and overall case management vision. We will review your service delivery plan, goals and objectives along with other deliverables listed in this request.

FVWDB is looking for a provider who models or is:

- Collaborative
- Demand Driven
- Results Focused
- Committed to Continuous Improvement
- Innovative

Proposers are encouraged to collaborate and coordinate with other agencies identifying a lead organization with responsibilities clearly spelled out in the program narrative. Furthermore, Bidders may propose to serve the entire FVWDA or specific counties within the area and may propose to provide services to youth in-person, virtually, or through a hybrid approach that includes both in-person and virtual services.

### RFP Solicitation Schedule

- |                           |                |         |         |
|---------------------------|----------------|---------|---------|
| 1. Letter of Intent       | March 15, 2022 |         |         |
| 2. Bidders Conference     | March 23, 2022 | 9-11 am | Virtual |
| 3. Proposals Due          | April 20, 2022 | 4:00 pm | Email   |
| 4. Notification of Awards | July 1, 2022   |         |         |

The contact for this RFP is Terri Green. She can be reached by email at: [tgreen@fvwdb.com](mailto:tgreen@fvwdb.com) or by phone at 920-470-5245

## SECTION I GENERAL INFORMATION

### **A. Bidder Information**

#### **Eligible Bidders**

- All public or private not-for-profit corporations, local education agencies, governmental units, public agencies, or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least one (1) year may submit a proposal for funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.
- All eligible bidders must be registered with the System of Award Management (SAM) prior to the submission of a proposal and maintain an active SAM registration with current information at all times during which a proposal is under consideration or, if selected, at all times during the contract period. 2 CFR §25.200.

#### **Ineligible Bidders**

An organization will not be considered if it:

- is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by an action of any governmental agency;
- owes delinquent Federal and/or State taxes;
- owes delinquent Unemployment Insurance taxes;
- has existing contracts with any governmental entity that are suspended or otherwise not in good standing;
- had previous contracts with any governmental entity terminated for cause;
- has not complied with an official order of any agency of the State of Wisconsin or the USDOL to repay disallowed costs incurred during its conduct of projects or services.

The FVWDB, in its discretion, may determine if there is good and just cause not to consider a proposal.

### **B. Service Area Information**

#### **Description of Service Area**

The Fox Valley Workforce Development Area (FVWDA) is located in Northeast Wisconsin surrounding Lake Winnebago. The counties include: Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago.

The 2020 census population estimate for the six county area was 423,406. The highest populated county is Winnebago with an estimated population of 171,730 followed by Fond du Lac County with 104,154. These two counties comprise 65% of the WDA population. Oshkosh is the largest city, by population, with 66,816 residents.

The principal communities, and major employment centers include:

Calumet:           Appleton, Brillion, Chilton, and New Holstein

Fond du Lac:    Ripon and Fond du Lac

Green Lake: Berlin  
Waupaca: Waupaca, New London and Clintonville  
Wautoma: Wautoma  
Winnebago: Menasha, Neenah, and Oshkosh

Selected bidders shall work cooperatively with FVWDB and its partners, including any Federal, State or Public/Private Foundations. They shall also comply with any guidelines concerning case management issued under WIOA or FVWDB.

### **C. Occupational Skills Training Through In-demand Industries**

The FVWDB is seeking proposals from qualified organizations to provide occupational skills training to eligible In-School youth between the ages of 14 and 21, and Out-of-School youth between the ages of 16 and 24. The Occupational Skills Training Model is designed to equip youth and young adults with the skills and credential(s) necessary to secure employment in high growth in-demand industries. Programs must include instructional and hands-on training and must prepare participants to earn a nationally recognized credential.

Specifically, the selected bidder shall provide occupational skills training in one or more of the industries identified below. Bidders may propose training for other occupation(s) if they are in-demand, high growth industries.

#### **In-demand Industries**

- Manufacturing
- Construction
- Education and Health Services
- Professional and Business Services
- Self-employed
- Trade, Transportation and Utilities

Ideal programs will offer training options based, not only on the in-demand industries, but based on the objective assessment, career exploration, labor market and employment information. Programs must be innovative and evidenced based with a proven track record of positive outcomes.

### **D. Period of Performance**

Any contract awarded as a result of this RFP shall commence on July 1, 2022 and end on June 30, 2023. The FVWDB, in its discretion, may elect to extend any and/or all contracts awarded as a result of this RFP for up to three additional terms.

### **E. Estimated Available Funds**

**A minimum of 50% of the annual WIOA youth formula allocation must be spent on youth workforce investment activities for out-of-school youth (OSY) and 20% of the youth allocation must be spent on work experience. With this in mind, the board has determined the following estimated funds will be available for the Youth Program:**

- **ISY and OSY**
  - The total available funding is \$221,250 (includes work experience funds).
- **Work Experience**
  - \$59,250 will be applied towards youth work experience which will incorporate academic and occupational education. The agency awarded the contract will serve as the employer of record and will cover the wages and provide liability and workers compensation insurance.

**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.

**Bidders must submit a detailed line-item budget on the attached Budget Form (Attachment B). Costs included must be actual costs incurred in delivering the proposed services and these funds cannot supplant funds already received by the proposing agency from other programs.**

## SECTION II PROGRAM DESIGN

### **A. Program Design**

Section 129(c) (1) (C) of WIOA states that funds allocated to youth service providers shall be used to carry out the WIOA program design. In general, these are the anticipated program activities (**TEGL 23-14 (3/26/15)**).

**Participant Eligibility** ([10.3.101.pdf](#)) ([wisconsin.gov](#))

**Income Eligibility** [Income Guidance | Appendices](#) ([wisconsin.gov](#))

**OUT-OF-SCHOOL YOUTH:** WIOA defines out-of-school youth as an individual who is:

- Not younger than 16 or older than 24
- Not attending secondary or post-secondary schools
- Eligible to work in the United States
- Registered for Selective Service (if applicable) AND

One or more of the following:

- Basic skills deficient, low-income, and has secondary school diploma or equivalent
- English language learner, low-income and has secondary school diploma or equivalent
- Offender or ex-offender
- Homeless or runaway
- Foster Care
- Pregnant or parenting
- Has a disability
- Requires additional assistance and low-income
- School dropout
- Within compulsory age of secondary school attendance but not attending

**IN-SCHOOL YOUTH is described as:**

- Attending secondary or post-secondary school (as defined by State law)
- Not younger than age 14 or older than age 21
- Eligible to work in the United States
- Registered for Selective Service (if applicable)
- Low income individual AND

One or more of the following:

- Basic skills deficient
- English language learner
- Offender or ex-offender
- Homeless or runaway
- Foster Care
- Pregnant parenting
- Individual with a disability
- Requires additional assistance

**Income Eligibility (Low-income individual) Includes:**

- 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;
- Family income that does not exceed the higher of:
- Federal Poverty Line (FPL) or 70% of the Lower Living Standard Income Level (LLSIL);
- Homeless;
- Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
- Foster child on behalf of whom State or local government payments are made; or
- 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;
- Youth living in high-poverty area.

**Case Management:** Case management is required for Youth Program applicants and participants. Case management begins during the enrollment process, before a youth is a participant, and continues throughout program participation and follow-up.

**Information and Referral:** Each participant must be provided with information about appropriate services available through the one-stop system that support the participant's individual service strategy (ISS). Participants must also be referred to appropriate training or educational programs that have the capacity to serve the participant.

**Objective Assessment:** Each participant must be provided with an objective assessment of the academic levels, skill levels, and service needs. This assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs for the purpose of identifying appropriate services and career pathways for participants.

**Career Pathways**

WIOA places a strong emphasis on career pathways. WIOA secs. 3(7) (A) through (G) defines career pathways as, “a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- Includes counseling to support an individual in achieving the individual’s education and career goals;



- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.”

**Individual Service Strategy (ISS):** Develop service strategies for each participant that are directly linked to performance outcomes and shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant identified in the objective assessment.

#### **WIOA 14 Program Elements**

Per Section 129(c) (2) of the Act, the following fourteen (14) elements must be included in youth programs. These services listed must be accessible to participants (based on need) and can be offered through collaborative partnerships utilizing community resources. If a bidder does not directly provide the services listed, it must demonstrate the ability to collaborate with other organizations to provide such services. The bidder has the primary responsibility of ensuring that each participant receives the full continuum of services.

1. [Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies;](#)
2. [Alternative secondary school services or high school dropout recovery services;](#)
3. Paid and unpaid [work experience;](#)
4. [Occupational skills training;](#)
5. [Education offered concurrently with and in the same context as workforce preparation and training;](#)
6. [Leadership development opportunities;](#)
7. [Supportive services;](#)
8. [Adult mentoring;](#)
9. [Comprehensive guidance and counseling;](#)
10. [Financial literacy education;](#)
11. [Entrepreneurial skills training;](#)
12. [Career Awareness, Career Exploration, and Career Counseling;](#)
13. [Postsecondary preparation and transition activities;](#) and
14. [Follow-up services.](#)

### **Work Experience**

WIOA requires that not less than 20% of funds allocated to the local area be spent on activities supporting paid and unpaid work experience that have an academic and occupational education component. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site.

The types of work experience includes the following categories:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training (OJT).

### **Automated System Support for Education and Training (ASSET) Entry:**

Although not a requirement of WIOA, contractor will be required to populate the ASSET data collection system for each participant. This system also supports outcomes and is the main database for performance reporting.

### **Customer Satisfaction Surveys**

- Provision to provide for customer feedback and measure customer satisfaction.

### **Performance Standards**

All youth served during Program Year 2022-2023 will be measured as part of a comprehensive youth program assessed by the WIOA Common Measures. [WIOA Performance Indicators and Measures | U.S. Department of Labor \(dol.gov\)](#)

- **Q2 Unsubsidized Employment** – Exited youth who are placed in unsubsidized employment by the 2nd quarter after exit.
- **Q4 Unsubsidized Employment** – Exited youth who are placed in unsubsidized employment by the 2nd quarter after exit.
- **Median Earnings** – Median earnings of participants in unsubsidized employment during the 2nd quarter after exit
- **Credential Attainment** – Percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/ GED during participation or within 1 year after exit
- **Measurable Skills Gain** - Percentage of youth who are in an education/ training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skills gains.

## SECTION III SUBMISSION PROCESS and PROCEDURES

### **A. Letter of Intent**

A Letter of Intent to Bid must be emailed to Terri Green, Innovation Manager, at FVWDB at [tgreen@fvwdb.com](mailto:tgreen@fvwdb.com) no later than 3 p.m., March 15, 2022. The letter does not commit bidder to submit a proposal. The Letter of Intent must contain the company name, address, contact person, and contact information. All Letters of Intent to Bid will be kept confidential. This letter must be received in order to be part of the Bidder's Conference.

### **B. Bidders' Conference**

The FVWDB shall conduct a Bidder's Conference Call (virtual) on March 23, 2022. Call in information will be provided to those who submit a letter of intent.

During the bidders' conference call, The FVWDB staff will answer questions regarding this RFP, thus it is imperative that potential bidders read the RFP thoroughly prior to the bidders' conference.

All interested proposers are strongly encouraged to call into the conference as the FVWDB staff will not be allowed to answer questions about the RFP after the conference call (unless the questions pertain specifically to the technical aspects of the RFP or the RFP format). Questions regarding the RFP may be made, in writing, to Terri Green, email [tgreen@fvwdb.com](mailto:tgreen@fvwdb.com) prior to the Bidder's Conference Call. The FVWDB will publish the questions and answers.

### **C. Submission Instructions and Deadlines**

To be considered for funding under this RFP, bidders must submit their proposals, by email, to Terri Green, at [tgreen@fvwdb.com](mailto:tgreen@fvwdb.com), by April 20, 2022. Proposals arriving after this time will not be accepted.

Please use the following subject line for your email: 2022 WIOA YOUTH RFP

All proposals must comply with the following guidelines:

- Numbered pages
- Proposal attachments must be formatted and saved in Microsoft Word and as a PDF.
- Bidders may NOT submit extraneous material such as brochures or newspaper articles.
- Proposals must be sequenced in accordance with the instructions provided in this RFP.

## SECTION IV TECHNICAL PROGRAM REQUIREMENTS

All proposals must contain the following sections in the order indicated with a proposal narrative that answers all questions.

### **A. Proposal Title Page (Attachment A)**

### **B. Full Proposal Narrative**

#### **ORGANIZATIONAL EXPERIENCE and CAPABILITY**

- Provide a profile of your organization (including mission and vision statements).
- Provide details of your organization’s background and previous experience in performing work similar in size and scope to the services solicited in this section of the RFP. Include information regarding populations served. Emphasize any experience your organization has in working with a broad range of customers, in terms of skills, education and barriers, and how other organizational experience relates to the services sought in this section of the RFP.

#### **FINANCIAL MANAGEMENT**

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 sub-recipient will be reimbursed actual, allowable, and allocable costs not to exceed the maximums stated in the contract.

- Describe how your organization arrived at the program costs being proposed.
- What services will be included in the budget for the proposed program and what will be provided for by in-kind contributions and/or public-private partnerships?
- What is the cost per youth served?
- What proportion of cost per participant is overhead and/or admin?
- Describe your planned insurance coverage and attach a certificate of insurance that verifies coverage, if one exists. Note: A “commitment of insurance” from a reputable carrier will be required as a part of the contract process.
- Describe your organization’s financial management system. Include the following:
  - Organizational structure with respect to financial management including job titles and duties;
  - Organizational payroll system for staff;
  - Organizational payroll system for participants;
  - Cash management system;
  - Capability to report accrued expenditures to account for goods received and services rendered, and to report expenses separately between administration and program expenses;
- Organization’s bonding arrangements for all officers, directors, agents, and/or employees who will be authorized to receive or deposit funds into project accounts, or

issue financial documents, checks, or other payments, including the type of bond, the bonding agent, amount of coverage, the staff covered and the dates of coverage.

- Cost allocation, including provisions for multiple funding sources
- Attachments required:
  - A copy of the most recent audit and policies and procedures for:
    - Cash receipts
    - Disbursements
    - Purchasing
    - Property management
    - Payroll policy
    - Travel policy

#### **BUDGET**

- A detailed budget must be submitted on the attached Budget Form (Attachment B). Costs included must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing agency from other programs.
- All proposals will be evaluated on the basis of cost-effectiveness in relation to proposed high quality service delivery. To accomplish this, The FVWDB will conduct an analysis of projected costs during the proposal review process. Bidders are therefore encouraged to submit their best offer for providing the services solicited in this RFP and to thoroughly describe and justify the proposed costs.
- This analysis will be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit.

#### **MANAGEMENT**

- Describe the staff involved in the project. Provide a job description for each position to be funded by this proposal. What related experience or training are staff expected to have? Include resumes of existing staff or job descriptions for staff to be hired.

#### **SERVICE DELIVERY**

All proposals must focus on serving new enrollments as well as roll-over participants and those that are considered in “follow up.”

##### **Program Design**

- Describe your ability to provide and manage successful, innovative, and high-quality services to ISY and OSY.

##### **Recruitment**

- Describe your plan and tools for recruiting prospective youth to enroll in the WIOA program. Describe any existing connections or strategies to be used.
- Describe your plan for keeping participants actively engaged in the program. What protocols will be followed to keep participants connected to the program?

##### **Eligibility**

- Describe your plan for enrollment. Specify how your organization will use technology and other innovation to maintain safety in today's environment.

**Objective Assessment**

- Describe how your program provides an objective assessment. Explain assessments used and why.

**14 Program Elements**

- Describe how your program determines applicable program elements for each youth participant and explain your follow-up procedures.
- Describe your connection to support services and resources often needed by youth with barriers such as housing, childcare, domestic violence, and substance abuse.

**Career Pathways/Occupational Skills Training**

- Describe how career pathways ties to occupational skills training and how the career pathway ties to participants getting work-based experience or employment.
- Describe how your program will provide job seeking preparation skills to help participants secure employment, including creating a resume and cover letter, thank you letter, completing a job application, conducting a job search and preparing for the interview.
- Explain how labor market information is used to clearly illustrate the skills, education and certification or credentials needed for participants to enter the field of their choice.

**Connections/Work Experience**

- Describe your employer connections for internships, work readiness and placement opportunities for youth.
- Describe your connections with employers to assist with work-based opportunities or unsubsidized employment.
- In detail, explain how your organization facilitates a work experience.
- Describe the methods and frequency of monitoring work experience sites (on-the-job training sites, etc.) Proposers must indicate who will be monitoring sites and how often. Attach a copy of the monitoring form to be utilized along with the employer contract template.
- Describe how your organization will coordinate with Job Center activities and Business Service initiatives necessary to foster sharing of information and avoiding duplication of effort.

**Contract Deliverables and Monitoring**

- Explain your plan to track and monitor contract deliverables and WIOA performance measures.
- Describe the monitoring process in place to ensure all administrative guidelines are being followed and outcomes and performance measures are being met. Include the corrective action measures.

**Customer Satisfaction Survey**

- Provision to provide for customer feedback and measure customer satisfaction

## **SECTION V PROPOSAL REVIEW PROCESS**

### **A. Screening and Evaluation**

The award of a contract for services under this RFP is contingent upon:

- Favorable evaluation of the proposal in relation to other proposals;
- Approval of the proposal by The FVWDB Board of Directors;
- Successful negotiation of any changes to the proposal;
- The Federal, State and FVWDB procurement provisions.

An initial screening of all proposals will be conducted by staff of The FVWDB to ensure:

- the proposal was submitted on time, in the proper format, with all attachments
- the proposal is responsive to the RFP and all RFP questions and sections; and
- all required signatures appear on the documents.

If a proposal does not meet the technical requirements of the screening process, it may not continue through the review and rating process and will be returned to the bidder.

If the proposal meets the requirements of the screening process, it will then be evaluated by the FVWDB Proposal Review Team using a point system based on a Proposal Evaluation Form. Proposals will be scored and recommendations made to the Executive Committee of the Board of Directors of the FVWDB which will approve tentative funding. All decisions of the Executive Committee must be ratified by the full Board of Directors at its meetings.

FVWDB may choose not to fund a bidder who has the proposal with either the lowest cost or the highest score on the proposal. In addition, the FVWDB may consider previous experience the bidder has had in implementing similar projects, as well as the bidder's capability of providing services in a timely fashion.

All prospective bidders are prohibited from contacting any of The FVWDB Board members, Board committee members or staff (other than contact persons identified in this RFP), regarding this solicitation to avoid actual conflicts, the appearance of conflicts, or undue influence over the process. Contact with anyone for purposes of influencing the outcome of the procurement process shall result in the disqualification of the prospective bidder.

A successful organization must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the organization has:

- adequate financial resources or the ability to obtain them;
- the ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
- a satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;

- the ability to provide services and/or programs that can meet the need identified;
- a satisfactory record of integrity, business ethics and fiscal accountability;
- its own office supplies, consumables, hardware, software, cell phones and technical support;
- compatible software;
- ability to provide reports and customer survey;
- the necessary organization, accounting and operational controls; and
- the technical skills to perform the work.

### **B. Proposal Rating Criteria**

Proposals will be rated according to the attached Proposal Evaluation Forms (Attachment C).

### **C. Contract Award**

A contract may be awarded based on offers received, without discussion of such offers with the bidders. Each offer should, therefore, be submitted in the most favorable terms, from a price and technical standpoint. However, the review team reserves the right to request additional data, oral discussion or presentation in support of written proposals. Final award of a contract shall be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the bidder of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable; and
- Availability of funding.

The FVWDB will make the award announcement July 1, 2022. Applicants whose proposals were not funded shall also be notified.

### **D. Contract Negotiation**

The amount approved by The FVWDB will be a maximum funding level. The FVWDB staff will meet with selected bidders to finalize funding and project design. Staff will notify selected bidders of any modifications that are required to their original proposal to ensure that it fulfills all Board recommendations and meets the required contract format. Selected bidders are expected to comply with all requested revisions in a timely manner so that the contract may be executed without delay. Only after authorized representatives of the selected bidders and The FVWDB have signed the contract may any payments be made.

### **E. Appeals**

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



Any appeal or complaint must be filed in writing. Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. The written appeal must be filed with and received by the FVWDB no later than five (5) working days after the notice of intent is sent. FVWDB will issue a final decision within ten (10) working days of the notice of intent being sent.

## SECTION VI GENERAL CONDITIONS

### **A. Conditions of this RFP**

This RFP does not commit or obligate the FVWDB to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

The following conditions are applicable to all proposals. The FVWDB reserves the right to:

- Accept or reject any or all proposals, in whole or in part, which it considers not to be in its best interest.
- Change or waive any provisions set forth in this RFP.
- Reject non-conforming proposals without review.
- Waive informalities and minor irregularities in proposals received.
- Conduct a pre-award review that may include, but is not limited to, a review of the bidder's record keeping procedures, management systems, accounting and administrative systems, and program materials.
- Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
- Change specifications and modify the contract as necessary to:
  - facilitate compliance with the legislation, regulations and policy directives,
  - manage funding;
  - meet the needs of the customers; and
  - Increase the slot level of successful programs

The FVWDB reserves the right to request:

- additional data,
- technical or price revisions, and/or
- oral presentations in support of the written proposal.

### **Other Conditions:**

- **Available Funds:** All contract awards are subject to the availability of federal and/or state funds and the execution of a contract acceptable to The FVWDB and the selected bidder.
- **Monitoring:** The FVWDB shall perform contract compliance, programmatic and financial monitoring in connection with all provisions of this RFP
- **Equipment/Software**
  - FVWDB requires that property/equipment purchased with funds awarded under this grant must be used only for the purposes authorized in the grant and that all property/equipment purchased by a selected bidder with awarded funds shall become the property of The FVWDB.

- The FVWDB will retain title to all equipment with a value of one thousand dollars (\$1,000) or more purchased with funds awarded under this grant, and a useful life of at least twelve (12) months. Also, selected bidders are required to receive prior approval from The FVWDB on all purchases in excess of one thousand dollars (\$1,000).
- FVWDB requires that the bidder will have Microsoft Office compatible software in order to submit ASSET and WIOA data in a timely and accurate manner.
- FVWDB requires that the bidder is responsible for all office supplies, consumables, hardware, software, cell phones and technical needs of their employees to effectively administer this grant.
- **Drug Free and Smoke Free Workplace:** If awarded a contract, the bidder must certify a drug free and smoke free workplace for both employees and customers.
- **Non-Discrimination:** No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with this solicitation on the basis of race, sex, sexual orientation, genetics, national origin, religion, age, disability and/or any other rights protected under Title VII of the Civil Rights Act. Each individual shall have such rights as are available under any applicable Federal, State, or local law prohibiting discrimination. Moreover, programs must comply with the Americans with Disabilities Act (ADA), which requires, among other things, that all programs be fully accessible to persons with disabilities.
- **Certification Regarding Lobbying:** If awarded a contract under this RFP, selected bidders must certify as to compliance with Title 45 CFR Part 93.
- **Assurances:** If awarded a contract under this RFP, selected bidders must complete Standard Form 424B, Assurances – Non-Construction Programs, prescribed by OMB Circular A-102.
- **Debarment, Suspension, Ineligibility, and Voluntary Exclusion**
  - Federal regulations require WDBs to determine if a bidder is debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. Bidders will be asked to sign a form certifying they are NOT currently debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. Contract negotiations will not begin until this certification form is signed and returned to the FVWDB
- **Knowledge and Understanding:** Bidder will have to have considerable knowledge and understanding of the following:
  - Workforce Innovation and Opportunity Act Title I – Overview  
<http://www.doleta.gov/WIOA/Overview.cfm>
  - DWD/DET Workforce Programs Guide  
<https://dwd.wisconsin.gov/wioa/policy/08/08.2.htm>
  - FVWDB, Inc. WIOA Comprehensive Plan (2020-2023)  
<http://www.foxvalleywork.org/WIOA-WIALocalPlan.html>
  - WIOA Performance  
<http://www.doleta.gov/performance>



## Attachment A PROPOSAL TITLE PAGE

Organization  
Address  
City/State/Zip  
Telephone  
Contact Person

**Type of Program:**  ISY  OSY  Both

Total funds requested: \$

Total Number of Participants to Serve:

Cost per Participant: \$

WIOA Experience  YES  NO

**Counties applying for:**

**Calumet**

**Waupaca**

**Fond du Lac**

**Waushara**

**Green Lake**

**Winnebago**

### Certification

I certify that I am legally authorized to submit this proposal and the information is true and correct to best of my (our) knowledge; and that prices for services offered herein are accurate.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Attachment B Financial Rating Forms

	DIRECT PROGRAM COSTS	\$ Amount
1	Staff Salaries	
2	Staff Fringe	
3	Travel	
4	Rent / Utilities	
5	Equipment - Lease/ Maintenance/ Purchase	
6	<b>OTHER DIRECT COSTS</b>	
	a. Supplies - Office/ Postage/ Other	
	b. Telephone/ Internet	
	c. Staff Training	
	d. Conferences/ Meetings	
	e. Marketing/ Printing	
	f. Other	
7	Insurance & Bonding	
7	Contractual/ Outsourced - identify	
9	Sub-Total Program Costs	0
	<b>PARTICIPANT COSTS</b>	
1	Participant Wages/ Stipends	
2	Participant Taxes/ Fringe	
3	Participant Supplies/ Training Needs Supplies	
4	Participant Travel	
5	Sub-Total Participant Cost	0
	<b>ADMINISTRATIVE COSTS</b>	
1	Staff Salaries	
2	Staff Fringe	
3	Other Direct Costs (Supplies, Staff Training, Conferences/Meetings)	
4	Audit/ Legal	
5	Insurance & Bonding	
6	Contractual/ Outsourced - identify	
7	Sub-Total Administrative Costs	0
	<b>TOTAL AMOUNT (A+B+C):</b>	<b>0</b>
	Signature:	
	Title:	
	Date:	
	Please provide a detailed budget narrative and any budget schedules for each of the above line items.	

EXAMPLE  
Select LINK  
Excel Document

## Attachment C – Proposal Evaluation Form – **DO NOT SUBMIT**

PROPOSAL REVIEW - REVIEWER - Please review the request for proposal Technical Program Requirements section for full details requested of the bidder.	
<p><b>Scoring Description: Maximum Points per question is 10 – total points available 100</b></p> <ul style="list-style-type: none"> <li>• extremely detailed description provided (Highest point value)</li> <li>• very well detailed description provided (High point value)</li> <li>• adequate description provided (Middle point value)</li> <li>• some degree of inadequate description provided (Low point value)</li> <li>• inadequate description provided (No point value)</li> </ul>	
Organizational Experience and Capability	POINTS
<p>1. Mission/Vision and Co. Profile - Details of Co. background, previous experience, population served, experience assisting with education, barriers, and how experience relates to services in RFP. <b>(Maximum 10 Points)</b> Comments:</p>	
Management	POINTS
<p>1. Description of key staff assigned to the proposed program. Refer to the RFP for requested details. <b>(Maximum 10 Points)</b> Comments:</p>	
Service Delivery	POINTS
<p>1. Program Design – Addresses management, innovation, quality services. <b>(Maximum 10 Points)</b> Comments:</p>	
<p>2. Recruitment – plans and community connections. Actively engage and keep participants connected to program. <b>(Maximum 10 Points)</b> Comments:</p>	
<p>3. Eligibility – plans for enrollment, technology and safety in today’s environment. <b>(Maximum 10 Points)</b> Comments:</p>	

<p>4. Objective assessment. Explain objective assessment, which assessments used and why. <b>(Maximum 10 points)</b> Comments:</p>	
<p>5. 14 Elements – How determines which elements for participant. Connection to support services. Refer to the RFP for the 14 elements. <b>(Maximum 10 points)</b> Comments:</p>	
<p>6. Career Pathways and Occupational Skills Training – Explains career pathways, job seeking preparation, labor market info. <b>(Maximum 10 Points)</b> Comments:</p>	
<p>7. Connections/Work Experience – Employer connections, facilitates work experience, describe monitoring sites, copies of forms must be included. Coordination with Job Center activities. <b>(Maximum 10 points)</b> Comments:</p>	
<p>8. Contract Deliverables and Monitoring – How to monitor contract deliverables and WIOA performance. Describe monitoring to ensure admin guidelines and outcomes are met. Corrective action description. <b>(Maximum 10 points)</b> Comments:</p>	
<p><b>REVIEWER'S SIGNATURE(S)</b></p>	<p><b>POINTS</b></p>
<p>_____</p> <p>_____</p>	
	<p><b>POINTS</b></p>
	<p><b>TOTAL POINTS</b></p>

**FINANCIAL REVIEW - REVIEWER - Please review the request for proposal Financial Management section for full details requested of the bidder.**

**Scoring Description: Maximum Points per question is 5 – total points available 20**

- 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. <b>(Maximum Points 5)</b>	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. <b>(Maximum Points 5)</b>	1	2	3	4	5
3. Budget calculations are done accurately. <b>(Maximum Points 5)</b>	1	2	3	4	5
4. Project administrative costs <b>(Maximum Points 5)</b>	1		3		5
<ul style="list-style-type: none"> <li>• (5) - Less than or equal to 5%</li> <li>• OR</li> <li>• (3) - Less than or equal to 7.5%</li> <li>• OR</li> <li>• (1) - Less than 10%</li> </ul>					
<b>TOTAL POINTS RECEIVED:</b>					
<b>REVIEWER'S SIGNATURE(S)</b>					
_____					
_____					



**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: _____ _____ _____ _____		

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

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Equipment	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
--------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Facilities	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
---------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Communications	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
-------------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Photocopying/ Printing	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
------------------------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Insurance/ Bonding	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
--------------------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Consultants/ Legal Services	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
------------------------------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Accounting/ Audits	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
---------------------------	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Indirect Costs <small>(When proposed, be sure that audit agreement and proposal are attached; ensure that costs not duplicated in direct costs.)</small>	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
---	-----	----	---

Comments/Concerns/Problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other (Specify)	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____ _____			
<b>13. PART 3 – PROFIT/FEE</b>			
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:

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

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

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**PART 5 – REVIEWER’S SIGNATURE(S)**

---

---

