

LOCAL WORKFORCE DEVELOPMENT AREA 5

REQUEST FOR PROPOSALS FOR WORKFORCE INNOVATION & OPPORTUNITY ACT

ONE-STOP OPERATOR Comprehensive and Affiliate Centers

ISSUE DATE: March 6, 2017

RESPONSE DEADLINE: April 21, 2017

FUNDING PERIOD: July 1, 2017 – June 30, 2018

(funding for a two-year period or extension of one-year contract at the discretion of the funder)

Technical assistance concerning the Request for Proposal and its submission are available by emailing workforceRFP@sedev.org no later than 4:00 p.m. on March 21, 2017. Any questions and answers regarding the proposals will be available to all bidders and posted at the following web address:
<http://www.secareercenter.org>

This project is funded under an agreement with the State of Tennessee – TN Department of Labor and Workforce Development. _Southeast Tennessee Development District serves as fiscal agent & administrative entity. EOE. Auxiliary aids & services are available upon request to individuals with disabilities .

I. Background:

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program funded through the U.S. Department of Labor and the State of Tennessee Department of Labor and Workforce Development. WIOA is a primary source of federal funds for workforce development activities throughout the nation; however, the legislation requires multiple partners to contribute to infrastructure operations and services. WIOA funds are awarded to the Chief Elected Officials (CEOs) of a Local Workforce Development Area (LWDA) to serve two primary customers: job seekers and businesses through a One-Stop system branded as the American Job Center (AJC) system. The intent of WIOA is to strengthen the workforce system through innovation and alignment of services to promote individual and economic growth, meeting the business and industry needs in the area. One of the main purposes is to assist individuals with barriers to employment in increasing their access to employment, education, training and support so they may succeed in the labor market. The AJC network in a LWDA must include at least one AJC with services offered by all required partners and may include additional affiliate centers and/or access sites. A Local Workforce Development Board (LWDB), appointed by the CEOs and approved by the Governor, oversees the workforce system and activities in a LWDA. WIOA requires the LWDB to select a One-Stop Operator (OSO) by competitive process. The LWDB is responsible for meeting performance goals negotiated with the TN Department of Labor and Workforce Development.

The Chief Elected Officials of LWDA 5 have appointed the Local Workforce Development Board (Area 5) to oversee workforce services in Bledsoe, Bradley, Hamilton, Marion, Meigs, McMinn, Polk, Rhea and Sequatchie Counties. The LWDB Area 5 is a volunteer Board consisting of representatives of private employers, higher education, organized labor, non-profit organizations and public entities. The LWDB Area 5, in consultation with the Chief Elected Officials, is responsible for the oversight and selection of the One-Stop Operator for the six AJCs located in LWDA 5 – one comprehensive AJC in Chattanooga and one in Athens with three Affiliate AJCs in Cleveland, Dayton, and Kimball, and one Access Point in Dunlap. The LWDB Area 5 has selected Southeast Tennessee Development District as Administrative Entity to provide staffing to perform the functions of the Board and Career Services as the Title I partner in the AJC. The CEOs have also selected Southeast Tennessee Development District as the Fiscal Agent for receipt and disbursement of funds. The contract for the One-Stop Operator will be between Southeast Tennessee Development District and the Operator. All communication regarding contract deliverables will be made through the Administrative Entity/Fiscal Agent or designee, currently the Program Director at workforceRFP@sedev.org

Our Mission:

To drive innovative and transformational change in the development of the *region's* talent through focused delivery of quality services with integrity and flexibility. We collaborate with business, industry, economic development and education to prepare and provide skilled workers and improve the standard of living in our communities.

Our Vision:

We are a dynamic and thriving region where prepared job seekers and quality career opportunities align with the needs and demands of business and industry.

II. Project Timeframe:

RFP Release	March 6, 2017
Notice of Intent to Apply (REQUIRED)	March 20, 2017
Bidders Questions submitted via email	From: 3-13-2017 To: 3-20-2017 to workforceRFP@sedev.org (email submissions only)
Proposal Deadline	April 21, 2017
Review Committee Approval	Week of May 1 – 5, 2017
LWDB Approval	May 9, 2017
Anticipated contract Start Date	July 1, 2017

III. Eligible Applicants:

WIOA sec.121(d)(2) Eligibility: To be eligible to receive funds made available under this subtitle to operate a one-stop center referred to in subsection (c), an entity (which may be a consortium of entities):

- (A) Shall be designated or certified as a one-stop operator through a competitive process; and
- (B) Shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area¹, which may include:
 - (i) An institution of higher education;
 - (ii) An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) on behalf of the local office of the agency;
 - (iii) A community-based organization, nonprofit organization, or intermediary;
 - (iv) a private for-profit entity;
 - (v) a government agency; and
 - (vi) another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

(a) Exception – Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

¹ Located in the local area is defined as any entity or consortium having a current operating program(s) in any county within LWDA 5 as defined above herein.

- (b) Additional Requirements – The State and local boards shall ensure that in carrying out activities under this title, one-stop operators-
- (c) disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers;
- (d) do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
- (e) comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.

Further, the LWDB will declare entities ineligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

IV. Funding and Contracting:

The LWDB will award funds on behalf of LWDA One-Stop Partners to one entity (or consortium) to promote continuity and coordination of services identified in the RFP. The LWDB will award an initial contract to the successful respondent effective July 1, 2017 through June 30, 2018 with an annual budget not to exceed \$130,000. Subject to performance of deliverables and available funds, the selected contractor for One-Stop Operator may be eligible for up to three (3) 1-year extensions with up to a 5% to 10% budget increase each year with evidence for justification. All funding of this RFP is contingent upon the LWDB and partner agreement of fund availability.

If a contract is awarded, the submitted proposal will become part of the official contract file. Any commitments made in the proposal will be part of the contract and will be binding on the contractor.

The contract awarded will be cost reimbursement. No expenses are reimbursable until a contract has been fully executed (signed by all parties). Monthly invoices are due by the 10th of the month for the previous month and must include documentation of expenditures. Invoice will be paid within 30 days of receipt of approved documentation.

The issuance of this solicitation in no way commits the LWDB to pay any cost for the preparation and submission of a proposal. The Bidder assumes all costs of preparation of the proposal and any presentation necessary for the proposal process.

V. Delivery of Services:

The LWDB announces the release of a Request for Proposal to provide AJC partner funding for the One-Stop Operator (OSO) services for the AJCs located in the LWDA. The purpose of this Request for Proposal (RFP) is to identify and fund an entity to coordinate service delivery of the required One-Stop American Job Center partners and service providers in the six AJCs in LWDA 5 are as described below:

American Job Center Chattanooga—Eastgate Town Center
Address: 5600 Brainerd Road
City/State/Zip: Chattanooga, TN 37411
Phone: (423) 894-5354
Website: secareercenter.org

American Job Center – Athens
Address: 410 N. Congress Parkway
City/State/Zip: Athens, TN 37303
Phone: (423) 745-2028
Website: secareercenter.org

American Job Center – Cleveland
Address: 301 Keith Street
City/State/Zip: Cleveland, TN 37311
Phone: (423) 790-5552
Website: secareercenter.org

American Job Center –Kimball
Marion Workforce Development
Address: 426 Battle Creek Road
City/State/Zip: South Pittsburg, TN 37380
Phone: (423) 837-9103
Website: secareercenter.org

American Job Center –Dayton
Regional Skills Center
Address: 200 4th Avenue
City/State/Zip: Dayton, TN 37231
Phone: (423) 570-1107
Website: secareercenter.org

Access Point –Dunlap, Sequatchie County
Dunlap Chamber of Commerce
Address: 15643 Rankin Avenue North
City/State/Zip: Dunlap, TN 37327
Phone: (423) 949-2402
Website: secareercenter.org

Onsite partners for the AJCs above may include the following:

Function/Partner
Title I Adult, Dislocated Worker, Youth
Title II Adult Education
Title III Wagner Peyser
Title IV Vocational Rehabilitation
TANF
Veteran Services
TAA/TRA
RESEA
SNAP
Other

Office space will be available at both locations for the One-Stop Operator; however, Operator is NOT required to be on-site on a full-time basis. Both locations will serve as “official station”. No travel expenses may be claimed for commute to/from “official station”.

VI. Scope of Work:

The purpose of this Request for Proposal (RFP) is to identify and fund an entity to coordinate service delivery of the required One-Stop American Job Center partners and service providers in the AJCs.

All services provided by the one-stop operator will conform to the Coordinate, Observe, Report, Evaluate services model. In addition, the One-Stop Operator will be required to inspire others and lead change; demonstrate extremely high levels of professionalism, integrity, and collaboration; and enhance and develop partnerships. Further, the One-Stop Operator will be required to coordinate with the leadership of all required partners; however, will be responsible to Susan Cowden, as contract officer. Nothing in this Scope of Work or the resulting contract shall be construed as requesting the OSO to provide direct services to jobseeker or business customers. The sole customer of the OSO will be the LWDB.

The role of the One-Stop Operator in the state of Tennessee American Job Centers is further defined through guidance provided in WIOA Workforce Services Regional and Local Planning Policy as follows in bold print. In accordance with TDLWD guidance, the LWDB has provided additional information to “clearly articulate the role of the One-Stop Operator” for the Local Workforce Development Area.

A. Oversee management of One-Stop Centers and service delivery

The One-Stop Operator, under contract with the LWDB, will oversee the day-to-day management in the AJCs within an LWDA in southeast Tennessee. Responsibilities include:

- Overseeing One-Stop property, including building(s) and equipment, and reporting any maintenance or other issues to the owner/lessor, as appropriate
- Facilitating appropriate changes and/or maintenance to assure the One-Stop property presents a professional atmosphere for job seeker, employer and partner customers and is conducive to AJC activities
- Observing and reporting to appropriate management any concerns to assure the staff present are professional, including, but not limited to appearance, conduct and service to customers.
- Providing “functional” direction/supervision of AJC partner staff located in the center(s), including:
 - Working with direct supervisors/team leaders to schedule staff to assure appropriate coverage of customer service needs during regular, holiday and/or extended hours, as needed
 - Ensuring that work schedules for “shared” responsibilities (customer flow, general workshops, etc.) are fair and equitable to all AJC partner staff
 - Providing leadership and guidance to encourage AJC partner staff to function as a team
 - Reporting to appropriate management any deviation from functional supervision with AJC partner staff to resolve
 - Evaluate services being provided at the Centers to ensure that all required services as mandated by state and federal laws are being provided at or through the Centers
- Coordinating the continuing good standing of AJC Certification status as directed by the WIOA Director or State
- Ensure that all services are being provided in a manor consistent with any local, regional, or state plans created and/or certified by the LWDB
- Ensure meaningful access to all customers by incorporating the principles of universal and human-centered design and by providing recommendations to the LWDB for necessary

accommodations and adequate space for the use of assistive devices and adaptive technologies

- B. Evaluate performance (as indicated in the Incentives and Sanctions Policy) and implement required actions to meet performance standards. This does not include performance negotiations, as this is specifically a local board requirement.

The One-Stop Operator will evaluate performance of AJCs by:

- Developing a working knowledge of WIOA Performance Measures for all AJC partners, including how they correlate for overall performance of local and regional goals
- Developing a working knowledge of the State System, Virtual One Stop (VOS), to extract reports as needed
- Coordinate with WIOA Director for expected performance
- Prepare and analyze reports related to One-Stop services for the LWDB, including but not limited to:
 - Overall Traffic counts via VOS Greeter
 - Customer sign-in to specific partners via VOS Greeter
 - Registrations of Job Seekers via VOS
 - Case Notes for Employer Customers via VOS

- C. Evaluate various customer experiences (including but not limited to employer, job seekers, and partner staff)-

The One-Stop Operator will develop and initiate LWDB approved evaluation processes to determine customer experiences in the AJCs. Evaluation methods may include on-site, as well as, on-line, must maintain confidentiality, and be timely to the customer experience. The WIOA Director will utilize results of on-going evaluations to assess services of the One-Stop Operator. The One-Stop Operator will share results with the AJC partners to celebrate successes and address opportunities for improvement.

- D. Ensure coordination of partner programs

The One-Stop Operator will be responsible for the coordination of partners, both on-site and off-site, for the AJC, including, but not limited to the following activities:

- Maintaining and updating a digital and hard copy listing of all partner programs, including a brief description of service and contact information to assure that all staff in the AJC have up-to-date information for referral of customers
- Reporting changes in Memorandums of Understanding and Resource Sharing Agreements to the WIOA Director to assure agreements remain up-to-date
- Scheduling quarterly (and as needed) staff meetings with on-site partners and coordinating meetings with off-site partners

- E. Act as liaison with the LWDB and One-Stop Center

The One-Stop Operator will serve as liaison between the WIOA Director and AJC partners resolving customer service complaints or partner issues and proposing promising and best practices.

The OSO will be required to provide any performance reports as deemed necessary by the LWDB.

- F. Define and provide means to meet common operational needs (e.g. training, technical assistance, additional resources, etc.)

The One-Stop Operator will meet common operational needs of the AJC by:

- Developing and implementing training manuals and instructional activities to promote excellence in customer service and other AJC related topics
- Providing technical assistance to staff and partner agencies to understand the vision, mission, goals and objectives of the LWDB and the AJC
- Under the guidance of the WIOA Director, developing partnerships with community organizations, education, industry, etc. to provide access to additional resources such as loan of equipment, speakers for workshops, access to scholarships/services, donations for an “interview” clothes closet

G. Oversee full implementation and usage of all State systems by all local areas

The One-Stop Operator will provide oversight of full implementation and usage of State systems in the AJCs by:

- Working with all AJC partner staff (new & existing) to determine system access
- Expediting requests for access and/or training with the State to assure a seamless system of reporting for the AJC
- Coordinating with WIOA Director to determine concerns for staff using state system

H. Design the integration of systems and coordination of services for the site and partners

The One-Stop Operator will provide leadership to partners in the AJCs to design an integrated system that provides seamless coordination of services by:

- Reviewing local, regional and State Plan to understand the vision of leadership
- Reviewing AJC Certification Application and Memorandum of Understanding to have a general knowledge of partner program services
- Meeting with all partner programs (internal and external) to assess similarities and differences
- Establishing a local workgroup to gather front-line experience and partner “buy-in” to develop an integrated customer flow and coordination of services
- Developing a plan to be submitted to WIOA Director to assure all AJC partners are contributing to the center, both financially as well as through resource and staff time
- Contributing to the AJCs continuous improvement process for AJC certification

I. Manage fiscal responsibility for the system or site

The One-Stop Operator will maintain fiscal responsibility and accountability for applicable LWDB approved contract/budget for management of the AJCs.

The One-Stop Operator will be responsible to oversee the Resource Sharing/Infrastructure Funding Agreement between partners of the AJCs. Responsibilities will include gathering and updating data (square footage, full-time equivalents, traffic counts, etc.) to allocate expenses (from Fiscal Agent Expense Report) on a fair and equitable basis to all partners and preparing/submitting invoices to partners to remit payment to the Fiscal Agent.

The One-Stop Operator may also recommend purchases/services to the WIOA Director and AJC Partners for necessary increases in the Resource Sharing/Infrastructure Funding Agreement. Examples of the types of purchases/services would be replacement equipment, furniture for additional staff, and other shared expenses such as advertising, supplies, etc. that will impact the RSA/IFA.

J. Plan and report responsibilities

The One-Stop Operator will develop annual staffing plans for the AJCs with recommendations and report responsibilities to the WIOA Director and AJC partner staff leadership for approval.

K. Maintain business plan

The One-Stop Operator maintains the submitted Business Plan for the management of the AJCs: Executive Summary (1 page limit), Narrative of Approach to Work (4 page limit), Budget & Budget Narrative, and Organizational Chart of Proposing Entity.

L. Market One-Stop Career Center services

The One-Stop Operator will market the AJC services by:

- Coordinating with the WIOA Director and all partners to assure appropriate logos and messaging are included on any marketing materials or presentations
- Coordinating with WIOA Director and all partners to promote any special events such as open houses, job fairs, etc.
- Evaluate branding throughout the AJCs to ensure consistency and adherence to all federal, state and local mandates

M. Facilitate the sharing and maintenance of data; primarily the site, with emphasis on the state system

The One-Stop Operator will facilitate the sharing and maintenance of data in the AJCs, including but not limited to State systems by:

- Coordinating with WIOA Director to determine applicable policies/procedures for data sharing and maintenance of Personally Identifiable Information (PII)
- Establishing LWDB approved data sharing agreements between AJC internal and external partners to streamline customer service
- Training AJC staff on sharing and maintenance of data protocols, including PII and confidentiality
- Monitoring compliance with LWDB data sharing policies/procedures and Operator agreements to determine compliance and reporting any discrepancies to the WIOA Director

N. Integration of available services and coordination of programs for the site with all partners

- Design and implement a multi-partner orientation for customers
- Develop integrated materials to provide a comprehensive overview of all available services
- Develop workshops and other informational offerings to be delivered by all AJC partner staff or other entities
- Provide technical assistance and cross training for all AJC partner staff to assure customers receive a seamless, positive experience when accessing services

Note: The LWDB's assumptions regarding the proposer's approach represent what the LWDB believes to be most likely to achieve its goals and objectives. However, proposers are encouraged to propose an approach that they believe will most likely achieve the LWDB's goals and objectives. Proposers may also propose more than one approach. However, if an alternative approach affects other areas of the proposal such as experience, organizational capability or price, that alternative approach should be submitted as a complete and separate proposal providing all the information specified in Section IV of this RFP.

VII. Requested Response:

A. Executive Summary

Provide a one (1) page to summary of your agency's proposal, including organization's history, mission and vision.

B. Relevant Experience (up to 30 points)

Describe your agency and its relevant experience working with WIA, WIOA and its workforce programs and/or experience in project management of similar programs in the Local Area. Include experience in implementing systems and/or processes across partner agencies. Give examples of successes you have had working with multiple partners towards a common goal. Include at least two (2) references who can verify experience.

C. Approach to Work, Number of Staff and Percent of Time at Each Site (up to 30 points)

Taking into account the information provided in the Scope of Work, thoroughly describe how your agency will structure an approach to each of the areas described, including, but not limited to: oversight of multi-organizational staff, partner integration within the entity and outreach/referral for enrollment. The bidder should provide a plan or demonstrated expertise for working with both urban and rural communities. Methods of measuring customer satisfaction should be included in the narrative. Program design and service delivery model should clearly correlate to the vision and mission of the LWDB. Describe data and reporting system processes, tracking and evaluating specific performance goals, data integrity and use of Virtual One Stop (VOS) state system. Include a workflow/logistical model as an attachment.

D. Staffing/Project Management (up to 20 points)

Describe how this work will be staffed/managed. Identify the person or position in your organization who will be the primary staff person for the project. Provide a detailed description of the staff person's background or required qualifications for new hire. Also, describe your staff's ability to provide the leadership we seek. Include an organizational chart of the proposing agency and how the staffing of the proposal relates. If your agency is also a One-stop partner, please affirm that you understand that you may be required to enter into an agreement with the LWDB and CEO to clarify how your organization will carry out its responsibilities while demonstrating compliance with WIOA regulations, OMB circulars and State policy.

E. Fiscal Accountability and Budget (up to 20 points)

Describe the agencies fiscal accountability system, including experience with managing multiple federal, state or private grants. Include a copy of the agency's most recent audit, financial history, and up-to-date taxes as an attachment to the proposal. Provide an itemized budget to support the proposal, including a narrative to explain all budgetary items.

VIII. Response Requirements & Format:

Each proposal should include the following required documents:

- Proposing Entity Information Form (Appendix A)
- Executive Summary (1 page limit)
- Narrative of Approach to Work (4 page limit)
- Budget & Budget Narrative (Appendix B)
- Organizational Chart of Proposing Entity
- Two (2) Letters or contact information for References

- Copy of most recent financial audit
- Signed Conflict of Interest Form (Appendix C)

Each proposal should meet the following format:

- Proposal may be hand delivered, mailed or emailed to workforceRFP@sedev.org with Subject: OSO RFP Submission from your agency/company. It is the responsibility of the proposing agency to assure that the proposal is received prior to the deadline. Late submissions will NOT be accepted. Hand delivered or mailed proposals should be addressed as follows and include a notation on the outside of envelope "RFP for One-Stop Operator" and the agency name.

Susan Cowden, WIOA Director
 Local Workforce Development Board, Area 5
 5600 Brainerd Road Suite A-5
 Chattanooga, TN 37411

- The signatory authority must have the legal right to enter into contracts for the submitting entity.
- Proposal should be Single-sided printing, numbered pages, one inch margins, double-spaced and 12-point font
- DO NOT STAPLE, punch holes, use folders, or bind your copies in any way, other than with removable binder clips or paperclips.

IX. Evaluation and Award

Applications will be evaluated by a team of reviewers which may include Local Elected Officials, Board Members, staff and/or partners. An entity's failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed "non-responsive" if the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. The LWDB reserves the right to cancel this procurement at any time, for any reason.

The LWDB reserves the right to contract with any respondent that falls within the acceptable point range. All proposals will be scored according to the evaluation criteria included in section VII of this RFP. The LWDB is not required to contract with the entity receiving the highest average score as a result of the proposal review process. The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the LWDB in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the LWDB or made on the basis of the initial bid/offer received, without discussions or requests for best and final offers. Proposals with average reviewers scores below 70 of a possible 100 points will not be considered for funding. Proposals with average reviewers scores of less than ½ of allowable points on any component will not be considered for funding. Proposals that do not meet minimum standards will not be considered for funding.

Read this document carefully. Your proposal must conform in all respects to the requirements contained herein. Proposals that fail to meet any of these requirements will be found non-responsive and rejected.

X. Additional Information

A. Bidders Questions

A bidder's conference is not planned for the RFP. It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. Questions must be submitted via email at the following address: workforceRFP@sedev.org, Subject: RFP Questions. Prospective bidders will be copied on all bidder questions. The deadline for written emailed questions is included in section II. Project Timeframe.

B. Oversight and Evaluation

The LWDB will monitor and evaluate the proposed entity to determine compliance and the quality service provided. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Tennessee Department of Labor and Workforce Development, and any other agency that provides funding for the One-Stop Operator contract.

C. Accessibility and Equal Opportunity

The LWDB is committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual in LWDA shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training, and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: **“Reasonable accommodations and auxiliary equipment and services are available upon request.”**

D. Fiscal Review

The LWDB will also conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits, and responses to questions related to fiscal operations. The LWDB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s). The LWDB reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

E. Past Performance Review

Through this process, The LWDB will review a respondent's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes, along with compliance with programmatic and fiscal guidelines and timelines will be evaluated. The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the LWDB may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

The review team will recommend the final funding recommendations to the LWDB for final approval. Once approved by the board, the LWDB will initiate a contract agreement to the successful respondent.

F. Review Committee/Conflict of Interest

Each member of the Review Committee must have completed and signed a Conflict of Interest Disclosure Statement before participating in the scoring of proposals. Committee members are excluded from participating in discussion and rating of any RFP with which they have a conflict of interest.

No member of the board or other governing body, or representative of an entity who submits a proposal under this RFP may have any contact outside of the formal review process with any employee of the LWDB, or any member of the Board for purposes of discussing or lobbying on behalf of entity's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. The LWDB will reject proposals of those entities who violate this condition.

G. Notice of Award

All respondents will be notified by email as to the award status. Unsuccessful respondents who wish to obtain information on the evaluation of the submitted proposal should submit a written request to the Local Workforce Development Board—Area 5, at workforceRFP@sedev.org. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

APPENDIX A: PROPOSING ENTITY INFORMATION FORM

Legal Name of Applicant Agency			
Number of Years in Business			
Identifier	FEIN #:	DUNS #:	
Type of Organization			
Address Administrative Office	Address		
	City/State/Zip		
	Website URL		
Address Local Office	Address		
	City/State/Zip		
	Website URL		
Principal of Agency (President/CEO/Executive Director)	Name		
	Title		
	Email Address		
	Phone		
Programmatic Contact Person	Name		
	Title		
	Email Address		
	Phone		
Funding Amount Requested			
Signatory Authority (may sign electronically if emailed for signatory authority account)			

For Office Use Only - Rate the proposal on the following components:

Executive Summary _____Yes _____No

Relevant Experience (up to 30 pts) _____ Approach to Work (up to 30 pts) _____

Staffing/Project Management (up to 20 pts) _____ Fiscal Accountability/Budget (up to 20 pts) _____

Disqualification Reason if applicable: _____

Reviewer Name _____ Signature _____ Date _____

APPENDIX B: BUDGET FORM

Item of Expenditure	Requested Funding (\$)
Personnel	
Fringe Benefits	
Travel	
Other 1	
Other 2	
Other 3	
TOTAL	

Narrative: Please explain each line item in detail.

APPENDIX C: CONFLICT OF INTEREST FORM

By submitting a proposal, the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the LWDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The LWDB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Principal Agent Signature

Date