Workforce Investment Act – WorkSource Columbia Basin Youth/Adult/Dislocated Worker/Guest Resource Services Request for Proposals #13-01

Release Date
February 25, 2013

Due Date
May 6, 2013

Contract Period
July 1, 2013 to June 30, 2014 (with option to extend)

The Benton-Franklin Workforce Development Council is an Equal Opportunity Program/Employer. Auxiliary aids and services will be made available upon request to individuals with disabilities.

WIA Youth/WIA Adult/WIA Dislocated Worker/WSCB Guest Resource Services
Request for Proposals # 13-01
Table of Contents

		Page
I.	RFP Calendar & Notes	3
II.	WDC Website Information	4
III.	Bidder Q & A	4
IV.	Background	4
V.	Request for Proposal Purpose	5
VI.	Benton-Franklin Workforce Development Council Overview	5
VII.	WIA Youth	6
VIII.	WIA Adult	9
IX.	WIA Dislocated Worker	11
X.	Program Elements	13
XI.	WorkSource Columbia Basin Guest Resource Services	15
XII.	Bidder Qualifications	17
XIII.	General Instructions	18
XIV.	Proposal Content	18
XV.	Budget Line-Item Definitions	19
XVI.	Selections and Evaluation	19
XVII.	Supplemental Information	21
XVIII.	SKIES Requirements	22
XIX.	Administrative Requirements	22
XX.	Disclaimers and General Provisions	23
XXI.	Proposal Submission Attachments	26
XXII.	Required Forms	26

I. Calendar & Notes

Release Date	Monday, February 25, 2013 The proposal can be found on our website. http://www.bentonfranklinwdc.com/
Bidders Conference	Tuesday, March 5, 2013 10 a.m. to Noon Richland Community Center – Meeting Room 500 Amon Park Drive Richland, WA 99352
Documentation of Qualifications	Monday, March 25, 2013 Mandatory for all bidders prior to submitting proposal. 4 p.m. Pacific Time – 1 original 1 copy Bidders notified of qualification status March 29, 2013
Question and Answers	Weekly The first date to submit questions is March 6, 2013 The last date to submit questions is May 3, 2013 The Q & A document will be posted on the BFWDC website.
Proposal Due Date	Monday, May 6, 2013 4 p.m. Pacific Time – 1 original 9 copies
Review Panel	Week of May 20, 2013 The BFWDC may require oral interviews from bidders as part of the process. If interviews are held, they will take place during this timeframe.
Announcements	Wednesday, May 29, 2013 Both winning and losing bidders will be notified.
Contract Negotiations	Thursday, May 30, 2013 An in person meeting will be scheduled following announcement.
Contracts Start	Monday, July 1, 2013

- This Request for Proposal (RFP) does not commit the Benton-Franklin Workforce Development Council (BFWDC) to award a contract. The BFWDC reserves the right to accept or reject any or all proposals received. All solicitations are contingent upon availability of funds.
- No costs will be paid to cover the expense of preparing a proposal.
- Proposals in the possession of the BFWDC are considered public records and subject to disclosure under the federal and state public records laws.
- For this RFP, the BFWDC is seeking one competitive bid from each interested bidder covering all four areas of service (Youth, Adult, Dislocated Worker and Guest Resources Services). Failure to respond to all four areas will result in the entire bid being considered ineligible.

II. WDC Website Information

The BFWDC's website at http://www.bentonfranklinwdc.com/ will be used as the primary mode of communication between the BFWDC and potential bidders. Beginning February 25, 2013 interested parties can download the Request for Proposals and learn of upcoming events and deadlines. A question and answer page on the website will be updated at least weekly (see below). It is the bidder's responsibility to check the web page frequently to stay informed throughout the procurement process. The BFWDC will use the website to answer questions and communicate with potential bidders.

If you do not have the resources to download large electronic files, please phone or email your request to the BFWDC to receive a hard copy of the RFP.

Benton-Franklin Workforce Development Council
815 North Kellogg Street, Suite C
Kennewick, WA 99336
Phone: 509-734-5980
Attn: Operations
Email: operations@bf-wdc.org

III. Bidder Q & A

Beginning on March 6, 2013, bidders may submit questions in writing to the BFWDC staff. Questions will not be answered over the phone, in person, or directly to inquiring parties in any form. Answers will be posted on the BFWDC website on a weekly basis, or more frequently as needed. In addition, bidders are encouraged to attend the bidders conference listed on the calendar page of this RFP. BFWDC staff will take verbal questions during the conference. Answers to those questions will be given real time if possible. Should additional research be needed answers will be added to the Q & A sheet on the BFWDC website for reference. Questions and answers asked by bidders at the conference will be incorporated on the website Q & A document.

To submit a question to the BFWDC, send it via electronic email to operations@bf-wdc.org. Questions will be accepted between the dates of March 6, 2013 and May 3, 2013. Please type RFP 13-01 in the subject line of all email inquiries. Questions will be answered in the order they are received.

IV. Background

The Workforce Investment Act (WIA) of 1998 includes the following statement of intent, which encompasses the Act's three target populations: low income adults, low-income youth, and dislocated workers.

> The Workforce Investment Act will provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment and earnings of participants, and increase occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation.

V. Request for Proposal Purpose

The purpose of this Request for Proposals is to solicit competitive proposals for the delivery of services under the Workforce Investment Act (WIA) Title I, Youth, Adult, Dislocated Worker programs and the front end Guest Resource Services at WorkSource Columbia Basin (WSCB). Contracts resulting from this RFP are anticipated to commence July 1, 2013, and continue to June 30, 2014 pending available funding. This is a one year award with option to extend.

Exact funds available in this RFP will not be known until the State of Washington releases its Program Year 2013 allocations. Bidders should use the funding estimates below for their proposals. These estimates are solely for the purpose of offering guidance to bidders. Actual contracts will be based on the actual 2013 allocations.

Estimates of potential funds available for contract:

WIA Youth	$ 454,000
WIA Adult	$ 468,000
WIA Dislocated Worker	$ 707,000
WSCB Guest Resources	$ 250,000

Respondents to this RFP must apply in **all** of the above categories.

VI. Benton-Franklin Workforce Development Council Overview

Benton and Franklin Counties have been designated by the Governor as a local workforce area, based on population size, prior education and training performance and service delivery integrity. The Benton-Franklin Workforce Development Council is a nonprofit workforce organization. Established in 1984 by the County Commissioners of Benton and Franklin Counties, the BFWDC is led by a board of directors. Our board members represent private employers, labor, community based organizations, educators and other organizations. The BFWDC supports job training services to Adults, Youth, and Dislocated Workers. We also assist the universal job seeker customer via our Guest Resource Services. All target populations are part of the One-Stop Delivery System and served by staff within the WorkSource Columbia Basin partnership.

Our Mission Statement:

> The Benton-Franklin Workforce Development Council administers employment and training services at WorkSource. We are dedicated to collaborating with community partners to meet the needs of the job seeker and employer customer.

Our Vision Statement:

> The Benton-Franklin Workforce Development Council advances the region's economy by connecting job seekers and employers at WorkSource.

VII. WIA Youth

WIA requires Youth programs to provide specific program components and elements.

A. Youth Components

Bidders must ensure the provision of the following six required components on a year round basis:

1. Outreach, Recruitment & Orientation
2. Eligibility Determination and Registration
3. Objective Assessment
4. Individual Service Strategy (ISS)
5. Case Management
6. Referral

B. Youth Elements

Bidders must ensure that all of the following elements are accessible to all enrolled youth as needed:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
2. Alternative secondary school offerings as appropriate
3. Summer employment opportunities for in-school youth that is linked to academic and occupational learning
4. Work Experiences (WEX)
5. Occupational Skills Training, development of primary occupational skills to perform tasks and technical functions required by specific occupational fields
6. Leadership development opportunities, encourage responsibility and other positive social behaviors
7. Supportive Services
8. Comprehensive guidance and counseling, as appropriate to the needs of the individual youth
9. Adult Mentoring
10. Follow Up Services

C. Youth Eligibility

All participants to be served will be low income as defined in WIA Section 101(25) and between the ages of 16-21 at the time of registration, be a legal citizen or resident of the United States, reside in Benton or Franklin Counties, and fall within one or more of the following categories:

1. Deficient in basic literacy skills
2. School dropout
3. Homeless, runaway, or foster child
4. Pregnant or parenting
5. Juvenile or criminal offender or
6. Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment and is an eligible youth as defined by WIA, section 101 (13).

D. Youth Priority

Priority access to services will be given to eligible youth in Benton and Franklin Counties who require additional assistance as a result of having one or more of the following barriers:

1. At risk of dropping out of school
2. Limited English proficiency
3. Immigrant or refuges
4. Migrant family or migrant seasonal farm worker status
5. Gang involved
6. Involved with the Juvenile Justice system
7. Substance abuse
8. Care-giver status
9. Domestic abuse
10. Lack of stable/affordable housing
11. Reside in areas with high rates of poverty, crime and or unemployment
12. Family history of chronic unemployment
13. Single-parent household
14. Deficient in occupational skills
15. Disability (including learning disability)

E. In-School Youth and Out-of-School Youth

For Program year (PY) 2013 (July 1, 2013 – June 30, 2014), the BFWDC has adopted a funding split of 70 percent out-of-school, 30 percent in-school youth programs. This does not mean that each youth bidder budget must be divided according to this split, but rather the BFWDC will be looking to keep this balance in the overall system at large.

A minimum of 95% of total youth served must be low-income, as defined in WIA Section 101 (25) with one or more of eligible criteria met.

The overall goals for the use of WIA Youth funds in Benton and Franklin counties are to assist economically disadvantage youth ages 16-21 to achieve educational attainment, skill development and employment. Bidders must deliver services in a way that maintains focus on and is relevant to career development, job placement and educational attainment.

Service delivery models should incorporate the following:

1. objective assessment, service planning and documentation of attainments, career exploration, work readiness, work experience, job placement and retention
2. strategies for successful post-secondary transition
3. effective job development and employer engagement strategies including job shadowing, work experiences, internships and on-the-job training (OJT) opportunities

The Bidder must also work in cooperation with local labor organizations to refer and encourage program enrollees to explore "pre-apprenticeship" programs, in particular women and minorities, who are interested in non-traditional occupations for both ISY and OSY. Several trades/apprenticeship programs have pre-requisites to entering the program, which includes educational skills criteria. Bidders must be willing to ensure enrollees are working towards these skills criteria so that individuals can qualify for application and consideration for apprenticeship training. These activities will be identified in the eligible clients' Individual Service Strategy (ISS).

F. Youth Services

For eligible in youth, the following services must be made available:

1. Expand paid WEX to private sector sites and with WEX sites willing to make a commitment to hire into unsubsidized employment, as appropriate
2. Collaborate with partners, local labor representatives, school districts, and community based organizations to serve eligible clients
3. Pursue unsubsidized employment, as appropriate, for select participants based upon participant and employer need
4. Provide job search skills training such as interviewing techniques, resume writing, and keys to successful employment experience
5. Provide vocational education, advanced skills training, and/or post secondary education for appropriate high school graduates
6. Provide tutoring as needed to ensure academic success
7. Explore post secondary education, apprenticeship, military and employment opportunities
8. Provide On-the-Job Training (OJT) leading to unsubsidized employment for select high school graduates who do not plan to pursue post secondary education or advanced skills training
9. Pursue, in the event of an ISY dropping out of public school, a GED, High School Reentry or other credit repair options as appropriate
10. Provide other required Youth Program Elements such as adult mentoring and youth leadership development as appropriate
11. Provide support services as needed, according to WIA Title 1B guidelines, to remove barriers, stay in school, complete education/training and gain/maintain employment
12. Administer Comprehensive Adult Student Assessment Systems (CASAS) to determine basic skills level, develop a plan to address education and job readiness skill deficiencies.

G. Youth Performance Measurements

The Bidder is responsible for meeting, and encouraged to exceed, the following BFWDC Common Federal Youth Performance Measures for **Program Year 2013:**

Certificate Rate: of those participants enrolled in education (at the date of participation or at any point during the program): The number of youth who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of participants who exit during that quarter shall be at least **77%.**

Numeracy/Literacy Rate: of those out of school youth who are basic skills deficient, the number of youth who increase one or more educational functioning levels divided by the number of youth who have completed a year in the program (i.e., one year from the date of first youth program service) plus the number of participants who exit before completing a year in the program shall be at least **50%**.

Placement Rate: of those who are not in postsecondary education, employment, or the military at the initial date of participation, the percentage of those participants who are in employment or the military or enrolled in postsecondary education, advanced training and/or occupational skills training in the first quarter after the exit quarter divided by the number of youth who exit during the quarter shall be at least **63%.**

VIII. WIA Adult

The One-Stop system is the basic delivery system for adult services. Through this system eligible, low income (as defined in WIA Section 101(25)) adults can access a continuum of services organized into three levels; core, intensive, and training.

A. Adult Regulatory Intent

WIA-funded core services will include an initial assessment providing information about the individual's skill levels, aptitude, interests, and supportive services needs; job search and placement assistance. To be eligible to receive core services as an adult, an individual must be 18 years of age or older.

WIA-funded intensive services may include; out-of-area job search activities, literacy activities related to basic workforce readiness, internships, etc. based on an assessment or individual employment plan.

B. Adult Services

All individuals enrolled in WIA activities in Benton and Franklin Counties will be offered training and related services from the bidder, including but not limited to the following:

1. Initial and intensive assessment of the capabilities, needs, and vocational potential of the individual
2. The development of an individual employment plan (IEP) based on assessment
3. Access to a multitude of non-WIA funded training and support service partner agencies/organizations to achieve the goals identified in the IEP
4. Counseling for basic and occupational skill development and support services
5. Pre-employment and work maturity skills training when coupled with basic skills or occupational skills training
6. Training such as basic skills, General Equivalency Diploma attainment, literacy and English as a second language, institutional and on-the job skill training
7. Job referral and placement into occupations in demand and related to the training provided that leads to job retention and wage progression

C. Staff Work Functions for Adults

The bidder must deliver client services in a manner that supports the WIA-IB services through the One-Stop delivery. These services will be delivered through trained, competent staff with the skills, knowledge, and attitudes that are foundational to all levels of client services. Bidders must be willing to perform the following critical work functions and key activities surrounding WIA client services within policies and procedures including but not limited to:

1. Determining appropriateness and eligibility for services
2. Conducting intake and ongoing assessments required through policy
3. Providing support services necessary for an individual to participate
4. Consultation regarding education and training opportunities
5. Coordinating services
6. Development and maintaining records
7. Coordinating with the Business Services Unit (BSU)*

   *Definition: those staff employed by the Employment Security Department that provide services to business/employer customers at WorkSource Columbia Basin.

Comprehensive case management begins when the client needs intensive services to successfully attain employment and self-sufficiency. The move from core to intensive services will require eligibility determination and registration into the WIA Adult Program. The bidder must be willing to

conduct intakes and require 100% eligibility verification documentation as well as supervisory review and approval.

D. Adult Eligibility

Disadvantaged adults must meet the following eligibility criteria prior to being served under the Adult Program:

1. 18 years or older
2. Citizen of US or eligible non-citizen
3. Selective Services registration for Males
4. Low income as defined by the WIA, section 101(25)

E. Adult Priority

WIA funds for intensive and training services are limited. The bidder shall accommodate the priorities of the Workforce Investment Act, giving preference to the following populations:

1. Public Assistance Recipients
2. Veterans
3. Spouse of Veterans
4. Offenders
5. Single Parents
6. Female head of household
7. Drop outs
8. People of color
9. Limited English speaking
10. Mono-Lingual
11. Homeless Persons
12. Persons with Disabilities
13. Older Workers

The bidder must give first priority to recipients of public assistance and other low-income individuals. Veterans or other covered persons (including spouse of Veteran) who are recipients of public assistance and other low-income veterans shall be given first priority among this first priority group. The primary determining factor for a client to move from core to intensive or training services described below will be whether the client needs additional assistance in order to increase the chance of the client's successful attainment of employment and meet/exceed the self sufficiency standard. Self Sufficiency for an adult client is defined as employment that pays at least the lower living standard income level, as defined in WIA section 101(24).

F. Adult Performance Measurements

The Bidder is responsible for meeting, and encouraged to exceed, the following BFWDC Common Federal Adult Performance Measures for **Program Year 2013:**

Entered Employment Rate: of those clients not employed at the date of participation, the number of clients who are employed in the first quarter after the exit quarter divided by the number of clients who exit during the quarter shall be at least **83%.**

Employment Retention Rate: of those clients who are employed in the 1st quarter after the exit quarter, the number of clients who are employed in both the 2nd and 3rd quarters after the exit quarter

divided by the number of clients who exit during the quarter (clients who were not employed in the 1st quarter after the exit quarter are excluded) shall be at least **83%.**

Adult Earnings: of those clients employed in the 1st, 2nd, and 3rd quarters after the exit quarter, total post-program earnings (in quarter 2 and quarter 3 after exit) divided by the number of clients who exit during the quarter (clients not employed in the 1st, 2nd, or 3rd quarters after exit are excluded) shall be at least **$12,350.**

IX. WIA Dislocated Worker

The One-Stop System is the basic delivery system for dislocated worker services. Through this system eligible, dislocated workers can access a continuum of services organized into three levels; core, intensive, and training.

A. Dislocated Worker Regulatory Intent

WIA-funded core services will include an initial assessment providing information about the individual's skill levels, aptitude, interests, and supportive services needs; job search and placement assistance. To be eligible to receive core services as a dislocated worker, an individual must meet the definition of "dislocated worker" at WIA section 101(9) and established local policies and procedures.

WIA-funded intensive services may include; out-of-area job search activities, literacy activities related to basic workforce readiness, relocation assistance, internships, etc. based on an assessment or individual employment plan.

B. Dislocated Worker Services

All individuals enrolled in WIA activities in Benton and Franklin Counties will be offered training and related services, including but not limited to the following:

1. Initial and intensive assessment of the capabilities, needs, and vocational potential of the individual
2. The development of an individual employment plan (IEP) based on assessment
3. Access to a multitude of non-WIA funded training and support service partner agencies/organizations to achieve the goals identified in the IEP
4. Counseling for basic and occupational skill development and support services
5. Pre-employment and work maturity skills training when coupled with basic skills or occupational skills training
6. Training such as basic skills, General Equivalency Diploma attainment, literacy and English as a second language, institutional and on-the-job skill training
7. Job referral and placement into occupations in demand and related to the training provided that leads to job retention and wage progression

C. Staff Work Functions for Dislocated Workers

The Bidder shall deliver client services in a manner that supports the WIA-IB services through the One-Stop delivery system. These services will be delivered through trained, competent staff with the skills, knowledge, and attitudes that are foundational to all levels of client services. Staff shall perform the following critical work functions and key activities surrounding WIA client services within policies and procedures including but not limited to:

1. Determining appropriateness and eligibility for services

2. Conducting intake and ongoing assessments required through policy
3. Providing support services necessary for an individual to participate
4. Consultation regarding education and training opportunities
5. Coordinating services
6. Development and maintaining records
7. Coordinating with the Business Services Unit (BSU)

D. Rapid Response

Whenever BFWDC identifies an event that may trigger a significant layoff or otherwise result in increased unemployment in the local area, the Bidder must be willing to coordinate Rapid Response activities with the BFWDC to respond to businesses experiencing mass layoffs and plant closures. The Bidder shall customize services to the employers needs and include convening the Rapid Response Team to provide workshops that articulate services available to the business and their employees. Rapid Response services will include providing assistance with unemployment insurance filing, priority access to job search workshops, and access to WIA services for finding new jobs and skills training to improve their marketable skills.

E. Dislocated Worker Eligibility Determination

Comprehensive case management begins when the client needs intensive services to successfully attain employment and self-sufficiency. The move from core to intensive services will require eligibility determination and registration into the WIA Dislocated Worker Program. The bidder must be willing to conduct intakes and require 100% eligibility verification documentation as well as supervisory review and approval.

Disadvantaged Dislocated Workers must meet the following eligibility criteria prior to being served under the Dislocated Worker Program:

1. 18 years or older; and
2. Citizen of US or eligible non-citizen; and
3. Selective Services registration for Males; and

   One of the following:

4. Recently lost a job through no fault of their own and are unlikely to return to their previous occupation or industry; or
5. Are about to be laid off due to a plant closure or mass layoff; or
6. Are formerly self-employed but now unemployed because of general economic conditions or natural disaster; or
7. Meet the definition of a displaced homemaker under the WIA, section 101 (10) (displaced homemakers are equally eligible for Dislocated Worker Services if they have been dependent on the income of a family member but are no longer supported by that income and if they are experiencing difficulty obtaining or retaining employment).

F. Dislocated Worker Priority

The winning bidder must give first priority to Veterans and eligible spouses of Veterans who meet the above criteria. The Bidder shall follow local WDC Policy #55-20 WIA Title IB Jobs for Veterans Act Priority of Service when determining eligibility priority among Dislocated Workers. The primary determining factor for a client to move from core to intensive or training services as described below will be whether the client needs additional assistance in order to increase the chance of the client's successful attainment of employment and meet/exceed the self sufficiency standard. Self-sufficiency

for an dislocated worker client is defined as employment that pays at least the lower living standard income level, as defined in WIA section 101(24).

G. Dislocated Worker Performance Measures
The Bidder is responsible for meeting, and encouraged to exceed, the following BFWDC Common Federal Dislocated Worker Performance Measures for **Program Year 2013:**

Entered Employment Rate: of those clients not employed at the date of initial participation, the number of clients who are employed in the first quarter after the exit quarter divided by the number of clients who exit during the quarter shall be at least **84%.**

Employment Retention Rate: of those clients who are employed in the 1st quarter after the exit quarter, the number of clients who are employed in both the 2nd and 3rd quarters after the exit quarter divided by the number of clients who exit during the quarter (clients who were not employed in the 1st quarter after the exit quarter are excluded) shall be at least **91%.**

Dislocated Worker Earnings: of those clients employed in the 1st, 2nd, and 3rd quarters after the exit quarter, total post-program earnings (in quarter 2 and quarter 3 after exit) divided by the number of clients who exit during the quarter (clients not employed in the 1st, 2nd, or 3rd quarters after exit are excluded) shall be at least **$18,257.**

X. Program Elements

Bidders must be familiar with the service delivery components of the Workforce Investment Act in order to be responsive. Here are the main components with a brief description for reference. Please note this is not an inclusive list nor does it exclude the bidder from making additions.

A. Individual Employment Plan
As an initial step to offering intensive services to a client, the winning bidder must develop an Individual Employment Plan (IEP) for each eligible person. The IEP identifies the client's employment goals and objectives including training and services needed to achieve self sufficiency. The IEP is a living document that is reviewed with the participant and updated as changes occur. The IEP:

1. Will be completed at registration of the client for intensive services
2. Will identify the timeline and criteria in order for a client to move from core to intensive services, and then from intensive to training services
3. Will use assessment results, the self sufficiency calculator and labor market information to develop goals and desired outcomes
4. Will include career exploration options by providing labor market information on demand occupations, apprenticeship and non-traditional employment
5. Will establish goals that include work readiness preparation, training needs and job search strategies
6. Will create a timeline for achieving employment which will be stream lined so clients can attach to the workforce quickly
7. Will be reviewed and updated regularly with the client

B. Intensive Services
Intensive services consist of pre-employment activities and short term training. Adults shall receive intensive services if they meet the following criteria:

1. Unemployed clients who have received at least one core service and are determined to be in need of more intensive services to obtain employment
2. Employed or underemployed clients who have received at least one core service and are determined to be in need of intensive services to obtain or retain employment that leads to self-sufficiency.

C. Individual Training Account (ITA)
Clients interested in improving their vocational skills or in gaining occupational certificates will engage in training opportunities, targeting growth industries. Use of Individual Training Accounts (ITA) will provide participants with specialized training services through state approved training vendors listed at http://www.careerbridge.wa.gov.

The Bidder must be willing to require the following items for all ITAs:

1. Barriers to employment remain after core and intensive services
2. In depth assessment of barriers to employment is completed
3. Training must be in a demand occupation
4. Training provider is on the state approved training provider list
5. Passage to ITA documents the client's ability and plan to support themselves during the training period, and identify other resources being used to pay for training
6. Follow up with client on attendance and progress of training is conducted at least monthly
7. The training must lead to unsubsidized employment with family supporting wages and fringe benefits.

D. Support Services
Support services are utilized to enable an individual to participate in intensive and training activities by providing support as they transition to self-sufficiency. The self-sufficiency calculator http://www.thecalculator.org is used to assist the client in budget planning and to determine what their needs will be to successfully complete their training plan and job search. All support services allowed by law will be used to help stabilize a client's personal life and remove or neutralize barriers to participation and employment. Only after outside resources have been exhausted will WIA funded supportive services be used to assist the client. Support services can be used to purchase items and services related to job searches and training.

E. Work Experience (WEX)
Work experience is used to enhance the employability of an individual who has limited work history by providing short-term work assignments to develop good work habits and basic work skills. WEX helps the client gain experience in an interest area, obtain a letter of recommendation, create networking opportunities and boost their resume with real world job specific skills.

F. On the Job Training (OJT)
OJT is an effective tool in placing participants into demand occupations with private, public and non-profit employers. When properly used, it allows clients with little or no work experience to compete with others in the talent pool. Nearly all employers face ordinary training costs when they hire an individual. The OJT reimbursement, which cannot exceed one half the total amount expended by contractor per eligible person hired, defrays the extraordinary training costs incurred when an employer hires a client. This tool will only be used by clients who have demonstrated a desire to succeed by meeting participation and attendance requirements in prior training and/or education service component.

G. Entrepreneurial Training

The winning bidder shall comply with state statues regarding self-employment assistance and entrepreneurial training as reflected in Section 4(2) of Senate Bill 6289 (Chapter 40, Laws of 2012). The winning bidder shall notify all WIA-eligible individuals of the availability of self-employment assistance and entrepreneurial training in their Workforce Development Area (WDA).

XI. WorkSource Columbia Basin Guest Resource Services

A. Guest Resources Overview

The Workforce Investment Act of 1998 (Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. In Benton and Franklin counties, the BFWDC envisions a system that meets the needs of both job seekers and businesses. The Act was built around five key principles: 1) Streamline services in a one-stop environment that gives all job seekers a "no wrong door approach" to job training. 2) Empower job seekers to choose training through the use of Individual Training Accounts and a "consumer report" containing performance information on training providers. 3) Provide universal access to the workforce development system. 4) Strengthen accountability through strict performance measures including placement rates, earnings and retention through a system of continuous improvement. 5) Ensure a strong leadership role for business through business-led boards with real authority to plan, oversee, and change the workforce system at the state and local levels.

The BFWDC, as a partner within WorkSource Columbia Basin, approved the establishment of access and resource area functions. This integrated service supports the WorkSource Columbia Basin One-Stop delivery system vision and mission and the Benton-Franklin Workforce Development Council Strategic Plan. The BFWDC is interested in seeing innovative bids that will deliver productivity, effectiveness and customer satisfaction at WorkSource Columbia Basin.

Partner organizations occupying WorkSource Columbia Basin share the costs of the space including common meeting areas, communications, supplies, technology hardware and software, staff development and training opportunities.

B. Front End Responsibilities

The selected Bidder will provide innovative and effective center access and resource area services with core services elements that include but are not limited to the following:

1. Job Search, Registration, Orientation and Referral
2. Information on One-Stop activities
3. Implement effective customer feedback tools to measure customer satisfaction and continuous improvement of the access and resource area services and the one-stop delivery system
4. Provide a design for managing customer flow
5. Identify a plan for cross-informing with other WSCB programs
6. Provides first point of contact for customer service and acts as liaison between guests and center activities

7. Refer customers to partner services
8. Provide new customers with a tour of facility, familiarizing guests with various equipment and Resource Room protocol
9. Assist in registering universal customers in the Self Service Membership System and SKIES for service tracking purposes
10. Routinely review guest feedback and strategize for improvements
11. Routinely report to WSCB Leadership, partner organizations, and the BFWDC
12. Be available to regularly address center issues i.e., opening & closing; parking issues; safety & security; emergency evacuations; and janitorial & maintenance problems
13. Assist guests with disabilities and special needs
14. Maintain proficiency in the use of the center's adaptive technology
15. Evaluate guest traffic flow and manage high demand periods
16. Coordinate with partners to address regular and special business needs

C. One-Stop Operator & Activities

The Executive Director of the BFWDC is the WorkSource Columbia Basin One-Stop Operator. Therefore, no staff or resources should be allocated to this position in your bid.

The Bidder shall deliver integrated WorkSource services in a manner that supports the WorkSource Columbia Basin One-Stop delivery system and the Benton-Franklin Workforce Development Council Strategic Plan. The Bidder must be willing to support the following WSCB core service activities:

1. Job Hunter and Soft Skills workshops
2. Skills assessments
3. Resume reviews
4. Mock interviews
5. Supplementing resource staff during peak customer periods

D. Shift in Services

WorkSource Columbia Basin has recently engaged in a shift in services approach. Bidders must be aware that upon award, proposed changes may be partially or fully implemented that will impact the structure of the Guest Resource contract. The BFWDC encourages bidders to express their vision for front end service delivery. Upon award the BFWDC will strategize accordingly with the bidder to implement ideas that support recent center changes.

XII. Bidder Qualifications

All bidders must meet a minimum level of administrative and fiscal capacity in order to contract with the BFWDC. Therefore all bidders must submit the following Documentation of Qualifications (DOQ) by March 25, 2013. Failure to satisfactorily submit the following documentation by the date stipulated will disqualify that bidder from award consideration.

1	Exhibit One	Page 37	Bidders Qualifications
2	Exhibit Two	Page 41	Certification Regarding Lobbying
3	Exhibit Three	Page 42	Certificate Regarding Debarment, Suspension, etc.
4	Exhibit Four	Page 43	Conflict of Interest
5	Legal Entity	N/A	Proof of Incorporation, 501(c)3, etc
6	Documentation of Personnel Policies	N/A	Cover page, Table of Contents, Date of Issue
7	Drug Free	N/A	Drug-Free Workplace Assurance
8	Conflict of Interest	N/A	Policy for Staff and Board
9	Grievance Procedure	N/A	Procedure for Customers
10	Annual Budget	N/A	Copy of most recent Budget
11	Audit	N/A	Copy of the most recent Audit of your organization

Include a cover letter identifying your organization and signed by an individual authorized to represent your organization, to act on behalf of it, and to legally bind it in all matters substantiating and related to the DOQ. Please mail materials to:

RFP 13-01 Operator
Benton-Franklin Workforce Development Council
815 North Kellogg Street, Suite C
Kennewick, WA 99336

Documentation of Qualifications must be received at the BFWDC office by 4 p.m. on March 25, 2013. Please submit one original and one copy. Documents not received by the deadline will not be accepted. Proposing organizations will be notified by 4 p.m. on March 29, 2013 that their documentation has been accepted or denied. Only those that have been accepted can proceed with the process to submit a proposal for consideration.

XIII. General Instructions

The BFWDC reserves the right to reject any proposal that fails to follow RFP requirements. Proposers must supply all requested information and must not exceed page limitations. The information should be supplied in the order specified.

A. All proposals must be complete with page numbers. Narrative sections must be single or double spaced on 8-1/2x11 inch paper, using 11 point type or larger. Do not include extraneous materials such as agency promotion materials.

B. One original with original signature page and 9 copies – must be submitted to:

Benton-Franklin Workforce Development Council
Attention: RFP #13-01
815 N. Kellogg, Suite C
Kennewick, WA 99336

C. All proposals must be received at the above address by 4:00 p.m., May 6, 2013. Upon receipt of a proposal, the BFWDC will issue the bidder a notice of receipt. Proposals not received by the deadline will not be considered.

D. The BFWDC will accept proposals being delivered in person between the hours of 8 a.m. and 5 p.m. daily, except Saturdays, Sundays and Holidays prior to the deadline. Bidders are urged to submit their proposals before the last day. No deviation from announced deadlines, regardless of circumstances, is possible.

E. Any submitted proposal shall remain valid for one year after the closing date of the RFP.

XIV. Proposal Content

A. Proposal Cover Sheet – 1 page
Include the name of your agency, title of project, and amount proposed.

B. Index – 1 page
Index proposal contents and number all pages consecutively.

C. Executive Summary – 5 pages or less
Summarize your proposal providing a short overview. Include an explanation of:

1. Organizational Structure
Explain the relationship of your agency to all organizations partnering to provide services under this proposal. Prepare an organizational chart for proposal exhibit if this helps to clarify the relationship.

2. Management Structure
Describe your program and fiscal management structures including staff relationships between the organizations. Briefly discuss the internal controls, quality assurance for case

management, internal monitoring, and evaluation of systems that will be used to track performance and expenditures against your proposed plan.

D. Responses to Questions – No limit but please communicate as short as possible.

E. Funding/Budget Guidelines – No limit but must use Part -5- Budget Attachment
Bidders must submit a separate budget form for each funding category and clearly label each. Funding available under this proposal is limited. The BFWDC will not be specifying cost per participant or cost per entered employment for applicants. Keep in mind that all costs associated with proposed programs and cost per participant should be reasonable in light of available funding.

There is an expectation that programs will leverage partnerships and resources in order to meet described outcomes. Funding available under this procurement action should be directed towards services that are not currently being offered or funded elsewhere.

XV. Budget Line-item Definitions

A. Direct Personnel Wages and Benefits
Staff salaries and benefits associated with program delivery. This cannot include staff performing administrative functions.

B. Other Direct Costs
Staff training, travel, and other costs associated with program delivery.

C. Direct Participant Costs
Participant expenses are items that are spent directly on individual participants. Participant costs are items that can be tracked by individual enrollment. Possible uses include participant support services (ex: bus tickets to arrive at the project site), participant payments (stipends and wages), participant supplies (items/equipment participants need to complete projects), and participant tuition and fees that may be incurred during enrollment.

D. Indirect Costs
Indirect administration is reflected in this line item.

XVI. Selection and Evaluation

The BFWDC has established the following proposal review and contract award process to ensure that each proposal submitted is given a thorough, quality analysis and in-depth review so that the proposal which best meets the goals and objectives of the RFP for the best dollar value is selected.

A. Receipt
Proposals will be submitted to the BFWDC per instructions in the RFP. Staff will briefly review proposals for timelines and RFP format. Any proposals that are late or violate RFP guidelines will be discarded and the proposing organization will receive written explanation from the BFWDC Executive Director as to why the proposal was not accepted.

B. Review Panel
The review panel will consist of members of each of our committees; Youth Council, Adult & Employer Linkage, Quality Assurance and Executive. All individuals participating on the review panel must adhere to the BFWDC Conflict of Interest policy.

C. Independent Review
All eligible proposals will be independently reviewed by each member of the review panel.

1. Review panel members will review and score all areas of each proposal to the best of their ability per RFP guidelines.

2. BFWDC administrative staff will prepare information for use by the review panel on each proposal's quantitative sections such as budget and performance.

3. Outside experts may be asked to review proposals and prepare data to present to the review panel concerning the areas in each proposal that fall within their area of expertise.

D. Process
Each Review Panel member will compile the scores of each proposal per RFP guidelines and make any written comments as appropriate in each area. Individual results will be submitted to the BFWDC staff to compile an overall scoring of the panel. The panel will then meet to review overall outcomes. The review panel may direct staff to obtain specific information from bidders during the evaluation process. Questions will be relayed via email within a specified timeframe and returned to the Review Panel in writing for their consideration. The proposal with the highest scores will be considered for funding. Review panel recommendations will be presented to the Executive Committee for a final recommendation for approval.

E. Board Approval
Following Board approval contract negotiations between the BFWDC and the winning bidder will be finalized and the service provider contracts executed.

F. Authorization
The BFWDC authorizes the staff to negotiate contracts and address any areas of concern.

G. Unsuccessful Proposals
All unsuccessful bidders will be offered an optional debriefing to review their proposal upon request.

H. Criteria
The administrative staff of BFWDC will review each proposal received. Proposals that do not materially follow the requirements of the RFP or are received after the closing date and time stated in the RFP will be judged non-responsive and disqualified from further consideration.

I. Proposal Rating
Each proposal that is responsive will be scored on a 300-point scale.

Proposals reviewed in response to this RFP will be evaluated and rated based on the following criteria:

Technical Proposal Rating 200

Quality, completeness, clarity and comprehensiveness of program design; ability to serve current WIA customers without interruptions; services that are customer focused; ability to track and report data required for performance measures; integration and collaboration with WorkSource and other partners; experience in providing the services being requested or similar services; experience in collaboration and integration of services; expands opportunities for employment in demand occupations and aligns the program design with the needs of business.

Financial Accountabilities 50

Financial/Accounting System in place; cost reasonableness; adequate and reasonable budget and cost distribution demonstrated (cost distribution evident on budget forms if more than one funding source bid upon); proven audit experience; and proof of bonding and insurance.

Organizational Capability 50

Adequate organizational structure, management and personnel system; background and experience of staff; experience in operation of an employment and training program or similar programs; administration and oversight capabilities and demonstrated performance in terms of the likelihood of meeting performance/contractual goals.

XVII. Supplemental Information

A. Review Communication
The Review Committee may, at its discretion, request additional or clarifying information from bidders during the review process. The committee may also seek additional information from any other appropriate source.

B. Contract Award
BFWDC reserves the right to award a contract based on the proposal received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical and programmatic standpoint.

C. Appeal Process
If the bidder believes that the contract award was improper, the proposer may file written appeal, within seven (7) calendar days after the date of award to:

Benton-Franklin Workforce Development Council
Attn: Cos Edwards, Executive Director/CEO
815 N. Kellogg, Suite C
Kennewick, WA 99336

The appeal will be handled according to the BFWDC Complaint and Grievance Procedures. If appealed, the effective date of contract award may be delayed pending resolution of the appeal.

The BFWDC reserves the right to renegotiate or reissue a Request for Proposal should an appeal for non-award be upheld.

XVIII. SKIES Requirements

SKIES (Service Knowledge Information Exchange System) is a computer-based information system designed to integrate employment and training program services. SKIES provides customer training and enables Washington State to meet federal and state reporting requirements. The SKIES application uses a single state managed database that supports statewide employment and training business operations. All BFWDC service providers are required to enter data into the SKIES system for every client. BFWDC service providers are required to attend SKIES training and sign a data sharing agreement and non-disclosure agreement to safeguard personal information. Bidders must ensure staff has digital literacy skills and a comfort level using a system such as SKIES.

XIX. Administrative Requirements

A. Regulatory Guidance

The winning bidder shall abide by the following regulatory guidance and any modifications or amendments:

1. Workforce Investment Act of 1998 (Public Law 105-220);
2. Regulations governing WIA (20 CFR Part 652 et al) (29 CFR Parts 96, 93, 37, 2, 98) (48 CFR Part 31);
3. Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 as applicable;
4. State of Washington WIA Provisions;
5. Employment Security Department Administrative Notices; Provisions;
6. Americans with Disabilities Act (42 USC and RCW 49.60);
7. Management and administrative requirements established by Washington Administrative Code (WAC) and the Revised Code of the State of Washington (RCW).

B. Sub-Recipient Requirements

Any organization operating a program funded by BFWDC shall have the demonstrated ability to administer and account for WIA funds and the following:

1. Financial systems that control and properly account for all funds, property, and other assets;
2. Accounting systems that follow Generally Accepted Accounting Principles;
3. Management systems that track program performance and expenditure rates against plan;
4. Record management system that provides for organized accumulation, filing, and retention of all documentation relating to WIA funds;
5. Timely and accurate reporting systems, including preparation of monthly performance;

6. and participant reports, contract expenditure reports, and interim and final fiscal close-out reports.

C. Audits
All contractors shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget Circular A-128 or A-133, as appropriate. Commercial organizations will purchase A-128 audits.

D. Insurance, Bonding and Indemnification
Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract.

All BFWDC contracts warrant that the contractor will maintain coverage sufficient to cover contracting activities. At the request of the BFWDC, the contractor will provide certification of third party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.

E. Local Workforce
All BFWDC contracts require that the contractor will consider local talent when filling their staffing needs.

XX. Disclaimers and General Provisions

A. Lobbying
Lobbying is prohibited. No bidder shall contact BF-WDC Board members or staff after the release of the RFP to secure favorable treatment with regard to the awarding of a contract. Should such contact occur, the BF-WDC reserves the right to reject any submissions from the offending proposer.

B. Conflict of Interest
All proposals must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or Board member of BF-WDC may have in the proposing agency or the proposed project.

C. Equal Opportunity
The BFWDC supports Equal Employment Opportunity employment and training programs. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under or denied employment in the administration of or in connection with any program or activity funded by the Consortium because of race, color, creed, marital status, religion, sex, sexual orientation, national origin, age, the presence of any sensory, mental or physical handicap, or political affiliation or belief.

The bidder shall agree to provide equal opportunity in the administration of the contract, subcontracts, and other agreements, and in the delivery of services to applicants and participants. The proposer shall agree to make every possible effort to remove artificial barriers to employment. Such barriers include the elimination of sex stereotyping in training and employment and the removal of architectural barriers to the disabled.

D. Debarment and Suspension
The bidder shall certify that neither it nor its principals nor its subcontractors are debarred, suspended, or otherwise excluded from participation in federal assistance programs. This documentation should be submitted as part of the "Documents of Qualification" and must be signed by the proposer's authorized representative and attached to the proposal.

E. Independent Price Determination
The bidder certifies that the proposal's prices and cost data were determined independently without consultation, communication, or agreement with others to restrict competition. This does not preclude the formation of a consortium to engage in jointly sponsored programs.

F. Price Warranty
The bidder certifies that proposed costs are not more than those which would be charged any other individual or entity for the same service performed by the proposer. The bidder further certifies that proposed costs are accurate, complete and current and that the awarding agency may exclude any significant sum by which the price was increased because the proposed costs were not accurate, complete or current.

G. Authorship
Bidders must disclose any help provided by individuals or agencies outside the bidders' own organization in developing the proposal. No contingency fees for such help may be paid from WIA funds.

All proposals become the property of BFWDC and part of the public record. Bidders may identify any information as proprietary. Proprietary claims not legally protected will be considered and honored at the discretion of the BFWDC.

H. Equipment
Bidders must provide all equipment necessary for the delivery of services. Equipment may be purchased, leased or rented with WIA funds upon finalization of contract award. Equipment that is purchased with WIA funds remains property of the Workforce Development Area, and must be returned to BFWDC if no longer needed for project or upon termination of the program.

I. Existing Facilities and Services
The bidder shall use the existing facilities at WorkSource Columbia Basin.

J. Limitation
This RFP does not commit BFWDC to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies.

BFWDC reserves the right to reject any proposals received, to negotiate with all qualified sources, to modify any dollar amounts or percentages, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of BFWDC.

K. Waivers
BFWDC reserves the right to waive specific terms and conditions contained in the RFP to assure competitive balance. The bidder accepts all terms and conditions of the RFP unless the proposer has obtained such a waiver. All waivers must be requested and granted in writing.

L. Addendum to RFP
If it becomes necessary to revise the RFP, addenda will be provided to all who have requested copies of the Request for Proposals.

M. Modification of Proposal
If a submitted proposal needs to be modified by the bidder, the entire revised proposal package must be resubmitted before the closing date and time. Only the last proposal submitted will be considered.

N. Pre-Award Survey
BFWDC reserves the right to inspect and examine before contract award the bidders capability to deliver program services. The survey may include a review of the accounting system, a review of prior program records, and oral interviews with past recipients of service.

O. Cancellation of Award
BFWDC reserves the right to cancel an award immediately if new WIA regulations or policies prohibit such a program or make it necessary to change substantially the program purpose or content.

BFWDC reserves the right to withdraw an award if contract negotiations have not been satisfactorily concluded within thirty (30) days of the award.

P. Changes to WIA
Any changes to the Workforce Investment Act program, funding level or board direction may result in a change in contracting. In such instances, the BFWDC will not be held liable for what is in the bidder's proposal or this Request for Proposals package.

Q. Additional Funds
Additional funds received by the BFWDC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the discretion of the BFWDC.

R. Records
Bidders will allow local, state, and federal representatives access to all Workforce Investment Act records, program materials, staff and participants. In addition, bidders are required to maintain all Workforce Investment Act records for three years, beginning on the last day of the program year (29 CFR Part 95).

S. New Regulations
The BFWDC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

T. Liability
Bidders must accept liability for all aspects of any Workforce Investment Act program conducted under contract with the BFWDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

XXI. Proposal Submission Attachments

Part 1 - Request for Proposal Cover Page
Part 2 - Request for Proposal Index
Part 3 - Executive Summary
Part 4 - Proposal Questions for Design
Part 5 - Budget

XXII. Required Forms

Exhibit 1 - Documentation of Qualifications
Exhibit 2 - Certification Regarding Lobbying
Exhibit 3 - Certification Regarding Debarment and Suspension
Exhibit 4 - Conflict of Interest

Part -1-

Request for Proposal Cover Page

Attention Bidders, please include the following on your proposal cover page:

Organization Legal Name: _____

Proposal Name (if applicable): _____

Organization Contact Person: _____

Phone Numbers of Contact Person: _____

E-mail Address of Contact: _____

Dollar Amounts Requested: WIA Youth $_____

WIA Adult $_____

WIA DW $_____

WSCB GRS $_____

Statement:

I hereby declare that the information provided in this proposal response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the proposal.

Signature: _____

Name (print): _____

Title: _____

Date: _____

Part -2-

Request for Proposal Index

Bidder must include an index summarizing proposal content.

Part -3-

Executive Summary

Bidder must include an executive summary articulating organizational and management structure.

Part -4-

Proposal Questions

Bidders must respond to the following questions as clear and direct as possible. Your responses will help create your program design. It is important that bidders address all categories when responding where possible.

General

1) Describe your knowledge of the most significant local workforce development challenge for:

    A) Youth Clients
    B) Adults Clients
    C) Dislocated Worker Clients
    D) Employers
    E) Universal Job Seeker Customer

    What ideas do you have to negate those challenges for these target populations?

2) Have you or someone you know used WorkSource Columbia Basin Services recently? If so, please share the experience but keep names confidential. What will your organization do to ensure customer service is a priority for your staff?

3) Describe your organizations corporate culture and how it will impact the clients/customers/participants you serve. How do you work with partners that differ significantly from your corporate culture?

Service Delivery Strategy

4) Describe how you will provide comprehensive services for Youth, Adult and Dislocated Workers from enrollment through the follow-up period, including but not limited to:

    a) Core, Intensive and Training Services
    b) Preparation for High Wage, High Demand Occupations
    c) Engage Employers through OJT's
    d) Encourage participants to pursue non-traditional and apprenticeship training
    e) Job Search Activities
    f) Support Systems including supportive services and mentoring
    g) Follow-up services that result in continued success and wage progression

5) How will your organization conduct outreach and recruitment for the Youth, Adult and Dislocated Worker Programs? How will employers know about the services that are of benefit to them within the programs, for example WEX and OJT?

6) What assessment tools will your agency use when working with job seekers?

7) What strategies does your agency have in place to ensure program exits are successful?

8) Describe how your organization plans on deploying resources to the front end of WorkSource Columbia Basin via the Guest Resource Services Team (address specific service responsibilities on page 15).

Performance

9) Provide your strategy for meeting or exceeding the Federal WIA Common Performance Measures for Youth, Adult and Dislocated Worker.

10) What benchmarks would you set for your organization in servicing the universal customer coming in the doors at WorkSource Columbia Basin?

11) How will you solicit feedback from customers regarding the services they receive?

Funding Limitations

12) Because WIA funding is limited, it is important to coordinate with other programs to meet the needs of participants. Please provide a list of programs that your agency would coordinate with and for what should you be awarded the bid. Also, include any information on programs or agencies you plan on leveraging resources with.

13) Describe a situation when your organization experienced limited resources or budget restrictions. How did you make it through this time period? What strategies were used?

Equal Opportunity and Universal Access

14) The BFWDC is an equal opportunity employer. List experience you have in providing equal access to customers/clients/participants. Include your experience in providing assistive technology equipment for persons with disabilities.

WorkSource Columbia Basin

15) WorkSource partners must dedicate a portion of their staff time to provide services to WorkSource customers who are not enrolled in the Youth, Adult, Dislocated Worker Programs. How will your staff balance this time commitment with their case load of enrolled participants?

16) Describe your proposed role as a WorkSource partner and how your plan adds value and benefits the WorkSource system and its customers.

Part -5-

Budget

Benton-Franklin Workforce Development Council
REQUEST FOR PROPOSAL #13-01

YOUTH ___ ADULT___ DISLOCATED WORKER___ GUEST RESOURCE SERVICES___

BIDDERS MUST SUBMIT A SEPARATE BUDGET FOR EACH OF THE CATEGORIES ABOVE

SUMMARY

ORGANIZATION: _____

PROJECT NAME: _____

FUNDING PERIOD: 7-1-13 **to:** 6-30-14

COST PER ENTERED EMPLOYMENT $ _____ n/a for Guest Resource Services

COST PER PARTICIPANT $ _____ n/a for Guest Resource Services

BUDGET LINE ITEMS

DIRECT PERSONNEL WAGES AND BENEFITS	$
OTHER DIRECT COSTS	$
DIRECT PARTICIPANT COSTS	$
INDIRECT COSTS	$
TOTAL PROJECT BUDGET	$

BUDGET DETAIL

NAME OF ORGANIZATION: _____

YOUTH ___ ADULT___ DISLOCATED WORKER___ GUEST RESOURCE SERVICES___

DIRECT PERSONNEL WAGES & BENEFITS:

Salaries: Include all positions any part of which will be charged to the award. Record the number of people who will fill the position, the position's monthly salary, its time distribution, and the number of months the position will be filled. "Amount" is a product of these factors.

Position	No. of Staff	Monthly Salary	No. of Months	Amount
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
Total:				$

Staff Fringe Benefits:
List all types of benefits to be paid with the funds requested.

	Type of Benefit				Amount
All	FICA				$
All	Industrial Insurance				$
All	Medical Insurance				$
All	Dental Insurance				$
All	Life Insurance				$
All	Disability Insurance				$
All	Unemployment				$
All	Medical/Retirement				$
				Sub Total	$

GRAND TOTAL DIRECT WAGES & BENEFITS **$**

OTHER DIRECT COSTS

Staff Travel:
Indicate costs for staff authorized for travel. Indicate cost per mile and destinations for out of area travel.

Reason	Amount
Sub Total	$ -

Staff Training:
Identify type(s) of staff training, agency providing training, cost and number of staff attending.

Type (specific)	Amount
Sub Total	$ -

Other Costs:
Include items such as advertising, etc.

Reason	Amount
Sub Total	$ -

GRAND TOTAL OTHER DIRECT COSTS	**$ -**

DIRECT PARTICIPANT COSTS:

Participant Training:
Specify all planned expenditures that are directly related to participant training, including work experience, tutoring, wages and benefits, and reimbursements for on-the-job training.

Type	Amount
Sub Total	$ -

Participant Support:
List types (Basic or Training) and estimated cost of support services to be provided.

Type	Amount
Sub Total	-

GRAND TOTAL DIRECT PARTICIPANT COSTS **$ -**

Planned Caseload Information:	
Enrollments	_____
Training Activity (OJT/ITA/WEX)	_____
Exits	_____

INDIRECT COSTS

Indirect Administrative Costs

Basis of cost allocation plan or internal methodology for allocating indirect administrative costs:

Cost Categories	**Amount**
Admin cost	
Indirect Rate ____%	

Sub Total	$ -

GRAND TOTAL INDIRECT COSTS	**$ -**

CONTRACT GRAND TOTAL	**$ -**

Exhibit One
RFP #13-01
Documentation of Qualifications

Misrepresentation of the information submitted in response to this Bidder's Qualifications may result in proposal disqualification or contract termination.

The organization indicated below hereby submits this Bidder's Qualifications which describes its administrative and fiscal qualifications to receive and manage funds through a contract from the Benton Franklin Workforce Development Council (BFWDC). These qualifications will be maintained during the course of any contract.

Legal Name of Organization: _____

Address: _____

Phone: _____

Contact: _____

Type of Agency: □ Government □ Private Non-Profit □ Other
□ School District □ Private For-Profit

If incorporated, provide the registration number listed on the Articles of Incorporation as recorded with the Secretary of State:

Unified Business Identifier (UBI) No.: _____

1. Board of Directors

a. An authorized official of the contracting agency must sign the proposal. All contractors are required to submit resolutions or other corporate actions, authorized by its Board of Directors, that specify name(s) of the person(s) authorized to oblige the contractor and execute contractual documents, sign checks for the disbursement of funds received by the BFWDC, and sign requisitions for monthly reimbursements.

b. Does your organization have an Advisory Board or Board of Directors? If yes, please identify the members. If no, describe in some detail your management structure. Please confine answer to one page.

c. How often does management meet to review organizational performance?

d. Provide your organization's vision and mission statement.

e. Describe the qualifications and experience of any currently employed management staff that will oversee this program.

2. Litigation Status

Is your organization currently involved in or does it have pending, any legal action related to the operation of any of your current or proposed training programs?
□ YES □ NO

If yes, please explain.

3. Bankruptcy

Has your organization filed for bankruptcy in the past three years?
□ YES □ NO

If yes, please explain.

4. Fiscal Control

a. Does your agency/company conduct an internal review of funds under its control?
□ YES □ NO

If yes, how often is such a review conducted?

b. Describe your agency's/company's capability of accounting for funding sources separately (i.e., separate accounts, books, etc.). Please confine answer to one typewritten attachment page.

c. Give a brief description of your funding base during the past two years. Explain why you believe you are (will be) a financially viable provider of services. Please provide at least one financial reference, preferably a bank, which can attest to your organization's financial well being and financial management capabilities. Please confine answer to one typewritten attachment page.

d. Provide proof of bonding and insurance.

5. INDEMNIFICATION, INSURANCE AND BONDING

a. Indemnification

The Contractor will protect, save, and hold harmless the BFWDC, Benton County and Franklin County, and all employees of each of them, from and against all claims, suits, actions, costs, damages, or expenses arising from any negligent or deliberate act or omission of the Contractor. In the case of negligence of both the BFWDC and the Contractor, any damages shall be levied in proportion to the percentage of negligence attributable to each party.

b. Insurance and Bonding

The Contractor shall carry, without interruption during the term of this contract, commercial general liability insurance that covers bodily injury, property damage, and contractual liability

with the following minimum limit: Each Occurrence - $1,000,000; General Aggregate - $2,000,000.

The Contractor agrees to maintain, without interruption during the term of this contract, a fidelity bond in an amount consisting of the greater of $300,000 or the largest monthly reimbursement under this contract which will cover all officers, directors, or employees authorized to act on behalf of the contractor or any subcontractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs.

The Contractor shall maintain automobile liability insurance, with a minimum limit of $1,000,000 when vehicles owned or leased by the contractor or its employees, subcontractors or volunteers are used to provide services in performance of this contract.

If requested, the Contractor will provide the BFWDC Executive Director with a copy of the applicable insurance face sheet(s) or certification reflecting these coverage(s). Insurance coverage(s) must be effective no later than the effective date of the Contract and for the term of the Contract.

The Contractor shall immediately notify the BFWDC Executive Director if either insurance or bonding coverage is terminated during the term of the contract or is reduced below contractual requirements.

The Contractor shall carry and maintain professional liability insurance and if requested and/or required by law or agreement, provide proof of professional liability insurance in coverage amounts satisfactory to the BFWDC.

6. Audit

a. How frequently is your organization audited by an independent auditing firm?

b. Within the past five years, have independent audits identified deficiencies which resulted in questioned costs, costs recommended for disallowance, an "adverse" opinion by the auditors, or the auditors "disclaiming" any opinion?
□ YES □ NO

If yes, please explain.

c. Provide evidence of recent audit.

7. Minority and/or Woman-Owned Business

Does your organization partially or wholly qualify as a small minority and/or woman-owned business enterprise?
□ YES □ NO

If yes, describe your organization's ownership.

8. Experience

a) Provide a summary of your organization's experience in operating programs that provide employment and training services. Describe the services provided. Include the dates of your experience, the name of the program and the location where services were provided. Indicate the number of customers served and the number of job seekers placed.

b) Describe your management staff and case manager's experience and education in providing similar programs related to this RFP. Describe your agency's continuing education and training plan for staff members assigned to these positions.

Exhibit Two
RFP #13-01
Certification Regarding Lobbying

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of 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 undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this 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. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____
Organization

_____
Print Name of Authorized Representative

_____
Signature of Authorized Representative Date

Exhibit Three
RFP #13-01
Certification Regarding Debarment and Suspension

APPENDIX A TO TITLE 29, PART 98 - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION - *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

1. The undersigned (i.e., the Contractor signatory) certifies, to the best of his or her knowledge and belief, that it and its principals:
   A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
   B. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; 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. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and,
   D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal (or plan).

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
ORGANIZATION	DATE SUBMITTED

Exhibit Four
RFP #13-01
Conflict of Interest

I, _____ as the Chief Official of

Print Full Name

_____ affirm that no

Print name of Bidder's Organization

employee and/or Council Member of the Benton Franklin Workforce Development Council has any financial or other interest in this organization; and that no other officer of any governmental agency has any financial or other interest in this organization.

_____

Print Name of Authorized Representative

_____

Signature of Authorized Representative Date