

Bucks County Workforce Development Board, Inc.

Request for Proposals

RFP 18-03 WIOA/Title I Services

Business Services, Assessments, Adult and Dislocated Worker Services

For a provider to deliver Workforce Innovation and Opportunity Act (WIOA) Title I Services through the PA CareerLink® system in Bucks County PA for the period July 1, 2019 through June 30, 2021 based on performance, with an option to extend for up to two years without rebid.

RFP Release Date: Monday, November 26, 2018

Program Proposal Due Date: Wednesday, January 16, 2019 by 3:00pm

Hand or postal delivery of one original and seven copies to:

Dianna Krallé, Bucks County Workforce Development Board, Inc.
1268 Veterans Highway, Bristol, PA 19007

Bidders' questions regarding the RFP package should be directed by Friday, December 14, 2018 to:

Bucks County Workforce Development Board, Inc.
Dianna Krallé, Deputy Director
E-Mail: dkralle@bucksworks.org

This RFP is available in electronic format (Microsoft Word). To receive, please send a request to the contact listed above or download it from our website at www.bucksworks.org.

The Bucks County Workforce Development Board, Inc. (BCWDB) reserves the right to change any of the enclosed specifications as required by the Pennsylvania Department of Labor and Industry and/or the Pennsylvania Department of Public Welfare without prior notice to bidders. The BCWDB also reserves the right to reject any and all proposals in whole or in part and/or not award any of the proposals.

Table of Contents

Section I: Synopsis

- A. Introduction Page 3
- B. Synopsis of RFP Page 5-7
- C. Customers to be Served Page 7-9
- D. Participant Eligibility Page 10
- E. Required Outcomes Page 10-11

Section II: Capacity & Program Considerations Page 12-15

Section III: Contract Information Page 16

- A. Period of Contract
- B. Eligible Applicants
- C. Type of Contract
- D. Location of Services
- E. Timeline

Section IV: Conditions of Solicitation

- A. General Conditions Page 17-19
- B. Contingencies Page 19-20
- C. Organizational Knowledge & Understanding Page 20
- D. Organizational Fiscal Requirements Page 20
- E. Certificates of Insurance Page 20-21
- F. Safety Page 22
- G. Requirements & Terminations Page 22-23
- H. Appeals Page 23
- I. Cooperative Program Participation & Monitoring Page 23
- J. Administrative Requirements Page 23-24

Section V: Evaluation Criteria & Process

- A. Notification of Award Page 25
- B. Compliance with the Law & Conflict of Interest Page 26

Section VI: RFP Packet Instructions

- A. Proposal Format Page 27-32
- B. Required Proposal Information Page 33-55
 - Additional Forms Necessary Upon Contract Award Page 56-62

Section I: Synopsis

A) Introduction:

The Commonwealth of Pennsylvania designated Bucks County a Local Workforce Development Area (LWDA) under the Workforce Investment Act (WIA) of 1998 (Public Law 105-220) and its implementing regulations; this legislation was then reauthorized as the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128). The legislation authorizes and charges local workforce development boards with policy development, strategic planning, and financial stewardship of workforce investment and development for the LWDA. The Bucks County Workforce Development Board, Inc. (BCWDB) is the entity designated by the Board of Bucks County Commissioners to act as the fiscal agent for the operation of Workforce Innovation and Opportunity Act (WIOA) Programs in Bucks County. As such, the BCWDB has also been designated by the Pennsylvania Department of Public Welfare to administer Employment, Advancement, and Retention Network (EARN) funded activities in Bucks County.

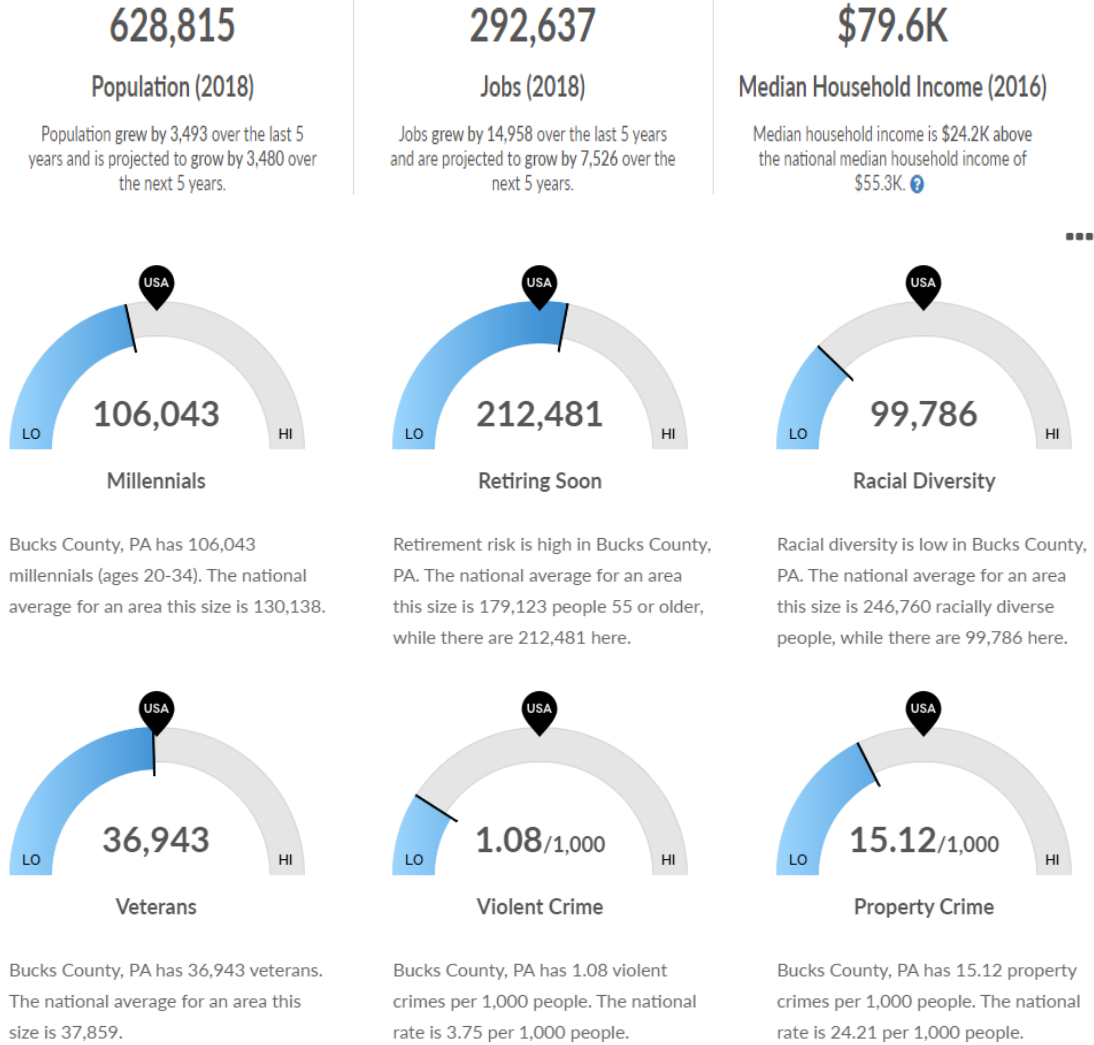
The work of the Bucks County Workforce Development Board, Inc. is to cultivate and maintain an effective and responsive system of services and programs that leverages resources to meet the needs of local Employers for a skilled workforce with the needs of local Bucks County residents for economic stability and self-sufficiency.

The mission of the Bucks County Workforce Development Board is to promote, drive, and ensure an effective workforce in Bucks County aligned with economic development. Our vision is that Bucks County has a dynamic, globally competitive workforce that responds to the evolving direction of business and industry.

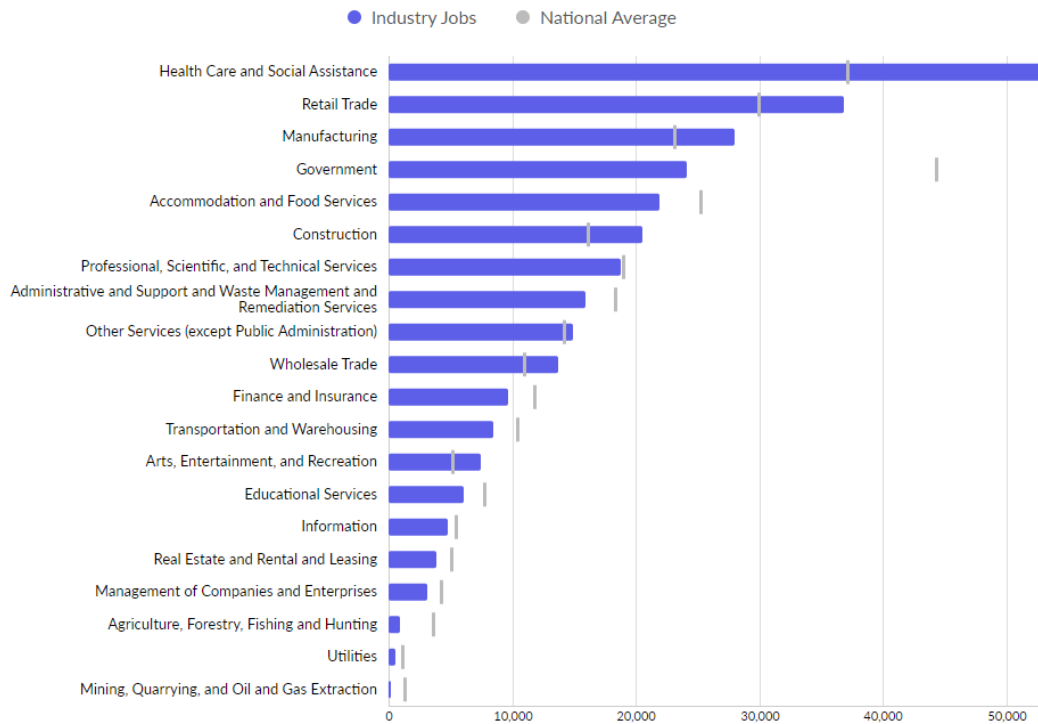
The Workforce Innovation and Opportunity Act of 2014 requires that each LWDA (Local Workforce Development Area) has at least one comprehensive one-stop service center providing an accessible marketplace for Employers and Job Seekers to be effectively matched. In Pennsylvania, the one-stop centers are known as PA CareerLink®. In Bucks County, the BCWDB provides two CareerLink® Centers, one comprehensive site and one satellite location. The BCWDB oversees the PA CareerLink® Bucks County and its service providers and, as the entity accountable to the Commonwealth of PA for the performance and financial investment of funds, makes every effort to ensure that workforce development services are effectively and efficiently provided.

The comprehensive PA CareerLink® Bucks County site is located at 1260 Veterans Highway, Bristol, PA. The satellite location is on-site at the Upper Bucks Campus of the Bucks County Community College, One Hillendale Road, Perkasie, PA.

Statistical information through the PA Department of Labor indicates that Bucks County is a single county LWDA, comprised of 622 square miles of land area (in 2015). Data collected from Economic Modeling Systems, Inc include:



Largest Industries



45,229 Companies Employ Your Workers

Online profiles for your workers mention 45,229 companies as employers, with the top 10 appearing below. In the last 12 months, 6,241 companies in Bucks County, PA posted job postings, with the top 10 appearing below.

Top Companies	Profiles
St. Mary Medical Center	529
Doylestown Hospital	487
Merck & Co., Inc.	399
Abington Memorial Hospital Inc	355
Comcast Corporation	340
Central Bucks School District	311
Aria Health	289
The Bucks County of	274
Temple University	265
Wal-Mart Stores, Inc.	254

Top Companies Posting	Unique Postings
CRST International, Inc.	3,409
Lyft, Inc.	2,043
Mutual of Omaha	1,414
Uber Technologies, Inc.	1,180
Berkshire Hathaway Inc.	955
C.R. England, Inc.	884
Tutree, Inc.	801
United Parcel Service, Inc.	703
The Home Depot Inc	696
Instacart Inc.	605

The BCWDB concentrates its investments in both High Priority Occupations and Targeted Industry Clusters. High Priority Occupations, as defined by the Department of Labor and Industry, are occupations that are in-demand by employers, have higher skill needs, and provide family sustaining wages. Targeted Industry Clusters consist of a group of industries that are closely linked by common product markets, labor pools, similar technologies, supplier chains, and/or other economic ties.

The Commonwealth of PA has identified twelve Targeted Industry Clusters:

1. Advanced Materials & Diversified Manufacturing
2. Agriculture & Food Production
3. Bio-Medical
4. Building & Construction
5. Business & Financial Services
6. Education
7. Energy
8. Health Care
9. Hospitality, Leisure & Entertainment
10. Logistics & Transportation
11. Real Estate, Finance & Insurance
12. Wood, Wood Products & Publishing

The PA CareerLink® Bucks County Operating Consortium, under the leadership and functional supervision of the One-Stop Operator, is currently comprised of nine Partner agencies:

1. Bucks County Area on Aging
2. Bucks County Assistance Office
3. Bucks County Community College
4. Bureau of Workforce Partnerships and Operations
5. Career Wardrobe
6. Educational Data Systems Inc
7. PA Office of Vocational Rehabilitation
8. ResCare Workforce Services
9. VITA Education Services

B) Synopsis of RFP:

This Request for Proposals is soliciting qualified and experienced employment and training service providers who are interested in and capable of providing allowable Title I subcontracted activities and services to Employers and eligible Workforce Innovation and Opportunity Act participants under Workforce Innovation and Opportunity Act funding enrolled in services at the PA CareerLink® Bucks County center.

The selected Proposer shall be considered the WIOA Title I Adult and Dislocated Worker Services Provider and shall serve as a Partner in the PA CareerLink® Bucks County Operating Consortium.

The Title I Services Provider will function under the direction of the PA CareerLink® Bucks County One Stop Operator. Title I Services of the Workforce Innovation and Opportunity Act include business development, employer services, and Career and Training Services to eligible Adult and Dislocated Worker customers and assessment services. The Title I Services Provider will integrate these services within the overall structure of the PA CareerLink® Bucks County system.

The Title I Services Provider must demonstrate the capacity to develop relationships with various agencies throughout the County in an overall effort to coordinate activities that address the employment and training needs as well as the social barriers that job seekers encounter. The Title I Services Provider must be capable of working closely with all Partners and the BCWDB to respond accordingly to changing needs. The Title I Services Provider must demonstrate the capacity to develop business development relationships with economic development and employer communities to enhance placement opportunities. The Title I Services Provider must demonstrate a willingness and ability to leverage funds, resources, and services. While the Title I Services Provider is responsible for meeting established Adult and Dislocated Worker customer programmatic requirements and participant-based outcomes (established by the Department of Labor and the BCWDB) all services provided through the PA CareerLink® Bucks County system, if effectively leveraged, result in appropriate and positive outcomes for the Employers and Job Seekers we mutually serve.

This solicitation is conducted with assistance from the Bucks County Workforce Development Board RFP Selection Committee, and pursuant to the requirements and conditions of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128) the implementing regulations, and the Policies and Procedures of the Commonwealth of Pennsylvania.

Instructions for submitting proposals are included in the RFP. Interested parties must complete the proposal package as instructed and submit it without exception by 3:00 PM on Wednesday, January 16, 2019 to the BCWDB office located at 1268 Veterans Highway, Bristol, PA 19007.

The selected Service Provider will be compensated with Workforce Innovation and Opportunity Act funding. Additional funding may include but is not limited to: Title I Youth, Rapid Response funds, Statewide Activity funds, Department of Labor discretionary funds, other federal/state/TANF funds as appropriate and applicable. The BCWDB plans to fund one proposal that encompasses all of the requested activities and services for a twenty-four-month period; contract extensions for two additional years will be considered for training providers who are meeting all WIOA and BCWDB

Performance Standards. The initial contract will be for July 1, 2019 through June 30, 2021. Please note: This RFP is issued for a two-year total period, with an option to renew for a maximum of two years without rebid.

Please be advised: All funding is contingent upon the availability of funds and continued state and federal authorization for program activities in Bucks County.

Please be advised: The provision of services in this RFP require substantive knowledge and understanding of the Workforce Innovation and Opportunity Act and its implementing regulations, applicable state and federal regulations (TEGLs/WIINs) and circulars, the policies of the federal Department of Labor and PA Department of Labor and Industry, and our local labor market. Proposers are **strongly** advised to research all the above on these websites:

- Bucks County Workforce Development Board, Inc., www.bucksworks.org
- PA Department of Labor, www.paworkforce.state.pa.us
- Center for Workforce Information & Analysis, www.paworkstats.state.pa.us
- Department of Labor, Employment & Training Administration, www.doleta.gov

The BCWDB RFP Selection Committee will evaluate, rank, and make funding decisions regarding individual proposals received. Input may be solicited from representative(s) of the PA CareerLink® Bucks County Operating Partners.

This RFP is a solicitation for one provider of Title I Adult and Dislocated Worker Services in the PA CareerLink® Bucks County system in each – the Bristol and Perkasio CareerLink sites.

C) Customers to be Served:

Under Workforce Innovation and Opportunity Act funding, the Title I Adult and Dislocated Worker Services Contractor will be responsible for the following services to eligible Job Seeker participants:

Career Services:

1. Determination of individual eligibility for services;
2. Outreach, intake (including worker profiling) and orientation to the information and other services available through the one-stop delivery system;
3. Referral to mandated PA CareerLink® partners as well as other agencies in the County as needed;
4. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
5. Labor exchange services; job search and placement assistance, including access to Internet, career counseling where appropriate;

6. Provision of employment statistics information and labor market information such as job vacancy listings, job skills necessary to obtain jobs, local in demand occupations, earnings, and skill requirements;
7. Provision of performance information and program cost information on eligible providers of training services;
8. Provision of information regarding local area performance on the local performance measures;
9. Provision of accurate information relating to the availability of supportive services available in the local area;
10. Provision of information regarding filing claims for unemployment compensation;
11. Assistance in establishing programs of financial aid assistance for training and education programs;
12. Comprehensive and specialized assessments of the skill levels and service needs of adults, dislocated workers and youth, which may include— diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
13. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
14. Group and/or individualized career counseling and planning;
15. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
16. Internships and work experiences that are linked to careers;
17. Workforce preparation activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training, or employment;
18. Financial literacy services;
19. Out-of-area job search assistance and relocation assistance;
20. English language acquisition and integrated education and training programs;
21. Follow-up services, including counseling regarding the workplace, for participants in workforce activities authorized under this subtitle that are placed in unsubsidized employment, for not less than 12 months after the first day of the employment;
22. Other service as determined by a Partner agency's governing legislation.

Training Services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training;
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs;
11. Customized training conducted with a commitment by an employer or group of employers;
12. Other service as determined by a Partner agency's governing legislation.

D) Participant (Adult/Dislocated Worker) Eligibility:

The Workforce Innovation and Opportunity Act requires funds to be dedicated according to specific eligibility of individuals. The Title I Services Provider will be responsible for the eligibility certification. The system of record is an internet-based database through the Department of Labor. Paper files are also required to be maintained and transferred to the BCWDB. The database system of record is the Commonwealth Workforce Development System, CWDS. Training will be provided on CWDS to the successful proposer.

Individuals eligible for Workforce Innovation and Opportunity Act funds under the "Adult" funding stream must be:

- 18 years of age AND
- Registered to work in the United States or a US citizen AND
- Be a Bucks County resident (priority) AND
- Meet the Self-Sufficiency Standards as established by the BCWDB which are 235% of the Federal Poverty Income Guidelines.

Individuals eligible for Workforce Innovation and Opportunity Act funds under the "Dislocated Worker" funding stream must be:

- 18 years of age AND
- Registered to work in the United States or a US citizen AND
- Be a Bucks County resident (priority) AND

- Be an individual who has been laid off and is unlikely to return to his/her previous industry or occupation OR who has been laid off as a result of a permanent closure/relocation of the employer OR has received a general announcement of a closure OR was formerly self-employed and is now unemployed OR is a displaced homemaker.

E) Required Outcomes:

The Bucks County LWDA is responsible for meeting or exceeding State required Performance Measures, referred to as Common Measures, for WIOA investments. The BCWDB establishes additional Performance Measures for each contractor's individual performance. Each individual contractor's performance and efforts in the aggregate are what creates an effective and quality workforce delivery system in Bucks County.

For the Workforce Innovation and Opportunity Act, required Common Measures for Adult/Dislocated Workers are calculated by the Department of Labor on a quarterly basis and include:

- Adult/Dislocated Worker Entered Employment Rates (The percentage of participants in unsubsidized employment during the second quarter after exit from the program)
- Employment Retention (The percentage of participants in unsubsidized employment during the fourth quarter after exit from the program)
- Median Earnings (Median earnings of participants in unsubsidized employment during the second quarter after exit from the program)
- Credential Rate (The percentage of participants who obtained a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation or within 1 year after exit from the program)
- Measurable Skill Gain (The percentage of participants who during a program year, are in an education and training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains).
- Effectiveness in Serving Employers

The Title I Services Provider must commit to a constant improvement in performance numbers and outcome-based results. Specific performance requirements are provided to contractors annually in June of each year.

The initial year Performance Requirements are anticipated to be:

- Adult Customer Entered Employment (2nd Quarter) = 70%
- Adult Customer Entered Employment (4th Quarter) = 70%
- Adult Customer Median Earnings (2nd Quarter) = \$6,000
- Adult Credential Attainment = 60%

- Dislocated Worker Entered Employed (2nd Quarter) = 78%
- Dislocated Worker Entered Employment (4th Quarter) = 80%
- Dislocated Worker Customer Median Earnings (2nd Quarter) = \$8,000
- Dislocated Worker Credential Attainment = 62%

Common measures and performance requirements are subject to change at any time before or during the contract, based on guidance from the State under the Workforce Innovation and Opportunity Act implementation.

Section II: Capacity & Program Considerations

The PA CareerLink[®] Bucks County is open to the public. In Program Year 2017 (July 1, 2016 through June 30, 2017) the Bristol site provided services to 17,273 Job Seeker customers; the Perkasio site to 3,845. There were a total 6,751 job orders opened and serviced on the CWDS (www.pacareerlink.state.pa.us) public-side of the website. There are currently 411 Adult and Dislocated Worker customers enrolled in WIOA Title I Services.

The number of participants to be served annually is expected to increase as residents are in need of employment and re-employment services and as individuals exhaust their Unemployment Insurance (UI).

The specific requirements of WIOA Title I Services have been outlined earlier in this RFP. Both regularly and periodically (based on funding levels and workforce needs) the BCWDB contracts with organizations to perform program activities outside of the Title I Services Provider's scope of work which will impact and affect its work. These include Out-of-School Youth activities, Incumbent Worker Training and related projects. In these instances, the Title I Services Provider, as an agent/contractor of the BCWDB, will perform required participant activities which may include eligibility determination, tracking, and reporting.

Proposers are expected to possess the experience, capacity, and expertise of providing Title I Services and are encouraged to craft and submit a design that will satisfy Performance Requirements in accordance with WIOA regulations, advance the mission of the BCWDB, coordinate and leverage effective services through the CareerLink[®] workforce delivery system and satisfy the workforce needs of Employers and Job Seekers in the Bucks County LWDA. As a priority for serving all customers, the successful proposer will use the services and programs available at the PA CareerLink[®] Bucks County and through its Partner agencies first.

The BCWDB supports the use of the assessment tools for our business customers to enable effective recruitment and hiring of new talent and to develop incumbent worker training and advancement programs.

Initial and comprehensive assessment is a required component of Title I Services and the results may be shared amongst PA CareerLink® Bucks County Partners to leverage resources and opportunities for customers. Costs associated with assessment products are outside of the scope of this RFP and should not be included except that staff support is expected.

Services and activities must observe the following restrictions and requirements when considering program design:

1. Program training, services, and/or activities cannot start prior to July 1, 2019; however, transition activities are expected to begin as soon as contract negotiations are concluded with the BCWDB.
2. Proposers are responsible for adhering to all current and modified laws, rules, regulations, guideline requirements, policies, and local changes.
3. Close coordination with the BCWDB is required throughout contract execution and at least one senior staff person familiar with all activities will be named as the BCWDB liaison.
4. Contractor will be considered an Operating Partner within the PA CareerLink® Bucks County Operating Consortium. Staff of the Title I Services Provider will have direct operational reporting requirements to the PA CareerLink® Bucks County Director/One Stop Operator. Title I Services staff will be required to abide by operational schedules (holiday, daily operational hours, inclement weather) of the PA CareerLink® Bucks County. Staff is expected to work professionally and cooperatively which is essential when multiple Partner staff are co-located and integrated by function and space assignments.
5. In the event that an organization other than the current Title I Services Provider(s) is awarded this contract, swift and immediate transition activities will be necessary to avoid gaps in services to customers on July 1, 2019 or beyond. The BCWDB recommends that any organization awarded funds through this RFP give consideration in employment to current employees who may be displaced as a result of this procurement. At a minimum, the selected Title I Services Provider will be required to interview incumbent Title I Services staff for similar positions. Hiring is not required unless Contractor is satisfied the incumbent meets the threshold needs for the position under the proposed service design.
6. All staff funded with grant dollars are expected to provide some level of direct customer service or customer support. The BCWDB is not interested in supporting layers of management staff and will not support administrative or support staff not directly related to the execution of the contract.

7. Proposer should plan for staffing capability to include bilingual.
8. Proposer should consider that a significant number of direct services staff hold a bachelor's degree and/or related industry work experience.
9. The following PA CareerLink® Bucks County positions are currently (at release time of this RFP) funded through WIOA Adult and Dislocated Worker dollars and therefore represent the execution of activities as outlined in this RFP. This information is provided for illustrative purposes only and proposers are reminded that the BCWDB is looking for innovative methods of service delivery:
 - WIOA Operations Manager (1 staff) *Providing management to both sites.
 - Workforce Counselor (3.5) *.5 stationed at Perkasio site; three stationed at Bristol site.
 - Business Services Manager (1) *Providing Management to the Business Services Team.
 - Business Services Staff (6) *Providing services countywide to Employers and providing workforce readiness skills/job matching to Job Seekers.
 - Program Support (3) *Stationed at Bristol site.
 - Computer/Workshop Instructors (1) *Computer literacy workshops offered at Bristol and Perkasio site only.
 - Assessment Supervisor (.6) *Stationed in Bristol and Perkasio, providing services countywide including to Employer customers.
10. All staff must possess and show proof of Pennsylvania State Police (PSP) Clearance, FBI Fingerprint Clearance and Child Abuse History Clearance dated six months or less from the start of the program.
11. Sufficient staff must be provided to meet the needs of the PA CareerLink® Bucks County and Title I Services requirement. The selected Title I Services Provider must be flexible with staffing and have the ability to shift staff responsibilities/operations/hours in order to ensure effective coverage. In addition, the successful proposer must have the ability and capacity to provide activities to individuals speaking any language other than English. The PA CareerLink® Bucks County provides access to Language Line for initial communication and Partner leveraging may be available, but the Title I Services Provider must be able to adequately provide services to non-native English-speaking WIOA-eligible participants as necessary.
12. The Title I Services Provider must complete and maintain a current case record via the CWDS and hard copy methodology required by the BCWDB for every customer. The Title I Services Provider must adhere to using the forms, practices and procedures as required by the BCWDB.

13. All training related occupations researched, and OJT opportunities recommended for additional financial investment by the BCWDB must be in-demand and accountable in accordance to the Commonwealth of PA's Department of Labor and Industry current High Priority Occupation List for Bucks County.
14. Confidentiality of customer information must be maintained to meet the requirements of HIPAA regulations and specific procedures as required by law, the BCWDB, and the PA CareerLink® Bucks County Partners/Director. All customer information must be maintained in secured, locked file cabinets at all times with limited staff accessibility.
15. This RFP as well as the proposer's response are incorporated into the contractual agreement. All information expressly specified or implied in this document become contractually enforceable upon agreement in regard to program requirements, expectations, and grant execution.

Section III: Contract Information

A) Period of Contract:

This request for proposals will cover two Program Years 2019 and 2020, commencing July 1, 2019 and ending June 30, 2021. Based on performance and grant funds availability, an extension of up to two years without rebid may be awarded.

B) Eligible Applicants:

Eligible applicants include for-profit and non-profit organizations with demonstrable ability and experience in designing, implementing, and administering successful workforce development programs targeted to WIOA Title I eligible job seeker and employer customers.

C) Type of Contract:

If a contract is entered into as a result of this RFP, it will be considered a Vendor / Cost Reimbursement Contract with a line-item budget. This RFP and your agency's response will be incorporated by reference into any contract agreement. All US Department of Labor limitations on excess profits earned by subcontracts/vendors will apply. You will be required to maintain the documentation necessary to support your reported costs for seven years and make it available as/if needed.

D) Location of Services:

Title I Services to Job Seeker and Business customers are provided at one of the two PA CareerLink® Bucks County sites: 1268 Veterans Highway, Bristol or One Hillendale Road, Perkasio. Employer Customers are provided on-site, on employer-site, and/or on-line.

E) Timeline:

- Release of RFP: Monday, November 26, 2018
- Bidders' Questions to be received via e-mail to dkralle@bucksworks.org by Friday, December 14, 2018
- Answers to be released and published on www.bucksworks.org by Wednesday, December 17, 2018
- Proposal Due Date: Wednesday, January 16, 2019 by 3:00pm.
- Review and Selection Period: January 17, 2019-March 26, 2019
- BCWDB Award of Contract: **Anticipated** Wednesday, March 27, 2019
- Planning Meetings: May and June 2019
- Contract Start Date: July 1, 2019

Section IV: 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 Bucks County Workforce Development Board, Inc. to execute a contract with any offertory. The Bucks County Workforce Development Board reserves the right to accept or reject any or all offers on the basis of budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations. The BCWDB reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

Before preparing proposals, offertory should note the following:

1. The award of a contract for any proposed service is contingent upon the favorable evaluation of the proposal and successful negotiation of any changes to the proposal as required by the BCWDB.
2. The BCWDB reserves the right to negotiate the final terms of all contracts with successful Proposers. The BCWDB may require selected proposers to attend a meeting to discuss their proposal and contract provisions. Items that may be negotiated include, but are not limited to, the type and scope of services, cost and fees, staffing, staffing levels, management, and programs offered. Likewise, the BCWDB also reserves the right to accept any proposal without substantive negotiation.
3. The BCWDB reserves the right to reject all proposals and re-issue the RFP at any time prior to the execution of a final contract; to require in any RFP similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
4. The BCWDB further reserves the right:
 - a. To reject the proposal of any proper that, in the judgment of the BCWDB, has been delinquent or unfaithful in the performance of any contract associated with the BCWDB, is financially or technically incapable, or is otherwise not a responsible proposer;
 - b. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the BCWDB's sole judgment, material to the proposal;
 - c. To request that one or more of the proposers modify their proposals or provide additional information;

- d. To request additional or clarifying information from any proposer any time, including information inadvertently omitted by a proposer;
 - e. To require that proposers appear for interviews and/or presentations of their proposals at the BCWDB office;
 - f. To inspect projects similar in type and scope to the work sought in this RFP and/or to inspect the proposer's facilities to be used in furnishing goods or services required by the RFP;
 - g. To conduct such investigations as the BCWDB considers appropriate with respect to the qualifications of any proposer and with respect to the information continued in any proposal.
5. In order to review proposal(s) efficiently, all proposals must be presented in the designated format with all budget and other forms completed thoroughly and accurately. The BCWDB reserves the right to reject any proposal not formatted consistent with the proposal format requirements.
 6. The BCWDB reserves the right to negotiate with successful proposers for the inclusion of services to groups and for the inclusion of activities in addition to those described. Changes may be instituted at any time during the contract period with advance notice to proposers.
 7. If a selected proposer fails to provide the information required to begin negotiations in a timely manner, fails to negotiate in good faith or indicates they cannot perform the contract within the budget funds available for the project, or, if selected proposer and the BCWDB after a good faith effort, cannot come to terms, the BCWDB may terminate negotiations with that particular proposer and commence negotiations with any other proposer.
 8. The selected proposer must demonstrate the ability to be compliant with program reporting and record keeping, the capability to generate accurate and timely information, and submit regular fiscal and programmatic reports.
 9. The selected proposer will be required to provide financial and performance reports to the BCWDB, the PA CareerLink® Bucks County Partners/Operator on a weekly, monthly, quarterly, and annual basis. The deadline for most financial and performance monthly reports will be the 5th day of the month following the reporting month. Failure to submit any report on time in a complete and accurate form may result in de-obligation of funds or the termination of the contract.
 10. The BCWDB will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an offeror. For the purpose of this proposal, BCWDB will accept proposals from any service provider that can

demonstrate the administrative capability to successfully provide all the services identified in this RFP.

11. The BCWDB will not pay for curriculum development. If an off-the-shelf package will be purchase/utilized, the proposer must identify the material(s) in the budget line item and submit information regarding it as an attachment to the proposal.
12. All proposals, in their entirety, will become the property of the BCWDB upon submission. BCWDB will reject any proposal that does not follow the format, does not include all of the requirements specified including the required documentation and certifications, and/or are not submitted by the due date and time. Upon submission, all proposals, in their entirety, become the property of the BCWDB and subject to the PA Open Records Law.
13. This RFP has been distributed to for-profit, non-profit, educational and/or training provider organizations that have made a request, in writing, that the BCWDB provide their organization with applicable procurements and any PY 2014 contractor who successfully fulfilled their contract with the BCWDB.
14. A public notice of this RFP has been advertised in the Bucks County Courier Times and The Bucks County Intelligencer and is available on the BCWDB website: www.bucksworks.org.

B) Contingencies:

The BCWDB will award a contract to the responsible and responsive proposer whose proposal is determined to provide the best overall outcomes-based and financial stewardship value to the BCWDB.

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

- Cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal Program Evaluation committee of the BCWDB;
- Demonstration of past performance and expert knowledge in the delivery of services to these customer bases and the specific criteria addressed in this proposal;
- Demonstrated performance of the effectiveness of the agency or organization in delivering comparable or related WIOA program services and activities including the ability to meet specific program design elements that ensure customers are engaged in appropriate activities;
- Demonstrated ability to meet performance goals, costs, and quality of services;

- Demonstrated ability to integrate services within the PA CareerLink® model;
- Quality and qualifications of key staff;
- Ability to provide proof of excellent fiscal accountability;
- Demonstrated depth of understanding of the requirements outlined in this RFP; and
- Successful negotiation of any changes to the proposal required by BCWDB.

Funds awarded under this proposal shall not be used to supplant facilities or services currently available in the county with or without reimbursement from Federal, state or local sources.

C) Organizational Knowledge and Understanding:

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

- Federal legislation: The Workforce Innovation and Opportunity Act of 2014 and its implementing regulations.
- Commonwealth of PA: Guidance and interpretation as required on the workforce delivery system as defined under Title I of the Workforce Innovation and Opportunity Act including but not limited to the PA CareerLink® workforce system.
- The Bucks County Workforce Development Board, the PA CareerLink® Bucks County Operating Consortium Partners/One Stop Operator and the Bucks County Youth Council.

D) Organizational Fiscal Requirements:

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

E) Certificates of Insurance:

The program providers whose proposals are approved for funding will be required to submit original Certificates of Insurance showing all coverage in force, including liability and workers compensation:

General Liability:	\$3,000,000 General Aggregate
	\$3,000,000 Products Completed Operations Aggregate
	\$1,000,000 Personal & Advertising Injury
	\$1,000,000 Each Occurrence
	\$5,000 Medical Expense (any one person)

Auto Liability: \$1,000,000 Combined Single Limit (May be Needed)

Workers' Compensation: Statutory

Employers Liability:

Bodily Injury by Accident	\$1,000,000 Each Accident
Bodily Injury by Disease	\$1,000,000 Each Employee
Bodily Injury by Disease	\$1,000,000 Policy Limit

Umbrella Liability: \$10,000,000

Professional Liability: \$10,000,000

Except as otherwise approved by the BCWDB in writing, the following provisions shall apply to each and every policy of insurance which the Title I Services Provider is required hereunder to carry:

- a. The form, amount and coverage of each policy, and the insurer under each policy which must be duly licensed in Pennsylvania, shall have an AM Best Rating of B+ or higher (or similar Insurance Company Rating Organization)
- b. Contractor shall cause each insurance carrier to deliver its certificate of insurance to the BCWDB certifying the applicable insurance provisions herein required
 - i) upon the execution hereof, and
 - ii) at any other time upon the BCWDB's request;
- c. At least thirty (30) days prior to the expiration of each policy, contractor shall provide the BCWDB with certificates (or copies of policies) of renewal or replacement policies; in the event of non-renewal or cancellation or material change in coverage a sixty (60) days' notice of such action shall be sent via certified mail to the BCWDB;
- d. Contractor shall not permit any condition to exist and shall not commit any act or omission, which would wholly or partially invalidate any insurance;
- e. The BCWDB shall be endorsed as an additional insured on all policies, except workers' compensation and professional liability;
- f. The requirements described above are also applicable to any and all subcontractors hired by the contractor to perform work under this contract.

The Workforce Innovation and Opportunity Act requires agency staff persons involved in the preparation and distribution of participant's paychecks, as may be

necessary for On the Job Training contracts, to be bonded. Program providers will be required to submit bonding information (name of carrier, policy number, amount of coverage) before execution of a contract if OJT funds are administered by the Title I Services Provider.

F) Safety:

Equipment necessary for the safety of any participant and any worksites will be allowable under the grant if indicated in the proposal, (i.e.) First aid kits, gloves, etc. All items bought for the program that are not dispensable become property of BCWDB at the conclusion of the program.

Proposer must agree to obey all OSHA, federal, state, county, and local laws or ordinances in any way pertaining to the requirements of the specification, and shall obtain any and all permits, etc. which may be necessary.

G) Requirements & Terminations:

1. The BCWDB, with 30-day advance notice to provider may modify or terminate the agreement due to, but not limited to factors such as:
 - a. funding decreases;
 - b. unsatisfactory performance by the contractor;
 - c. failure to work cooperatively with the BCWDB and or the PA CareerLink®;
 - d. lack of sufficient programmatic services available to customers;
 - e. any other reason as determined by the BCWDB.

2. The BCWDB, with or without notice to the provider may terminate the agreement due to serious issues such as, but not limited to:
 - a. theft;
 - b. question of integrity of use of funds by contractor;
 - c. unallowable use of funds;
 - d. unsafe acts;
 - e. breach of confidentiality and/or HIPAA violations;
 - f. activities performed by employees or agents of the provider that are not directly related to the specifications outlined in this RFP and which constitute a breach of this agreement.

3. Proposer must comply with the salary and bonus limitations as established by Public Law 109-234 and outlined in Training and Employment and Guidance Letter (TEGL) 5-06. Failure to comply with this limitation may result in disallowed costs that must be repaid to the BCWDB. Additional information can be found at www.doleta.gov.

H) Appeals:

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

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 BCWDB no later than five (5) working days after the notice of awards are postmarked.

I) Cooperative Program Participation & Monitoring:

The BCWDB reserves the right to monitor and audit all programs which receive funding, at any time, to assure proper program management, contract compliance, adherence to the performance standards stipulated in the contract, and any other area deemed necessary by the United States Department of Labor, Pennsylvania Department of Labor and Industry, and/or the Pennsylvania Department of Public Welfare.

Contract providers must work cooperatively with all frontline staff members of the PA CareerLink® Bucks County representative organizations and must be prepared to report on the Title I Services and performance at monthly CareerLink® Partners' meetings.

J) Administrative Requirements:

1. The proposer must be capable of supporting its own operation.
2. Proposers must be able to demonstrate the necessary administrative capability and fiscal responsibility needed to operate the proposed program and to meet federal financial accountability requirements mandated by most federal grants.
3. Proposers must ensure compliance with applicable state and federal law including applicable accounting and financial management principles/requirements, OMB Uniform Guidance, audit requirements, etc.

4. Proposers may be subject to a pre-award survey. This may include, but is not limited to, a review of proposer's record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum.
5. In the event of a contract award, provider shall retain all program records for a minimum of seven (7) years following completion of audit and resolution of any questioned costs. If an audit began during the fifth year period and has not been completed the customer case record files must be retained beyond the fifth year period until the audit is completed. File storage has been arranged by the BCWDB.
6. Customer files are considered the property of the BCWDB and must be provided at the end of the program period or when requested, and must be available at all times for review.
7. All procurement shall be conducted to provide open and free competition. If a proposal identifies a specific entity (subcontractor or vendor) to provide services, awards made through this RFP do not provide the justification or basis to sole-source the procurement, i.e., avoid competition, therefore all subcontracted services and vendors must be competitively bid.
8. The proposer must assure that health and safety standards established under Federal, State and local laws shall be applicable to working or training conditions of participants and that provisions will be made for accessibility of individuals with disabilities to the training and/or working facility as required by section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.
9. All customer forms, documents, outreach and promotional material must contain the following language: "Auxiliary aids and services are available upon request to individuals with disabilities" and "Equal Opportunity Employer/Program." All customer forms, documents, outreach and promotional material must be prepared consistent with PA CareerLink® Bucks County standards (including electronic messaging) and is subject to pre-review by the PA CareerLink® Bucks County Partners/Operator and/or Director regardless of the employer of record.

Section V: Evaluation Criteria and Process

1. A committee of the BCWDB will review proposals that meet the general criteria established by the RFP. The review committee consists of BCWDB Board of Director members and other knowledgeable individuals appointed by the BCWDB. The proceedings of the review committee are confidential. Members of the Evaluation Committee are not to be contacted by proposers. Proposers who violate this provision risk exclusion from consideration.
2. Through this review and evaluation process, each member of the review committee will evaluate each proposal to assess quality of the proposed services and activities.
3. Upon review and evaluation of proposals, the above group will then meet to discuss each proposal and to discuss the combined rating sheet that is based on the average scores of each review committee member. Cost and budget data will be reviewed separately from technical information.
4. During the evaluation process, the selection committee may at its discretion, request any one or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any question the review committee may have on a proposal. Not all proposers may be asked to make such oral presentations.
5. Upon conclusion of the review and evaluation process, the review committee will vote and recommend their selected provider to the Executive Director of the BCWDB. A recommendation will be made to the Bucks County Workforce Development Board of Directors for approval.

A) Notification of Award:

1. It is expected that final approval of a contractor or contractors will occur during a convened meeting of the Bucks County Workforce Development Board of Directors. Proposers will be notified in writing of their approval or rejection as soon as possible. If necessary, contract negotiations will be performed. The purpose of the contract negotiations is to arrive at a common understanding of contract essentials such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. A contract, consisting of standard contract provisions, will then be executed to cover the intended contract period. Additional provisions may be added as deemed necessary. The selected contractor must be prepared to begin the hiring and transition process as soon as the contract is executed so that all services are ready to begin on July 1, 2019.

2. Proposers not selected may request, in writing, an oral debriefing. Requests for debriefing must occur within five days from receipt of a notification letter.

B) Compliance with the Law and Conflict of Interest:

1. The selection of a contractor shall be accomplished in compliance with the relevant rules, regulations and directives. Each contractor is required to comply with the requirements of all applicable Federal, state, and local laws, ordinances, rules, regulations, and amendments.
2. The BCWDB and any entity or persons who themselves or whose organization will gain financially as a result of a BCWDB decision to subcontract a particular function, service and/or activity of the program must abstain from participating in discussions leading up to and including the final consensus agreement or vote.
3. When procurement of services and/or activities is discussed at a BCWDB Board or Committee meeting, all potential proposers will be asked to leave the meeting during that discussion. Potential proposers who do not leave will be disqualified from bidding.

Section VI: RFP Packet Instructions

A) Proposal Format:

1. Proposal Narratives are limited to a combined total of fifteen (15) single spaced pages of print with a font size of no less than 12, and margins no smaller than one inch. Project Management Narrative is limited to six (6) single spaced pages of print with a font size of no less than 12, and margins no smaller than inch. Pages must be numbered. Charts and other attachments are not included in the fifteen page limit. Proposals must be stapled in the upper left-hand corner, not bound and not placed in a binder. Brochures, expensive paper, promotional material and the like are not wanted unless they are germane to the proposal in some way. Proposers are cautioned to keep attachments to a minimum and to avoid including redundant documents. Completeness, legibility and clarity are essential. Inclusion of multiple or wordy attachments increases the risk that reviewers could miss critical information.
2. When preparing your proposal, you are asked to repeat the question (in the order presented in this document) and provide your response directly below the question. This will allow the Review Committee to quickly determine whether or not you have responded to the question without looking for responses that may be embedded into paragraphs of text.
3. To be considered, proposers must submit a complete proposal and respond fully to all requirements, using the format provided. Failure to submit a complete proposal and/or respond fully to all requirements may cause the entire proposal to be rejected.

B) Required Proposal Information:

The following outline indicates the required components of the proposal known as the Proposal Packet, Line Item Budget, and Forms and Assurances sections of this RFP. Each component must be addressed specifically and in the requested format and order. Forms included in this RFP Package must be completed and submitted with the proposal. For items that do not apply to your proposed program training, service and/or activity, please write "N/A" along with a full explanation in the appropriate space in the document. No costs or budget figures are permitted to be included in this submission except for the Line Item Budget.

ITEMS TO BE SUBMITTED:

Proposal Checklist

Narrative Documents

1. Transmittal Form
2. Executive Summary
3. Past Performance Measurements/Demonstrated Effectiveness
4. Program Narrative
5. Management Narrative
6. Financial System Criteria
7. Personnel Policy Statements
8. Insurance Statement
9. Compliance Forms Checklist

Financial Documents

Line Item Budget and Charts

The following pages further define and provide specific instructions to be used when completing each section of this RFP Packet. Proposers must respond to all requirements in this part of the RFP.

NARRATIVE DOCUMENTS

1. Transmittal Form

Must be the first page of your proposal. The Transmittal Form must be completed in full. Do not leave any items blank.

2. Executive Summary

The Executive Summary must be a two-page summary of both your Program Narrative and Program Management Narrative. Use the required one-inch margins and minimum 12 point font, single sided format.

3. Past Performance Measurements and Demonstrated Effectiveness

If you previously operated similar program(s), answer in the affirmative and indicate the most recent or most relevant period on the form.

If applicable, provide a copy of the two most recent official monitoring reports from the WIA/WIOA program(s) or similar program you currently operate or have previously operated. Include your organization's response to those monitoring reports. Submit the reports as Attachments in your proposal packet.

Provide a copy of the year end performance reports for the prior two years from the WIOA program(s) or similar program you currently operate or have previously operated. Submit the reports as Attachments in your proposal packet.

4. Program Narrative

The proposal must contain a detailed description of the services and activities to be performed for the WIOA Title I Services as your proposal has designed. The Narrative must be typed per previous instructions and responses to all questions must be answered in the order asked.

5. Management Narrative

All proposals must contain a detailed description of your organization's capacity to administer comprehensive Title I Services to Job Seeker and Employer customers as well as your financial ability, capacity, and experience. The Narrative must be typed per the previous instructions and responses to all questions must be answered in the order asked.

6. Financial System Criteria

Please complete the form found in the Financial Documents Section. Complete questions #1 and #2 and provide attachments according to the directions listed on the form.

7. Personnel Policy Statements

All proposers must include with their submission a statement certifying that they have current personnel policies in place and on file at all times. Such policies should include (but are not limited to) an employee grievance procedure, list of fringe benefits, holidays and most importantly, the organization's Equal Opportunity/Affirmative Action (EO/AA) Statement including the EO/AA statement applicable to persons with disabilities, the named EO Officer and the EO Complaint procedure; and compliance with Health Insurance Portability & Accountability Act (HIPAA) of 1996 Regulations.

Proposers must attach a document explaining their Personnel Policies concerning the following (please do not submit the entire document):

- a. Description of proposer's participant grievance process;
- b. Description of proposer's efforts to assure nondiscrimination in service provision and staff hiring decisions;
- c. Description of the measures taken to ensure the confidentiality of customer information and HIPAA regulations and ramifications for policy violation. Attach a copy of your confidentiality policy;
- d. Explanation of how customers are informed of the grievance policy; and
- e. Description of proposer's Sexual Harassment Policy and ramifications for violations.

In addition to the above please attach the following:

- a. Copy of proposer's Equal Opportunity Policy Statement and complaint procedure; and
- b. Copy of proposer's Grievance Policy.

8. Insurance Statement

Proof of insurance will be required; it is not a requirement for RFP submissions, but proposers should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the BCWDB.

Contractors who choose to provide transportation for customers in order to provide program(s), services and/or activities under this contract must carry Automobile Liability Insurance covering bodily injury and property damage through a commercial insurance policy as outlined in this RFP.

9. Compliance Forms (Certification/Assurances Documents)

- Contract Compliance Form
- Administrative and Monitoring Requirements
- Certification Regarding Non-Discrimination

- Certification Regarding Drug Free Workplace Requirements
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension & Ineligibility
- Concurrence of Collective Bargaining Agent - If the occupation in which training is to be offered is subject to a collective bargaining agreement then concurrence must be obtained from the appropriate bargaining representative.
- Union Comments
All proposers are required to obtain comments regarding the need for this proposed training from applicable union or collective bargaining units. Such unions include not only unions within the proposed training site, but also unions affiliated with the subject matter of the proposed training program. For example, a training course for building trades must obtain comments from the building trades union.

FINANCIAL DOCUMENTS

Line Item Budget

All proposers must complete and submit a Line Item Budget using the attached budget form found in Financial Documents of this RFP. The Line Item Budget is a basis for cost comparison.

Complete the Personnel Detail Form

Complete the Operational Detail Cost Form

Please note that costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation of the proposed WIOA Title I activities and must be comparable to the charges for similar program services and activities in the area. This process is to be followed for each program year being procured in this RFP. Proposers must fully comply with the requirements of all federal and state regulations applicable to welfare programs.

Allowable Costs and Activities: Costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation as the Title I Operator. Additionally, costs should be comparable to the charges for similar goods and services in the area and not be a general expense required to carry out the overall responsibility of the government or contractor. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published on December 26, 2013 by the Office of Management and Budget.

Program costs are allocable to a particular cost category to the extent that benefits are received by such category. In addition, any single costs, which are properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.

PROPOSAL CHECKLIST

Please initial and include checklist with submission – Page 1 of 2

I. Narrative Documents

- _____ Transmittal Form (1 of 9)
- _____ Executive Summary (2 of 9)
- _____ Past Performance Measurements/Demonstrated Effectiveness (3 of 9)
Attachments:
 - Official Monitoring Report(s)
 - Year End Performance Report(s)
 - Three references from operating programs of this scope

- _____ Program Narrative (4 of 9)
Attachments:
 - Job Description for WIOA Lead(s) and resume if applicable
 - Job Descriptions for each position that will administer the WIOA program and resumes if applicable.
 - Organizational Chart for the Title I Services Provider staff

- _____ Program Management Narrative (5 of 9)
Attachment:
 - Overall Organizational Chart

- _____ Financial System Criteria (6 of 9)
Attachments:
 - Copy of a written Cost Allocation Plan (optional, see the form)
 - Listing of the organization's Board of Directors (if applicable)
 - Bonding Agreements
 - Certification Letter
 - Description of financial management credentials
 - Statement of cash on hand and/or line of credit with a bank
 - Most Recent Audit Report including Management Letter and Corrective Action Plan
 - Cost Allocation Plan opinion

- _____ Personnel Policy Statements (7 of 9)
Attachments:
 - Personnel Policy summary
 - Equal Opportunity Policy Statement
 - Grievance Policy

- _____ Insurance Statement (8 of 9)

- _____ Compliance Forms Statement Checklist (9 of 9)

PROPOSAL CHECKLIST

Please initial and include checklist with submission – Page 2 of 2

II. Financial Documents

_____ Line Item Budget

Attachments:

Personnel Detail Form

Operational Costs Form

Copy of the Rate Agreement if using an Indirect Cost Rate

Signature

Title

Printed Name

Date

PROPOSAL PACKET

TRANSMITTAL FORM

Page 1 of 2

WIOA Title I Services Provider

July 1, 2019 to June 30, 2021

Organization: _____

Address/City/Zip: _____

Phone: _____ Fax: _____ Website: _____

Contact Person: _____ Title: _____

E-Mail Address: _____ Total Funds Requested: _____

- Administrative: _____ (Percentage of total budget)
- Program: _____ (Percentage of total budget)

TYPE OF ORGANIZATION (check all that apply)

_____ School District/Local Educational Agency

Governmental: _____ Federal _____ State _____ Local

_____ Community Based Organization

_____ Private For-Profit

_____ Private not-for-Profit

Other (Specify) _____

IRS Number or Employer Identification Number _____

Legal Authority for Organization _____

Number of Years in Business _____

The proposing organization certifies that, to the best of its knowledge and belief, the data supplied in this application/proposal is true and accurate. The organization agrees to comply with all local, state and federal regulations if a contract is awarded.

TRANSMITTAL FORM

Page 2 of 2

Outcome-Based Performance Measures to be Addressed &
Percent/Number/Goal to be Achieved:

- 1. Adult Customer Entered Employment: _____
- 2. Adult Six-Month Job Retention: _____
- 3. Adult Six-Months Earnings: _____
- 4. Adult Credential Attainment: _____
- 5. Dislocated Worker Customer Entered Employment: _____
- 6. Dislocated Worker Six-Month Job Retention: _____
- 7. Dislocated Worker Six Months Earnings: _____
- 8. Dislocated Worker Credential Attainment: _____
- 9. Other (Please specify) _____:
- 10. Other (Please specify) _____:
- 11. Other (Please specify) _____:

OFFEROR'S CERTIFICATION

Certification and Adjustments. When a cost analysis is necessary and there is inadequate price competition, respondent must certify that to the 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 Bucks County Workforce Development Board, Inc.) a right to 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 the best of my knowledge, and that prices for services offered herein are firm and effective through close of business on _____.

Signed, this _____ day of _____, 201__.

Signature: _____

Title: _____

Typed Name: _____

EXECUTIVE SUMMARY

The Executive Summary must be a two-page summary of both your Program Narrative and Management Narrative. Use the previously described format that includes required one-inch margins and minimum 12-point font, single sided format.

**PAST PERFORMANCE MEASUREMENTS
& DEMONSTRATED EFFECTIVENESS**

Has your organization ever operated a program similar to the WIOA Title I Operator/Services Provider as described in this RFP?

Yes No

If yes, please provide the following information:

Period of Performance: From _____ To _____

Name of Program: _____

Program Funded By: _____

Number of Participants Served: _____

Entered Employment Rate: _____

Retention Rate: _____

Number of Employer Customers Served: _____

Results of Employer Customers Served: _____

REFERENCES

Include a minimum of three Reference Letters, dated after the release of this RFP, detailing your organization's capacity for programs of this scope. Please ensure each Letter contains the following information:

- Organization Name
- Contact Name and Title
- Address
- Phone Number
- Email Address

PROGRAM NARRATIVE

Responses to the areas below must be made in accordance with the specifics listed in the previously and applicable sections of this RFP. Use the previously described question and answer format that includes required one-inch margins, minimum 12-point font and maximum of 15 single spaced pages. Leveraging of resources may be described.

A. Previous Experience

1. Please describe your organization's mission and any previous or current experience in a service integrated setting.
2. Describe your WIOA and/or related experience and capability to serve customers from varied backgrounds including veterans, older individuals, individuals with low literacy levels, individuals with disabilities, those with limited English proficiency, recipients of public assistance, single parents, youth, and returning citizens/ex-offenders.

In addition, describe your experience and capability to serve customers with few or no barriers to employment, who may have advanced degrees, and who may have significant high-level employment histories.

3. Explain what areas of your program have been most successful in helping the various groups to reach their employment goals.

B. Coordination of WIOA Title I Program Activities with Local Business, Industry, and Labor Organizations

1. Describe how the WIOA Title I activities being proposed will be coordinated with business, industry, labor organizations and economic development partners in the local and regional area.
2. Describe your business development experience and capability to serve employer customers from various size, scope, and industries.
3. Describe your organization's previous or current experience serving the business community, using local and regional Labor Market Information, providing job development and workforce solutions to businesses and your understanding of the Bucks County workforce needs from an employer's perspective.

4. Describe how your services will meet the workforce development needs of local Employers.

C. Community Outreach and Capacity of the Proposer to Collaborate in the Provision of Services

1. Describe your experience and capacity to create collaborations with other community agencies to provide services to customers beyond the scope of the PA CareerLink® Bucks County.
2. Describe how you will coordinate outreach efforts with PA CareerLink® Partners and other agencies.

D. Staffing

Adequate staffing and a strong infrastructure are critical to the delivery of services. Describe your staffing plans including the following:

1. Specifically describe your anticipated direct customer and support staff levels including:
 - a. Explain the composition of staff including the number of staff that will initially be employed to provide direct customer services such as case managers, Business Services Team job search and job placement staff;
 - b. Explain your support staff configuration and general duties;
 - c. Explain your staffing configuration in support of the PA CareerLink® Bucks County.
2. Specifically describe your anticipated supervisory staff structure including:
 - a. Staff levels needed for effective supervisory and service delivery functions, including your proposed lines of authority and responsibility;
 - b. Proposed supervisory structure and relevant qualifications of key staff to perform the WIOA services including technical, educational, and work background;
 - c. Describe your management philosophy and the general duties of your supervisory and lead staff;

- d. Identify the WIOA Manager to serve as a liaison between the WIOA Title I Services Provider and the BCWDB (who will also serve on the PA CareerLink® Bucks County Director's Management Team). Provide a job description of the WIOA Lead. Include a resume if applicable, or explain how the position will be filled;
 - e. Provide job descriptions and qualifications for each position that will be funded including the minimum qualifications for all staff. If you currently have staff that you will use in the WIOA program, please enclose a resume for each and indicate to which position that staff will be assigned.
3. Describe your plan to maintain a significant percentage of direct services staff that are bilingual in Spanish/English.
 4. Describe how you will be flexible with staffing levels with the ability to shift staff responsibilities and hours in order to ensure effective coverage.
 5. Explain what staff training and development will be made available.
 6. Outline the experience, education and background requirements of staff to substantiate the quality and integrity of the activities you will offer.
 7. Describe your staff compensation plan. Be specific regarding compensation for each of the proposed level of staff (not individuals) and include information regarding performance-based pay increases, scheduled cost of living adjustments, etc.
 8. Attach an organizational chart of the proposed structure.

E. Integration of Services into the PA CareerLink® Bucks County

As stated throughout this RFP, in a successful PA CareerLink® there can be no stand-alone programs. The partners are interdependent upon each other to provide quality programs and services that benefit the customers they serve. Describe how WIOA Title I services will be integrated into the CareerLink Bucks County System, including the following specific information:

1. Plans to coordinate and work interdependently with other organizations in the PA CareerLink® Bucks County system to ensure the employment and training needs of customers are being met and job seekers are qualified to join the workforce and that employer customers are adequately served by all Partners.

2. Proposed special arrangements between the Title I Services Provider and other organizations or employers designed for the benefit of job seekers.
3. Plans to coordinate and assimilate all functions including specific planned activities in support of the PA CareerLink® Bucks County.
4. Describe the workshops or related activities that will be offered as part of career services in the PA CareerLink® Bucks County to all customers.

F. Program Design and Service Delivery

1. In response to the flow chart as distributed during the Bidders' Conference, describe the experience a Job Seeker customer will have according to your plan of service, beginning at the time of entry into the PA CareerLink® Bucks County through post-employment services. Be as specific as possible in describing the flow, understanding that individuals' needs vary.

Include:

- a. Proposed career services that will be provided. Be specific when describing all the WIOA and integrated activities to be performed;
 - b. A description of how you will ensure that customers are engaged in a continuum of activities that lead to obtaining and retaining employment;
 - c. A description of your case management and follow-up activities in support of the proposed services;
 - d. A description of your services to special populations and Incumbent Workers;
 - e. A plan stating how you will contribute to the staffing of the Career Resource Center.
2. Describe your plan to utilize assessments with Employer, Incumbent Worker, and Job Seeker customers and explain how individuals will use the Career Readiness Certificate in training or employment activities. If additional assessment tools will be used, please describe.
 3. Describe your plans to provide effective outcomes-based career counseling, supportive services, case management and follow-up with Job Seeker customers.

4. Describe how you will address the issue of flexibility for non-traditional hours, including potential evening activities of the PA CareerLink® Bucks County designed to meet the needs of customers.
5. Describe your job search assistance activities, including:
 - a. A description of a successful transition into unsubsidized employment, describing specific planned activities that increase the probability of employment. Describe the methods used to reinforce soft skills not directly related to technical skills, but necessary for obtaining and maintaining unsubsidized employment. In addition, describe in detail the services to be provided to each customer upon successful completion of a training program.
 - b. Describe your plans to operate and integrate the services of a successful series of Job Search and Computer Literacy workshops as well as a Job Club program. Be as specific as possible.

G. Business Services

1. Describe the business linkages in place to ensure unsubsidized job placement and retention.
2. Describe the outreach and marketing approach you will take to On-the-Job Trainings, Incumbent Worker Training, Customized Job Trainings, Tax Credits, and related Employer toolkit resources.
3. Describe the strategy you will employ in penetrating new business markets.

H. Tracking, Performance Measures and Monitoring

1. Describe the process for accurate and timely data entry of customer information into CWDS as well as the in-house data management system. Who will be charged with this task? What is your on-site and off-site (centralized) capacity?
2. To ensure program compliance and performance, an effective management system must have a process that verifies progress in attaining established performance objectives. Describe the system you will use to monitor and verify that performance measures will be met.
3. Describe the following relative to performance measurements:

- a. Demonstrated commitment to achieve and surpass all mandated performance measures;
 - b. Identification of additional performance indicators to measure WIOA program impacts and evaluate success;
 - c. Evaluation methods for tracking and ensuring that all required performance measures are met or exceeded; and
 - d. Internal systems to identify operational problems and take appropriate corrective action to improve performance issues as necessary.
4. Contractors are expected to participate in continuous self-improvement. Please describe your monitoring plan and include a description of your current continuous improvement process.
 5. Describe your plan and commitment that enables BCWDB staff to maintain regular, ongoing personal contact and communication with Title I Services Provider staff and, as needed, with customers at all locations. Describe your plan and commitment that enables the PA CareerLink® Bucks County Director/Operator effective functional supervision over staff and operations.

I. Transition Planning (if applicable)

1. Describe your transition plan by addressing the following:
 - a. Commitment to accomplishing a thorough and smooth transition that may include the interview and consideration of existing contractor staff that may be displaced as a result of this RFP;
 - b. Plan for working with the BCWDB and PA CareerLink® Bucks County to notify customers, providers, and other community organizations about changes if necessary; and
 - c. Plan for providing uninterrupted WIOA services and activities to customers.
2. Please describe your transition timeline.

MANAGEMENT NARRATIVE

Use the previously described format that includes required one-inch margins and minimum 12-point font and maximum of 6 single spaced pages.

A. Organizational and Financial Ability and Experience

Provide a complete and detailed description of the following items:

1. Type of organization and what the key strengths of the agency are, including capacity, capability, and experience for operating state and federally funded employment and training programs.
2. Experience of the organization in providing WIOA and/or related training programs and/or program services/activities as it relates to services you plan to provide under your proposed contract.
3. Organization's supervisory capacity to manage contractual agreements and communicate effectively with the PA CareerLink® Bucks County Partners/Operator and the BCWDB.
4. Capacity to manage federal, state and local funds. The organization must explain how such funds will be administered in accordance with their current operational financial management system. Identify key staff by name and outline qualifications. Describe how you will ensure the line item contractual limits are not exceeded.
5. The method used to monitor actual expenditures to budget amounts by cost category and line item expense.
6. Procedures to ensure the accounting records are supported by source documentation for each transaction.
7. Your system of internal control to ensure no fraud or abuse takes place.

B. Organizational Administration

Proposer must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with ensuing contract. The selected contractor will be required to assume full responsibility, including local area performance and all risks and hazards for appropriate WIOA funding streams, services and activities identified in this RFP.

1. Provide an overall organizational chart showing your organization's management and staffing structure that demonstrates how each facility and service area will be served. Also include how your organization will communicate with the BCWDB.
2. Describe how all off-site positions funded by the contract contribute **directly** to the operation of the PA CareerLink® Bucks County WIOA Title I Services Provider functions.
3. Identify fiscal and management staff by including a thorough description of their demonstrated technical competence; skills in management and administration, and professional experience within your organization to accomplish the proposed WIOA program training, services and activities.
4. Identify fiscal and management staff positions that your organization intends to hire if awarded this contract. Include a thorough description of the qualifications and demonstrated skills that will be required of the staff filling those positions.

C. Reporting Requirements Capability

As outlined in the RFP, the selected contractor must demonstrate the ability to be compliant with WIOA program reporting and record-keeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports.

The selected contractor will be required to provide various financial and performance reports to the PA CareerLink® Bucks County Partners and Director/Operator and the BCWDB on a weekly, monthly, quarterly, and annual basis in such detail and on such forms as required by the BCWDB.

Describe in detail your Information Technology (IT) capacity to administer reporting requirements, data reconciliation and ability to input data accurately into the CWDS and in-house data systems as outlined in this RFP.

FINANCIAL SYSTEM CRITERIA

The following information must be provided in addition to the Project Line Item Budget.

1. Complete the information below for determination of the need of the proposing organization to undergo either an organization wide or program specific audit.

Indicate \$0 if no federal funds have been received or anticipated to be expended in the future. If the proposing organization's federal funding levels fall within OMB circular guidelines necessitating an audit, it is the responsibility of the proposing entity to have one performed in accordance with the circulars.

Total federal funds your organization received during the period July 1, 2017 through June 30, 2018.

Total federal funds your organization received or expected to be received during the period July 1, 2018 through June 30, 2019.

Total federal funds, excluding this proposal, your organization plans to expend during the period July 1, 2018 through June 30, 2019.

2. Describe the cost allocation plan and process used by the organization to distribute both direct and/or indirect shared costs to the funding source that benefits from incurred expenditures. Identify the allocation base or method of documentation used in this process. Attaching a copy of your written Cost Allocation Plan (CAP) that is audit compliant is acceptable.

Please include an auditor's opinion of the equitableness of the CAP. Please indicate if you are attaching a CAP.

3. Attach the following:
 - a. List of the organization's Board of Directors (if applicable).
 - b. A copy of bonding agreements. All persons authorized to receive and/or deposit, and/or issue financial documents or instruments of payment, of WIOA and other funds received from the BCWDB must be bonded for the higher of \$100,000 or an amount equal to the highest check during the immediately preceding grant year or planned for the present year.
 - c. A certification letter signed by the legal authorized signatory of the proposing organization that the financial system and its management will account for and control the use of funding sources financing this proposal in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) circulars, and all other rules and regulations governing these funds. This must include a statement to the effect that the organization understands the audit and audit resolution requirements as detailed in the OMB circulars. The letter should provide assurances that expenditures will be competitive, be cost efficient, and have direct benefit to the program.

- d. Describe current financial management credentials & experience; plan for managing budgeting, billing.
- e. Demonstrate financial viability with a statement of cash on hand and/or a line of credit with a financial institution.
- f. A copy of the most recent comprehensive audit report, preferably prepared by an independent Certified Public Accounting firm. Please include copies of the Management Letter and Corrective Action Plan if issued with the most recent audit.
- g. Please be able to provide a copy of the Cost Allocation Plan opinion from your cognizant federal agency if requested.

PERSONNEL POLICY STATEMENTS

Proposers must attach a document explaining their Personnel Policies concerning the following (please do not attach the entire document):

- Description of proposer's participant grievance process;
- Description of proposer's efforts to assure nondiscrimination in service provision and staff hiring decisions;
- Description of the measures taken to ensure the confidentiality of customer information and HIPAA regulations and ramifications for policy violation. Attach a copy of your confidentiality policy;
- Explanation of how customers are informed of the grievance policy; and
- Description of proposer's Sexual Harassment Policy and ramifications for violations.

In addition to the above please attach the following:

- Copy of proposer's Equal Opportunity Policy Statement and complaint procedure; and
- Copy of proposer's Grievance Policy.

INSURANCE STATEMENT

Proposer must include a statement that Proof of Required Insurance will be issued upon selection.

FINANCIAL PACKET: LINE ITEM BUDGET

Project Line Item Budget

Program Period: July 1, 2019 through June 30, 2021

Instructions: Indicate planned project expenditures for the period of this agreement. Expenditures must conform to the cost definitions for allowable administrative and program costs and activities as defined by the Workforce Innovation and Opportunity Act. **Annual budget modifications will be made to this agreement.**

Please note: The successful proposer will become a Partner in the PA CareerLink® Bucks County. As one of the Operating Partners, the WIOA Title I Services Provider agent helps determine the yearly operating budget (called the Resource Sharing Agreement Budget, or RSAB) and is responsible for its proportionate share of the operating expenses. The proportionate share is based on the total amount of Full Time Employees (“FTE”) the provider has on site. The WIOA Title I Services Provider must incorporate the RSAB into their WIOA budget to determine the total yearly budget.

Historically, the primary WIOA Title I Services Provider has been responsible for approximately 40-45% of the RSAB, which has been between \$516,000 and \$580,000. For illustrative purposes, the most recent completed RSAB for the WIOA Title I Services Provider is provided as an example on the following page. The Full-Time Equivalent (FTE) for staff associated with the RSAB is \$17,500.

PA CAREERLINK RSA BUDGET SUMMARY

LINE ITEM	RSAB PY2016	RSAB PY2017
	\$144,739	\$164,320
<u>Personnel/Staff</u>		
Staff Development/Travel	\$1,250	\$2,000
Site Administrator	\$76,212	\$92,160
CareerLink Front Desk Greeter	\$32,957	\$35,840
Security	\$34,320	\$34,320
<u>Facility/Building</u>	\$313,129	\$314,925
Rent (2)	\$114,157	\$128,643
Rent – UC (3)	\$796	\$796
Maintenance	\$1,528	\$1,951
Utilities	\$11,353	\$12,793
<u>Operations</u>	\$58,930	\$89,172
One Stop Operator	-	\$26,342
Telecommunications	\$9,200	\$12,600
State LAN Connection	\$7,260	\$7,260
Office Supplies	\$9,000	\$9,000
Office Supplies - State Fronted	\$1,000	\$1,000
Community Outreach	\$2,500	\$3,000
Printing/Reproduction	\$6,500	\$6,500
Postage & Postage Meter Lease	\$4,000	\$4,000
Copier Lease (1)	\$9,120	\$9,120
Furniture/Equipment	\$100	\$100
Technology Maintenance	\$10,000	\$10,000
Reasonable Accommodations	\$250	\$250
TOTAL	\$516,789	\$578,417

WIOA BUDGET SUMMARY: To be completed & submitted as part of RFP Packet
 July 1, 2019 - June 30, 2021

LINE ITEM	FUNDS REQUESTED	MATCHING FUNDS	TOTAL
<u>PAYROLL</u>			
Salaries/Wages*			
Fringe Benefits(Amount and your Organization's Fringe Benefit Rate)			
TOTAL PAYROLL			
<u>OPERATIONS</u>			
Office Supplies (non-shared)			
Dues/Subscriptions			
Equipment Purchase*			
Equipment Rental*			
Indirect*			
Maintenance and Repair			
Materials*			
Outreach			
Postage			
Printing			
Audit / Professional Services*			
Staff Development*			
Staff Mileage and Travel			
<u>OPERATIONS TOTAL</u>			
Other, including admin/ profit*			
<u>GRAND TOTAL</u>			

*** Must be explained in detail.**

Furniture & materials purchased with WIOA funds become the property of the BCWDB.

PERSONNEL DETAIL
July 1, 2019 - June 30, 2021

List all positions included in the total amount of salaries requested in your budget, including matching funds if/as appropriate.

Position Title or Employee Name	Annual Salary	% Charged to WIOA Grant	Amount Charged to WIOA Grant	Amount Charged to Match Funds
Total Staff				

FORMS, ASSURANCES AND CERTIFICATIONS

ADMINISTRATIVE and MONITORING REQUIREMENTS

All applications for funding will be reviewed and approved by the Bucks County Workforce Development Board RFP Review Committee and/or the Board of Directors. A contractual agreement authorizing the administration and operational requirements incumbent upon both parties will be negotiated.

The BCWDB reserves the right to conduct a pre-award review of the proposer's administrative standards and procedures to ensure that these are in general agreement with the procedures prescribed by federal and state regulations. The BCWDB also reserves the right to review these procedures to ensure that they are adequate for the accountability of the funds to be distributed under the contract.

Funding – initial and continuation - of all programs/services is subject to the availability of funds.

The BCWDB reserves the right to monitor and audit all projects at any time for compliance with accounting procedures, participant utilization, equal employment opportunities and/or any other requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor, the Pennsylvania Department of Labor and Industry and any other source of funding as required.

Compliance Forms Checklist– Sign & Submit

Upon award of contracts, the Bucks County Workforce Development Board will require written certification of the following documents. Prior to the commencement of any program funded with monies under the jurisdiction of the BCWDB, a monitoring visit may be scheduled to verify adherence to certain requirements, including compliance with all physical and assistive devices as required by the American with Disabilities Act (ADA).

Prior to the award of any funding, contractors will be required to attend an Invoice Training with the BCWDB Fiscal Department. Specific reports are due on a monthly, quarterly and annual basis from each contractor. Specific documentation, including the specific itemization of staff time charged to WIOA contracts, must be included in contractor's monthly invoices.

It is important for proposers to know before submitting a proposal:

1. Inability to provide the required reports and invoices each month of the contract will result in the termination of the contract and may result in the contractor's repayment of WIOA funds issued up to the date of contract termination.
2. Training locations must be in compliance with ADA regulations, both at the time of the contract award and throughout the contract period. Non-compliance issues will result in the termination of the contract.

The following documents will be required to be submitted at the time of the contract award; please check each box and initial on each line, thereby acknowledging your organization's ability/consent to provide:

- | | |
|------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> ADA Compliance Certification | _____ |
| <input type="checkbox"/> Single Audit Act; OMB Circular A-133, Compliance | _____ |
| <input type="checkbox"/> Debarment, Suspension & Ineligibility Documentation | _____ |
| <input type="checkbox"/> Certification Regarding Disclosure of Lobbying Activities | _____ |
| <input type="checkbox"/> Drug-Free Workplace Certification | _____ |
| <input type="checkbox"/> Compliance with §504 of the Rehabilitation Act of 1973 | _____ |
| <input type="checkbox"/> Equal Opportunity Employer Certification | _____ |
| <input type="checkbox"/> Insurance Certificate listing BCWDB | _____ |
| <input type="checkbox"/> Bonding Certification | _____ |

Name of Organization: _____

Authorized Signatory: _____

Title: _____ Date: _____

Bucks County Workforce Development Board, Inc.
PY 2019&20, WIOA Title I Program Services

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Proposing Agency certifies no funds provided under WIOA or any other contracted funding source will be used to discriminate against any individual. All program participants regardless of disability, including persons of limited English speaking ability, will be provided equal access to all program activities and that efforts will be made to eliminate barriers to participation.

The Proposing Agency certifies that records will be maintained for purposes of equal opportunity which include characteristics data on race, national origin, age and disability status on applicants, participants and employees.

*Sample Only –
Will be required if Contract Awarded*

Proposing Agency must attach a copy of their Equal Employment Opportunity and Affirmative Action Statement. The Agency's Statement(s) must provide non-discrimination protection to applicants for employment, employees or agents, independent contractors, applicants for service, program participants or any other person because of race, color, religious, sex, national origin, age, disability, political affiliation or belief.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. Contractor certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurrence in the workplace;
 3. 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 (1)
 4. Notifying the employee in the statement required by paragraph (1) that, as a Condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation criminal drug occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (b) 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 contract 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.
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (b), with respect to any employee who is so convicted –
 - a. 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
 - b. Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State or Local health, law enforcement, or other appropriate agency;
 - c. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

7. The Contractor should insert in the space provided below the site(s) for the performance of work done in connection with the specific grant, if other than that address stipulated on the front of this agreement.

Place of Performance

Street Address

City, County, State, Zip Code

Check if there are workplaces that are not identified here.

*Sample Only –
Will be required if contract awarded*

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements:

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

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer of employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

*Sample Only –
Will be required if contract awarded*

This certification is a material representation of fact, which was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Contractor

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY

Contractor: _____

Employer Identification Number or Social Security Number: _____

For your contract to be finalized, this form must be completed in full.

- ___ The contract you are entering into involves the payment of State funds. Complete and sign the State-funded Contract Certification.
- ___ The contract you are entering into involves the payment of Federal funds. Complete and sign the Federal-funded Contract Certification.
- X The contract you are entering into involves both Federal and State funds. Please complete and sign both verifications.

STATE-FUNDED CONTRACT CERTIFICATION

This certificate is required by Management Directive 215.9, which implements Executive Order 1990-3. The prospective recipient of State funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible from participation in this transaction by any State or Federal department or agency.

*Sample Only –
Will be required if contract awarded*

Name and Title of Authorized Representative

Signature Date

FEDERALLY- FUNDED CONTRACT CERTIFICATION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98, Section 98.510, Customers’ Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this certification.

Name and Title of Authorized Representative

Signature Date

CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT

To ensure the most effective development of employment and training opportunities the Contractor must obtain written acknowledgement from the appropriate bargaining agent where a collective bargaining agreement exists with the participating employer covering occupations in which training or subsidized employment is proposed. Such acknowledgement shall apply to the elements of the proposed activity which affect the bargaining agreement, such as occupations, wage and benefits.

Is the occupation, in which employment and training is to be offered, subject to a collective bargaining agreement?

Yes No

If yes, has there been acknowledgment by the appropriate bargaining representative as to the employment and training activities associated therewith?

Yes No

If no, please comment:

*Sample Only –
Will be required if contract awarded*

Please indicate the name, title and union affiliation of the appropriate bargaining representative.

Bargaining Unit Information/Signature:

Union Affiliation

Name of Union Representative Title

Signature Date

Contractor Signature:

Name of Contractor

Name of Authorized Signature Title of Authorized Signature

Signature Date

UNION COMMENTS

NAME OF UNION: _____

ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

UNION COMMENTS: _____

Name of Union Representative Title

Signature Date

*Sample Only –
Will be required if contract awarded*