REQUEST FOR PROPOSALS

**Application Package**

**For July 1, 2015**

# Through

**June 30, 2016**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**TITLE I-B**

**YOUTH EMPLOYMENT AND TRAINING PROGRAMS**

**ISSUED BY:**

**THE ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD**

**ONE-STOP CAREER CENTER, 80 STATE HIGHWAY 310 SUITE 8**

**CANTON, NEW YORK 13617-1498**

**DEADLINE: June 10, 2015**

**Note: On July 1, 2015 the issuer’s name will change to the St. Lawrence County Workforce Development Board (SLCWDB). The current Workforce Investment Board is issuing the RFP and, if the contract is executed with the successful bidder(s) before July 1, 2015, the contract will be automatically transferred to the SLCWDB.**

**Conflict of Interest Statement: Neither St. Lawrence County Workforce Development Board members nor their immediate family members may submit a proposal in response to this RFP. Members may excuse themselves from the RFP process in its entirety and thereby submit a proposal free of any possible conflict of interest.**

**Significant Dates**

**Youth Request For Proposal (RFP) Timeline**

|  |  |
| --- | --- |
| **May 11, 2015** | **RFP Released** |
| **May 21, 2015** | **Bidders Conference*** **Bidders Conference will be held from 10:00 am-12:00 pm at SLCWDB offices at 80 State Highway 310, Suite 8, Canton, NY 13617.**
* **Please reserve your spot by calling Jennifer Free, Assistant to the Executive Director at 315-229-3359.**
 |
| **June 10, 2015** | **Proposal Due Date*** **Bidders are required to submit a proposal that includes a narrative of program design, system experience, overall budget, staff costs, projected outcomes, and a list of anticipated partners/subcontractors as outlined in RFP.**
 |
| **June 15, 2015** | **Proposal evaluation process initiated*** **A designated committee of the SLCWDB will evaluate proposals. The committee reserves the right to request additional information and/or revisions from the bidders at any time during the evaluation process.**
 |
| **June 24, 2015** | **SLCWDB Approval, Contracts Awarded** |
| **July 1, 2015** | **Contracts Begin** |

**Publication: This Request for Proposals has been made available to prospective applicants**

**through publication in the St. Lawrence Plaindealer, Ogdensburg Advanced News, North Country Now, the SLCWIB website at** [**www.slconestop.com**](http://www.slconestop.com) **on or about May 11, 2015, and through e-mail to all current contractors and applicants who have requested that they be included on the mailing list for solicitations of proposals.**

**Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this RFP.**

**Workforce Innovation and Opportunity Act Training Programs for Youth**

## Request for Proposals – 2015-2016

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**PUBLIC NOTICE**

NOTICE OF REQUEST FOR PROPOSALS FOR YOUTH SERVICES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FOR THE ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT AREA, STATE OF NEW YORK.

This Request for Proposals (RFP) is issued by the St. Lawrence County Workforce Development Board (SLCWDB) to solicit innovative youth workforce development programs to operate under the provisions of the Workforce Innovation and Opportunity Act (WIOA) youth employment and training services within the State of New York.

**The initial contract will be for one year only, Program Year (PY) 2015 (July 1, 2015 - June 30, 2016)**. The SLCWDB estimates that up to $150,000 of funding will be available for Program Year (PY) 2015. Three additional one-year extensions may be available for a total of up to $450,000 of funding for PY 2016 (7/1/16-6/30/17), PY 2017 (7/1/17-06/30/18), and PY 2018 (7/1/18-6/30/19). The Available Funding is an estimate provided solely for the purpose of offering guidance to bidders and is based on PY 2014 Workforce Investment Act allocations.

The contract period may be extended or reduced at the option of the SLCWDB based on performance and/or outcomes and/or funding availability. Services funded under the Workforce Innovation and Opportunity Act will be governed by WIOA Title I, and subject to the Final Rule, published in the Congressional Federal Register. Applicants are also encouraged to propose augmenting their proposals by also providing “non-WIOA” services, which are to be funded through cash and in-kind contributions. Numbers to be served will depend on the needs of youth residing in St. Lawrence County. Providers are to determine the cost of services on a per person cost basis. Costs incurred in the delivery of all services pursuant to this RFP will be allocated in accordance with Office of Management and Budget (OMB) Circular Number A-87, and all other applicable OMB Circulars.

The basic program design for SLCWDB youth programs includes:

1. A program that builds upon the array of existing programs and services rather than creates a parallel infrastructure;
2. A system linked to the St. Lawrence County One Stop Career Center;
3. A focus on 16-24 year old population; and
4. A focus on out of school youth, with a minimum of 75% of contract spending on out of school youth;
5. Co-enrollment, as appropriate, of young adults into the WIOA Adult program.

This RFP is designed to identify programs that assist youth to become life-long learners with the necessary skills to support long-term success in the job market. The overall goal of this RFP is to identify programs that assist at-risk youth ages 16-24 in achieving skill development, major educational attainment, and employment.

Final contracts will be based on actual PY 2015 allocations which have not yet been announced. Services under this RFP are for services to in school youth (ISY) and out of school youth (OSY) as defined in the Workforce Innovation and Opportunity Act, with a minimum of 75% of contract spending for OSY and a minimum of 20% of contract spending for WIOA work experience activities. All funding is dependent upon performance and the availability of Federal Funding each year through the Workforce Innovation and Opportunity Act Program; funds may increase or decrease in any given year.

**Submit hardcopy proposals to: St. Lawrence County Workforce Development Board**

**Attention: Youth Services Review Committee**

**80 State Highway 310, Suite 8**

**Canton, NY 13617**

The St. Lawrence County Workforce Development Board and the St. Lawrence County One-Stop Career Center are Equal Opportunity Employers. Auxiliary aids and services are available upon request to individuals with disabilities.

ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD

YOUTH SERVICES RFP FOR PROGRAM YEAR 2015

PLEASE READ CAREFULLY!

SPECIAL INFORMATION

The SLCWDB reserves the right to modify this RFP or the scope of the program design to any extent necessary to ensure compliance with state and or federal guidelines or subsequent changes. This is likely to occur. Youth programs funded July 1, 2015, will be governed by the Workforce Innovation and Opportunity Act, which replaces the Workforce Investment Act.

**Draft WIOA regulations have recently been released, and local understandings of their requirements have been incorporated into this RFP.** The regulations are only drafts at this time; therefore, all successful applicants must demonstrate the capability and agreement to modify their program design to comply with regulatory changes. In addition, funding decreases (if experienced) may limit or change the amount, scope, or length of contracts.

Both public and private, for-profit and not-for-profit entities are eligible to submit proposals. For those contractors awarded, each needs to comply with annual submissions of insurances and the required single audit (or independent audit if your organization spends less than $500,000 yearly in federal funds).

WIOA has made several important changes to WIA youth programs. Among them are:

* Percentage of allocation for ISY and OSY funds. Under WIA, a minimum of 30% of Youth program funding was required to be spent on OSY, but under WIOA a minimum of 75% must be spent on OSY.
* Definition of in-school and out-of-school youth, eligibility, and ages eligible to be served (as defined on pages 7-8).
* Changes to the performance outcomes and definitions (as defined on pages 11-12).

All successful applicants must not only demonstrate their capability to modify their program designs, but must agree to do so in order to comply with new state and federal guidelines and regulations to be funded through this RFP. This RFP has been designed to comply with the goals and outcomes of current law as well as forthcoming program guidance.

**BACKGROUND AND GENERAL INFORMATION**

**Introduction to the Workforce Innovation and Opportunity Act (WIOA)**

The SLCWDB is a policy making board comprised of representatives from local businesses, labor organizations, educational providers, public agencies and other entities interested in workforce development issues. Additionally, the SLCWDB develops and implements policies regarding the allocation and spending of the region’s WIOA funds for adults, dislocated workers and youth.

In keeping with the intent of the Workforce Innovation and Opportunity Act, the SLCWDB is committed to helping disadvantaged in and out of school youth prepare for and enter employment, increase occupational and academic skills, attain a high school equivalency diploma or recognized certificate, enroll in job training or higher education and increase earnings. The SLCWDB is inviting proposals from organizations that have a successful record of assisting in and out of school youth and can demonstrate the ability to meet the challenge of creating more effective, performance-based services. Youth serving organizations are invited to respond to this RFP as an important step toward building a system of integrated youth services that provide the region’s youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities. Access [www.doleta.gov/WIOA](http://www.doleta.gov/WIOA) for the Workforce Innovation and Opportunity Act of 2014.

*The Mission of the St. Lawrence County Workforce Development Board, as a partnership of private and public community resources, is to ensure the economic vitality of our county by building and maintaining a quality workforce development system that strengthens and provides economic, educational, and developmental opportunities for all citizens and employers.*

**PURPOSE OF WIOA YOUTH FUNDS**

The purpose of the Workforce Innovation and Opportunity Act (WIOA) was to amend the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.

The purposes of this Act are the following:

1. To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
2. To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America’s workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America’s employers with the skilled workers the employers need to succeed in a global economy.
4. To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
5. To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
6. For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

It is the SLCWDB’s intent to acquire these services through this RFP in a way that will fulfill the above purposes while assuring that performance goals will also be achieved.

SLCWDB will give priority to:

* Programs that honor the USDOL Priority of Service for Veterans and Eligible Spouses.
* Programs that stress academic and occupational achievement while attempting to address and resolve issues that are particularly relevant to youth such as substance abuse, lack of adult guidance/mentoring, low self- esteem, pregnancy prevention, leadership development, community involvement, homelessness and life/career planning.
* Programs that establish and maintain proven strong partnerships with providers that serve youth with an emphasis on those programs that serve youth with disabilities.
* Programs that leverage other funding resources to provide WIOA youth program services.
* Programs that target eligible, out of school youth (below) as described in section 129(a) (1) (B).
* Programs that emphasize Work Experience.
* Programs that target youth with disabilities transitioning from school to work.
* Programs that incorporate the St. Lawrence County’s demand occupations, which can be located at the following link:

<http://www.labor.ny.gov/workforcenypartners/lwia/lwia-occs.shtm#tabs-8>

**TARGET POPULATION**

For purposes of this RFP, the term “in-school youth” (ISY) is identified as an individual who is:

1. Attending school (as defined by State law), including secondary and post-secondary school; AND
2. Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program; AND
3. A low income individual; AND
4. One or more of the following:
	* 1. Basic skills deficient;
		2. An English language learner;
		3. An offender;
		4. A homeless individual (as defined in sec. 41403(6) of the Violence Against Women Act of 1994

 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in sec. 725(2) of the McKinney-

 Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out

 of the foster care system, a child eligible for assistance under sec. 477 of the Social Security Act

 (42 U.S.C. 677), or in an out-of-home placement;

* + 1. An individual with a disability; or
		2. An individual who requires additional assistance to enter or complete an educational program or to

 secure or hold employment. (WIOA secs. 3(27) and 129(a)(1)(C)).

For purposes of this RFP, the term “out-of-school youth” (OSY) means an individual who is:

1. Not attending any school (as defined under State law); AND
2. Not younger than age 16 or older than age 24 years; AND
3. One or more of the following:
	1. A school dropout.
	2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
	3. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual AND
		* basic skills deficient; OR
		* an English language learner
	4. An individual who is subject to the justice system.
	5. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of- home placement.
	6. An individual who is pregnant or parenting.
	7. A youth who is an individual with a disability.
	8. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

The intent of the WIOA for out-of-school youth is to provide long-term, comprehensive, year round services by reaching out to young people who are not currently attached to an educational (school) entity. WIOA has established a goal to increase the out-of-school youth participation. The funds under this RFP are intended to build upon existing programs/models in our community and create new services to assist those youth who have dropped out of school, or who have graduated, but are in need of special assistance to become successful in the labor market. The June 2, 2011 Employment and Training Administration Advisory System from the US Department of Labor recommends increasing attainment in demand occupations; developing programs that provide career pathways in high demand sectors; using paid and unpaid work experience to improve youth employability skills throughout the year; and increasing partnerships with employers to create student internships and work experience opportunities.

Proposals may serve any or all ages within the allowable 14 – 24 age range. In addition, proposals may be written for specific target groups, including in-school, out-of-school or a combination thereof. While projects involving services exclusively to in-school youth will be considered, proposers are reminded that a minimum of 75% of total available youth dollars will be allocated to out-of school youth.

**WIOA INCREASES THE MINIMUM OSY EXPENDITURE RATE FOR THE YOUTH FORMULA-FUNDED PROGRAM FROM 30% UNDER WIA TO 75% UNDER WIOA. ISY EXPENDITURES MAY BE A MAXIMUM OF 25% OF YOUTH PROGRAMS UNDER WIOA.**

#### (14) REQUIRED WIOA PROGRAM ELEMENTS

The following is a list of the 14 services local programs must provide to youth per Section 129 (c) (2) of the Workforce Innovation and Opportunities Act. If any of the 14 elements are provided from outside the bidder’s own organization, bidders must have clear processes in place for determining how youth are referred to these services, how services and related youth outcomes are tracked, and how leveraged resources are identified and managed. An executed Memorandum of Agreement must be included from partners if they are providing this element.

1. **TUTORING**, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. **ALTERNATIVE SECONDARY SCHOOL SERVICES**, or dropout recovery services, as appropriate;
3. **PAID AND UNPAID WORK EXPERIENCES** that have academic and occupational education as a component of the work experience which may include the following types of work experiences;
	* summer employment opportunities and other employment opportunities available throughout the school year;
	* pre-apprenticeship programs;
	* internships and job shadowing; and
	* on-the-job training opportunities

***Please Note***: WIOA places increased emphasis on work-based learning and work experience opportunities for eligible youth. This type of service element (e.g., summer employment opportunities and other employment opportunities, pre-apprenticeship training, on-the-job training, shadowing and internships that have academic and occupational education as a

component) should be integral to youth program design. 20% of total WIOA youth program funds (ISY and OSY combined) must be spent on work related activities.

1. **OCCUPATIONAL SKILLS TRAINING**, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area if the Local Board determines that the programs meet the quality criteria in WIOA sec. 123;
2. **EDUCATION** offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
3. **LEADERSHIP DEVELOPMENT** opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
4. **SUPPORTIVE SERVICES** such as childcare, clothing, transportation, etc.;
5. **ADULT MENTORING** for a duration of 12 months that may occur both during and after program participation;
6. **FOLLOWUP SERVICES** quarterly and for not less than 12 months after the completion of participation;
7. **COMPREHENSIVE GUIDANCE AND COUNSELING** , which may include drug and alcohol abuse counseling and referral, as well as referrals to counseling as appropriate to the needs of the individual youth;
8. **FINANCIAL LITERACY EDUCATION** such as assisting participants to create household budgets, initiate savings plans, manage credit and debt, and navigate the financial aid process for post-secondary education;
9. **ENTREPRENEURIAL SKILLS TRAINING** such as developing business ideas, creating a business plan, identify successful entrepreneurs to speak to youth, etc.;
10. **LABOR MARKET AND EMPLOYMENT INFORMATION** services about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
11. **TRANSITION ACTIVITIES** that assist youth to prepare for and transition to post-secondary education and training.

###### QUALIFICATION CRITERIA

Proposals will be accepted from applicants with demonstrated effectiveness, who are interested in and capable of providing the services described. Supplemental information may be required from applicants. Those applicants selected as service providers understand that they will be subject to all federal WIOA regulations and other applicable regulations and legislation, as well as State policies and Local Board policies.

PROGRAM BUDGET

All proposers are required to provide a completed Summary Budget with the proposal: see pages 20 and 21 for guidance in developing a Summary Budget. A detailed budget will be required if the proposal is selected for consideration of funding. Technical Assistance will be provided upon request**. Important information regarding restrictions on the use of funds; the need for** **supporting documentation on the reimbursement of expenditures; and annual audit requirements will be found on page 27 (Attachment E).**

Programs should be aware that funding is contingent upon the solvency of the proposing organization. Organizations or partnerships should be able to operate independent of any funding authorized under the Workforce Innovation and Opportunity Act.

Partnerships and/or Organizations that operate programs funded with other funding sources should be prepared to submit a **cost allocation plan**. Non-Profit Program operators may only submit for reimbursement of actual costs. If the applying entity is a for-profit organization, profit margins must be negotiated independently of contract costs. A fiscal review may be conducted prior to negotiation to ensure fiscal integrity.

#### PRE-AWARD ASSURANCES

All organizations/partnerships awarded contracts will be asked to provide assurances stating:

* Legal organizational status
* They are not barred from receiving federal funding
* Federal dollars will not be used for lobbying on behalf of this program
* A safe and healthy environment will be provided
* Equal Opportunity laws and guidelines will be followed

**PROGRAM OPERATION**

1. **Case Management and Eligibility**

The WIOA staff will determine the eligibility of youth, assess eligible youth and develop an Individual Service Strategy that will contain educational and/or employment goals and the steps that will be followed to achieve them. This will include identification of need and referrals to provider services approved through the RFP process that will meet each need. (**Referrals of possible eligible youth from providers is encouraged and expected.**)

WIOA staff will refer eligible youth to provider services to assist youth in achieving their planned goals. The provider will be responsible for administering the service and achieving the desired outcome(s). The outcomes will be defined in the contract with each provider. The WIOA staff will track activities and convene service provider meetings as appropriate. All required reporting for Title I Youth will be the responsibility of the WIOA staff. Provider agencies will be required to submit youth progress reports minimally on a monthly basis to the One-Stop Center. However, provider agencies will also be required to report any significant changes in events within five days of occurrence.

St. Lawrence County uses the New York State Department of Labor’s computerized case management system, OSOS. The WIOA staff will oversee the reporting on this system.

1. **Performance Outcomes**

The Workforce Innovation and Opportunity Act aligns the performance indicators for core programs, and adds new ones related to services to employers and postsecondary credentials attainment.

Each proposal must include a description of how the program will achieve the expected outcomes as identified below.

**For Program Year 2015 (July 1, 2015-June 30, 2016), youth program providers will be responsible for meeting the following youth performance measures:**

* *Placement in Employment or Education* - youth who are not in postsecondary education or employment (including the military) at the date of participation are included in this measure.

Positive outcomes include placement, within 30 days of program exit, in:

* Military service;
* Post-secondary education;
* Advanced training and additional occupational skills training;
* Full-time employment; or
* Qualified apprenticeship
* *Attainment of a Degree or Certificate* - youth who are enrolled in education at the date of participation OR become enrolled in education at any point during the program are included in this measure. Youth count as positive in this measure if they attain a diploma, high school equivalency, or qualified certificate by the end of the third quarter after the exit quarter.

The educational or occupational skills credential must be approved by one of the following:

* State educational or vocational and technical educational agencies;
* Institutions of higher education;
* Professional, industry or employer organizations;
* Registered apprenticeship programs;
* Public regulatory agencies;
* Programs approved by the Department of Veterans Affairs;
* Office of Job Corps and Tribal Colleges
* *Literacy and Numeracy Gains* – youth who are out of school youth or enrolled in post-secondary education at the first youth service need to be administered a Test of Adult Basic Education (TABE). If youth test below the 9th grade equivalent level in reading or math as outlined in the National Reporting Services

Educational Functioning Levels, they are considered basic skills deficient. The literacy/numeracy goal is met when a youth increases his functioning level by one Educational Functional Level (EFL) on the Test of Adult Basic Education (TABE) within one year of program participation. This measure evaluates gains in educational levels, as assessed via pre and post TABE tests (most current version). The same assessment tool must be used for pre and post assessment testing.

**Beginning in Program Year 2016 (July 1, 2016-June 30, 2017) the Workforce Innovation and Opportunity Act has six performance measures that will replace the performance measures outlined above in Program Year 2015. These measures are:**

* *Placement in Employment or Education (2nd quarter after exit)* – the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 2nd quarter after exit from the program.
* *Placement in Employment or Education (4th quarter after exit)* – the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the 4th quarter after exit from the program.

* *Median Earnings* - the median earnings of program participants who are in unsubsidized employment during the 2nd quarter after exit from the program.
* *Attainment of a Degree or Certificate* - the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one year after exit from the program.
* *Skills Gains* - the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

* *Serving Employers* - the indicators of effectiveness in serving employers.

Proposed performance outcomes will be subject to negotiations pending the determination of specific numerical goals, or any other performance-related requirements/information/revisions, imposed by the New York State Department of Labor (NYSDOL) and the United States Department of Labor (USDOL).

All successful subcontractors will be held accountable for performance measure rates which include future performance outcomes as they become available through the USDOL and the NYSDOL. Continued funding may be contingent upon meeting performance measure rates.

PROPOSAL EVALUATION CRITERIA

The SLCWDB will consider the merits of all proposals received based on the following criteria.

**The minimum standards to be met if the proposal is to be evaluated:**

1. The proposing organization is not on a Federal or State Debarment list.
2. At least one of the listed activity services of youth programming is present.
3. The proposing agency is fiscally solvent.
4. The proposing agency has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.
5. The person signing the proposal as the submitting officer has the authority to do so.
6. The proposing agency agrees to meet all Federal, State, and local compliance requirements.

**Proposals address the following items:**

1. Program purpose: What is the need? How is it addressed? How will this benefit the affected youth? What will be the result of the program? How will this be known?
2. Experience in providing youth programs: How long has the proposing agency been providing youth services? Is this an old, new, or an expanded program?
3. Operational capacity: Is the service location appropriate for youth? Is there experienced staff on hand to provide the proposed services? Is there adequate equipment? Does the proposal contain a method to refer potentially eligible youth to WIOA staff?
4. Area (s) to be served: What parts of the County are to be served? Will currently under-served parts of the County receive program services? How?
5. Operational linkages: Are service networks already in place to provide the range of services required?
6. Return on investment: What justification is made for providing these services at the proposed cost? Does the proposal prove that this is a good investment for the expected benefits to be received?

All proposals will be reviewed by a designated committee of the SLCWDB utilizing the attached “Proposal Evaluation Worksheets”, (Attachment B). Proposals will be reviewed and rated for comprehensiveness, demonstrated ability, program design, cost reasonableness and bidder’s fiscal capability. Preference will be given to programs that are innovative, e.g., programs that effectively combine youth activities as described previously; identify and address the needs of the target population; serve traditionally underserved geographic regions and that detail the specifics regarding follow up activities and their plan to meet performance standards. The final decision on funding any proposals will be made by the SLCWDB based on the recommendations forwarded from the designated committee of the SLCWDB.

The SLCWDB, the designated committee and staff reserve the right to periodically visit funded programs to conduct informal program evaluations including interviews with youth being served.

Programs receiving funding through this RFP process may be required to do a brief program presentation for the designated committee and full SLCWDB during the program year. The programs will receive prior notice of the date of presentation.

This RFP does not commit the SLCWDB to award a contract or to pay any costs incurred in the preparation of a proposal.

The SLCWDB reserves the right to:

* Accept or reject any or all proposals received as a result of this request.
* Modify any portion or other terms of this RFP.
* Negotiate with all qualified proposing organizations/individuals.
* Cancel in part or its entirety this RFP if it is in the best interest of the SLCWDB to do so.
* Solicit additional proposals as necessary.

Only Proposals accepted by the designated committee and SLCWDB will be used. If approved, services are done on an individual case basis. There is no guarantee of a referral for any program or service. Referrals are contingent upon continued sufficient levels of WIOA funding.

**INSTRUCTIONS FOR RESPONDING TO THE RFP**

Signed proposals must be received by SLCWDB staff no later than 4:00pm on Wednesday, June 10, 2015.

Please submit 5 copies of your proposal (one with **original** signatures) to:

**St. Lawrence County Workforce Development Board**

Attention: Youth Services Review Committee

80 State Highway 310, Suite 8

Canton, NY 13617

Proposal packets lacking signatures or the complete number of copies will be returned and no further consideration will be given to them.

Proposals submitted solely by fax or email will not be accepted.

Proposals received after the submission deadline will not be accepted.

Staff will review all proposals first to assure compliance with the requirements of the

RFP. Proposals not meeting minimum requirements will be rejected. Proposals will be

evaluated using the rating sheets attached (Attachment C). We will inform any agency that has submitted a proposal of funding approval as soon as decisions are finalized.

All inquiries regarding the RFP must be submitted in writing to the address above or emailed to Larry Fetcie at LFetcie@stlawco.org.

**RESPONSE FORMAT**

*REQUIRED FORMS:*

Proposals must include the following required forms:

1. Assurances Form – page 17
2. Application/Signature Sheet Form – Page 18
3. Proposal Budget Form – Page 19
4. Terms and Conditions – Attachment F, Pages 27-31

**NARRATIVE**

1. **Organization Description**: Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization’s longevity and how this proposal will connect to your mission and organizational goals as well as the SLCWDB’s current Local Plan (see <http://www.slconestop.com/assets/files/2014%20Local%20Plan.pdf>). Include your organization’s experience with youth outlined in this RFP. Describe your organization’s experience in administration and contract management. If your organization has a Board of Directors, please provide their contact information.
2. **System Experience and Collaboration**: Describe your organization’s experience in working as a partner within a system that delivers educational, youth development, and/or employment and training services to youth. Describe how your organization integrates services and shares customers with other providers.
3. **Budget**: Provide relevant financial information on the proposal budget form provided in the Required Forms.

*Budget Basis*: Please provide an explanation to support each item of costs listed on the budget forms. Include a description of your cost per participant and how you determined that cost. Also please include amount and source of all in-kind funding.

1. **Program Design**: Explain the target population’s needs, proposed services and related performance outcomes you plan to implement. Past performance outcomes will be considered where applicable. Describe the curriculum, methods, activities and partnerships you will employ to meet the performance measures. All program design aspects must be focused on attaining the WIOA performance measures discussed previously in this RFP.
* How many youth will be enrolled?
* What is/are the target population(s) of this program?
* What are program objectives, activities and projected outcomes?
* How will program design support attainment of WIOA youth performance measures?
* Which of the 14 WIOA required program elements will be provided?
* How will you collaborate with employers especially with the identified Demand Occupations?
* How will you collaborate with the local Career Centers?

Bidders must describe how each element bid upon will be provided.

1. **Performance Outcomes:** Identify the specific elements of the program design that will lead to attainment of anticipated federal WIOA performance measures.

S**T. LAWRENCE COUNTY WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE I-B**

**YOUTH EMPLOYMENT AND TRAINING PROGRAMS**

**Request for Proposal**

ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. 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.
2. We are not currently on any Federal, or State Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIOA funds alone.
6. **We will meet all applicable Federal, State, and local compliance requirements**. These include, but are not limited to:
	* Records accurately reflect actual performance.
	* Maintaining record confidentiality, as required.
	* Reporting financial, participant, and performance data, as required.
	* Complying with Federal and State non-discrimination provisions.
	* Meeting requirements of Section 504 of the *Rehabilitation Act of 1973,* as amended.
	* Meeting all applicable labor law, including Child Labor Law standards.

**We will not:**

* Place a youth in a position that will displace a current employee.
* Use WIOA money to assist, promote, or deter union organizing.
* Use funds to employ or train persons in sectarian activities.
* Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
* Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
* Use WIOA funds to carry out programs funded under the *School-to-Work Opportunities of 1994,* as amended, unless the program(s) are only for youth eligible to participate under WIOA.

I hereby assure that all of the above are true.

 Name Signature

 Title Date

WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE I-B

YOUTH EMPLOYMENT AND TRAINING PROGRAMS

Request for Proposal

Application/Signature Sheet Form

|  |
| --- |
| Agency Name Program Name Agency Address Contact Person Telephone# Federal ID Number  |
| Agency Status |
| Public Non-Profit \_\_\_\_\_\_\_\_\_ Corporation \_\_\_\_\_\_\_\_\_ Private Non-Profit \_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_Private for Profit \_\_\_\_\_\_\_\_\_ Government \_\_\_\_\_\_\_\_\_ Years in Operation \_\_\_\_\_\_\_\_\_  |
| Program Description: Briefly describe the program, i.e. type of services, in/out-of-school etc. |
| Group Size [ ]  Number of Participants \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Up to three typed pages may be attached.)  |
|  |
| Total Funds Requested $ Cost per Youth Served $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_In-Kind Contribution: Cash $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In-Kind $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Proposed Services (*check only those that apply*):

|  |  |
| --- | --- |
| \_\_\_ Tutoring, study skills training, and instruction leading to completion of secondary school, including drop-out prevention strategies. | \_\_\_ At least 20% of funds budgeted for paid and unpaid work experiences, including internships, OJT, summer employment opportunities that are directly linked to academic and occupational learning and job shadowing. |
| \_\_\_ Alternative secondary school services, as appropriate. | \_\_\_ Adult mentoring that may occur both during and after program participation by one or more adult mentors and for a period of at least 12 months. |
| \_\_\_ Leadership development opportunities. | \_\_\_ Supportive services. |
| \_\_\_ Follow-up services (must be for at least 12 months after program participation). | \_\_\_ Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as appropriate. |
| \_\_\_ Occupational skill training, as appropriate. | \_\_\_ Financial Literacy. |
| \_\_\_ Entrepreneurial Skills Training. | \_\_\_ Labor Market Information. |
| \_\_\_ Activities to prepare youth for transition to Post-Secondary Education. | \_\_\_ Education Offered Concurrently w/ Workplace Preparation for Specific Occupations. |

In compliance with the request for proposals noted above, and subject to the conditions thereof, the undersigned offers to furnish the services requested and certifies he/she has read, understands, and agrees to all term, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named above.

 Name Signature

 Title Date

WORKFORCE INVESTMENT ACT I-B

YOUTH EMPLOYMENT AND TRAINING PROGRAMS

Request for Proposals

Youth Program RFP Budget & Instructions

Vendor Name:

Program Name:

Program Period:

Funds Requested

|  |  |  |
| --- | --- | --- |
| Category | Basis | Total |
| Staff Positions |
|   |  |   |
|   |  |   |
|   |  |   |
|  | Subtotal |   |
| Fringes (Describe) |
|   |  |   |
|   |  |   |
|   |  |   |
|  | Subtotal |   |
| Other Costs (Describe) |
| *Rent* |  |   |
| *Supplies* |  |   |
| *Travel* |  |   |
| *Communication* |   |   |
| *Equipment* |  |   |
| *Allowances* |  |   |
|  | Subtotal |  |
| Work Experience (Describe) |  |   |
| *Wages* |  |  |
| *Fringe* |  |  |
|  | Subtotal |  |
| Youth Supportive Services Costs (Describe) |
| *Safety* |  |  |
| *Books* |  |  |
| *Travel* |  |  |
| *Other* |  |  |
|  |  |  |
| Subcontracts (Describe) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total |   |

* + 1. In-Kind Funds

|  |  |  |
| --- | --- | --- |
| Description | Source | Amount |
|  |  |  |
|  |  |  |
|  | Total |  |

*NOTE: The initial contract will be for one year only, Program Year (PY) 2015 (July 1, 2015-June 30, 2016). The SLCWDB estimates that up to $150,000 of funding will be available for Program Year (PY) 2015. Three additional one-year extensions may be available for a total of up to $450,000 of funding for PY 2016 (7/1/16-6/30/17), PY 2017 (7/1/17-06/30/18), and PY 2018 (7/1/18-6/30/19). The Available Funding is an estimate provided solely for the purpose of offering guidance to bidders and is based on PY 2014 WIA allocations*.

Youth Program RFP Budget Form Instructions

Vendor Name: Enter the name of the vendor.

Program Name: Enter the name of the program.

Program Period: Enter the program period in the MMDDYYYY to MMDDYYYY format.

I. Funds Requested: Funds being requested in the proposal

Category: The cost line items, some examples are:

 *Staff Positions*: List the title of all staff positions funded by the grant.

 *Fringe*: List the fringe benefits provided to the staff.

 *Other Cost*: If not included in following list, please describe.

 *Rent*: Cost of space for the program.

 *Supplies*: Cost of office supplies and materials.

 *Travel*: Cost of staff travel.

 *Communications*: Postage, telephone, and Internet cost.

 *Equipment*: Cost of real property purchased for the program.

 *Allowances*: Cost of stipends paid to participants.

*Wages*: 50 participants earning $8.75 an hour for a six week, 30 hour a week, work experience program.

 *Youth Supportive Services Cost*: Cost of bus passes provided to participants.

*Subcontract*: Tutoring subcontract for 20 participants for 50 hours each of computer assisted instruction.

Basis: The method used to determine the actual line item cost, some examples are:

 *Staff Positions*: 50% of Staff Director Salary of $52,000, 3 counselors at $30,000 per year.

 *Fringe*: 17.9% of salary includes FICA and medical.

 *Rent:* 2000 square feet at $15.50 a square foot.

 *Supplies*: $300 per year per staff.

 *Travel*: 5000 miles at 57.5 cents per mile.

 *Allowances*: 100 participants receiving a $40 a week stipend for 12 weeks.

*Wages*: 50 participants earning $8.75 an hour for a six week, 30 hour a week, work experience program.

 *Youth Supportive Services Cost*: Cost of bus passes provided to participants.

*Subcontract*: Tutoring subcontract for 20 participants for 50 hours each of computer assisted instruction.

Total Amounts: Enter the actual dollar amounts calculated from the basis column.

II. In-Kind Funds: Other funds being used to support program activities.

Description: Activities of/for the program paid for by other sources.

Source: Source of in-kind funds, e.g., TANF, ADA, etc.

Amount: Amount of the in-kind funds by source.

**Attachment A**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**TITLE I-B**

**YOUTH EMPLOYMENT & TRAINING PROGRAMS**

# PROPOSAL CHECKLIST

**(THIS CHECKLIST WILL BE THE INITIAL SCREENING TOOL USED PRIOR TO PROPOSAL REVIEW)**

Proposing Agency:

Proposal Number: It Is: Complete Not Complete

Reviewer: Date: , 2015

( Staff: Please process this proposal. Only proposals that meet the standards listed below will be presented to the designated committee of the WIB for review, evaluation, and recommendation for funding.)

By signing above,

* I state that I screened the Proposal.
* I checked off the elements that I found in the Proposal.

To the Reviewer: Required elements must be provided directly by the proposing entity or by subcontract, agreement, or referral. If it is by a third party, there must be a written statement or agreement by the actual providing entity that it will provide the stated services(s). More than one entity may provide one or more of the elements.

[ ]  The proposal was submitted before the closing time and date.

[ ]  The proposing organization is not on a Federal or State Debarment list.

[ ]  Please check only those elements that apply.

[ ]  Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies.

[ ]  Alternative secondary school services, as appropriate.

[ ]  As appropriate, paid and unpaid work experiences, including internships and job shadowing.

[ ]  Occupational skill training, as appropriate.

[ ]  Education.

[ ]  Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate.

[ ]  Supportive services.

[ ]  Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months

[ ]  Follow-up services for not less than 12 months after the completion of participation, as appropriate.

[ ]  Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

[ ]  Financial Literacy Education, as appropriate.

[ ]  Entrepreneurial Skills Training, as appropriate.

[ ]  Labor Market and Employment Information.

[ ]  Transition Activities that assist youth to prepare for and transition to post-secondary education and training.

[ ]  The proposing agency is fiscally solvent.

[ ]  The proposing agency has additional funding sources and will not be dependent on WIOA funds alone for ongoing operations.

[ ]  The person signing the proposal as the submitting officer has the authority to do so.

[ ]  The proposing agency agrees to meet all Federal, State and local compliance requirements.

**Attachment B**

**PROPOSAL EVALUATION**

## MANAGEMENT/ADMINISTRATION

Proposal Number:

Reviewer: Date: , 2015

Final proposal recommendation will be based on the sum of scores. The final decision for funding recommendation will be based on the following:

* The sum of Proposal Evaluation Worksheet Management/Administration and Operations scores, which combined equal up to 60% of the final total. The final 40% will be based on the Review Team discussion.

Review Team Member: Please review the proposal for the following elements. The maximum points that can be awarded are stated. Place the points in the right hand column. Sum the right column points when done. Put this sum on the Proposal Evaluation Summary Worksheet.

|  |  |  |
| --- | --- | --- |
| Item | Question | Score |
| **1.** | **Administration (10 Points Possible)*** The proposal states the Proposer’s vision & mission to youth
* The management structure is outlined or stated (e.g., one Director, Operations and/or Program Manager, etc.) and appropriate to the proposal.
 |  |
| **2.** | **Program Operations (5 Points Possible)*** Program resources such as equipment, supplies, labor, facilities are in place or readily accessible and an experienced staff is familiar in acquiring and organizing the resources to provide the services in a timely manner.
 |  |
| **3.** | **Fiscal Operations (5 Points Possible)*** All required information, including staff, operational, and other needed costs, is provided in the required budget format according to instructions.
 |  |
|  | **Total Possible, 20 Points Total:** |  |

# PROPOSAL EVALUATION WORKSHEET

**OPERATIONS**

Proposal Number:

Reviewer: Date: , 2015

Final proposal recommendation will be based in part on the sum of scores. The final decision for funding recommendation will be based on the following:

* The sum of Proposal Evaluation Worksheet Management & Operation scores, which when combined equal up to 60% of the final total. The final 40% will be based on the Review Team discussion.

Review Team Member: Please review the proposal for the following elements. The maximum points that can be awarded are stated. Place the points in the right hand column. Sum the right column points when done. Put this sum on the Proposal Evaluation Summary Worksheet.

|  |  |  |
| --- | --- | --- |
| Item | Question | Score |
| **1.** | **Customer Identification (5 Points Possible)*** The age of youth to be served is stated clearly.
* Youth to be served are In-School, Out-of-School, or both.
* Youth in these optional groups are targeted for services: Pregnant and Parenting Teens, Youth on Probation and/or Parole, Foster Youth, Youth who are Basic Skills Deficient.
* The needs of the youth to be served and how they are known is supported by data and data source.
* Proposal includes referral method of possible eligible youth.
 |  |
| **2.** | **Purpose (5 Points Possible)*** The Proposer’s own program purpose is stated and measurable.
* The WIOA purposes are supported and named. For example, training will lead to a type of credential or Employment.
 |  |
| **3.** | **Required Elements (5 Points Possible)*** How the required WIOA service elements will be provided is clearly stated.
 |  |
| **4.** | **Proposer’s Program Elements (10 Points Possible)*** Elements that make this proposal unique are stated and measurable.
* The proposer provides a combination of services elements.
* The proposer provides a combination of services elements that lead to increased employability; and/ or increased educational attainment.
* The proposer clearly identifies an ongoing system for continual improvement through oversight, feedback, and evaluation.
* Proposer (clearly and briefly) shows how this proposal will provide a cost beneficial return on the public’s investment.
 |  |
| **5.** | **Program Site(s) (5 Points Possible)*** Sites for Program operations (including training) are clearly identified.
* Program and service sites are located conveniently for the target youth.
* These sites are clean, healthy, and have passed fire marshal safety inspection, if appropriate.
 |  |
| **6.** | **Program Outcomes (10 Points Possible)*** The proposal states the number of persons expected to be served in each major program area.
* The proposal states the short-term benefits for youth in each major program function.
* The proposal states the long-term benefits for youth in each major program function.
 |  |
|  | **Total Possible, 40 Points Total:** |  |

**Attachment C**

**PROPOSAL EVALUATION WORKSHEET**

**REVIEW TEAM AND SUMMARY WORKSHEET**

##### SUMMARY AND COMMENTS

Proposal Number:

Reviewer: Date: , 2015

Final proposal recommendation will be based on the sum of scores. The final decision for funding recommendation will be based on the following:

* The sum of Proposal Evaluation Worksheet scores, which when combined add up to 60% of the final total. The final 40% will be based on the Review Team discussion.

Review Team discussion will consider the items listed below, as well as the following:

* The proposal’s utilization of funds.
* The geographical areas to be served.
* Cost analysis of service provided and number of youth served.
* Overall program design contributes effectively to employment, and/or educational or skills credentials.

REVIEW TEAM DISCUSSION/ANALYSIS NOTES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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REVIEW TEAM DISCUSSION/ANALYSIS SCORE \_\_\_\_\_\_\_ POINTS (40 possible)

Designated Committee Member: Please enter the Management/Administration, Operation, and Review Team Worksheet scores below and sum them. If there are important items to consider in making your recommendations, note them on the Summary Worksheet below.

 MANAGEMENT/ADMINISTRATION (20 possible)

 OPERATIONS (40 possible)

 REVIEW TEAM DISCUSSION/ANALYSIS (40 possible)

 TOTAL (100 possible)

My recommendation is that based on score order and funding availability, this program \_\_\_ **should \_\_\_ should not** be funded.

WHY/WHY NOT?

 **St. Lawrence County Youth Contracts Attachment D**

**Monthly Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor** |  | **Month** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Youth** | **Start Date of Service** | **End Date** | **Services Provided** | **Progress** |
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| --- | --- |
| Signature and title of person providing report |  |
|  |  |
| Reviewed by: |  |

C:\summeryouth\year round youth services\youth forms\Youth Contracts Monthly Report

**Attachment E**

**Restriction on the Use of these funds**

Funds awarded under this solicitation may not be used to pay for the following:

* Equipment Costs
* Capital Expenditures for improvement or acquisition of facilities
* Entertainment costs, including social activities or cost of alcoholic beverages
* Software
* Interest costs incurred by contractors
* Cost of organized fundraising
* Medical costs
* Costs for attendance at conferences or meetings of professional organizations
* Advertising costs
* Lodging or meal costs
* On-The-Job training that is NOT for use in employment as part of a registered apprenticeship program, as defined in WIOA.
* Costs for preparation of continuation agreements and other proposal developments
* Costs that do not comply with the intent of this RFP; and
* Any other costs deemed inappropriate by the NYSDOL

**Submitting requests for reimbursement of expenditures**

Contractors will submit for reimbursement of expenditures monthly. Supporting documentation such as invoices, timesheets, payroll registers and time distributions, fringe benefit detail will need to be submitted with requests unless the contractor is determined to be a vendor and not a sub-recipient.

**Annual Fiscal Monitoring and Audit**

Contractors will be subject to an annual audit to determine compliance with all financial provisions in the contract with includes, but is not limited to, all the financial records, accounts and documents, as well as the budget line items and the budget narrative pertaining to this contract.

**Annual Program Monitoring**

Contractors, at the time of the Fiscal Audit, will be subject to an annual program audit to determine that all services are in compliance with the WIOA Act and other regulations or laws, such as EEO, that are applicable to the WIOA program.

**Attachment F**

**FEDERAL CERTIFICATIONS**

The funding for the awards granted under this contract is provided by the United States

Department of Labor which requires the following certifications:

1. **CERTIFICATIONREGARDING DEBARMENT, SUSPENSION, INELIGIBILITY**

**AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this proposal.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.
4. **CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By accepting this grant, the signee hereby 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 an 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 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 instructions.
3. The signer shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance 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 by Section 1352, Title 31, U.S.C. 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.
4. **DRUG FREE WORKPLACE**

By signing this application, the grantee certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at your office and available for Federal inspection.

1. **NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. 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 it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA 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.

1. **BUY AMERICAN NOTICE REQUIREMENT**

The grant applicant assures that, to the greatest extent practicable, all equipment and products purchased with funds made available under the Workforce Investment Act will be American made. See WIA Section 505 – Buy American Requirements.

1. **SALARY AND BONUS LIMITATIONS**

In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A- 133. See Training and Employment Guidance Letter number 5-06 for further clarification. Where applicable, the grant applicant agrees to comply with the Salary and Bonus Limitations.

1. **VETERANS’ PRIORITY PROVISIONS**

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs for Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5- 03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the grant applicant agrees to comply with the Veteran’s Priority Provisions.

**STATE CERTIFICATIONS**

1. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS**

The undersigned, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1. No principal or executive officer of the contractor’s/vendor’s company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and
2. The contractor/vendor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the

prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

1. The contractor/vendor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the Labor Law, unemployment insurance contributions or other related assessments, penalties or charges.
2. **CERTIFICATION REGARDING "NONDISCRIMINATION IN EMPLOYMENT IN**

**NORTHERN IRELAND: MacBRIDE FAIR EMPLOYMENT PRINCIPLES"**

In accordance with Chapter 807 of the Laws of 1992 the bidder, by submission of this bid,

certifies that it or any individual or legal entity in which the bidder holds a 10% or greater ownership interest, or any individual or legal entity that holds a 10% or greater ownership interest in the bidder, either:

(answer Yes or No to one or both of the following, as applicable.)

1. Has business operations in Northern Ireland:

\_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes:

1. Shall take lawful steps in good faith to conduct any business operations they have in Northern Ireland in accordance with the MacBride Fair Employment Principles relating to nondiscrimination in employment and freedom of workplace opportunity regarding such operations in Northern Ireland, and shall permit independent monitoring of its compliance with such Principles.

\_\_\_\_\_ Yes \_\_\_\_\_ No

1. **NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation,

communication, or agreement, for the purpose of restricting competition, as to any matter

relating to such prices with any other bidder or with any competitor;

1. Unless otherwise required by law, the prices which have been quoted in this bid have not

been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

1. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit to bid for the purpose of restricting competition.
2. **IRAN DIVESTMENT ACT**

By submitting a bid in response to this solicitation or by assuming the responsibility of a

Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the

“Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such a Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Labor receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, Labor will

review such information and offer the person an opportunity to respond. If the person fails to

demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Labor shall take such

action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Department reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Agreement, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative

Title

Date