



## **REQUEST FOR PROPOSALS**

### **Workforce Innovation and Opportunity Act (WIOA) Title IB Adult/Dislocated Worker/Youth Services**

*Released by:*

### **Benton-Franklin Workforce Development Council (BFWDC)**

**Release Date: January 19, 2023**

**Due Date**

**February 27, 2023, 4:00 p.m. PST**

**Proposed Contract Period**

**July 2023—June 2024**

**With mutually agreed option for annual extensions**

WIOA Title 1B Adult/Dislocated Worker/Youth Services are 100% funded by the U.S. Department of Labor

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

# Table of Contents

REQUEST FOR PROPOSALS .....	1
SECTION I: PURPOSE AND BACKGROUND.....	3
A. Benton-Franklin Workforce Development Council Introduction .....	3
B. Workforce Innovation and Opportunity Act Background .....	3
C. Purpose of this RFP .....	4
D. RFP Funding Categories .....	4
E. Procurement Timeline .....	5
F. Who May Apply .....	5
G. Award of Contract .....	5
H. Commencement of Service Delivery .....	5
SECTION II: PROGRAM DESIGN .....	6
A. Adult, Dislocated Worker, Youth Program Services.....	7
B. WIOA Priority Populations.....	8
C. WIOA Front-End Services .....	9
D. WIOA Business Services .....	9
E. BFWDC Priority Industries Sectors and Career Pathways .....	11
F. Carry-Over Activities .....	11
G. Universal Access Across the Workforce System .....	12
H. Diversity, Equity, Inclusion, and Belonging .....	12
I. Flexible Hybrid Virtual/In-Person Services .....	12
J. Data Management .....	12
SECTION III: PROPOSAL INSTRUCTIONS AND REQUIREMENTS.....	13
A. Proposal Instructions.....	13
B. Proposal Requirements .....	13
C. Evaluation and Selection Criteria .....	14
D. Withdrawals .....	14
SECTION IV: PROPOSAL NARRATIVE AND PERFORMANCE OUTCOMES FORM .....	14
A. Proposal Narrative .....	14
SECTION V: BUDGET NARRATIVE AND PERFORMANCE OUTCOMES FORM .....	19
A. Budget Narrative.....	19
SECTION VI: GENERAL PROVISIONS, DISCLAIMERS, AND APPEAL PROCESS.....	19
SECTION VII: LIST OF ATTACHMENTS .....	21
ATTACHMENT A. PROPOSAL COVER SHEET AND CERTIFICATION .....	22
ATTACHMENT B. PERFORMANCE OUTCOMES FORM .....	23
ATTACHMENT C. BUDGET AND COST PROPOSAL FORM .....	24
ATTACHMENT D. 14 WIOA YOUTH SERVICE ELEMENTS DELIVERY PLAN.....	25

## SECTION I: PURPOSE AND BACKGROUND

---

### A. BENTON-FRANKLIN WORKFORCE DEVELOPMENT COUNCIL INTRODUCTION

The [Benton-Franklin Workforce Development Council \(BFWDC\)](#) is the convener of regional workforce development efforts, including Title I of the Workforce Innovation & Opportunity Act (WIOA). The BFWDC is responsible for funding, coordinating, and overseeing the activities and programs of the local One-Stop Center, [WorkSource Columbia Basin](#), and services to WIOA Out of School Youth and Young Adults (ages 16-24) at [TC Futures](#).

With a network of regional partnerships with businesses and other organizations, the BFWDC is a hub for gathering and disseminating information regarding business and employment needs and opportunities, local labor market data, and workforce trends.

#### **Mission Statement**

Promoting a prosperous community by providing a progressive workforce system.

#### **Vision Statement**

Benton-Franklin Workforce Development Council contributes to our prosperous community by elevating the human potential.

#### **Strategic Plan**

[BFWDC Strategic Plan](#)

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

<b>Attn:</b>	<b>RFP 23-01</b>
<b>Address:</b>	<b>Benton – Franklin Workforce Development Council 815 N. Kellogg Street, Suite C Kennewick, WA 99336</b>
<b>Phone No.:</b>	<b>(509) 734-5996</b>
<b>Email:</b>	<b><a href="mailto:procurement@bf-wdc.org">procurement@bf-wdc.org</a></b>

The BFWDC’s website is located at [www.bentonfranklinwdc.com](http://www.bentonfranklinwdc.com). The website will be the main mode of communication between the BFWDC and potential bidder(s). Interested parties can download this Request for Proposal during the procurement period, including any updates, and learn of upcoming events and deadlines on the website. Bidder(s) are responsible for checking the [webpage](#) frequently to stay informed throughout the procurement process.

### B. WORKFORCE INNOVATION AND OPPORTUNITY ACT BACKGROUND

On July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA), designed to improve and streamline access to federally funded employment, education, training, and career services.

WIOA requires that the way workforce development services are delivered be changed fundamentally and demands transitions in federal, state, and local rules and ways of doing business. The changes emphasize system-building and universal services at the state and local levels. This revitalized workforce system is characterized by three critical hallmarks of excellence:

- Ensuring that the needs of workers and employers drive workforce solutions;
- Requiring that One-Stop Career Centers/Youth Centers provide excellent, integrated customer service to both job seekers and employers, committing to a continuous improvement-driven customer voice; and;
- Maintaining an understanding of the workforce system as a critical component of creating strong regional economies and that it plays an active role in community development.

As stated by Washington State Governor Jay Inslee, “At the heart of it, the Workforce Innovation and Opportunity Act presents a tremendous opportunity to ensure that every resident of our state has the chance to earn a living wage and pursue a career and that every employer has the skilled workers it needs to grow and prosper in our state.”

Provision of services specified in this Request for Proposal (RFP) requires substantive knowledge and understanding of WIOA law and all applicable regulations and state policies, procedures, and directives related to WIOA. Successful respondents to this RFP must also be flexible and willing to respond and adapt to new directions as they occur, as these policies and regulations are constantly evolving. For more information on WIOA, its implementing regulations, and any other information of interest, please visit <http://www.doleta.gov/wioa/>, [Workforce Professional Center](#), and [BFWDC Policies](#).

### C. PURPOSE OF THIS RFP

The BFWDC is requesting proposals from qualified professional vendors to deliver services within Benton-Franklin counties to:

- **Adult and Dislocated Workers** who are unemployed, under-employed, or in need of training and career services
- **Out of School Youth** ages 16-24 who need assistance launching a pathway to economic prosperity and stability

Contracts awarded will commence July 1, 2023, and continue through June 30, 2024 (hereafter, “the contract period”) with a mutually agreed option for annual extensions pending performance and available funding.

### D. RFP FUNDING CATEGORIES

Bidder(s) should use the funding *estimates* below for their proposals. These estimates are provided solely to offer guidance to the bidder(s) in preparing budget and cost proposals. **Bidder(s) must apply for funding for all categories listed below.** Estimated Funding by category is as follows:

- Adult Services: \$568,307
- Dislocated Worker Services: \$756,763
- Out-of-School Youth Services: \$668,455

## E. PROCUREMENT TIMELINE

Request for Proposals Issued	January 19, 2023
Bidder(s) Conference- 10:00 am-11:30 am PST Click <a href="#">HERE</a> to join Link to Meeting Meeting ID: 850 7855 3955 Passcode: 169791	January 30, 2023
Deadline for Receipt of Questions, 5:00 PM PST Bidder(s) may submit questions electronically via <a href="mailto:procurement@bf-wdc.org">procurement@bf-wdc.org</a> . Questions will not be answered via other email accounts, phone, or in person (except for the bidder(s) conference).	February 10, 2023 A question-and-answer document will be updated and posted on the BFWDC website home page weekly on a rolling basis.
Deadline for Receipt of Proposals, 4:00 PM PST	February 27, 2023
The formal Review Process of Proposals Begins	March 6, 2023
Interviews for Highest Scoring Proposals	Anticipated March 20-24, 2023
Announcement of Successful Bidder(s)	Week of May 1, 2023
Period for Appeals	May 1- 8, 2023
Contract and Budget Negotiations Begin with a Successful Bidder(s) following the mandatory appeals period	Anticipated Week of: Mar 15th, 2023
Contract Start Date	July 1, 2023

## F. WHO MAY APPLY?

- Government agencies or governmental units, such as Local or County governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Educational institutions, such as institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of Adult & Dislocated Worker programs, such as a local chamber of commerce, other business organization, or labor organization; and
- Private for-profit entities.

Consortiums among eligible applicants are permissible as long as proposals clearly delineate roles and the budget includes any sub-contractual arrangements.

## G. AWARD OF CONTRACT

Submittal of a successful proposal(s) does not constitute a contract with BFWDC. The contract award will not be final until the BFWDC and the successful bidder(s) have executed a mutually satisfactory contractual agreement.

## H. COMMENCEMENT OF SERVICE DELIVERY

All contractors must be able to have the proposed program operational on July 1, 2023.

## SECTION II: PROGRAM DESIGN

---

### A. ADULT, DISLOCATED WORKER, YOUTH PROGRAM SERVICES

BFWDC is seeking applications from the organization(s) that will become an integral partner in serving the WIOA Adult, Dislocated Worker, and Youth job seekers through a collaborative, equitable, inclusive, and community-engaged service delivery model, including:

- embracing the facilitation and building a culture of collaboration among all workforce system stakeholders, growing and diversifying jobs in Benton-Franklin Counties, and cultivating talent through increased skill development and opportunities;
- ensuring equity, inclusion, and proactive engagement for all customers, with a focus on those marginalized, under-represented, and high-needs individuals;
- demonstrating organizational commitment and stability in being able to fully meet/support customer expectations, effectively and accurately manage/document fiscal and performance data, and appropriately apply governing policies and procedures; and
- continually moving Benton-Franklin counties forward and promoting a prosperous community by providing a progressive workforce system.

The successful bidder(s) will provide access to the full array of allowable WIOA offerings, including Basic Career Services, Individualized Career Services, Training Services, and Follow-up Services. The awarded organization or organizations will bring specialized skills and leveraged programs or services to advance objectives articulated in under-served and customers experiencing barriers to employment. Additionally, the awarded organization or organizations will demonstrate a commitment to customer service, continuous improvement, and responsiveness to economic and labor force conditions, supported by knowledge of program and fiscal compliance and accountability, continual learning, and improvement.

**NOTE:** The successful bidder(s) may be required to accept discretionary programs connected to WIOA Adult, Dislocated Worker, and Youth Programs.

**WIOA Adult and Dislocated Workers** WIOA Adult, Dislocated Worker, and Youth Services are provided via the following major categories (as detailed in [BFWDC Eligibility Policy 2015-01](#), [TEGL 19-16](#), and [ESD Eligibility Policy 6](#)):

**WIOA Adult and Dislocated Worker** program services are broken down into three parts:

Basic Career Services, Individualized Career Services, and Follow-Up Services.

1. **Basic Career Services:** Basic Career Services are universal and must be available at WorkSource Columbia Basin. Basic Services involve less staff time and may be provided by both Adult and Dislocated Worker programs in coordination with other WorkSource Partners. Basic Career Services, as stand-alone services, have traditionally been administered in a WorkSource Resource Room and workshop-type settings. They are, however, not limited to these areas. Proposals that demonstrate Basic Career Services can be offered in an allowable manner that can further build collaborative and inclusive practices are encouraged. These services can include but are not limited to outreach, intake, orientation to services available through WorkSource; eligibility determinations, provision of information on programs and services, and program referrals; initiating an application for TANF assistance, initial assessment of skills, ability, literacy, barriers to employment and supportive service needs, labor exchange services; job search assistance, career counseling,

recruitment on behalf of employers, referrals and coordination of activities with other programs, and labor market information.

- 2. Individualized Career Services:** Individualized Career Services can only be provided to eligible participants for the Adult and/or Dislocated Worker program and who require such services to retain or obtain employment. Individualized Services are provided by an Employment Specialist who works one-on-one with customers throughout their enrollment to help them accomplish their goals as articulated in their Individual Employment Plans. In addition to described Basic Career Services, Individualized Career Services may include specialized assessments, developing an individual employment plan, career, and vocational counseling, and work experiences, among other activities, including assessments of skill level and service needs and identification of employment barriers; development of an individual employment plan with career pathways options and employment goals; short-term pre-vocational services; internships and work experiences linked to careers; and financial literacy services.
- 3. Training Services:** Training Services are a crucial part of the Adult and Dislocated Worker programs. Training Services may be provided to fully enrolled Adults and Dislocated Workers who have been determined eligible for such services through the interview, evaluation, assessment, or career planning described in [TEGL 19-16](#).

Types of Training Services may include: Occupational Skills Training (individual or cohort), On-the-Job Training (OJT); Incumbent Worker Training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training provided in combination with the training services; adult education and literacy activities, including English Language acquisition; and customized training conducted with a commitment from the employer or group of employers to employ an individual upon successful completion of the training.

- 4. Follow-Up Services:** Follow-Up Services are services provided to Adults and Dislocated Workers who have been placed in unsubsidized employment. Follow-Up Services must be available for up to 12 months after the first day of employment. They may include workplace counseling to support retention, on-the-job referrals to additional services for customers who are not self-sufficient, mentoring, and workshops to help customers with career decisions. Support Services can also be provided during the follow-up period to help customers retain or obtain employment after exiting the program. Follow-Up Services do not extend the date of exit in performance reporting.

**WIOA Youth** Program Services are delivered under the following 14 Elements:

- 1. Tutoring,** study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or a recognized postsecondary credential.
- 2. Alternative secondary school services or dropout recovery services,** as appropriate.
- 3. Paid and unpaid work experiences** that have as a component of academic and occupational education, which are:

- a. Summer employment opportunities and other employment opportunities available throughout the school year
  - b. Pre-apprenticeship programs
  - c. Internships and job shadowing
  - d. On-the-job training opportunities
4. **Occupational skill training**, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations outlined in the [BFWDC Strategic Plan](#).
  5. Education offered concurrently with and in the same context as **workforce preparation activities** and training for a specific occupation or occupational cluster.
  6. **Leadership development opportunities**, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
  7. **Supportive Services** can be used to purchase items and services related to employment, education, and training.
  8. **Adult mentoring** for the period of participation and a subsequent period for a total of no fewer than 12 months.
  9. **Follow-up services** for at least 12 months after exiting the program to ensure continuity of services and progress towards performance outcomes. Follow-up services must be provided by the same program that provides case management during program participation. The type of services provided must be based on the needs of the individual.
  10. **Comprehensive guidance and counseling**, which may include drug and alcohol abuse counseling and referral, as appropriate.
  11. **Financial literacy education** provides participants with the knowledge and skills they need to achieve long-term financial stability.
  12. **Entrepreneurial skills training** help participants develop the skills associated with entrepreneurship, such as the ability to take the initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas.
  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 service.
  14. Activities that help youth **prepare for and transition to postsecondary education** and training.

## B. WIOA PRIORITY POPULATIONS

- Displaced Homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals (age 55 and older)
- Ex-offenders (“offender” as defined in [WIOA sec. 3\(38\)](#))



- Persons experiencing homelessness
- Youth who are in or have aged out of the foster care system
- Individuals who are:
  - English language learners
  - Individuals who have low levels of literacy
  - Individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime Temporary Assistance for Needy Families (TANF) eligibility
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)

#### **Directive of the Governor 21-24**

- Black, Asian, Native Hawaiian, Compact of Free Association (COFA) nations and Pacific Islander communities
- Latinos
- LGBTQIA+ communities
- Expectant persons
- Veterans

### **C. WIOA FRONT-END SERVICES**

Front-End Services are critical services that set the tone for each customer. The successful bidder(s) shall contribute representatives to provide Front-End services for a seamless customer experience and work towards performance outcomes aligned to shared goals. The successful bidder(s) shall provide Front-End services that include, but are not limited to:

- A warm welcome to customers entering the center;
- Initial assessment of the customer's skills, education, and career objectives to determine the customer's needs and next steps;
- An orientation to WSCB/Tri-Cities (TC) Futures services, referrals to workshops, and general labor market information; Assistance navigating the [WorkSourceWA.com](https://www.worksourcewa.com) and [TC Futures](https://www.tc-futures.com) websites to access job search tools and resources, career opportunities, build a resume, learn about occupations in demand, research training opportunities;
- Access to Unemployment Insurance information;
- Assistance with job search, LinkedIn Learning, resume critiques, mock interviews, completing online applications, and employment referrals;
- Translation and interpretive services as needed;
- Assistance with computers, faxes, scanners, and assistive technology;
- Referrals to job fairs, hiring events, and informational events and instructions on how to register;
- Career training information and referrals to appropriate programs; and
- Inform veterans and eligible spouses of their rights under Veterans Priority of Service.

### **D. WIOA BUSINESS SERVICES**

The Business Services Team at WSCB/TC Futures is comprised of Benton-Franklin organizations that share a similar purpose and goal of providing solutions to local businesses. The team was built to strategically organize county-wide business solutions efforts with a more tactical and deliberate approach. The successful bidder(s) will be charged with acting as the primary conduit between the Workforce system (WSCB/TC Futures) and

Benton-Franklin County Businesses, generating employment and work experience opportunities through a solutions-oriented approach.

BFWDC encourages programmatic coordination, collaboration, and creative leverage within the Adult, Dislocated Worker, and the Youth Services programs, as well as another compatible workforce programming at WSCB/TC Futures.

### **Rapid Response Functions**

One important function of the Business Services Team is to run Benton-Franklin Counties Rapid Response events under the leadership and strategic guidance of BFWDC. Rapid Response has a multi-faceted approach built to provide immediate, comprehensive responses to businesses and workers in transition due to layoffs. The successful bidder(s) will work closely with BFWDC and partners to provide high-level, quick-acting rapid response events and services countywide to minimize the effects of layoffs on both the workers and the business.

As part of the Business Services Team, the successful bidder(s) will demonstrate an ability to lead local Rapid Response events and services and help BFWDC on a strategic level in providing the best Rapid Response events and services in the nation to address the needs of the business in transition.

The successful bidder(s) will facilitate the Benton-Franklin Counties Rapid Response efforts under the leadership of BFWDC. This includes:

- Being one of the local points of contact for state-wide mass-layoff notices as well as any other local layoffs;
- Assessing the business and workers in transition;
- Collaborating with partners and all parties involved, including labor if applicable, to build a strategy based on the assessment;
- Coordinating and scheduling all related activities and subsequent events;
- Ensuring all required services are included; and
- Leading the services. This includes follow-up, reporting, documentation, tracking, and customer feedback.

In addition to leading the provision of Rapid Response events, the successful bidder(s) will innovate ways to improve tracking of Rapid Response success and outcomes, including, but not limited to:

- Number of Rapid Response participants who fully enroll in WIOA
- Employment rate of those receiving Rapid Response services
- The length of unemployment once reemployed

### **Business Service Performance Details**

BFWDC believes in a customer-first program design approach, meaning we believe that if a program is built around serving the needs of the targeted customer, the metrics and measures will follow. That, however, does not come without necessary detailed steps taken to attach the program to metrics as the design is coming together. Successful bidder(s) must apply processes, metrics, measurements, and strategies that link services to measurable outcomes.

All WIOA Titles are measured by the Performance Accountability Indicators, also called “Common Measures.” These indicators are detailed in [TEGL 10-16 Change 1](#). Under the Common Measures, WIOA Business Services’ performance will be measured by, at minimum, two of the three following ways:

- Retention with the same business
- Repeat business customers
- Business Penetration Rate

Because business engagement is an integral piece to the success of the entire workforce system, it is important that the successful bidder(s) also strategize processes and services that link to all other Common Measures. The rest are as follows:

- Employment Rate – 2nd Quarter after exit;
- Employment Rate – 4th Quarter after exit;
- Median Earnings – 2nd Quarter after exit
- Credential Attainment – Within one year of exit
- Measurable Skill Gains – Program Year

Common Measures, however, are impossible to measure and react to in real time. As such, BFWDC is seeking a bidder(s) that can demonstrate effective processes, proposed metrics/real-time measurements, strategies, and services that will be used to ensure success in the above Common Measure indicators.

## **E. BFWDC PRIORITY INDUSTRY SECTORS AND CAREER PATHWAYS**

BFWDC has prioritized certain industry sectors as the focus of service strategies under 2023-2024 contracts. Professional and Technical Services, Health Care, Food Processing & Agriculture, Manufacturing, Transportation & Warehousing, and Construction are forecasted to be the region’s fastest-growing industries over the next decade. These industries were identified in the 2022 BFWDC Industry Cluster Study and have been validated by regional sector engagement and labor market analysis.

The successful bidder(s) selected through this RFP will coordinate with BFWDC staff and regional partners to serve businesses in identified pathways and provide opportunities for job seekers to enter and advance in high-quality jobs and careers in these pathways. The successful bidder(s) will connect and align services with regional, employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market.

Bidder(s) will describe collaborative and innovative approaches to aligning with sector and career pathways partnerships, leveraging resources, and strengthening career pathways in BFWDC priority pathways, such as:

- Ensuring that students and jobseekers can obtain and make use of career pathway information
- Participate in sector-focused events
- Identifying, designing, and planning individual and/or cohort-based training that build in-demand skills and competencies and helps individuals progress along career pathways
- Using data to inform and improve programming

## **F. CARRY-OVER ACTIVITIES**

Successful new awardees will assume responsibility for continuing services for customers enrolled by current contractors. Customers who are currently enrolled in a BFWDC WIOA Title 1-B funded program and who will only complete their services after July 1, 2023, must receive continued services. Participants who exited the program to a job prior to July 1, 2023, may be eligible to receive continued follow-up services.

## **G. UNIVERSAL ACCESS ACROSS THE WORKFORCE SYSTEM**

BFWDC embraces WIOA as a chance to improve service delivery and remove barriers to access for *all* individuals with barriers to employment, not just those populations covered by the Americans with Disabilities Act. While developing recommendations on accessibility, the Workforce Board engaged stakeholders, staff, and policy experts representing a wide range of the 15 populations designated as “populations with barriers” under WIOA. The populations with significant or multiple barriers to employment should receive priority for services.

Fundamental to BFWDC’s vision for the workforce system is the concept of universal accessibility. BFWDC’s workforce system must be prepared and able to serve job seekers from all backgrounds who face various barriers. Universal accessibility encompasses physical accessibilities of all facilities and programmatic accessibility—considering customers’ particular access needs. Integration of service delivery and better coordination among workforce system partners will allow services and delivery approaches to be customized to particular access needs.

The use of technology to increase the accessibility of WSCB/TC Futures services is an essential part of service delivery under all BFWDC WIOA contracts. This priority speaks to ensuring customers have access to the internet and internet-capable devices and also requires successful bidder(s) staff to be qualified and prepared to provide virtual services as needed to ensure customers region-wide can all benefit from One-Stop Career Centers and services. Utilizing technology allows for seamless, universal, and remote access to education, training, and other workforce development services. While technology cannot fix all barriers to access problems, in many cases, it alleviates staff time and energy to be spent addressing more significant barriers.

## **H. DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

The BFWDC has established a DEI Committee to identify and dismantle systemic and structural racism, inequities, and oppression within our community. By bringing together leaders with unique backgrounds, experiences, and ways of thinking, we can collectively build trust, remove barriers, and create conditions that enable everyone opportunities to thrive. The successful bidder(s) will work with the BFWDC Equal Opportunity Officer and system leaders to promote diversity, equity, inclusion, access, and belonging within our system.

## **I. FLEXIBLE HYBRID VIRTUAL/IN-PERSON SERVICES**

With the many changes in our world over the past two years, the successful bidder(s) will need to prioritize both in-person and remote services/hybrid options to reduce barriers to receiving services and meet the needs of WSCB/TC Futures customers. The successful bidder(s) will collaborate with WSCB and TC Futures partners to:

- Increase accessibility and identify creative solutions for driving customers to the center or virtual service offerings;
- Design and deliver communications that reflect hybrid offerings;
- Facilitate high-quality, interactive job search workshops and webinars for job seekers, including Skills and Abilities Analysis, Job Search Strategies, Resumes and Cover Letters, Interviewing Techniques, Perfecting Applications, and additional customized workshops/webinars identified to meet the customer’s needs.

## **J. DATA MANAGEMENT**

[WorkSourceWA.com](https://www.worksource.wa.gov) is managed by the Washington State Employment Security Department and Serves as the business and job seeker-facing self-service Labor Exchange system. It is designed for job seekers to find and apply for open jobs, for employers to post jobs and receive job matches, Applications and potential contact applicants. Efforts to Outcomes (ETO) is the state-managed case.

The management system is used for state and federal reporting at this time.

The successful bidder(s) will be required to use ETO to record and track all client activities and Program services. Reports generated from ETO will be used to determine program performance by The successful bidder(s), BFWDC, and the State. Therefore, knowledge of the system, accuracy, and timely entry of information is critical. It is important to mention that Washington State has plans to transition to a new state-managed case management database. Bidder(s) will need to work with BFWDC to train their staff on how to use the new system when it is launched. More information, including a timeline for implementation, is available in the Charter for the [WIT replacement project](#), and monthly status reports can be found there.

## SECTION III: PROPOSAL INSTRUCTIONS & REQUIREMENTS

---

### A. PROPOSAL INSTRUCTIONS

All proposals are to be submitted electronically in accordance with the general conditions and procedures stated in this RFP. The following must be submitted by **Monday, February 27, 2023, 4:00 pm (PST)**:

Subject Line: **RFP 23-01**  
Deliver via email to: [Procurement@bf-wdc.org](mailto:Procurement@bf-wdc.org)

Word versions of blank attachments will be available on the BFWDC website at:

<https://BFWDC.org/investments/service-provider-opportunities/>.

Bidder(s) may submit all required documents as single pdf files (labeled appropriately) or as a single pdf at their discretion.

### B. PROPOSAL REQUIREMENTS

To be considered for review, proposals must follow the instructions in this RFP, provide the information required electronically, and include all the required attachments (signed and dated) by your organization's authorized representative.

1. Proposals must be received at the BFWDC email inbox no later than the deadline. Proposals not received by the deadline will be automatically disqualified from the competition – **no exceptions**. Faxed proposals will not be accepted.
2. Include all the required attachments that pertain to your proposal. **There are no additional attachments allowed**. Failure to include the required attachments will disqualify the proposal.
3. **Proposal narrative is limited to 30 pages for all funding categories** (does not include attachments).
4. **Budget narrative may not exceed three (3) pages**, single-spaced.
5. Print on only one side of the page.
6. Use 12-point Calibri type, 1-inch margins, and single spacing.

**Proposal packets shall include:**

- Cover Sheet and Certification (provided as Attachment A)
- Proposal Narrative (not to exceed thirty (30) pages single-spaced, does not include attachments)
- Performance Outcomes Form (provided as Attachment B)
- Budget Narrative (not to exceed two pages single-spaced)
- Program Budget Form (provided as Attachment C)

- 14 WIOA Youth Service Elements Delivery Plan (provided as Attachment D)
- Last two years of audited financial statements
- Last two years of monitoring reports
- Business License
- Organizational chart
- Copy of Commercial General Liability Insurance, with a limit of not less than \$1 million per occurrence /\$2 million general aggregate
- Copy of System for Award Management (SAM) Registration

### C. EVALUATION AND SELECTION CRITERIA

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

Organizational Background and Capacity	15/100 Points
Past Performance History	20/100 Points
Technical Proposal- Services for Youth, Adult, and Dislocated Workers	50/100 Points
Budget/Cost Proposal Form and Budget Narrative	15/100 Points

Following evaluation by a BFWDC Staff Review Committee, a BFWDC Board Review Committee, and including any interviews, a recommendation will be forwarded to the BFWDC.

### D. 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(s) 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.

## SECTION IV: PROPOSAL NARRATIVE & PERFORMANCE OUTCOMES FORM

---

### A. PROPOSAL NARRATIVE

Narrative proposals are limited to 30 pages and shall include **all funding categories** (excluding Table of Contents, organizational charts, Budget/Cost Proposal form, Budget Narrative, Bid Summary Sheet, and other required attachments). See Section III Proposal Instructions for additional narrative formatting rules. Bidder(s) must respond to the requests and follow the instructions below. Narratives should be written using concrete language and include quantifiable measurements whenever possible using **ATTACHMENT B- PERFORMANCE OUTCOMES FORM**.

1. **Describe your organization’s mission, vision, values, and experience providing services similar to those described in this RFP.**

Address in your response:

- How do your organizational values align with those of BFWDC?
- Whether your organization has experience providing services in a Workforce Development

Area with multiple counties, rural counties, areas with limited access to the internet, etc.

- How does your organization currently prioritize equal access to workforce services, and how have you gone about improving access in similar ways to those requested in this RFP?
- How does your organization evaluate your adherence to equal access?

**2. Describe your intended outreach and partnership strategy and plan to embed meaningful services at WSCB and TC Futures in Benton-Franklin counties, community-based organizations, and other resource-based agencies with regional business communities.**

Address in your response:

- Describe existing relationships in Benton-Franklin counties that will help you be successful and enable you to provide quality services quickly once the contract is awarded?
- How will you leverage and coordinate with community services to help customers become stable and job ready?
- If applicable, what barriers have you encountered in the past regarding outreach and partnership in Benton-Franklin counties or similar regions, and how was your strategy successful in overcoming them?
- Where will you develop relationships that you haven't yet, and what value would those relationships bring to the workforce system and participants?
- What challenges do you foresee in developing relationships with partners, and how will you address them?

**3. How will your organization partner with other organizations to better serve priority populations and communities of color?**

Address in your response:

- What knowledge do your organizational staff have regarding the needs and common experiences of members of priority populations in the BFWDC region?
- What current relationships have you already developed in the BFWDC region that will help you be successful and might get meaningful service off the ground quickly after the contract award?
- Where might you develop relationships that you haven't yet, and what value would those relationships bring to the workforce system and participants?

**4. Describe your organizational commitment to and experience providing services to priority populations as outlined in WIOA law and further outlined by the BFWDC Priority Populations listed in this RFP.**

Address in your response:

- What are your organizational values and philosophy regarding diversity, equity, and inclusion?
- How are members of priority populations and communities of color represented in your own organizational staff?
- What training, knowledge, or experience does your organization have in providing culturally relevant and competent services?
- How will you adapt services to reach priority populations?
- What gaps in service delivery to priority populations currently exist, and how will you address those?

**5. Illustrate your career pathways model, describing how you will recruit participants and provide case management and individualized career services in alignment with the service**



**expectations explained in the RFP. Indicate how the career pathways model varies to reach Adults, Dislocated Workers, and Youth.**

Address in your response:

- Describe clear career pathways models indicating what services will be provided and by whom to program participants, including education, training, employment, and intensive case management services provisions.
- What training, knowledge, or expertise does your organizational staff have in delivering these services?
- How would you distribute your staffing to maintain an in-person and virtual presence at WSCB and TC Futures locations while also engaging with participants in the community and through a partnership with other organizations?
- Describe your organization's plan to continually increase career services staff knowledge, experience, and ability to use computerized and assisted device technology to best communicate with customers contacting WSCB and TC Futures remotely?

**6. Describe your organization's professional development standards for training and developing your case managers and other similar/relevant roles?**

Address in your response:

- What are the core elements of your staff onboarding and ongoing professional development training?
- What certifications and/or other industry-recognized training are required for your staff?
- What diversity and cultural competency trainings and standards are your staff held to?

**7. Describe your organization's philosophy, approach, experience, and results in providing follow-up services.**

Address in your response:

- What are some examples of times that providing follow-up services resulted in job retention, income, career growth, etc.?
- What barriers have you encountered in providing meaningful follow-up services, and how have you overcome them?
- What internal controls does your organization have to track that follow-up services have been completed?

**8. How will your organization involve customer voice to improve service relevance and accessibility?**

Address in your response:

- What strategies have you used in the past, and what made them successful or unsuccessful?
- Speak to specific areas of intended focus, such as service responsiveness and urgency, language accessibility, respectful recognition of potential staff biases, etc.
- Describe your organization's 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 workshops or group services?

**9. Indicate your understanding and willingness to participate in the following required elements of WSCB/TC Futures partners and how you intend to accomplish them:**

Address in your response:

- Regular attendance at partnership meetings



- Participation in or facilitation of functional workgroups
- Ability and capacity to utilize WSCB/TC Futures customer tracking system
- Willingness to sign the required cost-sharing Memorandum of Understanding and Infrastructure Funding Agreement
- What is your knowledge and understanding of Common Outcomes and other required performance measures required by WIOA?
- What is your prior experience meeting the requirements of a WorkSource Partner?
- What is your prior experience participating in functional teams for Front-End/Business Services?

**10. Describe your organization’s program plan to provide Front-End services and quickly greet and engage job seekers who walk through the doors at WSCB/TC Futures?**

Address in your response:

- How will your staff be informed of the sites, various programs, and technology and be prepared to provide each customer with a full range of resources and tools available?
- How will you ensure all those who enter WSCB/TC Futures receive equitable access to services,
- Describe your organization’s plan to continually increase career services staff knowledge, experience, and ability to use computerized and assisted device technology to best communicate with customers contacting WSCB and TC Futures remotely?

**11. Describe your organization’s familiarity with the use of technology and particularly the utilization of WA State workforce data management systems.**

Address in your response:

- Examples of how your organization uses technology to enhance the customer experience.

**12. Describe Business Service strategies to be a solution to the hiring and retention needs of local businesses.**

Address in your response:

- Demonstrate how your organization will collaborate with partners to provide the following services:
  - Providing hiring events
  - Business engagement
  - Business needs assessments
  - Community presentations
  - Marketing and outreach
  - Work-based training and work experiences
  - Job development
  - Documentation and reporting
  - Customer satisfaction evaluation and follow-up
- The successful bidder(s) will be the point of contact for Rapid Response services and will employ the Rapid Response Coordinator. Describe your organization's experience providing Rapid Response Services to businesses dealing with layoffs.
- How will your organization work within the functional Business Services Team track performance measures? WIOA Business Services performance will be measured by, at minimum, two of the three following ways:
  - Retention with the same business
  - Repeat business customers

- Business penetration rate
- How will your organization improve tracking of Rapid Response outcomes, including but not limited to:
  - Number of Rapid Response participants who enroll in a WIOA Title I-B program
  - Employment rate of those receiving Rapid Response Services
  - The length of unemployment, once reemployed

**13. Describe staff qualifications/experience and key staff member's length of service in workforce development.**

Address in your response:

- Specific examples of the staff's creativity and flexibility in resolving contemporary and complex workforce problems.
- Staff abilities and experience working as a member of a diverse team that includes people from varied backgrounds and ages.
- Describe how your organizational hiring process will consider any staff dislocated by the transfer of programs to this service provider.
- Address how your organization retains staff and what your turnover rate is?

**14. Describe your experience in administration and contract management.**

Address in your response:

- Articulate program management from eligibility to exit and what organizational processes are in place.
- Articulate the success of your organization in terms of annual expenditures. What historically is the rate of expenditure of contracts?
- Describe your organization's success in meeting annual performance targets.
- Indicate how your prior or current record of performance relates to performance within your current design, as well as your prior record of meeting the 90% spending target.

**15. Youth Specific:** Currently, our Youth contract serves 100% Out-of-School Youth. To maximize services to youth 16-24 years old, describe an **In-School Service Delivery Model** utilizing 10% of proposed funding (approximately \$66,800 annually).

Address in your response:

- Your organization(s) experience in serving in-school youth
- Describe your organization(s) approach to maximize the 10% funding focusing in
  - Summer Employment Opportunities
  - Pre-apprenticeship Programs
  - Internships and Job Shadowing; and
  - On-the-Job training.

## SECTION V: BUDGET NARRATIVE AND BUDGET FORM

---

### A. BUDGET NARRATIVE

Bidder(s) must complete and submit a Budget form and Cost Proposal in the spreadsheet form in **Attachment C**. Bidder(s) are also instructed to submit a separate Budget Narrative, not to exceed three (3) pages. **See Section III Proposal Instructions for additional formatting rules.**

1. Describe staff qualifications/experience and key staff members' length of service in workforce development. Provide specific examples of the staff's resolving contemporary and complex workforce problems. Describe staff abilities and experience working as a member of a diverse team that includes people from varied backgrounds and ages.
2. Describe how your organizational hiring process will consider any staff dislocated by the transfer of programs to this service provider.
3. Describe your organizational experience maintaining, tracking, and reporting the use of federal dollars.
4. Does your organization have yearly audits or financial reviews? If so, please provide a copy of the last two years of reviews. If any findings or issues are in the report, please explain. What internal controls do you use to ensure that your financial systems are accurate and in compliance with internal controls?
5. How does your organization handle the distribution of shared costs amongst its programs? Provide a copy of the approved cost allocation plan or written policy/procedures if available.
6. Explain the methodology or process of how budget proposals were generated.
7. Include the following General Vendor Information:
  - a. Length of time in business
  - b. Length of time in the business of providing proposed services
  - c. Total number of clients
  - d. Total number of public sector clients
8. For participant costs, please detail in a budget narrative type of services and cost per participant. It is not necessary to budget separately Work Based Learning between WEX, OJT, etc. However, the narratives should include a description of the types of activities, the number of participants serviced, and the cost per participant.

## SECTION VI: GENERAL PROVISIONS, DISCLAIMERS, AND APPEAL PROCESS

---

1. This RFP does not commit the BFWDC to award a contract.
2. No costs will be paid to cover preparing a proposal or negotiating a contract for services.
3. All data, material, and documentation originating and prepared by the bidder(s) 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. Bidder(s) selected for funding must also ensure compliance with [2 CFR Part 200](#).
8. The BFWDC may require selected bidder(s) 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 considering 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(s) has undertaken services that it cannot successfully carry out.
11. The BFWDC may choose not to award a contract to the bidder(s) with the lowest cost or highest rating when considering other factors, such as balancing services to customers.
12. Bidder(s) will be expected to adhere to BFWDC procedures to collect and verify data and submit accurate monthly reports and 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 [talviso@bf-wdc.org](mailto:talviso@bf-wdc.org) within (7) calendar days after notice of an award decision is issued to the bidder(s), 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 the resolution of any appeals at the sole discretion of the BFWDC.
15. All bidder(s) must ensure equal opportunity for 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 bidder(s) must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
17. Bidder(s) must accept liability for all aspects of any WIOA program conducted under contract with the BFWDC. Bidder(s) will be liable for any disallowed costs, 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(s) 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. Bidder(s) 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, bidder(s) 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 substantially change the program purpose or content 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 a 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(s).
  23. The BFWDC reserves the right to reject any or all proposals received and to negotiate with any or all offers on proposals' modifications.
  24. The BFWDC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order, or similar inconsequential errors.

## **SECTION VII: LIST OF ATTACHMENTS**

---

**Attachment A:** Proposal Cover Sheet and Certification

**Attachment B:** Performance Outcomes Form

**Attachment C:** Budget and Cost Proposal Form

**Attachment D:** WIOA Youth Services Elements Delivery Plan

## ATTACHMENT A: PROPOSAL COVER SHEET AND CERTIFICATION

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

### I hereby certify:

- That the bidder(s) mentioned earlier is legally authorized to submit this proposal requesting funding under WIOA;
- That the bidder(s) mentioned earlier 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(s) shall notify the BFWDC within 30 calendar days after issuance of any amended directives if it cannot comply with amendments;
- That the above-named bidder(s) 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 bidder(s) 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 bidder(s) agrees that the BFWDC reserves the right to accept or reject any proposal for funding;
- That the above-named bidder(s) has not been debarred or suspended from receiving federal grants, contracts, or assistance; and
- That the above-named bidder(s) waives any right to claim against the individual Board members and staff of the BFWDC.

I, affirm that no employee and/or BFWDC Council Member or officer of any governmental agency has any financial or other interest in this organization.

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

## ATTACHMENT B: PERFORMANCE OUTCOMES FORM (July 1, 2023- June 30, 2024)

### Adult

Organization Name:	
Fiscal Contact:	Title:
Phone:	Email:
<b>PERFORMANCE OUTCOMES SUMMARY</b>	
Total Participants to be Served:	
Total Cost Per Participant:	
<b>PROPOSED PERFORMANCE OUTCOMES</b>	
Enrollments: Individualized Services	
Enrollments: Training Services	
Exits to Employment	

### Dislocated Worker

Organization Name:	
Fiscal Contact:	Title:
Phone:	Email:
<b>PERFORMANCE OUTCOMES SUMMARY</b>	
Total Participants to be Served:	
Total Cost Per Participant:	
<b>PROPOSED PERFORMANCE OUTCOMES</b>	
Enrollments: Individualized Services	
Enrollments: Training Services	
Exits to Employment	

### Youth

Organization Name:	
Fiscal Contact:	Title:
Phone:	Email:
<b>PERFORMANCE OUTCOMES SUMMARY</b>	
Total Participants to be Served:	
Total Cost Per Participant:	
<b>PROPOSED PERFORMANCE OUTCOMES</b>	
Enrollments	
Exits to Employment	
Exits to Post-Secondary Education	

**Appendix C – 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 Participant Costs**

Item	Amount
Subtotal	\$ -

**Summary**

Item	Amount
A) Personnel	\$ -
B) Agency Costs	\$ -
C) Direct Participant Costs	\$ -
<b>Total Request</b>	<b>\$ -</b>



## ATTACHMENT D: 14 WIOA YOUTH SERVICE ELEMENTS DELIVERY PLAN

### Out-of-School Youth ONLY

Youth Services bidder(s) must download this form, complete it, and submit it as an attachment to the proposal narrative.

- 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 the bidder(s) provide this service directly?  Yes  No
- Will the 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 the bidder(s) provide this service directly?  Yes  No
- Will the 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 with 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 the bidder(s) provide this service directly?  Yes  No
- Will the 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 includes priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations.
- Will the bidder(s) provide this service directly?  Yes  No
- Will the 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 a specific occupation or occupational cluster.

Will the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the bidder(s)'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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the 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 the bidder(s) provide this service directly?  Yes  No

Will the bidder(s) partner provide service?  Yes  No

Identify agency/organization name (if applicable) \_\_\_\_\_

Is there a Formal Partnership Agreement in Place?  Yes  NO