

Central Workforce Development Board

Request for Proposal

The Central Workforce Development Board (CWDB) is requesting proposals for a provider of Workforce Innovation and Opportunity Act programs and services and One-Operation in nineteen counties of Central Missouri. RFP packets will be available at the CWDB office at 1107 Kingshighway, Rolla, MO 65401, effective January 14, 2022. To receive the RFP electronically, please contact Kevin Stadler at kevin.stadler@cwib.us.

The deadline for submission is 4:00 p.m. February 18, 2022. NO EXCEPTIONS will be made. CWDB reserves the right to accept or reject any or all bids.

The Central Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Central Workforce Development Board

Request for Proposal

For

WIOA Title I Adult, Dislocated Worker, and Youth Service Provider

And

One-Stop Operator

Service Delivery Period: July 1, 2022 – June 30, 2023

Issue Date:

January 14, 2022

Proposal Submission Deadline

February 18, 2022

**Central Workforce Development Board
1107 Kingshighway
Rolla, MO 656401**

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Introduction:

The Central Workforce Development Board, hereinafter, referred to as CWDB, is a 501 (c) (3) non-profit organization designated as the administrative entity and grant recipient of Workforce Innovation and Opportunity Act (WIOA) funds in nineteen counties of central Missouri. The Central Region includes the following counties: Audrain, Boone, Callaway, Camden, Crawford, Cole, Cooper, Dent, Gasconade, Howard, Laclede, Maries, Miller, Moniteau, Morgan, Osage, Phelps, Pulaski, and Washington.

The region consists of three diverse subregions.

Meramec Subregion: Crawford, Dent, Gasconade, Maries, Phelps, Pulaski, and Washington counties.

Mid-Missouri Subregion: Audrain, Boone, Callaway, Cole, Cooper, Howard, Moniteau, and Osage counties.

Lake of the Ozarks Subregion: Camden, Laclede, Miller, and Morgan counties.

More information on the Central Region is available on the MERIC website:

<https://meric.mo.gov/regional-profiles/central>

Local One-Stop Structure

Administrative Entity and Fiscal Agent: Central Workforce Development Board

Chief Elected Official Framework: Gary Jungermann, CLEO, and a consortium of presiding commissioners from each of the nineteen counties.

Board Chairperson: T.R. Dudley

Current One-Stop Operator and WIOA Subrecipient: Central Ozarks Private Industry Council

The region includes comprehensive job centers in Columbia, Jefferson City, Lebanon, and Rolla. Connection Centers are located in Fulton, Osage Beach, Potosi, and Fort Leonard Wood. A WIOA Subrecipient staff person is located at Job Point in Columbia three days per week, two staff at the Excel Center in Columbia one day per week, and the Cole County Courthouse two days per month.

The Workforce Innovation and Opportunity Act

The Central Workforce Development Board's One-Stop system services and programs are funded through the Workforce Innovation and Opportunity Act of 2014 (WIOA). Each Bidder must be familiar with the state and federal requirements of this program and the CWDB's local plan, available at <https://cwdregion.com/>.

The WIOA law outlines six key purposes:

1. Increasing access to and opportunities for the employment, education, training and support services individuals need to succeed in the labor market, with particular emphasis on those with barriers to employment;
2. Aligning workforce investment, education, and economic development systems to support a comprehensive, accessible, and high-quality workforce development system;
3. Improving the quality and labor market relevance of workforce investment, education, and economic development efforts to provide individuals with the skills and credentials needed to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers needed for success in a global economy.
4. Promoting improvements in the structure and delivery of services through the workforce development system to better address the employment and skill needs of workers, jobseekers, and employers;
5. Increasing the prosperity of workers and employers and the economic growth of communities and regions; and
6. Increasing the employment, retention, and earnings of participants and increasing the attainment of recognized postsecondary credentials by participants to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, and meet the skill requirements of employers to enhance productivity and competitiveness.

American Job Centers are expected to meet the needs of their customers by ensuring equal access to their programs and activities for all individuals.

The U.S. Department of Labor envisions WIOA as the driver of workforce systems that support strong regional economies and play an active role in community and workforce development. America's Job Centers are expected to provide excellent customer service with a focus on continuous improvement. The needs of business and workers should drive workforce solutions.

Purpose of this Solicitation

CWDB is procuring a professional organization to provide Workforce Innovation and Opportunity Act (WIOA) Title 1 Adult, Dislocated Worker, and Youth services and to serve as the One-Stop operator for all nineteen counties of the Central Region.

Proposals that do not include all nineteen counties will be rejected.

The term Subrecipient is used in this RFP to refer to the selected bidder who will be the WIOA program operator.

Proposals must address the following programs in all nineteen counties of the region:

WIOA Adult Program
WIOA Dislocated Worker Program
WIOA Youth Program
One-Stop Operation

The awarded contract will be for the period of July 1, 2022 through June 30, 2023, with the option to extend the agreement for two additional one-year periods based upon need, performance, and funding availability. The option to extend contracts will be at the discretion of the CWDB.

The response to this RFP will serve as the Subrecipient's scope of work for the resulting contract.

This RFP provides respondents with the requirements necessary to submit a responsive proposal inclusive of background information, a description of desired services, proposal guidelines and format, and the evaluation process.

Public Notice: Notice of this RFP will be sent by email to organizations on the CWDB Bidder's List and published on the CWDB website <https://cwdregion.com/> under the "Request for Proposals" tab.

Entities Eligible to Bid

- Individuals, all public or private not-for-profit corporations, organizations, agencies, or private for-profit corporations and businesses, and not otherwise excluded may submit a proposal;
- CWDB strongly encourages minority and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFP, to participate as partners, or to participate in other business activity in response to this RFP;
- No individual or entity may compete for funds if any of the following apply:
- The individual or entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental organization;
- The individual or entity's previous contract (s) with CWDB have been terminated for cause;
- The individual or entity has not complied with an official order to repay disallowed costs incurred during its conduct of services under any contract;
- The individual or entity or its parent organization have filed for bankruptcy during the past five years;

- The individual or entity has been convicted of a public entity crime pursuant to statutes;
- The individual or entity developed or drafted work requirements for this RFP.

PROCUREMENT TIMELINE

- 1/14/2022 Requests for Proposal Distributed
- 2/18/2022 Proposals Due to CWDB
- 2/23/2022 Proposal Review Process Begins
- 3/23/2022 Full Board Review And Selection of Bidder
- 3/25/2022 Notification of Bidder Selection
- 4/11/2022 Begin Contract Negotiation
- 7/1/2022 Subrecipient Period of Performance Begins

Note: This is a tentative timeline and is subject to change.

Scope of Work

For the purposes of this RFP, the scope of work can be broken down into the following categories:

1. Adult and Dislocated Worker Services;
2. Youth Services
3. Business Services
4. One-Stop Operation

1. Adult and Dislocated Worker Programs (Job Seeker Services)

Services solicited under this RFP include a variety of program elements that are required under WIOA with an intent to increase access for individuals seeking employment. The following services must be made available to job seekers:

Basic Career services are considered “universal services” and do not require eligibility determination or enrollment into the WIOA program. For a list of Basic Career Services, refer to 20 CFR: 678.430

Individualized Career Services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. The individual must be eligible under WIOA and enrolled in the WIOA program as a participant. For a list of Individual Career Services, refer to 20 CFR: 678.430

Follow-up Services must be provided for adults and dislocated worker participants who are placed in unsubsidized employment for up to 12 months after the first day of employment. These services are designed to help individuals retain unsubsidized employment, advance within their occupation, or provide other post-placement related activities.

Training Services are not universal services. Individuals who receive training must be eligible under WIOA and enrolled in the WIOA program as a participant. Training services must be directly linked to demand occupations. It is the responsibility of the Subrecipient to document the link between training and demand occupations and document that the training is appropriate. Customer choice is an underlying principle of WIOA. However, the customer’s choice must be training for employment. Training will not be provided in declining occupations.

2. Youth Services

The youth program focuses primarily on serving Out-of-School Youth (18-24 year old; however, services may also be provided to In-School Youth (14-21 year olds).

The goals of the program are to access high school dropout recovery programs, explore career pathways, provide information on local and regional labor markets and job opportunities, improve access to occupational/technical skills training and post-secondary education, and to provide opportunities for paid, work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies.

A fundamental principle of the WIOA youth program is to ensure every participant engages in an objective assessment of their aptitudes, skills, and abilities. The results of the assessment are utilized to develop an Individual Service Strategy (ISS) that links to one or more performance indicators and identifies career pathways that include education and employment goals, appropriate achievement objectives, and outlines the appropriate mix of services to meet the education and employment goals.

The ISS will outline the appropriate services based on the 14 Youth Program Elements as outlined in WIOA.

Although all 14 of these program elements must be made available to youth enrolled in the WIOA program, there is no requirement that all elements be provided and/or paid for with WIOA funds.

Continuity of Service

The Subrecipient will be expected to continue services with participants who are enrolled and active at the time WIOA services transition from one service provider to the next. The Subrecipient must assure that the original plan of services for the participant will be followed with no interruptions in service to the participant. When a new Subrecipient begins providing services within the Central Region, the costs for active participants will be incorporated into the contract negotiation process.

Current active enrollments, including those in follow-up are:

Adult	453
Dislocated Worker	238
Youth	219

3. Business Services

Serving the needs of business is a principle focus of WIOA and CWDB. Business Services include, but are not limited to:

1. **Employer Information and Support Services**
Staff assisted services designed to educate the employer about and engage them in the local job market and the range of services available through the One-Stop delivery system. Services may be provided through orientation sessions, workshops, or on-site consultations.
2. **Workforce Recruitment Assistance**
Staff assisted services to assist employers in meeting their skilled workforce needs. Services may include, but are not limited to, supporting an employer's search for qualified candidates, posting jobs on jobs.mo.gov, conducting specialized recruitment efforts, and organizing and promoting job fairs. Job Centers may provide applicant screening and interview space. ACT WorkKeys and NCRC testing is available and will be facilitated by the selected bidder.
3. **Strategic Planning**
Staff assisted activities that promote strategic planning for workforce development and economic development. Services may include participating in employer forums, community-based meetings, and providing labor market information.
4. **Accessing Untapped Labor Pools**
Staff assisted activities that required collaboration with the workforce system. Activities include outreach to special populations, such as veterans, youth, individuals with disabilities, older workers, re-entry population, UI recipients, and limited English speaking individuals.
5. **Training and Retention Assistance**
Staff assisted activities that assist employers with access to publicly funded employee training activities. Training activities include, but are not limited to, on the job training, internships, and incumbent worker training.
6. **Rapid Response and Downsizing Assistance**
Staff assisted activities that assist employers that are downsizing or closing their business. Activities include, but are not limited to incumbent worker training, assisting with a layoff response to employees; assisting with employment issues after a natural or other disaster.
7. **Veterans Services**
Programs available through the Job Center; Priority of Service, Show-Me Heroes, Career Skills Program for transitioning active duty.

4. One-Stop Operation

The basic role of the One-Stop Operator is to convene and coordinate the service delivery of participating one-stop partners and service providers and to create partnerships among workforce development, economic development, business, and community agencies to meet the needs of employers and job seekers in the Central Region.

The role of the One-Stop Operator is an important component of the One-Stop system and typically includes a more extensive scope of work. However, due to limited funding, the scope of work for this RFP will be performing the activities listed above.

Job Center Traffic Count

May 14, 2021 through November 26, 2021

Location	Total	Monthly Average
Jefferson City/Capital City	768	128
Columbia	1396	232
Lebanon	2307	384
Rolla	765	127

CWDB Expectations of the Subrecipient:

The Subrecipient will be expected to perform the following:

- Provide excellent customer service;
- Determine WIOA eligibility status of individuals and enroll them into the appropriate program, following all federal, state, and CWDB guidelines, policies and procedures.
- Assess the needs, barriers, and strengths of individuals, assess available resources and develop an employment plan;
- Provide case management as required;
- Provide follow-up services to ensure successful outcomes;
- Document service in the Missouri Office of Workforce Development's case management information system, maintain required documentation;
- Ensure staff are trained to provide the functions of the Job Center and WIOA programs;
- Provide business services to employer customers in their talent acquisition and workforce needs. Promote business services as a part of Job Center services within the Central Region and collaborate with the Central Region Business Team members in conducting business service marketing and outreach.
- Work cooperatively with all partners of the workforce system and braid resources when possible;
- Employ a full-time compliance/Performance Officer (See page 17 for job description);
- All flyers, outreach materials, and other communications with the public must be approved by the CWDB Communications Coordinator;
- Work cooperatively with CWDB administrative staff;
- Meet or exceed negotiated USDOL performance numbers and the minimum WIOA participant baseline assigned by the Office of Workforce Development in the annual agreement.

Conflict of Interest

CWDB maintains a written code of conduct that governs the performance of its members, subrecipients, employees, and anyone engaged in the award and administration of contracts.

By submitting a proposal for the this Request for Proposal, the Bidder certifies that it is either not aware of any potential conflicts of interest between itself and the CWDB or certifies that if there is a potential conflict of interest between itself and the CWDB, the Bidder will declare this potential conflict of interest in a statement that will be included with their proposal. Bidders must disclose potential conflicts of interest with training or service providers; avoid practices that create disincentives for services to individuals with barriers to employment; and comply with federal regulations and procurement policies.

Budget and Financial Guidelines

The Projected WIOA Budget for July 1, 2022 through June 30, 2023 is:

WIOA Adult	\$700,000.00
WIOA Dislocated Worker	\$425,000.00
WIOA Youth	\$850,000.00
One-Stop Operation	\$ 1,000.00
Total	\$1,976,000.00

1. Operating expenses cannot exceed 50% of the overall budget of the program.
2. Youth Work Experience (the sum of IS Work Experience, IS Work Experience Staffing, IS On the Job Training, IS Pre-Apprenticeship Programs, IS Internship, OS On the Job Training, OS Work Experience, OS Work Experience Staffing, OS Pre-Apprenticeship Programs, OS Internship) must equal or exceed 25% of the budget (2 CFR 681.590, 681.600 and 680.700). The extra 5% is due to CWDB program expenses.
3. Youth Out – of School must equal or exceed 75% of the IS and OS total budget. This requirement may be amended if the state of Missouri receives a waiver from the Department of Labor allowing a reduction in the OSY expenditure rate.
4. Any unresolved, disallowed cost findings based on participant eligibility or improper payments are the responsibility of the Subrecipient. The Subrecipient, under terms of their contract, will be required to reimburse CWDB for any unallowable cost incurred using non-federal funds.
5. The Subrecipient will expend a minimum of 80% in participant funding and a minimum of 80% in administrative and staffing funds by June 30, 2023.

Failure to meet expenditure levels may result in the termination of the contract and any contract extensions.

6. At a MINIMUM, the Bidder is required to have bonding and insurance at the following levels:

Worker's Compensation - \$50,000 each accident, \$500,000 each employee, \$1,000,000 policy limit.

Directors and Officers - \$1,000,000 each occurrence, \$1,000,000 annual aggregate.

Bonding – Named insured CWDB. \$50,000 for Subrecipients less than \$500,000, \$100,000 for Subrecipients of \$500,000 or more.

7. This will be a cost reimbursement contract. All payroll functions for eligible program participants, staff, training providers, and operational costs will be the sole responsibility of the Subrecipient.

The Subrecipient will be required to submit a monthly Contract Progress Report (CPR) for billing reimbursement by the 3rd day following the end of the previous month. If the Subrecipient needs to request cash on a weekly basis, this CPR must be submitted every Monday by 11:00 a.m. Cash will be paid out no later than the following Monday.

8. Bidders must utilize a financial management system that is auditable and in compliance with generally accepted accounting principles.
9. Any carryover funds available at the beginning of the program year must be expended before the current year funds. This will be determined by CWDB and communicated by a Notice of Obligation detailing each balance and funding source after July 1 of each year.
10. The Subrecipient is responsible for the purchasing of its own equipment and operating supplies. It is the Subrecipient's responsibility to maintain an inventory for any electronics, office furniture, or equipment purchased through this contract.

Bidders must develop a staffing plan by location that will be included with their proposal.

Current Locations Operate on the Following Schedule:

Central Region Comprehensive Job Centers	Days Per Week Open/Staffed
Jefferson City/Capital City	5
Columbia	5
Lebanon	5
Rolla	5
Connection Centers	
Fulton	2
Osage Beach	3
Potosi	5
Fort Leonard Wood	Veteran Services Only; no WIOA staff.
Other	
Job Point, Columbia	3
Excel Center, Columbia	1
Circuit Court, Cole County	2 days per month

Central Region Negotiated Performance Levels

The most recent performance goals are:

Employment Q2

PY20-21 State Proposed Target	PY20-21 Region Proposed Goal	State Counter	Region Counter	PY20-21 Final Negotiated Rate
70.00% - 72.00%	72.00%			72.00%
72.50% - 73.50%	73.50%			73.50%
72.50%	72.50%			72.50%
68.10% - 68.50%	68.10%			68.10%

Median Earnings

PY20-21 State Proposed Target	PY20-21 Region Proposed Goal	State Counter	Region Counter	PY20-21 Final Negotiated Rate
\$5000 - \$5275	\$ 5,250.00			\$ 5,250.00
\$5900 - \$6100	\$ 6,100.00			\$ 6,100.00
\$2900 - \$2950	\$ 2,900.00			\$ 2,900.00
\$5000 - \$5150	\$ 5,100.00			\$ 5,100.00

Measureable Skills Gain

PY20-21 State Proposed Target	PY20-21 Region Proposed Goal	State Counter	Region Counter	PY20-21 Final Negotiated Rate
60.00% - 63.00%	61.00%			61.00%
56.00% - 57.50%	57.00%			57.00%
33.00% - 33.50%	33.00%			33.00%

Employment Q4

PY20-21 State Proposed Target	PY20-21 Region Proposed Goal	State Counter	Region Counter	PY20-21 Final Negotiated Rate
67.50% - 69.00%	69.00%			69.00%
70.50% - 72.00%	72.00%			72.00%
65.50% - 66.00%	65.50%			65.50%
64.00% - 65.00%	65.00%			65.00%

Credential Attainment

PY20-21 State Proposed Target	PY20-21 Region Proposed Goal	State Counter	Region Counter	PY20-21 Final Negotiated Rate
69.00% - 73.00%	69.00%			69.00%
75.50% - 76.00%	73.50%			73.50%
60.00% - 62.00%	58.00%			58.00%

The Subrecipient must employ a full-time, dedicated compliance/performance officer to perform the following duties.

Compliance/Performance Officer

- Serve as a dedicated compliance and performance officer:
 - Conducting programmatic monitoring of 100% of WIOA and Special Grant enrollments to verify participant eligibility and ensuring compliance with all Federal and State eligibility criteria and documentation requirements.
 - Conducting full file monitoring for a minimum of 55% of all enrollments, ensuring compliance with all Federal, State, and CWDB regulations, guidelines and policies.
 - File reviews must include a sampling of enrollments from all funding streams and include participants enrolled in Classroom Training, On-the-Job Training, Work Experience, Supportive Services and any other services that result in direct payments to, or on behalf of, a participant.
 - Submit quarterly monitoring report/summary to the CWDB Compliance Manager outlining internal finds and any corrective actions.
 - Review and coordinate responses to CWDB compliance monitoring.
 - Identify staff training needs and coordinate with the CWDB Compliance Manager to prepare and conduct training.
 - Provide on-going technical assistance to Case Managers to ensure understanding and compliance with all Federal, State, and CWDB regulations, guidelines and policies.
 - Assist the CWDB Compliance Manager with preparing monitoring responses to quarterly and annual OWD programmatic monitoring and participate in OWD on-site monitoring upon request.
 - Oversee and monitor performance outcomes, coordinating with the CWDB Performance Specialist to identify what is negatively impacting performance and develop strategies to address and correct poor performance.
 - Review ITAs and all requests for funding or financial assistance/support services to ensure the amount requested matches the uploaded documentation for proof of purchase.

Proposal Requirements

Proposals are due no later than 4:00 p.m. on February 18, 2022.

Submit proposals by email to kevin.stadler@cwib.us and donna.smith@cwib.us.

Proposals arriving after the deadline will not be considered.

The narrative should completely, but concisely answer each RFP element requested.

Page count is not mandated; the proposal should be clear, concise, and provide the requested information.

Questions Regarding the RFP

Submit questions regarding this RFP by email to kevin.stadler@cwib.us. Q & A and any clarifications will be posted to <https://cwib.us/> to share information with all bidders. The deadline for questions is February 14, 2022.

Phone calls regarding questions will not be accepted.

Proposal Elements – Proposals should address the following:

1. Experience:

Introduction: Provide the name of the bidding organization, name of contact person, and their email address, phone number and physical address. Provide the evaluation criteria requested below:

1. Profile of Proposing Organization

- a) What is the legal status of your organization?
- b) Describe your organization, the governance structure, length of existence, vision, and mission. Include a description of the internal reporting hierarchy and an emergency plan if the Executive Director is unavailable for an extended amount of time.
- c) Include a copy of your most recent audit and accompanying management letter, if applicable.
- d) Describe any ongoing litigation.
- e) Describe any questioned costs and disallowed costs in the last three years.

Briefly describe your organization's current financial accounting system, including a brief description of internal controls.

2. Provide information to demonstrate that the bidder has a record of success providing WIOA workforce programs to Adults, Dislocated Workers, and Youth. Describe experience in one-stop operation.

Provide an overview of WIOA-related business services provided by your organization.

Describe your experience in operating non-WIOA programs.

Detail experience relating to monitoring, quality control, financial controls, reviewing of federal, state, or local laws and regulations as a professional organization. Explain how the agency maintains compliance with state and federal regulations.

Provide the agency's experience tracking and reporting data in accordance with all applicable requirements using a state-maintained, or other case management system.

Participant files must be maintained in accordance with federal, state, and local requirements and maintained in a secure location.

2. Plan:

1. Describe your knowledge of the most significant workforce development challenges and opportunities that the Central Region will likely face in the next two years.
2. Describe your organization's ability and strategy to meet the specific needs of each of the following populations:
 - a) The general public seeking use of the Job Center to access resources for job search, training, and other services as part of the services offered under WIOA;
 - b) Adults and Dislocated Workers who meet the requirements of WIOA, including information on:
 - Innovative approaches in delivering career, training, and follow-up services;
 - Plan to provide continuous improvement in service delivery;
 - Plan to connect job seekers with in-demand occupations;
 - Plans to utilize internships, occupational skill training, apprenticeships and on-the job training.
 - c) In-school and out-of-school Youth who meet the requirements of WIOA, including information on:
 - Serving youth with barriers to employment;
 - Providing objective assessments and developing Individual Service Strategies;
 - Placing youth in employment and or education;
 - Assisting youth with attainment of a degree or certificate;
 - Assisting youth with measureable skills gains;
 - Providing appropriate supportive services to youth.
 - d) Individuals seeking specialized services such as Veterans, former offenders, substance abusers, non-high school graduates, individuals with multiple barriers to employment (including older individuals, people with disabilities, people with limited English-speaking and cultural barriers), individuals impacted by foreign trade and those receiving RESEA services.
 - e) Businesses who are facing challenges finding qualified workers.

3. Describe your plan to address the following:
 - a) Ensure your staff are well trained and ready to implement WIOA services on July 1, 2022.
 - b) Describe how you will encourage the enrollment of more job seekers who come into the centers who access basic and limited career services.
 - c) Describe methods to coordinate with other agencies to develop strong referral and/or co-enrollment processes to reach more potential job seekers.
 - d) The selected organization must commit to employing a full-time, dedicated compliance manager. Please see the job description included with this RFP and include a statement confirming you will employ a full-time compliance manager.
 - e) Include a brief succession plan describing how operation will continue in the event of loss of key personnel.
 - f) Include a staffing plan showing the proposed distribution of staff based on the locations listed in this RFP.

4. Describe meaningful partnerships your organization has with workforce partners, including employers that will support program goals and bring benefits to customers. Partnerships should support job development, internships, apprenticeships, educational opportunities, and additional resources for participants. Include relationships with employers in in-demand employment sectors.

3. Cost:

Provide a project budget showing the proposed cost, with a budget narrative. (Budget templates attached).

The following projected budget amounts should be used for planning purposes for the program year beginning July 1, 2022. The exact funding amount is unknown at this time.

WIOA Adult	\$700,000.00
WIOA Dislocated Worker	\$425,000.00
WIOA Youth	\$850,000.00
One-Stop Operation	\$ 1,000.00
Total	\$1,976,000.00

Provide proof of the following required minimum coverage:

Worker's Compensation - \$50,000 each accident, \$500,000 each employee, \$1,000,000 policy limit.

Directors and Officers \$1,000,000 each occurrence, \$1,000,000 annual aggregate.

Bonding – Named insured CWDB. \$50,000 for Subrecipients less than \$500,000, \$100,000 for Subrecipients of \$500,000 or more.

4. Expertise:

Provide references from three organizations, including at least one business that you have collaborated with in the implementation of WIOA services.

Provide the most recent WIOA performance outcomes for your organization.

Provide specific successful outcomes/examples involving the use of internships, occupational skill training, apprenticeships, on-the job training, incumbent worker training, and other work experience activities.

Summarize the qualifications and capacity of the organization, including resumes and information on the key staff that will work with the CWDB. What roles will key staff play?

Other than the references requested above, do not include letters of support.

Documents to be provided with proposal:

- Completed Equal Opportunity Complaint and Grievance form (attached);
- A proposed staffing plan;
- An organizational chart;
- A completed budget templates attached);
- Completed Bid Sheet, page 32;
- Debarment Certification (attached).

Format and Completeness: Points may be deducted if the proposal submitted does not follow the prescribed format or if forms or information is incomplete;

General Disclaimers

- This RFP is not a guarantee to award contracts. CWDB reserves the right to reject any and all proposals.
- The CWDB is not liable for any costs incurred in the preparation of proposals.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of Workforce Innovation and Opportunity Act funds by CWDB, results of negotiations between the selected bidder and CWDB, and continued availability of Workforce Innovation and Opportunity Act funds. Any changes to the Workforce Innovation and Opportunity Act program, funding level, or board direction may result in a change of contracting.
- Prior to the issue of a contract, bidders must complete E-Verify registration.
- A proposal may be withdrawn at any time prior to awardment by notification sent to kevin.stadler@cwib.us.
- A proposal may be amended at any time after submission, but prior to the due date by notification sent to kevin.stadler@cwib.us.
- CWDB reserves the right to amend or withdraw this RFP at any time by notifying each proposer of record.
- Upon selection of a bidder, CWDB will notify all responsive proposers of the decision via email.
- This Request for Proposal has been prepared based upon information available at the time. In the event that requested services or other details change during the procurement process, proposers will be notified.
- All bidders must ensure equal opportunity to all individuals. No individual in the Central Region shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation or belief.
- All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- Additional funds received by CWDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions will be at the discretion of the CWDB.
- The contract award will not be final until CWDB and the bidder have executed a mutually satisfactory contractual agreement. No program activity may begin prior to final CWDB approval of the award and execution of a contractual agreement between the bidder and CWDB.
- CWDB reserves the right to request additional information, clarification of, or explanation for any aspect of response to this RFP.
- Materials submitted will not be returned. All proposals are subject to the Public Information Act. All proposals and their accompanying attachments become the property of CWDB upon submission.

- This is a negotiated procurement utilizing the Competitive – Request for Proposal method. As such, the award does not have to be made to the proposer submitting the lowest priced proposal, but rather the proposer, as determined by the RFP evaluation process having the most responsive proposal satisfying CWDB requirements as reflected in the scoring process. The parties to the proposed contract will be duly authorized to legally bind the firm to contractual terms and conditions. CWDB shall not be a party to any subcontract or third party contract that the Subrecipient requires to perform under the proposed contract. The Subrecipient shall be solely responsible for satisfying deliverables and performance standards.
- The Subrecipient will be required to maintain books, records, and documents that properly and sufficiently represent expenditures of funds provided by CWDB under the proposed contract and shall maintain performance records and any and all records relative to the contract. The Subrecipient shall provide access to any and all such records, developed by or in the possession of the Subrecipient relative to the proposed contract with CWDB.
- The successful Subrecipient shall indemnify and hold harmless CWDB, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney's fees and expert witness fees). Liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of the or its officers, employees, or agents, during the term of this contract. The Subrecipient shall assume on behalf of CWDB and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims whether or not CWDB is joined therein, even if such claims are groundless, false, or fraudulent.
- The Subrecipient shall agree in the event of any dispute, claim, question, or disagreement arising from or relating to this contract or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of 60 days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by Missouri-specific arbitration.

Conflict of Interest in Evaluation

CWDB staff or board members may not participate in the evaluation of proposals, discussions and/or voting to fund proposals if the employee or member has a conflict of interest regarding this RFP.

Appeals

Proposers/bidders who wish to appeal a decision must use the following process:

- Upon receipt of status notice, proposers must inform the Board in writing, within five (5) days of the date of notification. When making an appeal, the following information must be included with the appeal correspondence;
- Identify the corresponding solicitation;
- State the grounds for the protest, including a description of any alleged acts or omissions by the CWDB;
- Provide any written information that the protestor believes is relevant to the grant award;
- Provide the basis for the protestor's interest in the award;
- Provide desired remedies, if any;
- The CWDB chair will convene an appeal conference of the executive committee;
- The Board Chair or designee will serve as the moderator for the conference and will inform the proposer that only those issues presented in the appeal may be addressed at the conference; The proposer may provide further information to clarify relevant issues and may be questioned by the appeals committee;
- At the conclusion of the conference, the moderator will call for a vote of the appeals committee on whether reconsideration should be given to the appealed decision. A simple majority vote will be sufficient to reconsider or uphold the original decision.

REQUEST FOR PROPOSAL - EVALUATION SUMMARY

Adult, Dislocated Worker, Youth, and One-Stop Operation

January 14, 2022

(To be Completed by CWDB)

Agency Submitting Proposal: _____

Contact Person: _____

Email Address: _____

Proposal Received on Time: ____Yes ____ No

Evaluation

Section	Points Available	Points Awarded
Experience	20	_____
Plan	20	_____
Cost	40	_____
Expertise	20	_____
Maximum Points	100	_____

Recommendation to contract with this agency? Yes ____ No ____

Reviewers: _____

Date: _____

Evaluation Detail Form
(To be Completed by CWDB)

Name of Agency: _____ Review Date: _____

EXPERIENCE (20 points maximum)

1. Profile of organization.
_____ (3 points)
 2. Record of success providing WIOA programs to Adults, Dislocated Workers, and Youth.
_____ (5 points)
 3. Overview of business services.
_____ (3 points)
 4. Experience in operation non-WIOA programs.
_____ (1 points)
 5. Experience in monitoring, quality control, financial controls, and compliance with regulations.
_____ (4 points)
 6. Experience reporting data in a case management system.
_____ (4 points)
- _____ Total Points Awarded This Section

Comments:

Name of Agency: _____ Review Date: _____

PLAN (20 points maximum)

1. Knowledge of the regions' challenges and opportunities;

_____ (3 points)

2. The bidder's ability and strategy to meet the needs of the identified populations;
(See page 19)

_____ (4 points)

3. Plan to:

Ensure staff are well trained;

_____ (3 points)

Coordinate with other agencies;

_____ (2 points)

Employ a full-time compliance manager;

_____ (3 points)

Continue operations in the event of loss of key personnel (succession plan);

_____ (3 points)

Assign staff to serve the region's locations.

_____ (2 points)

_____ Total Points Awarded This Section

Comments:

Name of Agency: _____ Review Date: _____

COST (40 points maximum)

Costs will be evaluated based not only on competitiveness with respect to bids, but equally important, the value represented in light of services proposed and the bidder's capability and experience.

_____ (Enter Proposed Cost amount)

Reasonableness of cost and cost justification

_____ (20 points possible)

Detailed explanation of costs – budget included

_____ (10 points possible)

Meets fiscal requirements, including insurance coverage, financial management,
disallowed costs

_____ (10 points possible)

_____ Total Points Awarded This Section

Comments:

Name of Agency: _____ Review Date: _____

EXPERTISE (20 points)

1. Three references from professional organizations.
_____ (3 points)

2. Most recent WIOA performance outcomes.
_____ (5 points)

3. Examples of positive outcomes from internships, occupational skills training, apprenticeships, Incumbent worker training, on-the job training, and other work experience activities.
_____ (5 points)

4. Qualifications and capacity of the organization and staff.
_____ (7 points)

_____ Total Points Awarded This Section

Comments:

Workforce Innovation and Opportunity Act
Adult, Dislocated Worker, Youth, and One-Stop Operation
Bid Sheet
To be Completed by Bidder

Date Submitted:
Contact Person:
Agency Name:
Agency Address:
Agency Phone:
Contact Person Email Address:
Proposer's Bid Amount:

I hereby certify that, to the best of my knowledge and belief, the information in this proposal is true and correct and that the conditions stated in this Request for Proposal will be complied with if awarded the contract.

Typed Name and Title of Person Authorized to Sign Contract

Signature

Date

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas

- ✓ Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- ✓ Providing opportunities in, or treating any person with regard to, such a program or activity; or
- ✓ Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Danielle Smith
State WIOA Equal Opportunity Officer
421 E. Dunklin P.O Box 1087
Jefferson City, MO 65101
Telephone: (573) 751-2428 or Fax: (573)751-4088
Email: danielle.Smith@ded.mo.gov
Email: DWDCComplaintsandgrievances@ded.mo.gov

or

The Director, Civil Rights Center (CRC),
U.S. Department of Labor,
200 Constitution Avenue NW.,
Room N-4123, Washington, DC 20210

or

electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with the CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Missouri Division of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services are available at 711.

WIOA regulations require each state to establish a procedure for grievances and program complaints received from participants being served by the workforce system. To seek a formal resolution, you must first file your complaint locally. This process is intended to allow for a resolution of the issue at the most local level. You must start the process by submitting your complaint within your local workforce system, either through your local One-Stop Job Center or local workforce development board. You have up to one year to file a grievance. DWD encourages informal resolution prior to the filing of a written complaint. If the complainant is not satisfied with the attempt at informal resolution, he or she should be encouraged to complete a General WIOA Complaint Form.

The complainant should be allowed sufficient time and technical assistance to provide a complete and clearly written explanation on his or her complaint form. If the complainant is unable to write, staff may transcribe his or her words onto the form; staff shall take care not to alter the language of the complainant. When a written complaint is received, the employee taking the complaint should review it immediately to ensure completeness. Care should be taken to assure the following information has been provided, especially if the complaint is not received on the General WIOA Complaint Form.

The grievance should include the following:

1. Full name, telephone number and address of the person making the complaint;
2. Full name and address of the respondent; and
3. Statement of the facts (including dates) that constitutes the alleged violation(s)
4. A statement of how you would like the matter to be resolved (e.g. if the agency finds in your favor what you would like to see happen or to receive);
5. Any applicant, employee, participant, service provider, program recipient, or other interested party may file a complaint alleging a violation of local WIOA programs, agreements or Local Workforce Development Board policies and activities.

You may file your grievance with the Local Workforce Board Grievance Officer at

NAME/TITLE Korin Ell
ADDRESS 1 Central Workforce Development Board
ADDRESS 2 1107 Kingshighway
PHONE/FAX 573-426-6030
EMAIL korin.ell@cwib.us

Within 60 calendar days of filing your grievance, WIOA requires the local area to provide a formal hearing, if the issue is not resolved informally prior to the hearing. If you find the local hearing decision unsatisfactory, or if the local area does not respond to you in the allotted 60 days, you will have the opportunity to file a request for review by the State. At the State level, WIOA requires an opportunity for an informal resolution and hearing to be completed within 60 calendar days of the filing. If the State does not respond within the 60 days, or either party wants to appeal, WIOA allows for a formal appeal to the U.S. Department of Labor (DOL). Federal appeals must be made within 60 calendar days of the receipt of the decision being appealed. DOL will make a final decision no later than 120 days after receiving a formal appeal. DOL will only investigate grievances and complaints arising through the established procedures. WIOA does not allow for federal intervention until the formal procedure has been followed.

Retaliation: *No DWD employee, recipient or sub-recipient may discharge, intimidate, retaliate, threaten, coerce or discriminate against any individual because the individual has filed a discrimination complaint or otherwise participated in the investigation of a discrimination complaint.*

I acknowledge receipt of copies of the following Notice of Rights:

1. Equal Opportunity Is the Law Notice

2. WIOA Grievance Procedure Notice

_____ Date

I have read these Equal Opportunity and WIOA Programs Notices and understand that I have a right to file discrimination or programmatic complaints if I feel that my rights were violated by a WIOA Title I financially assisted program or activity.

This information was provided in the following language/format

English

Spanish

Other Language (Specify) _____

Alternate Format (Specify) _____

*[Staff instruction: Indicate the correct line by checking **one box** below, appropriate to the individual, before presenting for a signature]*

Participant means an individual who has been determined to be eligible to participate in, and who is receiving any aid, benefit, service, or training under, a program or activity financially assisted in whole or in part under Title I of WIOA. This includes participants in WIOA Adult, Dislocated Worker, and Youth programs, National Dislocated Worker Grant participants, Trade Adjustment Assistance participants, and any other program for which a hard-copy participant file is required. The individual or individuals intended by Congress to receive aid, benefits, services, or training from a recipient.

Participant Name _____
Print Name Signature

Recipient means an entity that receives financial assistance under Title I of WIOA. “Recipient” includes, but is not limited to: State-level agencies that administer, or are financed in whole or in part with, WIOA Title I funds; State Workforce Agencies; State and Local Workforce Development Boards; Local Workforce Development Area grant recipients; One-stop operators; Service providers, including **eligible training providers**; On-the-Job Training employers; and other National Program recipients.

Recipient _____
Organization Name Print Name/Title Signature

Applicant for employment means a person or persons who make(s) an application for employment with a recipient of federal financial assistance under WIOA Title I.

Applicant for Employment _____
Print Name Signature

Employee means a covered employee, of a recipient, included in the Unemployment Insurance (UI) wage records of that recipient.

Employee _____
Print Name Signature

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).



Missouri Division of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services are available at 711.

**Central Workforce Development Board
Adult and Dislocated Worker**

Agency: _____

Contract Number: _____

Adult and Dislocated Worker

Month of: _____

Contract Period: _____

PY22/FY23

*As required by contract the Contracting Agency shall submit this report no later than the close of business on the third (3) calendar day of the month following the month for which expenses are incurred. Expenses reported shall be on an accrual basis, which includes all costs incurred, not just those which have been paid.

CFDA	Funding Source	WIB	Budget	Current Month	YTD Amount	Remaining Balance	Current Obligations
17.258	Adult Program Salary/Fringe	6701				\$ -	
17.258	Adult Program Other Staffing Costs	6703				\$ -	
17.258	Adult Program Indirect Admin	6710				\$ -	
17.258	Adult Program Travel	6760				\$ -	
17.258	Adult Program Supplies	6725				\$ -	
17.258	Adult Program Other	6720				\$ -	
17.258	Adult Program ITA	7010				\$ -	
17.258	Adult Program OJT	7030				\$ -	
17.258	Adult Program Incumbent Worker Training	7025				\$ -	
17.258	Adult Program Work Experience or Internship	7000				\$ -	
17.258	Adult Program Supportive Services	7200				\$ -	
17.258	Adult Pay for Performance	7210				\$ -	
Adult Program Totals-			\$ -	\$ -	\$ -	\$ -	
17.278	DW Program Salary/Fringe	6701				\$ -	
17.278	DW Program Other Staffing Costs	6703				\$ -	
17.278	DW Program Indirect Admin	6710				\$ -	
17.278	DW Program Travel	6760				\$ -	
17.278	DW Program Supplies	6725				\$ -	
17.278	DW Program Other	6720				\$ -	
17.278	DW Program ITA	7010				\$ -	
17.278	DW Program OJT	7030				\$ -	
17.278	DW Program Incumbent Worker Training	7025	\$ -			\$ -	
17.278	DW Program Work Experience or Internship	7000				\$ -	
17.278	DW Program Supportive Services	7200				\$ -	
17.278	DW Pay for Performance	7210	\$ -			\$ -	
DW Program Totals-			\$ -	\$ -	\$ -	\$ -	
Total			\$ -	\$ -	\$ -	\$ -	

Total Amount Owed	
\$	-

Adult		YTD % of			
		Current Month	YTD Amount	Expenditures	YTD % of Total Budget
	Total Program Cost	\$ -	\$ -	#DIV/0!	#DIV/0!
	Total Admin Cost	\$ -	\$ -	#DIV/0!	#DIV/0!
		\$ -	\$ -		

Dislocated Worker		YTD % of			
		Current Month	YTD Amount	Expenditures	YTD % of Total Budget
	Total Program Cost	\$ -	\$ -	#DIV/0!	#DIV/0!
	Total Admin Cost	\$ -	\$ -	#DIV/0!	#DIV/0!
		\$ -	\$ -		

Training Expenditures			
	Adult	Dislocated Worker	
% Requirement		32%	37%
Total Overall Expenditures	\$ -	\$ -	\$ -
ITA	\$ -	\$ -	\$ -
OJT	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
% Requirement Actuals	#DIV/0!	#DIV/0!	
Spent % by Grant	#DIV/0!	#DIV/0!	
Must be 20% Spent each Quarter			

Adult

Participant Name

ID #

July

August

ITA

Totals

OJT

Incumbent Worker Training

Totals

Work Experience

Totals

Supportive Services

Totals

Pay for Performance

Totals

September October November December January February March April May June Totals

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Dislocated Worker

Participant Name

ID #

July

ITA

Totals

OJT

Incumbent Worker Training

Totals

Work Experience

Totals

Supportive Services

Totals

Pay for Performance

Totals

August September October November December January February March April

May

June

Totals

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Central Workforce Development WIOA YOUTH

Agency: _____

Month of: _____

*As required by contract the Contracting Agency shall submit this report no later than the close of the month following the month for which expenses are incurred. Expenses reported shall be on incurred, not just those which have been paid.

CFDA	Expense Category	WIB	Total Budget
In-School: Direct Client Services			
17.259	IS Occupational Skills Training	7020	
17.259	IS Occ Skills Training related to WKEX	7020	
17.259	IS Work Experience	7000	
17.259	IS Work Experience Staffing	7005	
17.259	IS OJT	7030	
17.259	IS Supportive Services	7200	
17.259	IS Internships	7220	
17.259	IS Other Direct Part Costs: WKEX	6705	
17.259	IS Pay for Performance/Incentive	6850	
17.259	IS Pay for Performance/Incentive WKEX	6850	
Total In-School Direct Client Services			\$ -
In-School: Program Admin Operations			
17.259	IS Salary/Fringe	6701	
17.259	IS Other Staffing/Oper Costs	6703	
17.259	IS Indirect Administrative Costs	6710	
17.259	IS Facilities	6750	
17.259	IS Supplies	6725	
17.259	IS Travel	6760	
17.259	IS Other	6720	
Total In-School Program Admin Operations			\$ -
Total In-School OverAll			\$ -
Out-School: Direct Client Services			
17.259	OS Occupational Skills Training	7020	
17.259	OS Occ Skills Training related to WKEX	7020	
17.259	OS Work Experience	7000	
17.259	OS Work Experience Staffing	7005	
17.259	OS OJT	7030	
17.259	OS Supportive Services	7200	
17.259	OS Internships	6720	
17.259	OS Other Direct Part Costs: WKEX	6705	\$ -
17.259	OS Pay for Performance	6850	
17.259	OS Pay for Performance/Incentive WKEX	6850	\$ -
Total Out-School Direct Client Services			\$ -

Out-School: Program Admin Ope			
17.259	OS Salary/Fringe	6701	
17.259	OS Other Staffing/Oper Costs	6703	
17.259	OS Indirect Administrative Costs	6710	
17.259	OS Facilities	6750	
17.259	OS Supplies	6725	
17.259	OS Travel	6760	
17.259	OS Other	6720	
Total Out-School Program Admin Operations			\$ -
Total Out-School OverAll			\$ -
Total YOUTH OVER ALL			\$ -

Current Month Costs		Direct Client Monthly %
In-school	\$ -	#DIV/0!
Out-of-School	\$ -	#DIV/0!
	<u>\$ -</u>	

1. The total of the indirect costs must not exceed 10% of the overall budget.

Year to Date		% of Budget
In-school	\$ -	#DIV/0!
Out-of-School	\$ -	#DIV/0!
Total over all	\$ -	#DIV/0!

2. Indirect administrative costs are subject to the agencies approved indirect cost rate.

3. Salaries and Fringe Benefits must be tracked and reported separately for work experience activities.

4. The total of work experience participant costs and program costs must meet or exceed 20% of the overall budget.

Year to Date Work Experience		% of Budget
In-school	\$ -	YTD
Out-of-School	\$ -	#DIV/0!
	<u>\$ -</u>	

5. Out of School youth expenses must meet or exceed 75% of yeraly budget

Yearly

#DIV/0!

6. Total Admin Must not be more than 50% of Spent Budget

7. Work Experience may include the following:

* Wages/stipends paid for participation is a work experience;

* Staff time working to identify and develop a work experience opportunity, including staff time spent on experience;

* Staff time working with employers to ensure a successful work experience, including staff time spent on experience;

* Staff time spent evaluating the work experience;

* Participant work experience orientation sessions;

* Employer work experience orientation sessions;

* Classroom training or the required academic education component directly related to the work experience;

* Incentive payments directly tied to the completion of work experience; and

* Employability skills/job readiness training to prepare youth for a work experience.: Other Direct

8. Budget Balance Line items must never be in the negative.

9. All youth Salary must be recorded as to where the Staff Person is actually working. See new time

10. 25% of your budget Must be Spent Each Quarter.

This Report Expenditure %:

#DIV/0!

rations				
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
\$ -	\$ -	\$ -		
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\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -

Total Amount Owed	
\$	-

Direct Admin	Direct Client	Direct Admin
Monthly %	YTD %	YTD %
#DIV/0!	#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!	#DIV/0!

Please fill this in with your Agency %

udget.

Current Month Work Experience		% of Budget
In-School	\$ -	Current
Out-of-School	\$ -	#DIV/0!
	\$ -	

ent working with employers to identify and develop the work

ent managing the work experience;

experience;

: Participant Costs Line

ecard.

IN-SCHOOL	7/1/22 to 6/30/2023		Occupational Classroom Training			
	Case Manager	Total Obligation	School	Obligated \$	Spent \$	Remaining
YOUTH						
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
		\$ -		\$ -	\$ -	\$ -
Grand Totals		\$ -		\$ -	\$ -	\$ -

Remaining Obligations

Classroom Training	\$	-
Work Experience	\$	-
OJT	\$	-
Supportive Services	\$	-
Incentive	\$	-
Total	\$	-

Work Experience				On-The-Job Training		
Hours Assigned	Obligated \$	Spent \$	Remaining	Obligated \$	Spent \$	Remaining
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OUT-OF-SCHOOL	7/1/22 to 6/30/2023			Occupational Classroom	
YOUTH	Case Manager	Total Obligation	School	Obligated \$	Spent \$
		\$ -		\$ -	\$ -
Grand Totals		\$ -		\$ -	\$ -

Remaining Obligations

Classroom Training	\$	-
Work Experience	\$	-
OJT	\$	-
Supportive Services	\$	-
Incentive	\$	-
Total	\$	-

Training	Work Experience				On-The-Job Traini	
Remaining	Hours Assigned	Obligated \$	Spent \$	Remaining	Obligated \$	Spent \$
\$ -		\$ -		\$ -	\$ -	\$ -
\$ -		\$ -	\$ -	\$ -	\$ -	\$ -

DEBARMENT CERTIFICATION FORM

The Bidder certifies that, neither the Bidder firm nor any owner, partner, director, officer, or principal of the Bidder, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

- (a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- (d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.
- (e) The contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following DUNS Number: _____.

The Bidder further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Dated this _____ day of _____, 20 _____

By _____

Authorized Signature for Bidder

Printed Name and Title