



Workforce Development Council

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Benton – Franklin Workforce Development Council (BFWDC)

Request for Proposals (RFP) 18-01

Workforce Innovation and Opportunity Act (WIOA)

Program Services:

Adult, Dislocated Worker, Out-of-School Youth

Release Date: Thursday, April 19, 2018

Proposal Deadline: Wednesday, May 23, 2018

Contract Period: July 1, 2018 to June 30, 2019

With option to extend for up to three additional years

Benton-Franklin Workforce Development Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Services: 711

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BFWDC Information

Contact information for the Benton – Franklin Workforce Development Council, herein after referred to as the “BFWDC”:

Attn: RFP 18-01

Address: Benton – Franklin Workforce Development Council

815 N. Kellogg, Suite C

Kennewick, WA 99336

Email: procurement@bf-wdc.org

The BFWDC’s website is located at www.bentonfranklinwdc.com. The website will be the main mode of communication between the BFWDC and potential bidders. Interested parties can download this Request for Proposals during the procurement period, including any updates, and learn of upcoming events and deadlines on the website.

Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process.

Procurement Timeline

RFP Release Date: Thursday, April 19, 2018

Bidders Conference: Tuesday, May 1, 2018, 10:00 am (PST)*

WorkSource Columbia Basin (Room 8)

815 N. Kellogg, Suite D, Kennewick WA 99336

** All organizations that intend to submit a proposal are encouraged to attend. RSVP with the number of attendees by April 27th via e-mail, procurement@bf-wdc.org*

Last Day to Submit Question: Friday, May 11, 2018, 12:00 pm (PST)

RFP Deadline (proposal packages due) Wednesday, May 23, 2018, 4:00 pm (PST)

Oral Interviews (if requested by BFWDC) Week of June 4, 2018

Contract Start/End Date July 1, 2018 – June 30, 2019*

** With option to extend for up to three additional years*

RFP Questions and Answers

Beginning with the release of this RFP and continuing through Friday, May 11, 2018, 12:00 pm (PST), bidders may submit questions electronically via the procurement@bf-wdc.org. Questions will not be answered over the phone, in person (with the exception of the bidders conference) or via other email accounts.

A question and answer document will be updated and posted on the BFWDC website home page weekly on a rolling basis.

Important Notes for Bidders

- This RFP does not commit the BFWDC to award a contract. The BFWDC reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.
- The BFWDC may award more or fewer dollars to any budget proposal. All awards are contingent upon fund availability.
- All awards are contingent upon demonstrated administrative capacity of the bidder.
- No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.
- Proposers are advised that most documents in the possession of the BFWDC are considered public records and are subject to disclosure under Federal and State public records laws.
- See Appendix D – BFWDC Disclaimers and General Provisions for additional procurement conditions and qualifiers.

SECTION 1: Purpose and Background

1.1 BFWDC Overview

The BFWDC is a nonprofit workforce organization whose focus is to support a strong economy and the ability of each person to achieve self-sufficiency. Under the BFWDC oversight, WorkSource Columbia Basin (WSCB) provides the highest quality services for job seekers and business customers by connecting businesses and job seekers with the necessary resources and tools for successful employment, life-line learning, and business development.

1.2 Purpose of RFP

This RFP solicits proposals for delivery of services under the Workforce Innovation and Opportunity Act (WIOA) within Benton – Franklin counties. Contracts awarded will commence July 1, 2018 and continue through June 30, 2019 (hereafter, “the contract period”), contingent upon available funding. Pending performance and funding, awards may be renewed on an annual basis for three (3) additional, one-year contract periods, through June 30, 2022.

1.3 RFP Funding Categories

Bidders should use the funding estimates below for their proposals. These estimates are provided solely for the purpose of offering guidance to bidders in preparing budget and cost proposals. Bidders can apply for funding from any of these categories, but must submit a separate proposal for each category from which funding is sought. Bidders may submit more than one proposal package. Each proposal must stand on its own and will be separately scored and evaluated. Estimated Funding by category is as follows:

- Adult Services: \$560,174
- Dislocated Worker Services: \$653,204
- Out-of-School Youth Services: \$572,938

1.4 Eligibility

Government, business, non-profit, educational institutions, and faith-based organizations are eligible to apply for WIOA funding. All applicants must document the lead agency (if partnership) and the fiscal agent. WIOA fiscal and administrative management and performance outcomes are rigorously and regularly monitored by the BFWDC. The BFWDC recognizes that smaller community-based organizations may not have the capacity to manage WIOA funding but have distinct expertise in working with one or more special populations. In these and other instances, the BFWDC encourages potential bidders to consider partnering with other organizations in the community that can provide administrative assistance and oversight.

For this grant funding opportunity, the BFWDC will consider the following types of applications:

- A. Sole organization applicant, serving as lead and fiscal agent, and applicant will not subcontract; or
- B. A partnership or consortium consisting of two or more agencies or organizations applying together, in one proposal, to conduct activities under the grant, in which each agency leverages the others' strengths; the proposal must clearly articulate which agency serves as lead and fiscal agent.

SECTION 2: Proposal Narrative

Narrative proposals may not exceed 12 pages (excluding table of contents, organizations charts, budget form, budget form, budget narrative, and other required attachments). See attached RFP 18-01 Proposal Instructions for additional narrative formatting rules. Bidders must respond to the requests and follow instructions below. Narratives should be written using concrete language and include quantifiable measurements whenever possible. The role of each agency or organization proposing to provide services must be specifically defined, including the role of any specified partners involved in achieving program goals.

2.1 Organizational Background and Capacity

All bidders are instructed to provide the following information about the organization or, if a consortium of more than one organization, about each organization:

- A. Brief history of the organization;
- B. Description of the organization's qualifications as they relate to the delivery of required service components;
- C. Evidence in support of past performance derived from the organization's most recent audit and monitoring reports (see list of required documents to attach in the attached *Compliance Checklist*);
- D. Overview of the organization's staffing and management structure, including an organization chart that depicts levels of staff responsibility and division of work;
- E. Staff experience and specialized workforce system knowledge;
- F. The organization's ongoing staff development plan to engage staff in gaining knowledge, skills, and abilities to better serve customers;
- G. Grant recipient and fiscal agent role, and the organization's experience in managing Federal, State and other public funds, and experience in fund accounting; and
- H. Two (2) examples of successful systemic or programmatic workforce system delivery improvements the organization has initiated or driven.

2.2 Past Performance History

All bidders are instructed to provide the following information about the organization or consortium's past performance outcomes, by providing specific examples and/or performance data for the past three years in the following areas:

- A. Evidence of the organization's ability to meet program performance goals and objectives in delivery workforce services to customers in the proposed category of funding;
- B. Evidence of the organization's track record in recruiting customers eligible to receive services provided by the proposed funding category; and
- C. Evidence of the organization's success in using data entry systems to capture service delivery data, case notes, and documents provision of workforce development services.

2.3 Career Services for Adult and Dislocated Workers

The BFWDC seeks proposals for providing career services to Adults and Dislocated Workers within Benton and Franklin Counties. Career services include all WIOA Adult and Dislocated Worker funding for staff who provide Basic, Individualized and Follow up services to customers. Career services include staff who serve job seekers and employers within WorkSource Columbia Basin ***in addition to those staff working the front end of the center in a guest resource services role.***

For each proposal, bidders must clearly detail and describe how the organization will develop and implement career services activities in the following program design elements.

Required Program Design Elements:

- A. **Access** – Describe the organization’s program plan to provide services to individuals who experience barriers to employment (see attached Appendix C – Definitions) and increase outcomes for barrier populations.
- B. **Design** – Describe the organization’s program plan to enhance and add value to the WorkSource system by building on its best practices with innovation and how it will expand those best practices throughout the WorkSource system.
- C. **Guest Resources Engagement** – Describe the organization’s program plan to provide front-end triage processes and quickly greet and engage job seekers who walk through the doors at WSCB. This requires that all staff be well informed about the site and be prepared to present each customer with the full range of resources and tools available to facilitate their job search.
- D. **Workshops** – Describe the organization’s program plan to deliver comprehensive career planning and exploration activities to serve groups of customers, and its capacity to respond flexibly to customer requests for the development of additional group services.
- E. **Technology** – Describe the organization’s program plan to continually increase career services staff knowledge, experience and ability to use computerized and assisted device technology to best communicate with customers at WSCB and customers who contact WSCB remotely.
- F. **Outreach** – Describe the organization’s program plan to flexibly meet customers in their communities to strengthen connections between WSCB and other community-based organizations.
- G. **Work Based Learning** – Describe the organization’s program plan to increase work based learning opportunities tied to specific career pathways for both job seekers and employers, including on-the-job training, registered apprenticeships and paid internships.
- H. **Career Pathways** – Proposals must describe clear career pathway models indicating what services will be provided and by whom for program participants, including education, training, employment, and provision of intensive case management services. Each customer receiving individualized career services must have a written career pathway plan that identifies specific steps and activities that will lead to placement into jobs. Career pathway plans must provide clear advancement opportunities and transitions for customers.
- I. **Employer Strategies** – Proposals must describe how the program will:
 - 1. Promote employer involvement in workforce planning and the development of workforce solutions.
 - 2. Integrate workforce development with economic development efforts to enhance business retention and growth.
 - 3. Lead efforts to respond to industry needs with sector-based solutions.

4. Strengthen employer connections to grow work-based learning and non-traditional training opportunities such as: apprenticeships, pre-apprenticeships, on-the-job training, and internships.
- J. **Projected Outcomes** – For the purposes of these projections, employment is defined as working at the time of exit.
1. Calculate and project the number of new job seekers expected to be enrolled in WIOA Adult and Dislocated Worker programs in the program period (July 1, 2018, through June 30, 2019);
 2. Calculate and project the number of Adults and Dislocated Workers to receive training in the program period;
 3. Calculate and project the percentage of newly enrolled Adults and Dislocated Workers to gain employment placement in the program period; and
 4. Calculate the projected cost per employment placement for Adults and Dislocated Workers projected to gain unsubsidized employment in the first contract period, by dividing the total funding you are asking for in the proposal by the number of projected employment placements in the program period.

2.4 Out-of-School Youth Services

The BFWDC seeks proposals for providing services to Out-of-School (OSY) Youth within Benton and Franklin Counties. All bidders are instructed to provide opportunities for youth to gain credentials, participate in paid career related work experiences, develop soft skills, experience job readiness training, explore career pathway opportunities, and become employed. Youth services include all WIOA Youth funding for staff who provide services to OSY customers. Youth services include staff who serve job seekers and employers within WSCB *in addition to those staff working the front end of the center in a guest resource services role.*

For the Out-of-School proposal, bidders must clearly detail and describe how the organization will develop and implement service activities in the following program design elements.

General Program Design Elements:

- A. **Access** – Describe the organization’s program plan to provide services to individuals who experience barriers to employment (see attached Appendix C – Definitions) and increase outcomes for barrier populations.
- B. **Design** – Describe the organization’s program plan to enhance and add value to the WorkSource system by building on its best practices with innovation and how it will expand those best practices throughout the WorkSource system.
- C. **Guest Resources Engagement** – Describe the organization’s program plan to provide front-end triage processes and quickly greet and engage job seekers who walk through the doors at WorkSource Columbia Basin. This requires that all staff be well informed about the site and be prepared to present each customer with the full range of resources and tools available to facilitate their job search.

WIOA Required Sequence of Services:

The bidder funded through this RFP must ensure that all participants receive comprehensive and individualized services consistent with WIOA Required Sequence of Services. Bidders must describe the model and approach proposed to provide the required sequence of services, and articulate a clear service strategy that includes:

- D. **Outreach and Recruitment** – Identify potentially eligible youth and provide an orientation informing youth of the full array or applicable or appropriate services available and how to access these services.
- E. **Intake and Eligibility Determination** – Gather, verify, and certify eligibility, and enter data in Efforts to Outcomes (ETO); if a youth is not eligible for WIOA services, he/she will be offered assistance in accessing organizations/services that are more appropriate. (See attached Appendix C – Definitions for eligibility definitions).
- F. **Objective Assessment and Referral** – Establish the baseline for all activities and training, and act as the foundation for development of goals (i.e. educational, employment, credential attainment, etc.). Each eligible youth must receive an objective assessment that includes a review of: basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs, and strengths, to identify appropriate services and career pathways for the eligible youth and inform the individual service strategy.
- G. **Individual Service Strategy (ISS)** – Development in the form of a written plan of action, based on the objective assessment, to identify age-appropriate short and long-term goals that may include career pathways, educational and employment goals, and service needs. The ISS must directly link activities/services to one or more indicators of performance. The BFWDC considers the ISS a living document that requires on-going review of the progress of each participant towards goals, with updates as needed.
- H. **Case Management** – Assess needs of youth to meet educational and employment goals and assist youth in obtaining those services. The provider is responsible for comprehensive case management to each youth. Records are used to document and retain information about youth, the process and progress of the services being provided, and are a focal point for accountability to funding.
- I. **Full Range of Youth Services** – The (14) WIOA youth program elements must be made available to enrolled youth as needed or requested. Each bidder must demonstrate a service delivery plan that include the fourteen (14) required WIOA youth program elements. See Appendix B – 14 WIOA Youth Service Elements Delivery Plan for a list of the required elements. Bidders must submit a completed Appendix B as an attachment to the Proposal Narrative and indicate for each service element whether the bidder will provide the service element directly. If the bidder is not providing the service element directly, it must indicate what agency/organization the bidder has partnered with to provide the service element, and whether there is a formal partnership agreement in place for the service element provision.

The bidder will have primary responsibility for ensuring that each youth participant has access to the fourteen (14) services.

- J. **Follow-Up Services** – Provided for a minimum 12-month period after program exit.

Other OSY Required Program Design Elements:

- K. **Work Experience** – Bidders must demonstrate a capacity to provide work-based learning programs, such as unpaid and paid work experiences, employment, pre-apprenticeship, internships, job shadowing, and on-the-job-training that serve as the next steps in career development, whether the desired outcome is employment or enrollment in advanced training or higher education. The BFWDC requires at least 20% of all awardee youth formula funds be devoted to paid work experiences.
- L. **Career Pathways** – Proposals must describe clear career pathways indicating what services will be provided and by whom for youth participants, including education, training, employment, and provision of intensive case management services. Each youth receiving individualized career services must have a written career pathway plan that identifies specific steps and activities that will lead to placement into jobs or postsecondary education/training. Career pathway plans must provide clear advancement opportunities and transitions of participant youth.
- M. **Employer Strategies** – Proposals must describe how the program will:
1. Promote employer involvement in workforce planning and the development of workforce solutions.
 2. Integrate workforce development with economic development efforts to enhance business retention and growth.
 3. Lead efforts to respond to industry needs with sector-based solutions.
 4. Strengthen employer connections to grow work-based learning and non-traditional training opportunities such as: apprenticeships, pre-apprenticeships, on-the-job training, and internships.
- N. **Youth Integration** – WIOA mandates that youth services must be integrated. Please detail and describe the proposal to coordinate youth services with the WorkSource system.
- O. **Job Readiness Training** – Describe career assessment tools and strategies to deliver job readiness training to WIOA youth, including soft skills, labor market information, resumes, applications, cover letters, job search and interview skills.
- P. **Reengagement** – Bidders must participate in the planning process for the Tri-Cities Youth Reengagement Center. Proposals must describe how the organization will bring innovative concepts to the steering committee for review and implementation.
- Q. **Projected Outcomes** – Calculated and project:
1. The number of OSY to be newly enrolled into the WIOA youth program;
 2. The number of OSY to attain GED or high school credentials;
 3. The number of OSY to receive paid work experience;
 4. The number of OSY to gain employment or become enrolled at exit into a post-secondary school educational or training program, or join the military; and

5. Calculate the projected cost per OSY positive outcome (see note below), by dividing the total number of funding requested in the proposal by the number of projected positive outcomes in the first contract period.

Note: A positive OSY outcome is (a) unsubsidized employment placement at exit; (b) credential attainment; (c) post-secondary school educational or training program enrollment; or (d) military enrollment.

SECTION 3: Budget form and Budget Narrative

Bidders must complete and submit a Budget form and Cost Proposal in the spreadsheet form at Appendix A. Bidders are also instructed to submit a separate Budget Narrative, not to exceed two (2) pages. See attached RFP 18-01 Proposal Instructions for additional formatting rules.

Budget and Cost Proposal Form

Separately in a Budget Narrative, bidders must describe how WIOA funding will be integrated with other resources to achieve the maximum benefit to customers. If applying as a consortium, clearly identify the financial and non-financial resources to be provided by each organization participating in the consortium. Identify all leveraged resources with specificity.

Administrative and overhead costs should be minimized since Federal workforce funding is limited and may be declining. Efforts to maximize workforce services per dollar are critical. All administrative and operating/overhead/indirect costs will be reviewed by the BFWDC and are subject to negotiations and reduction as part of any proposal evaluation and contract negotiation.

Budget Narrative and cost proposals will be scored on the following criteria:

- A. Budget Narrative aligns with proposed program activities and details all major expenditures anticipated by successful program delivery;
- B. The Budget and Cost Proposal spreadsheet contains a realistic cost itemization for the services to be provided;
- C. The total program cost is within estimated funding available;
- D. Operating/overhead/indirect costs are within reasonable limits;
- E. Direct client service costs (per participant) are calculated properly and provide value; and
- F. Staff wages and fringe benefits are reasonable within the local labor market.

SECTION 4: Proposal Scoring

Proposals in compliance with this RFP that meet the minimum requirements will be scored on program design and elements with possible points as follows:

All Proposals will be scored on narrative sections 2.1 and 2.2, for a total of 25 points available:

2.1	Organizational Background and Capacity	15/100 Points
A.	History of the organization	2
B.	Description of qualifications	2
C.	Evidence in support of past performance	2
E.	Staffing and management structure	2
F.	Ongoing staff development plan	2
G.	Grant recipients/fiscal agent role and fund accounting experience	1
H.	Examples of workforce system/service delivery improvements (2)	4
2.2	Past Performance History	10/100 Points
A.	Ability to meet stated program performance goals and objectives	4
B.	Track record in recruiting customers	3
C.	Experience using data systems to capture service delivery information	3

Proposals will be scored on either 2.3 (Adult or Dislocated Worker) OR 2.4 (Out-of-School Youth)

2.3	Career Services for Adult and Dislocated Workers	60/100 Points
A.	Access	8
B.	Design	8
C.	Guest Resource Engagement	12
D.	Workshops	4
E.	Technology	4
F.	Outreach	4
G.	Work Based Learning	7
H.	Career Pathways	4
I.	Employer Strategies	4
J.	Project Outcomes	5

2.4	Out-of-School Youth Services	60/100 Points
A.	Access	5
B.	Design	5
C.	Guest Resource Engagement	10
D.	Outreach and Recruitment	3
E.	Intake and Eligibility Determination	2
F.	Objective Assessment and Referral	2
G.	Individual Service Strategy	4
H.	Case Management	2
I.	Full Range of Youth Services (Appendix B)	4
J.	Follow-Up Services	3
K.	Work Experience	4
L.	Career Pathways	3
M.	Employer Strategies	3
N.	Youth Integration	2
O.	Job Readiness Training	3
P.	Reengagement	1
Q.	Project Outcomes	4

All Proposals will be scored on Budget/Cost Proposal Form and Narrative Section 3, for a total of 15 points available:

3.0	Budget/Cost Proposal Form and Narrative	15/100 Points
A.	Budget Narrative aligns with proposed program activities	4
B.	Budget/Cost Proposal is clear and contains realistic cost itemization	3
C.	Total program cost is within funding availability	2
D.	Operating/overhead/indirect costs are reasonable	2
E.	Direct client services costs are calculated properly	2
F.	Staff wages and fringe benefits are reasonable	2

RFP 18-01 Proposal Instructions

All proposals are to be submitted in accordance with the general conditions and procedures stated in this RFP. The following must be submitted by **Wednesday, May 23, 2018, 4:00 pm (PST)**:

Attn: **RFP 18-01**

Address: Benton-Franklin Workforce Development Council

815. N. Kellogg, Suite C

Kennewick, WA 99336

1. One (1) original proposal shall be submitted in a sealed envelope marked "BFWDC RFP 18-01: ORIGINAL RESPONSE"
2. Ten (10) additional copies of the proposal shall be submitted in a separate, sealed container marked "BFWDC RFP 18-01: RESPONSE COPIES"

Proposal Requirements:

1. Proposals must be received at the BFWDC office not later than the deadline. Proposals not received by the deadline will be automatically disqualified from competition – **no exceptions**. Faxed or emailed proposals will not be accepted. A postmark will not be accepted if the proposal does not arrive by the deadline.
2. Include all the required attachments that pertain to your proposal. **There are no additional attachments allowed.** Failure to include required attachments will disqualify the proposal. See Compliance Checklist for a complete list of required forms.
3. **Proposal narrative is limited to 12 pages** (required table of contents, budget narrative, organization charts, and the budget and cost proposal form do not count toward the narrative page limit).
4. **Bidders must submit separate, complete applications for each funding category requested (Adult/Dislocated Worker/Out-of-School Youth).**
5. **Budget narrative** may not exceed **2 pages**, single spaced.
6. Print on only one side of the page.
7. Use 12-point Tahoma type, 1-inch margins and single spacing.
8. Do not staple your proposal, bind it in any way, or use divider tabs; removable clips are acceptable.

Withdrawals:

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the BFWDC. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the BFWDC and may be subject to public disclosure per the Freedom of Information Act.

RFP 18-01 Proposal Cover Sheet

Name of Lead Agency/Organization: [Click here to enter text.](#)

Partnership Agency (if applicable): [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#)

Title of Contact Person: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

E-mail Address: [Click here to enter text.](#)

Funding Category and Amount:

Adult Career Services [\\$Click here to enter text.](#)

Dislocated Worker Career Services [\\$Click here to enter text.](#)

OSY Career Services [\\$Click here to enter text.](#)

Proposal Summary: Please summarize your program proposal in a brief paragraph.

[Click here to enter text.](#)

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been authorized by the governing body of the applicant.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Telephone Number

Date

Compliance Checklist

It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified from consideration. No exceptions will be granted. If you have any questions about the requirements, please submit a question in writing to procurement@bf-wdc.org.

For **each** proposal being submitted (Adult/Dislocated Worker/OSY), include the following:

- RFP 18-01 Proposal Cover Sheet
- Statement of Compliance Form
- One (1) original and ten (10) copies of the proposal, each copy including:
 - Proposal Table of Contents (1 page)
 - Proposal Narrative Response (12 pages, maximum)
 - Organizational Chart (1 page)
 - Budget Narrative Response (2 pages, maximum)
 - Appendix A – Budget/Cost Proposal Form (provided)
 - Appendix B – OSY Only (provided)

Submit one copy only with the original proposal:

- One copy each of the bidder's last two years of audited financial statements **and** last two years of monitoring reports; if consortium application, each agency/organization must submit audited financial statements and monitoring reports; if audited statements are not available, submit a brief explanation of why and submit unaudited financial statements
- One copy of the bidder's business license

Statement of Compliance Form

As the authorized signatory official for: [Click here to enter text.](#),

Submitting Lead Agency/Organization

I hereby certify:

- That the above-named proposer is legally authorized to submit this proposal requesting funding under WIOA;
- That the above-named proposer agrees to execute all work related to this application in accordance with WIOA, U.S. Department of Labor, State of Washington Employment and Training issuances, Benton-Franklin Workforce Development Council (BFWDC) policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The bidder shall notify the BFWDC within 30 calendar days after issuance of any amended directives if it cannot comply with amendments;
- That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, including but not limited to deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
- That the contents of the proposal are truthful and accurate, and the above-named proposer agrees to comply with the policies stated in this RPF;
- That this proposal represents an actual request subject only to mutually agreeable term negotiation outcomes and that the above-named proposer is in agreement that the BFWDC reserves the right to accept or reject any proposal for funding;
- That the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and
- That the above-named proposer waives any right to claim against the individual Board members and staff of the Benton-Franklin Workforce Development Council.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Telephone Number

Date

Appendix A – Budget and Cost Proposal Form

All bidders must download this spreadsheet form from the BFWDC website and complete the Excel workbook:

Budget and Cost Proposal

Agency/Organization:

A) Personnel: Staffing

Position Title		Yearly Salary		% Charged to Grant		Salary Charged to Grant		Benefits		Total
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
Subtotal										\$ -

B) Agency Costs : Operating/Overhead/In-Direct Costs

Item	Amount
Subtotal	\$ -

C) Direct Client Services: Participants Costs

Item	Amount
Subtotal	\$ -

Summary

Item	Amount
A) Personnel	\$ -
B) Agency Costs	\$ -
C) Direct Client Services	\$ -
Total Request	\$ -

Appendix B – 14 WIOA Youth Service Elements Delivery Plan

Out-of-School Youth ONLY

Youth services bidders must download Appendix B table formant form the BFWDC website, complete the form, and submit as an attachment to the OSY proposal narrative:

WIOA Youth Service Elements Delivery Plan (form)

Required Youth Service Elements

- 1)** Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

- 2)** Alternative secondary school services, or dropout recovery services.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

- 3)** Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include a. summer employment opportunities and other employment opportunities throughout the school year b. pre-apprenticeship programs c. internships and job shadowing and d. on the job training opportunities.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

- 4)** Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

5) Educational offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

6) Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

7) Supportive Services.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

8) Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

9) Follow-up services for a minimum twelve (12) month period after the completion of the program.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

10) Comprehensive guidance and counseling, which may include drug and alcohol abuse

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

11) Financial literacy education.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

12) Entrepreneurial skills training

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

14) Activities that help youth prepare for and transition to post-secondary education and training.

Will bidder provide this service directly? Yes No

Will bidder's partner provide service? Yes No

Identify agency/organization name (if applicable) _____

Is there a Formal Partnership Agreement in Place? Yes No

Appendix C – Definitions

Basic Skills Deficient

An individual who: 1) Is a youth, whose individual English, reading, writing, or computing skills are at or below the 8th grade level on a generally accepted standardized test; or 2) Is a youth or adult, and the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Customer

Any job seeker or employer.

Eligibility – Out-of-School Youth

An Out-of-School Youth (OSY) is an individual who is:

- U.S. citizen or otherwise legally entitled to work in the U.S.;
- Not attending school (as defined under state law);
- Age 16 through 24;
- Selective Service Registration (Males who are 18 or older and born on or after January 1, 1960), unless an exception is justified; and
- One or more of the following:
 - A school dropout;
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - A recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner;
 - An individual subject to the juvenile or adult justice system;
 - A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under Section 477 of the Social Security Act, or in an out of home placement;
 - An individual who is pregnant or parenting;
 - An individual with a disability;
 - A low-income individual who requires additional assistance to enter or complete an education program or to secure or hold employment.

Individual with a Barrier to Employment

A member of one (1) or more of the following populations:

1. Displaced homemakers.
2. Low-income individuals.
3. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
4. Individuals with disabilities, including youth who are individuals with disabilities.
5. Older individuals.

6. Ex-offenders.
7. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043E-2 (6)), or homeless children and youths (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))).
8. Youth who are in or have aged out of the foster care system.
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
10. Eligible migrant seasonal farmworkers, as defined in WIOA section 167(i).
11. Individuals within two (2) years of exhausting lifetime TANF eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
12. Single parents (including single pregnant women).
13. Long-term unemployed individuals.
14. Other individuals as the Governor determines.

Requires Additional Assistance (Youth)

An individual who:

- Immigrant or refugee
- Migrant family or migrant/seasonal farm worker status
- Gang involved/affiliated/affected
- Substance abuse (Personal/Family)
- Victim of domestic violence/Sexual or child abuse
- Lacking stable/affordable housing
- Lacking a significant or positive work history
- Residing in an area with high rates of poverty or crime
- Family history of chronic unemployment
- Deficient in occupation skills.

Service Provider

An organization or its employees who deliver services funded through the BFWDC.

Work Experience

Work experience/internships are defined as a planned, structured learning experience that takes place in a workplace (private for profit sector, the nonprofit or the public sector), for a limited period of time, for individuals who have had little or no prior work experience. Work experiences and internships for eligible youth will include an academic and occupational education component.

Appendix D – BFWDC Disclaimers and General Provisions

1. This RPF does not commit the BFWDC to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.
3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the BFWDC and be subject to disclosure under public records and/or the Freedom of Information Act.
4. Proposals should follow the format and adhere to the minimum requirements in this RFP.
5. Contract award is subject to all of the following; receipt of funds by the BFWDC, successful contract negotiation, and approval by the BFWDC.
6. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to WIOA legislation and rules, all applicable Federal regulations, State of Washington policies, and BFWDC policies and procedures.
7. Bidders selected for funding must also ensure compliance with 2 CFR Part 200.
8. The BFWDC may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.
9. 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.
10. The BFWDC may decide not to fund part or all of a proposal even though it has a high overall score if, in the opinion of the BFWDC, the services proposed are not needed, or the costs are higher than the BFWDC finds reasonable in relation to the overall funds available, or if past management concerns lead the BFWDC to believe that the bidder has undertaken services that it cannot successfully carry out.
11. The BFWDC may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors such as balancing services to customers.
12. Bidders will be expected to adhere to BFWDC procedures to collect and verify data and submit accurate monthly reports as well as invoices to the BFWDC.
13. Any entity submitting a proposal may appeal an award decision for the following procedural matters:
 - Alleged bias, discrimination, or conflict of interest on the part of the rater(s); or
 - Non-compliance with procedures described in the procurement document or BFWDC procurement policy. Appeal requests that are not based on procedural matters will not be considered.
14. Appeals must: 1) be in writing 2) delivered to tscott@bf-wdc.org within (7) calendar days after notice of an award decision is issued to the bidder and 3) state the procedural reason (s) for the appeal and the desired remedy. The BFWDC will respond in writing to any appeal within ten (10) calendar days after its receipt. Awards may either go forward or may be held in abeyance pending resolution of any appeals at the sole discretion of the BFWDC.

15. All bidders must ensure equal opportunity to all individuals. No individual in the Benton-Franklin local areas shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation, or belief.
16. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
17. Bidders must accept liability for all aspect of any WIOA program conducted under contract with the BFWDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or improper program operations.
18. Reductions in funding level or any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the Federal or State governments.
19. Bidders who have proposals accepted and funded by the BFWDC will allow all local, State, and Federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain these records for proposals funded by BFWDC for three (3) years, beginning on the last day of the program year.
20. 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.
21. The BFWDC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
22. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
23. The BFWDC reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals.
24. The BFWDC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order, or similar inconsequential errors.