



Request for Proposal

Issued By the
Region VI Workforce Development Board (WDB)

1-Assessment and Case Management Services
2-Employer Services Assistant

Issue Date: January 27, 2020

Submission Deadline: In to the Region VI WDB office by 4:00 pm, February 26, 2020
Program Operation: July 1, 2020 – June 30, 2021

100% Federally funded program.

Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities. WV Relay 7-1-1

I. Time Frame

January 27, 2020	Release RFP
February 12, 2020	Bidder's Conference 2:30 pm (Attendance Required)
February 26, 2020	Proposals due to Region VI WDB office by 4:00 pm
March 3-6, 2020	Proposals reviewed by appointed Committee Members
March 12, 2020	Full Board Mtg. - Vote on RFP Award Recommendation to LEO
March 13, 2020	LEO Mtg. – Vote on final RFP Award
March 16, 2020	Award notification to approved Proposer
April 1, 2020	Transitional activities begin for Assessment and Case Management
By June 30, 2020	Program Year 2020-2021 Agreement Negotiated
July 1, 2020	Program year activities begin for Assessment and Case Management / Employer Services Assistant

II. Geographic Area

The WDB funds the provision of services for WIOA eligible Adults, Dislocated Workers, Out-of-School Youth, and employers who reside or do business in: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties. It is a requirement that the Proposer provide services to eligible WIOA participants and employers of all 13 counties.

III. Funding

Funds available for the Program Year 2020 period of July 1, 2020 through June 30, 2021 will be allocated from the Region VI WDB Workforce Innovation and Opportunity Act (WIOA) adult, dislocated worker, and youth federal funds.

The Proposer must present a budget outlining the costs to provide the services as outlined in this RFP for the provision of:

- 1-WIOA assessment and case management services; and
- 2-An Employer Services Assistant

A detailed line-item budget must be submitted with each proposal (Use the Attachments B and C format only.) When submitting your budget, please attach your cost allocation plan *or indirect cost proposal from a CPA firm* to the budget. * Administrative costs are limited to a maximum of 10% of the total contract award.

The final award amount will be negotiated based upon the Region VI WDB WIOA funding for the program year and the proposed budget submitted by the winning Proposing agency.

Note – A separate agreement covering a transitional period of April 1, 2020 - June 30, 2020, will include funds not to exceed \$75,000 to be used to cover activities associated with transitioning to a new provider. This transitional part of the proposal is explained further in the Statement of Work, Section D. A separate budget for this amount must be submitted with each proposal. Use the Attachments B and C format for this budget also.

IV. General Information

The Workforce Innovation and Opportunity Act (WIOA) was signed into Law on July 1, 2014. The Region VI Workforce Development Board is responsible for, among other

activities, the administration and oversight of employer, adult, dislocated worker, and Out-of-School Youth services and funds in the thirteen counties comprising Region VI.

The Workforce Innovation and Opportunity Act is performance-based, requiring local WDB's to achieve mandated goals. Crucial to accomplishing the goals of the Act is the establishment and maintenance of regional One Stop Centers (American Job Centers), which are a consolidation of many human services programs and agencies into one cohesive service delivery network. The joining of these programs provides the client the opportunity to go to one location and receive the services needed. A key ingredient to obtaining quality services at the One Stop Centers is having a professional and knowledgeable assessment and case management staff working together to meet the needs of both individuals and the local community. WIOA assessment and case management personnel and the employer services personnel ensure that services made available by the Act are provided to employers and eligible unemployed or underemployed adults, Out-of-School Youth, and dislocated workers in the Region VI area.

This Request for Proposal (RFP) is issued to solicit proposals from interested parties to provide WIOA assessment and case management and employer services assistance activities for the Region VI Workforce Development Board (WDB). The aim is to receive a wide variety of proposals that best meet the goals of providing comprehensive services to employers, unemployed and underemployed adults, dislocated workers, and Out-of-School Youth in the Region VI workforce area.

This request covers the base period from **July 1, 2020, through June 30, 2021**. This RFP contains the provision for up to two (2) additional option years. The proposing organization initially selected to provide the described activities may be approved to continue doing so contingent upon successful negotiation of a second, and third year operating budget, satisfactory performance during the initial contract period, and availability of funding.

Each Proposer must be familiar with federal, state and local requirements of the Workforce Innovation & Opportunity Act. Specific information can be found in the Workforce Innovation & Opportunity Act, Section 129 and 134, and 20 CFR Parts 680 and 681.

Additional informational resources are:

US Department of Labor, Employment and Training <https://wdr.doleta.gov/directives/>

Workforce West Virginia www.workforcewv.org

Region VI Workforce Development Board www.regionviwv.org

V. Who Can Submit a Proposal

All public or private not-for-profit corporations, local education entities, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law, and who have been in existence for a minimum of five (5) years, may submit a proposal for funding.

The Region VI Workforce Development Board will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.

VI. Participant Eligibility Requirements

WIOA services will be provided to unemployed and underemployed adult, dislocated workers, and Out-of-School Youth as defined by the Workforce Innovation and Opportunity Act, WORKFORCE West Virginia, and the Region VI Workforce Development Board.

- A. Adult eligibility is defined in Section 3 (2) of the WIOA.
- B. Dislocated Worker eligibility is defined in Section 3 (15) of the WIOA.
- C. Out-of-School Youth eligibility is defined in Section 129 (a) (1) (b) of WIOA.

VII. General Guidelines

Requirements:

- ✓ Must have or will establish a physical administrative office in the Region VI geographical area as of May 1, 2020.
- ✓ Staffing requirements:
 - Provide four (4) full-time Career Planner staff persons who will be assigned to provide the assessment and case management services. Full time means available to work Monday through Friday weekly during the operating hours of the One Stop Centers. One (1) of these staff persons must be located at the Fairmont Comprehensive One Stop Center, with the other three (3) located on site at (or in close proximity to) each of the remaining three (3) One Stop Centers. (Located in the cities of Elkins, Clarksburg, and Morgantown, WV.)
 - Provide one (1) full-time staff person who will serve as a traveling Employer Services Assistant who will focus on assisting with the provision of assessment and case management services to the employers of the Region VI WDB. (i.e.- OJT and transitional eligibility determination, Rapid Response meetings, and other duties as assigned.)
 - The proposer will be responsible for acquiring the necessary office space for the Career Planners and the Employer Services Assistant. All locations where these staff positions will be located must be ADA compliant. (*Note- Contact information for obtaining pricing for office space at the four (4) One Stop locations is included in Attachment K.*)
- ✓ Meet all administrative requirements of the RFP.

VIII. Performance Goals

All providers will be subject to minimum performance standards, which will be tied to their contract renewal for the option year(s). Current PY 19 performance measures will be followed until such time as PY 20 performance measures are re-negotiated. PY 19 performance measures are included as Attachment J.

Performance policy on employer services, adult, dislocated workers, and Out-of-School Youth is outlined in Department of Labor (DOL) Employment and Training Administration's (ETA) Training and Employment Guidance Letter (TEGL) No. 10-16, Change 1.

Note: Deliverables and performance measures for contractors may be modified if the Region VI WDB, the State of West Virginia, and/or the Department of Labor re-negotiate Performance.

IX. Subcontracting / Collaboration

Services may be sub-awarded or achieved through collaboration with one or more qualified agencies in Region VI, but the Grant Recipient(s) must accept responsibility for performance and monitoring of subcontractors and collaborators. All subgrantees must:

- Be a public or private not-for-profit corporation, an education organization, governmental unit, public agency, community-based organization, faith-based organization or private-for-profit corporation properly organized in accordance with State and Federal law.
- Meet the same administrative and reporting guidelines as the Grant Recipient(s).
- Have written approval of the WDB to act as subgrantee.

X. Bidders Conference

All parties interested in submitting proposals **MUST** attend the bidders conference to be held at the Region VI WDB offices located at 17 Middletown Road, White Hall, WV on February 12, 2020, at 2:30 pm. Questions to be addressed at the Bidder's conference **MUST** be submitted electronically to ahall@region6wv.org by 12 noon, February 10, 2020. Questions submitted in writing by the aforementioned due date will be the only questions discussed at the Bidder's conference. Further questions will not be addressed either during or after the Bidder's Conference. Proposals from parties who did not attend the bidder's conference will not be considered.

Notes from the bidder's conference will be posted on the Region VI website at www.regionviwv.org within 48 hours after the meeting.

XI. Disclaimers

In the event policy, procedure, program design, or regulatory changes occur, proposing organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of the Region VI WDB will be available to assist proposing organizations with the interpretation and suggestions for changes in re-design.

The Region VI WDB is under no obligation to award any subaward agreement in response to this Request for Proposal.

The Region VI WDB is under no obligation to reimburse any party for the fees involved in the submission of any such proposals.

A Proposer may not be recommended for funding, regardless of the merits of the proposal submitted, if the agency has a history of contract non-compliance with the Region VI WDB, or any other funding source, and/or poor past or current contract performance with the Region VI WDB, or any other funding source.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the Region VI WDB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

XII. Protests, Disputes, and Out-briefings

If a proposal is denied, a written appeal regarding the non-award of funds may be submitted within 10 calendar days of receipt of the non-award notice. The appeal may include a request for reconsideration of funding. The written appeal shall be submitted to: Executive Director, Region VI Workforce Development Board, 17 Middletown Road, White Hall, WV 26554. After consideration by the Executive Director, the written notice may be submitted to the Workforce Development Board, or designated committee of the Board for consideration. Further requests for appeals shall follow the Region VI grievance procedures. Proposing organizations may request a copy of the grievance procedures at any time by contacting the Region VI WDB office.

An Out-briefing for non-selected Proposer's may be requested from the Region VI WDB within thirty days of notification of non-selection.

XIII. General Award Conditions

A cost-reimbursable grant agreement will be negotiated after final approval of the proposal.

All Grant Recipients must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance with the Region VI Workforce Development Board designated as an "also insured" at the time of the agreement implementation. Other insurance coverage may be required and is subject to negotiation.

XIV. Proposal Submission Deadline

In order to be considered for funding in the program period July 1, 2020 – June 30, 2021 proposals must be submitted no later than February 26, 2020, by 4:00 p.m. An original and five (5) copies must be submitted to the Region VI Workforce Development Board office at 17 Middletown Road, White Hall, WV, 26554. The proposal packet must be sealed and clearly marked "WIOA Assessment and Case Management/ Employer Services Proposal" on the outside. FAXED OR ELECTRONIC COPIES WILL NOT BE ACCEPTED. The Proposer assumes all responsibility for the submission of the proposal and meeting of the required deadlines.

A proposal received after the closing date and time, incomplete proposals, and/or proposals submitted from an agency that did not send a representative to the Bidder's Conference will be considered non-responsive, will not be considered for review, and will be returned to sender.

XV. Evaluation of Proposals

All proposals submitted in accordance with this RFP will be rated based on the criteria outlined below. The Region VI WDB RFP Review Committee will rate the proposals. This committee will then recommend for award the Proposer meeting all requirements and scoring the highest points to the Region VI WDB, who will in turn submit the recommendation for final approval to the LEO board, who will have the final approval over the awarding of the agreement. If there is no proposal that meets the requirements of the RFP, the Region VI WDB will re-issue the RFP for one additional effort to obtain a proposal meeting the requirements of the RFP. In the event a second RFP results in no awarding of an agreement, the Region VI WDB will consider the options available to it in

order to obtain the required services. (i.e–Sole source, absorbing the provision of the services in-house, etc.)

All individuals involved in the development, evaluation and award process of this RFP must adhere to the Region VI Conflict of Interest Policy. Proposers should disclose potential conflict of interest issues by identifying any relationship to a board or committee member in a letter submitted with the original proposal.

Proposals will be evaluated using the following criteria:

Target Group/ Geographic Service Area	5 Points
WORK PLAN	90 Points
PROPOSER INFORMATION / PAST PERFORMANCE	30 Points
PERFORMANCE OUTCOMES	10 Points
TRANSITION PLAN (See Section XVII. Part 5)	25 points
Total	160 Points

XVI. PROPOSAL FORMAT

Proposers must follow the instructions outlined in this RFP package and submit all appropriate package forms. All forms and narratives must be typewritten, single-spaced, single-sided, on 8.5” X 11” paper in a 12-point font and a binder clip or paper clip used for each individual copy. **DO NOT USE STAPLES OR ANY OTHER TYPE OF BINDING.** For proposals that exceed the section page limitations, only the number of pages that are within the set page limits for each section will be considered. Evaluators will not read proposals beyond the set page limit. Note – Attachments J and K are for informational purposes only and will not need to be included in the submitted proposal packet.

The forms included with this packet, (with the exception of the Proposal Narrative for which no forms are provided) are the only forms which will be accepted. Proposals must be assembled in the following order:

- Cover Page. This should be the cover page of the proposal. No title page is needed or required. Must use the “Proposal Cover Page” included with packet.
- Proposal Narrative The Narrative should begin with a Table of Contents, followed by a one (1) page Executive Summary (neither of which will count towards the final page count), and then present the necessary information in the sequence outlined in Section XVII. Technical/Management Proposal “Statement of Work” section. (Maximum of 18 pages plus allowed Attachments per each section).
- Attachment A – Proposer Questionnaire
- Attachment B – Budget Summaries – PY 20 Program Year and Transitional
- Attachment C – Personnel Summary and Detail
- Attachment D – Past Performance
- Attachment E – Certification Regarding Drug-Free Workplace Requirements
- Attachment F – Equal Opportunity Non-Discrimination Notice
- Attachment G – Certification Regarding Debarment, Suspension
- Attachment H – Certification Regarding Lobbying
- Attachment I - Certification of Compliance with Additional Requirements

XVII. Technical/Management Proposal

The Technical/Management Proposal is the Proposers' response to the following Statement of Work and is the primary criteria from which this proposal will be judged. It should give reviewers a clear picture of the design and cost of the project, activity or service, the anticipated outcomes, and the Proposers' capability of delivering the services being proposed. This information must be presented in the following sequence:

Statement of Work

A. TARGET GROUP/GEOGRAPHIC SERVICE AREA: Briefly, but clearly, describe both the population that you intend to serve, and the demographics of the 13 counties comprising Region VI workforce area. *Section A should be no longer than one page.*

1-Assessment and Case Management Services

- a) The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE Basic and Individual Career Services:**

Case Management includes basic and individual career services, and follow-up services, and may include training. The Provider shall be responsible for providing integrated case management and follow up services to all individuals who are enrolled through WIOA. The intent of case management is to professionally and resourcefully help participants navigate through the One Stop System and to develop an integrated plan leading to suitable employment.

Case Management staff must be well trained and knowledgeable of all One Stop System services, including services available through contracted providers, partners and approved vendors. **Case management staff must possess at a minimum a Bachelor's level degree or four (4) years of documented experience working in a social services or related field.**

Basic and Individual Career Services: The Provider, along with other partners, will be responsible for provision of basic and career services, including orientation to the One Stop System as outlined in the Workforce Innovation and Opportunity Act of 2014. The orientation should include information on the full array of services available through the One Stop System, including partner services that will address the needs of individual customers. The information shall include an overview of the processes and procedures customers can expect from the One Stop.

Basic Career services include, but are not limited to:

1. Eligibility determination*
2. Initial assessment of skill levels (literacy, numeracy, English language proficiency, aptitudes, abilities/skill gaps), including support needs
3. Provision of job search/placement assistance, career counseling, in demand occupations/industry sectors, non-traditional employment, workshops, career fairs,
4. Referrals and coordination of activities within the One Stop system and other workforce programs
5. Employment statistics for the labor market areas; Job vacancy listings, Information on skill requirements for occupations, Local occupations in demand, earnings and skills requirements for jobs and opportunities for advancement

6. Performance and cost information on eligible training providers of the area (including education, training and workforce services)
7. Information on the availability of support services
8. Information on establishing eligibility for financial aid in training and education

****Eligibility:** Eligibility for WIOA carries with it liability for dollars spent in serving individuals who are not eligible. WIOA eligibility must be completed in accordance with the standards established by the State of West Virginia and the U.S. Department of Labor. Eligibility involves certifying and documenting the WIOA eligibility and priority of service of the individuals to be served. This includes completing the required WIOA application and obtaining the necessary documentation.*

Individual Career services must be provided, if deemed appropriate, for an individual to obtain or retain employment. These services may be provided as either a direct service by the case management staff or by referral to the Region VI Partner Network, and may include but are not limited to, the following:

1. Comprehensive and specialized assessments
2. Development of an Individual Employment Plan/Individual Service Strategy
3. Group counseling
4. Individual counseling
5. Career planning/exploration
6. Short-term pre-vocational services to develop learning, communication, interviewing, punctuality, personal maintenance and professional conduct skills in preparation for employment
7. Internships and work experiences linked to careers
8. Workforce preparation activities
9. Financial literacy services
10. Out of area job search assistance
11. English language acquisition and integrated education and training programs.

- b) **Documentation:** The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE accurate and timely documentation.**

Customer contact is a vital and essential part of Case Management. **All services and contacts must be documented in the management information system (MACC) within 2 business days of the contact/service.** Frequency of contact is based on services provided to the customer per WDB directives, policies or negotiated performance.

- c) **Follow Up:** The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE Follow-up Services** for WIOA participants in Region VI.

Follow-up services will be provided for all WIOA participants who are placed in unsubsidized employment for not less than 12 months after the first day of employment, as appropriate. Follow up services can be a joint effort between partners, sharing information about joint customers.

More information on WIOA follow-up services can be found in Training and Employment Guidance Letters 19-16 and 21-16, Change 1.

d) **Data Management:** The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE Data Management** for WIOA activities.

The Provider is responsible for maintaining up to date files, protection of Personally Identifiable Information, and security of appropriate records, both electronic and hard copy for the participants enrolled in WIOA programs in the Region VI WDB region. This includes, but is not limited to:

> Ensuring that information in the MACC accurately reflects services received by and progress made by program participants. (The MACC, or Mid-Atlantic Career Consortium, is the statewide information data system from which performance reports are generated to the Department of Labor.)

> Ensuring that participant information is tracked internally so that reports of participant progress can reflect at-the-moment information when requested by the WDB, for monthly reporting to the WDB, and as backup in the event the MACC system is compromised in any way.

> Ensuring that record keeping methods protect the confidentiality of participants.

> The tracking of data for performance and quality control, monitoring and reporting. Failure to maintain such files, or the inability to provide access to requested files for reviews may result in disallowed costs for the provider.

e) **CASE MANAGEMENT STAFF DEVELOPMENT** The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE on-going staff training.**

A well-trained staff is vital in the provision of WIOA case management services. The Region VI WDB will require initial training of the case management staff to be performed by Region VI WDB staff during the transitional phase. After the initial training, Proposers will be responsible for scheduling on-going training, assuring that all personnel assigned to perform this program's tasks shall be capable and qualified. On-going training will be a joint effort between the proposer and the Region VI WDB staff, with all training to be approved by the WDB.

Section 1, a) through e) should be no longer than ten (10) pages.

2-EMPLOYER SERVICES ASSISTANT: The proposing organization should **DESCRIBE HOW THEY WILL PROVIDE the Employer Services through the Employer Services Assistant position.** The Employer Services Assistant is a position to operate in support of the Region VI WDB staff and One Stop partners, for provision of services to employers within our thirteen-county region. This position does not have to be housed within a One Stop Center, but may be located within the region wherever the Proposer deems best. This position will require travel on a routine basis.

The delivery of employer services should be designed to be an integrated, seamless system for the employer. The Region VI WDB recognizes each partner is skilled in delivery of specific components of services to the business community. Reducing and eliminating duplication of services is a goal of this position. Employer services related to this position include, but are not limited to the following:

1. Dispensing of Labor Market Information to assist with wage rates, local employment data, etc.
2. Marketing One Stop centers in all thirteen counties as a local resource for use by the employer for their employment and training needs.

3. Be knowledgeable about potential WIOA employer assistance including, but not limited to, information on OJT, Customized and Incumbent Worker training, Apprenticeships, Work Experience, Internships and Transitional Jobs.
4. Participation on the regional Business Services Team.
5. Documentation of employer services provided and contacts made through information entry into the state MACC data system.
6. Sharing information with partner organizations.
7. On an as needed basis, perform eligibility determination for employer-referred individuals being considered for employer training programs funded with WIOA training dollars.
8. Will be a backup/assistant to the case management staff in the performance of case management duties.

The Employer Services Assistant must possess at a minimum a Bachelor's level degree or four (4) years of documented experience working in a social-services, business and or employer services related field.

Section 2 should be no longer than three (3) pages.

B. Proposer Information: This section should form the basis for determining whether or not your agency is qualified and credible to deliver the program as proposed. Provide a narrative description of your agency to include when, how, and why the organization was started: its purpose, goals and philosophy; prior and current relevant activities; accomplishments, size and characteristics of clients served; and/or current linkages and/or coordination with other agencies and services in the community. Describe the administrative capability of your organization in regard to the financial and reporting requirements related to the administration of federally funded programs.

Past Performance: The Proposer is required to provide up to three examples of contracts performed within the past five years that are similar in size, scope, and performance to this RFP. Attachment D, provided in this packet, is to be used to complete this information.

Section B should be no longer than two (2) pages.

C. Performance Outcomes: Discuss the measurable results and benefits anticipated and how they will be measured against the program's goals and objectives. Describe the process, outcomes expected and how you will evaluate and monitor your program's performance. Discuss how your program's outcomes correlate with the WDB's performance goals for employers, adult, dislocated workers, and Out-of-School Youth.

Section C should be no longer than one (1) page.

D. Transition Plan

Due to the fact that the proposer awarded this contract has not provided these services in Region VI in the past, a transitional period will be necessary in order to start the program year on July 1, 2020, with minimal interruption in services to the customers of Region VI. Region VI will provide funds not to exceed \$75,000 under a short-term contract to the proposer who is awarded the grant to cover the costs of transitioning. A separate budget for this amount must be submitted with each proposal. Use the Attachments B and C format for this budget also.

The short-term transitional contract will cover the period of April 1, 2020, through June 30, 2020. The proposer will be expected to hire staff, and obtain office space and all

supplies/equipment necessary in order to be ready to start services as of July 1, 2020. During the transition period, the proposer will also be expected to work with the Region VI WDB and the current contractor to train new staff in all aspects of the assessment and case management process in Region VI. Any unexpended funds left from the short-term contract may, at the discretion of the Executive Director of the Region VI WDB, be added to the PY 20 contract budget amount.

Detail the action steps, strategies, and the time lines (presented in text format) with specific dates for transitioning the services requested under this RFP.

It is important for Proposers to understand that the infrastructure for delivery of services is in place and that no break in services to current participants can be experienced as a result of a transition. *Section D should be no longer than one page.*

PROPOSAL COVER PAGE

I. PROPOSING AGENCY: _____

Address: _____

City/State/Zip: _____

Authorized Representative: _____

Telephone: _____ Fax Number: _____

Email Address: _____

Agency type: () Government () Commercial () Educational () Non-Profit

II. PROPOSED CONTRACT TYPE: (x) Cost Reimbursement () Fixed Rate

III. DOLLAR AMOUNT OF CONTRACT: \$_____

IV. FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: _____

V. DUNS #: _____

VI. Registration active in S.A.M.? _____Yes _____No

VII. CERTIFICATION: I, _____, the undersigned, duly authorized representative of this proposing agency, hereby certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the Region VI Proposal Package; that the enclosed package is a firm offer effective through 30 (thirty) days after February 26, 2020; and that the information contained herein is true and correct to the best of my knowledge. I am authorized by my Board of directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal. I understand that if any information has been misrepresented or is found to be untrue, this proposal will be disqualified for consideration and may be grounds for contract cancellation.

Signature: _____

Title: _____ Date: _____

Attachment A

Proposer Questionnaire

Proposer Name: _____

Please check appropriate responses.

1. Organization

____ Corporation ____ Partnership ____ Individual Ownership or Sole Proprietorship
____ City Agency ____ State Agency ____ Educational Institution

2. Status

____ For Profit ____ Non-Profit

3. Experience/Information

____ Number of years in business
____ Number of years in "Training" business
____ Number of permanent employees (salaried and hourly)

4. Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?

____ Yes ____ No

If "YES", briefly explain on an attached sheet of paper.

5. Is applicant in receivership or bankruptcy, or are any such proceedings pending?

____ Yes ____ No

If "YES", briefly explain on an attached sheet of paper.

6. Has the applicant's organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked?

____ Yes ____ No

If "YES", briefly explain on an attached sheet of paper.

7. Are all of the applicant's required permits current?

____ Yes ____ No

List on an attached sheet all of your required permits and expiration dates.

8. Subcontracting

Will the applicant subcontract for any of the services?

____ Yes ____ No

If "YES", type in the page number(s) where the subcontracting is described in the proposal. Page(s) _____

9. Will the applicant utilize the services of a consultant in the operation of this program?

____ Yes ____ No

If "YES", type in the page number(s) where the consultant services are described in the proposal. Page(s) _____

10. Union Concurrence

**List any and all unions that may be associated with this training.
Does your agency have union approval of the proposed training?**

_____ Yes _____ No

If YES, please attach written proof of union concurrence.

11. Insurance Coverage

Are persons authorized to handle and disburse government funds fidelity bonded?

_____ Yes _____ No

If yes, attach proof of fidelity bonding. Note: If you cannot show proof of your ability to obtain fidelity bonding, Region VI WDB cannot contract with the applicant, and the proposal will be returned.

12. Does applicant carry General Liability Insurance?

_____ Yes _____ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of general liability insurance, Region VI WDB cannot contract with the applicant and the proposal will be returned.

13. Does the applicant carry Workers' Compensation Insurance?

_____ Yes _____ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of your ability to obtain workers' compensation insurance, Region VI WDB will not contract with the applicant and the proposal will be returned.

14. Is the applicant current with Unemployment Insurance?

_____ Yes _____ No

Note: If you cannot show proof of good standing with Unemployment Insurance, Region VI WDB will not contract with the applicant, and the request for proposal will be returned.

15. Fiscal Responsibilities

Does the applicant organization presently have any outstanding unresolved audit deficiencies with any Federal, State or Local agencies?

_____ Yes _____ No

If yes, please explain on attached sheet of paper.

16. Can the applicant provide, upon request, an AUDITED financial statement for the most recent accounting year which identifies all sources of revenue, donations, and income as well as the offsetting expenses?

_____ Yes _____ No

If your response is NO, your proposal will be returned to you.

17. Are the applicant facilities and other planned sites to be used accessible to individuals with disabilities?

_____ Yes _____ No

18. Certification and Compliance

Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities?

_____ Yes _____ No

If you answered “no” please explain on a separate sheet of paper.

19. Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations?

_____ Yes _____ No

If you answered “no” please explain on a separate sheet of paper.

20. Is a current copy of the organizations’ cost allocation plan included, which will support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items.

_____ Yes _____ No

If You answered “no”, your proposal will be returned to you.

Typed Name of Authorized Representative

Original Signature of Authorized Representative / Date

Attachment B - Budget Summary

Proposing Agency: _____

Check One: Program Year July 1, 2020- June 30, 2021 _____

Transitional April 1, 2020-June 30, 2020 _____

Cost Category	Admin WIOA Funds	Program WIOA Funds	TOTAL WIOA BUDGET			In-Kind or Cash Contribution (s) (Attach detailed summary)	Total Budget
Salaries							
Fringes							
Travel/Training							
Space Rental							
Supplies							
Program Supplies							
Equipment							
Purchased							
Lease Purchase							
Rental							
Other							
Printing							
Postage							
Maintenance							
Contractual							
Books							
Other (specify)							
Total							

*** Administrative costs are limited to a maximum of 10% of the total contract award.**

Attachment C

Personnel Summary and Detail

Proposing Agency _____

Check One: Program Year July 1, 2020- June 30, 2021 _____

Transitional April 1, 2020-June 30, 2020 _____

Position Title	Annual Salary- WIOA and Non WIOA	% Charged to Region VI WDB	% of Time Spent in Program	
Total				

Attachment D - Past Experience – Please Complete for up to 3 Past Contracts

Federal / State Issuing Agency: _____
Agency Point-of-Contact Name and Title _____
Phone Number _____ **E-mail** _____
Contract Name and #: _____
Period of Performance: _____ **to** _____
Dollar Value: Awarded _____
Actual Expenditures at Closeout: _____

Federal / State Issuing Agency: _____
Agency Point-of-Contact Name and Title _____
Phone Number _____ **E-mail** _____
Contract Name and #: _____
Period of Performance: _____ **to** _____
Dollar Value: Awarded _____
Actual Expenditures at Closeout: _____

Federal / State Issuing Agency: _____
Agency Point-of-Contact Name and Title _____
Phone Number _____ **E-mail** _____
Contract Name and #: _____
Period of Performance: _____ **to** _____
Dollar Value: Awarded _____
Actual Expenditures at Closeout: _____

Attachment E

CERTIFICATION REGARDING DRUG –FREE WORKPLACE REQUIREMENTS

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition:
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The grantee’s policy of maintaining a drug-free workplace.
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee is to be engaged in the performance of the grant to be given a copy of the statement by paragraph “a” above.
 - d. Notifying the employee in the statement required by paragraph “a” that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement, and
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
 - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph “d.2.” from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph “d.2”. with respect to any employee who is convicted.
 - 1. Taking appropriate personnel action such as an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs “a”, “b”, “c”, “d”, “e”, and “f”.

Applicant Organization

Name of Certifying Official

Signature & Date

Attachment F

EQUAL OPPORTUNITY NON-DISCRIMINATION ASSURANCE

_____ (name of agency), as a recipient of Workforce Innovation and Opportunity Act (WIOA) financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws, and will remain in compliance for the duration of the award of federal financial assistance:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

TYPED NAME OF AGENCY OFFICIAL: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

Attachment G

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERT TRANSACTION**

Applicant Organization: _____

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

- 1) The prospective primary participant (i.e., grantee) certifies to the best of its knowledge and belief, that it and its' principles:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d. Have not within a three-year period preceding this application/renewal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this renewal package.

Name of Certifying Official

Signature & Date

Attachment H

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 Congress, or any employee of a Member of Congress in connection with the awarding 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 office 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.
- 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 grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.**

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and 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 each such failure.

Applicant Organization

Name of Certifying Official Signature & Date

Date Submitted

Attachment I

Certification of Compliance with Additional Requirements
(partners/sub-recipients may be subject to any one or more of the following):

1. Title I of the ADA-prohibits discrimination in employment based on disability;
2. Title II of the ADA- prohibits State and local governments from discriminating on the basis of disability;
3. Section 427 of the General Education Provisions Act- requires applicants for new grant awards under Department of Education programs (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs; and
4. West Virginia Anti-Discrimination laws.

Applicant Organization

Typed Name of Certifying Official

Signature

Date

Attachment J- *Informational attachment only – do not include with proposal submission.*

WIOA Performance Measures	
WIOA Performance Measure	PY 19 Negotiated Levels
Adult (A) Measures	
Employment Rate 2nd Quarter after Exit	75.0%
Employment Rate 4th Quarter after Exit	73.0%
Credential Attainment	73.0%
Median Earnings	\$5,890.00
Dislocated Worker (DW) Measures	
Employment Rate 2nd Quarter after Exit	78.0%
Employment Rate 4th Quarter after Exit	78.0%
Credential Attainment	74.0%
Median Earnings	\$8,320.00
Out-of-School Youth (Y) Measures	
Employment Rate 2nd Quarter after Exit	65%
Employment Rate 4th Quarter after Exit	50%
Measurable Skills Gain	TBD
Credential Attainment	70%

Attachment K- *Informational attachment only – do not include with proposal submission.*

Directions to the Region VI WDB office at 17 Middletown Road, White Hall, WV 26554:

Directions Traveling South on I-79:

- Take the South Fairmont Exit 132 – stay in middle lane
- At the stop light turn left
- Stay in the right lane and turn right at the 3rd stop light onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the white-colored double doors.

Directions Traveling North on I-79:

- Take the South Fairmont Exit 132
- The exit road splits - you will go right. Yield up the hill and stay in the right lane.
- At the next stop light turn right onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
We are in the section that has wood siding, through the white-colored double doors.

Contact Information for obtaining pricing of office space at the Workforce West Virginia Career Centers:

Fairmont Workforce WV Career Center
Brett Clutters 304-558-3062

Clarksburg, Elkins, and Morgantown Workforce WV Career Centers
Tammy Cogar 304-558-2631