

# South Central Youth Committee

## Workforce Innovation and Opportunity Act Yakima and Kittitas Counties Youth Program REQUEST FOR PROPOSAL

### Release Date

Feb. 15, 2017

### Due Date

May 3, 2017 4:00 p.m. Pacific Standard Time

**Any proposal received after that time will not be accepted.**

### Contract Period

July 1, 2017 through June 30, 2018

The South Central Consortium reserves the right to extend the contract if it is in the Consortium's best interest to do so.

### Funded by

THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
and  
THE STATE OF WASHINGTON

### Issued by

The South Central Youth Committee  
through  
THE SOUTH CENTRAL CONSORTIUM  
and  
SOUTH CENTRAL WORKFORCE DEVELOPMENT COUNCIL

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TABLE OF CONTENTS

<u>Item</u>	<u>Page</u>
Memorandum .....	i.
Calendar.....	ii.
Workforce Council Website Information.....	ii-iii.
Section I – Background.....	1-9
A. The South Central Consortium .....	1
B. The Workforce Innovation and Opportunity Act of 2014.....	1
C. South Central Workforce Council and Youth Sub-Committee .....	1-2
D. WorkSource One-Stop Delivery System .....	2-3
E. Connection to the WorkSource Delivery System .....	3
F. Purpose of RFP.....	3
G. Estimated Budget/Funding .....	4
H. WIOA Out-of-school Youth Eligibility .....	4-5
I. WIOA Youth Program Services .....	5-6
J. Availability of All 14 Elements.....	6-7
K. Quality Assurance Model for Youth Programs.....	8
L. WIOA Performance Measures.....	8-9
M. South Central Indicators.....	9
N. Efforts to Outcomes (ETO) Data Requirements .....	9
Section II – Proposal Format, Instruction and Page Limit .....	9-13
A. Proposal Parts .....	9-10
B. Format Requirements.....	10
C. Technical and Content.....	10-12
D. Application, Budget and Forms Provided .....	12-13
Section III – Submission Requirements .....	13
Section IV – Contract Award Process.....	14
A. Selection Information.....	14
B. Scoring Criteria .....	14
Section V – Administrative Requirements.....	15-16
A. Regulatory Guidance.....	15
B. Administration of Bidder.....	15
C. Audits.....	15
D. Insurance and Bonding.....	16
Section VI – General Information and Provisions.....	16-19
A. Lobbying .....	16
B. Conflict of Interest .....	16
C. Equal Opportunity .....	17
D. Debarment and Suspension .....	18
E. Independent Price Determination.....	18
F. Price Warranty .....	18
G. Authorship.....	18
H. Subcontracting .....	18
I. Equipment.....	18

J. Existing Facilities and Services.....	18
K. Limitation .....	18-19
L. Waivers.....	19
M. Intent to Propose .....	19
N. Inquiries .....	19
O. Addendum to RFP.....	19
P. Modification of Proposal .....	19
Q. Pre-award Survey .....	19
R. Cancellation of Award.....	19
Section VII – Reference Materials .....	20-21
Websites Links to Information .....	20-21
Addendum – Forms.....	A1-A7
• Application Form .....	A1
• Disclosures Statements.....	A2
• Program Information Summary.....	A3-A4
• Budget Forms .....	A5-A7

## MEMORANDUM

TO: PROSPECTIVE BIDDER

FROM: SOUTH CENTRAL YOUTH COMMITTEE and THE SOUTH CENTRAL CONSORTIUM

SUBJECT: **REQUEST FOR PROPOSAL FOR PROGRAM YEAR 2017 WORKFORCE INNOVATION AND OPPORTUNITY ACT OUT OF SCHOOL YOUTH SERVICES**

DATE: February 15, 2017

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The South Central Youth Committee and South Central Consortium is requesting proposals to provide employment and training services for Out-of-school Youth Services under the Workforce Innovation and Opportunity Act within Kittitas and Yakima Counties. The program will be funded under the Workforce Innovation and Opportunity Act of 2014, H.R. 803.

The award will be for Program Year 2017 beginning July 1, 2017, and ending June 30, 2018. If in the best interest of the consortium, subsequent contract years will run for twelve months, July 1 to June 30 of each year. **This is an initial award for 1 year for the Workforce Innovation and Opportunity Act, therefore, the Council reserves the right to extend, terminate, and modify the contract if it is determined to be in the Council's best interest; and/or if the US Department of Labor, the State of Washington Employment Security Department or the State of Washington Workforce Training and Education Coordinating Board issue rules, policies or guidance that require the South Central Workforce Council to change local programs and contracts to meet the requirements and intent of the WIOA.**

Bidders must clearly understand that contracts under this award are subject to change at any time and that rules, regulations or policies dictate change for compliance; and/or budgets; program goals/targets; and should changes occur, all of the contract components are open for negotiations.

### **Pre-Proposal Conference**

**A pre-proposal conference for prospective Youth bidders will be held March 7 at 1:30 p.m. at the South Central Workforce Council, 1205 Ahtanum Ridge Drive, Suite B, Union Gap, WA, 98903.**

*For the purpose of the Bidder's Conference the Consortium request questions be submitted to the Workforce Council in advance of the Bidder's Conference to allow staff time to research each question thoroughly and provide a reasoned response. **Please submit questions, in writing, by March 1, 2017 by 5:00 pm, PST.*** Questions will be posted in the Q & A section of the South Central Workforce Council's website at <http://southcentralwdc.com/> Questions regarding the Youth Program should be e-mailed to Melanie Willis at [Melanie.Willis@co.yakima.wa.us](mailto:Melanie.Willis@co.yakima.wa.us) with "Youth Request for Proposal" in the subject line.

To assure that the conference allows for maximum interaction and minimum congestion, we ask bidders to limit attendance to necessary personnel only. We appreciate your cooperation.

### **Letter of Intent**

To ensure receipt of subsequent RFP guidance, bidders should send a letter of "Intent to Propose" to the Council within five (5) business days after the official release of this RFP. The letter should include the name, address, phone number, and e-mail address of the contact person and addressed to:

Patrick Baldoz, Director  
South Central Workforce Council  
**1205 Ahtanum Ridge Drive, Suite B**  
Union Gap, WA 98903

## Proposal Submission

Proposals and required documents, in final form, must be received at the address below **on or before Wednesday, May 3, 2017 at 4:00 p.m. Proposals received after that time will not be accepted.**

**Patrick Baldoz, Director  
South Central Workforce Council  
1205 Ahtanum Ridge Drive, Suite B  
Union Gap, WA 98903**

We encourage all interested parties, including the faith-based community, to submit proposals for consideration by the South Central Consortium.

### **Timeline for Workforce Innovation and Opportunity Act Youth Program Request for Proposals (RFP)**

The following calendar is presented to advise all prospective Workforce Innovation and Opportunity Act Youth Program bidders of the timelines for the bid, review and selection process.

<b>Action</b>	<b>Date</b>	<b>Time</b>
Official Release of Youth RFP	15-Feb-17	8:30 a.m.
<b>Letter of Intent to Apply</b>	<b>20-Feb-17</b>	<b>4:00 p.m.</b>
Bidder's Conference	7-Mar-17	1:30 p.m.
<b>PROPOSAL DUE DATE</b>	<b>3-May-17</b>	<b>4:00 p.m.</b>
Youth Committee- proposal review and selection of bidder for recommendation	18-May-17	1:30 p.m.
Youth Committee recommendation to the South Central Workforce Development Council	13-Jun-17	4:00 p.m.
South Central Commissioners concurrence of contract awards	Jun-17	
Contracts to be in place by	1-Jul-17	8:00 a.m.

## Workforce Council Website

The South Central Workforce Council website at <http://southcentralwdc.com/> will be used as the primary mode of communication between the Workforce Council and potential bidders. Beginning February 15, 2017, interested parties can download the Request for Proposal and learn of upcoming events and deadlines. A question-and-answer page on the website will be updated at least weekly. Section VII of this RFP also includes a list of links to Workforce Council documents and other related resource documents for bidders to access for information in preparing their proposals.

Bidders are to keep in mind as the Workforce Innovation and Opportunity Act (WIOA) governance is developed, website links and information may change. It is also the bidder's responsibility to check the web page frequently for updates in order to stay informed throughout this process.

The Youth Request for Proposal and the following resource documents may be accessed electronically at <http://southcentralwdc.com/>

- Workforce Innovation and Opportunity Act of 2014;
- Final Rule, currently in comment/draft
- WIOA South Central Youth Administrative Bulletins, when available
- Washington State WIOA Policies, when available
- The Consortium's current Strategic and Operations Plan, only to the degree applicable
- And other resource documents

**Beginning with the release of the RFP on February 15, 2017, bidders may submit questions in writing to Workforce Council staff. Questions regarding this RFP will not be answered over the phone.** Answers will be posted on the Workforce Council website on a weekly basis. In addition, bidders are encouraged to attend the Bidder's Conference listed on the calendar timeline. Questions regarding the Youth Program should be e-mailed to Melanie Willis at [Melanie.Willis@co.yakima.wa.us](mailto:Melanie.Willis@co.yakima.wa.us) with "Youth Request for Proposal" in the subject line.

It is the responsibility of the bidder to frequently visit the Department of Labor, Washington State or local websites for WIOA related information and updates.

## **SECTION I - BACKGROUND**

### **A. The South Central Consortium**

The consortium is comprised of Kittitas, Klickitat, Skamania and Yakima County Commissioners. The South Central Youth committee is a subcommittee of the South Central Workforce Council. Kittitas, Klickitat, Skamania and Yakima Counties constitute Workforce Development Area (WDA) IX in Washington State. The South Central Workforce Council is the grant recipient and the administrative entity for the WDA. Grant funds for which proposals are sought are allocated under the Workforce Innovation and Opportunity Act of 2014 (WIOA), distributed to Washington State and then to the WDA through an allocation formula. Part 681 describes requirements relating to the services that are available to youth under WIOA Title I, Subtitle B. The most significant change to the Youth Formula Program under WIOA is the shift to focus resources primarily on Out-of-school Youth.

### **B. The Workforce Innovation and Opportunity Act of 2014**

1. Increase access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market for individuals, in particularly those individuals with barriers to employment.
2. To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers the employers need to succeed in a global economy.
4. To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
5. To increase the prosperity of workers and employers and the economic growth of communities, regions, and states, and the global competitiveness of the United States.
6. For purposes of subtitle A and B of Title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness.

Notably, WIOA shifts the primary program focus of Title I Youth Formula Programs to support the educational and career success of Out-of-school Youth (OSY). With an estimated 6 million 16-24 year olds in this country not employed or not in school, the WIOA Youth Program is intended to provide a needed continuum of services to help disconnected youth navigate between the educational and workforce systems.

### **C. South Central Workforce Council and Youth Sub-Committee**

1. Workforce Council Mission Statement - The South Central Workforce Council's mission is to establish, maintain and improve a customer driven workforce investment system to increase workforce skills, employment, job retention and earnings resulting in a quality workforce and enhanced productivity and profitability of South Central area businesses.

2. Youth Sub-Committee - This committee will oversee the matters related to the WIOA Youth Program and services. The priorities are education, training, and work experience, creating life-long learners who will obtain successful and satisfying careers.

The Council's Strategic Plan Executive Summary for the South Central area includes a strong focus on youth. The priorities of the Strategic Plan serve as important guidance to help youth succeed in education and at work and as members and leaders of their communities. The Council's Four-Year Strategic Plan states that workforce programs need to:

### **Strategic Plan:**

**Objective A:** Strengthen the connection between educational attainment and employment.

Strategies:

1. Provide program elements to high risk youth to achieve a high school diploma or a recognized equivalent to ensure post-secondary education and/or employment.
2. Develop programs that build essential workforce readiness "soft skills" to improve employability.
3. Promote "youth voice" in the One-Stop workforce system to engage and empower youth towards positive employment outcomes.
4. Continue programs that build basic education skills for WIOA eligible target populations which include those with disabilities, homeless, offenders, drop outs, pregnant or parenting, and low-income.

**Objective B:** Provide quality work related services including career pathways to prepare for employment and/or enrollment in post-secondary education.

Strategies:

1. Engage employers to provide meaningful opportunities to build and apply skills in real-world settings to fill jobs at a sustainable wage.
2. Develop a database of employers who will provide first hand work-based learning experiences to youth through internships, work experience, and job shadowing.
3. Work with Business Engagement Team to connect all partners to WorkSourceWA.com
4. Link entities to workforce organizations to leverage and connect with employment and training services.

### **D. WorkSource (One-Stop) Delivery System**

The intention of the WIOA WorkSource (One-Stop) delivery system is to integrate services for customers. There are mandatory partners that include WIOA Adult, Dislocated Worker, and Youth Programs, and Wagner-Peyser services, Adult Basic Education and Literacy, Vocational Rehabilitation, Job Corps and others specified in the Act.

The following is a list of \*WorkSource centers and affiliate sites located in Kittitas, Klickitat, Skamania and Yakima Counties and the Council's designated operator for each center and/or affiliate site.

\*May change based on South Central WDC WorkSource redesign.



	<b>Location</b>	<b>Operator</b>
<b>Yakima County:</b>	WorkSource Yakima 1205 Ahtanum Ridge Drive, Suite A Union Gap, WA 98903	Employment Security Department
	WorkSource Sunnyside 1925 Morgan Road Sunnyside, WA 98944	Employment Security Department
	WorkSource Toppenish 706 Rentschler Lane Toppenish, WA 98948	Yakima Valley Farm Workers Clinic / Northwest Community Action Center
<b>Kittitas County:</b>	WorkSource Kittitas County 510 North Pine Street Ellensburg, WA 98926	People for People
<b>Klickitat County:</b>	WorkSource White Salmon 107 West Jewett Blvd. White Salmon, WA 98672	Employment Security Department
	WorkSource Goldendale 116 East Main Goldendale, WA 98620	Employment Security Department
<b>Skamania County</b>	WorkSource Stevenson 704 S.W. Rock Creek Drive Stevenson, WA 98648	Employment Security Department

**E. Connection to the WorkSource Delivery System**

Youth Programs are a required one-stop partner. WIOA Youth Program staff will be collocated at one-stop centers and/or demonstrate how they will integrate youth services that satisfy the intention of WIOA. Connections between the Youth Program and the one-stop system may include those that facilitate:

1. The coordination and provision of youth activities;
2. Linkages to the job market and employers;
3. Access for eligible youth to the information and services required in § 681.460; and
4. Services for non-eligible youth such as basic labor exchange services, other self service activities such as job searches, career exploration, use of career center resources, and referral as appropriate.

**F. Purpose of Request for Proposal**

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the delivery of services under the Workforce Innovation and Opportunity Act of 2014 (WIOA) Youth Program. The contract resulting from this RFP is to commence on or before July 1, 2017 and end June 30, 2018. Contract extensions shall be for twelve-month intervals. The Consortium reserves the right to extend the contract if it is in the Consortium’s best interest. The Consortium reserves the right to re-negotiate the terms and conditions of a contract extension for bona fide reasons including, but not limited to, changes in funding levels, economic conditions or workforce characteristics and adjustments in program design dictated by program evaluation and/or federal or state regulatory policy requirements.

**G. Estimated Budget/Funding**

Exact funding amount available in this RFP will not be known until the State of Washington releases its Program Year 2017 allocations. Bidders should base their proposal budgets on the figures below, which represent an estimate based on PY16 funds. If final allocations are not received by time of award, successful contractors must be willing to enter into contracts with the understanding that funding for contracts may be adjusted up or down based upon the final allocation and the Council’s discretion.

The South Central Consortium anticipates awarding a single Cost Reimbursement Contract for the delivery of WIOA Youth Services in Yakima County and Kittitas County; one contract will be awarded for the two (2) areas as listed below to serve the geographical areas of the WDA with proportionate shares of WIOA Youth funds.

For the purpose of this proposal the **estimated** funding for PY17 Youth Program are listed below. Bidders must bid for the entire amount allocated for each of the two defined areas.

<b>Estimated Youth Allocation - By Geographic Areas</b>			
<b>Area Served</b>	<b>Est. Total Amount</b>	<b>% of total</b>	<b>% Of Total for Out-of-School</b>
Yakima County	\$695,880	77%	100%
Kittitas County	\$117,486	13%	100%
<b>Total Contract</b>	<b>\$813,366</b>		

While the PY17 WIOA Youth award funds are to enroll only Out-of-school Youth, it is critical that the successful bidder not prematurely exit In-school Youth from the program due to the shift in emphasis. The successful bidder must be willing to accept PY16 WIOA eligible and serviceable youth who have not completed their training plan by July 1, 2017. The term “Out-of-school Youth” means youth age 16-24, who are not attending any school including post-secondary, and have one of the WIOA Out-of-school defined barriers.

**H. WIOA Out-of-school Youth Eligibility** (see Section VII for links to further information)

Out-of-school (age 16-24) priorities include assisting youth to re-enter and complete their secondary education or equivalent; enroll in post-secondary education and/or advanced training; progress through a career pathway resulting in unsubsidized employment that leads to self-sufficiency and/or a credential. To be eligible for enrollment in the WIOA Out-of-school Youth Program, applicants must be qualified under all eligibility requirements as listed below:

Out-of-school means an individual who is:

- not attending any school (as defined under State law);
- not younger than age 16 or older than age 24; **and**

One or more of the following:

- a school dropout;
- a youth who is within the age of compulsory school attendance (16 yr. ref. RCW 28A.225.010) but has not attended school for at least the most recent complete school year calendar quarter;
- \*\*\*a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient; or an English language learner;
- an individual who is subject to the juvenile or adult justice system;

- a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway;
- a youth in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- an individual who is pregnant or parenting;
- a youth who is an individual with a disability;
- \*\*\*a low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

\*\*\* are income based barriers

## I. WIOA Youth Program Services

Out-of-school (age 16-24) priorities include assisting youth to re-enter and complete their secondary education or equivalent; enroll in post-secondary education and/or advanced training; progress through a career pathway resulting in unsubsidized employment that leads to self-sufficiency and/or a credential.

The holistic approach begins at the initial registration and continues through the post-exit follow-up. The following functions are the primary staff services to be provided to each of the WIOA Youth participants:

1. **Outreach and Recruitment** - Includes, but is not limited to, working with community organizations to facilitate outreach and recruitment to identify potentially eligible youth, including those with a disability.
2. **Orientation** - Included in the orientation, youth must receive information on all available services through the bidder, as well as information on other youth service providers and WorkSource. This process would also include an introduction to the responsibilities of the youth and the System's expectations with regards to drug and alcohol abuse, governing policies, behavior and attendance. *An \*Eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to other appropriate programs available in the community.*
3. **Eligibility Determination and Registration** - This process includes the use of an application form for all information necessary to determine eligibility and meet reporting requirements. It also includes the maintenance of adequate documentation, electronically and/or hard copy form, to ensure the credibility of the eligibility determination. At a minimum this process shall consist of documents used to determine and verify eligibility. Registration is the process of collecting information to support a determination of eligibility. Equal opportunity data must be collected during the registration process.
4. **Case Management** - Through individual connection with participants, Case Managers will serve as the youths' advocate within the education, training, and employment arenas to provide:
  - Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
  - Preparation for postsecondary educational and training opportunities, which is to be demonstrated by providing a consumer first methodology as referred to in final rule 679.380 and 680.340, pertaining to youth;
  - Strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
  - Preparation for unsubsidized employment opportunities and effective connections to employers, including small employers, in-demand industry sectors; and
  - Sharing information of occupations of the local and regional labor markets.

5. **Objective Assessment (OBJ)** - For each youth participant, an objective assessment must be provided that meets the requirements of WIOA section 129(c)(1)(A) that provide an assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants.
6. **Individual Service Strategy (ISS)** - For each youth participant, an individual service strategy must be developed that meets the requirements of WIOA section 129(c)(1)(B) develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to the objective assessment. The ISS information is to provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to intermediary organizations that provide strong links to the job market and employers.
7. **Health and Safety** - All participants will be provided with information and instruction, as a curriculum or part of a curriculum, on the subject of health and safety, including state and federal laws governing the training and/or work for youth, i.e. Labor and Industries. In addition, orientations will be provided to all work-related site supervisors regarding worker health and safety issues including state and federal laws governing the training and/or work for youth, i.e. Labor and Industries.
8. **Referral Services** - In addition to the information shared at the orientation level, participants should receive referral information regarding the full array of applicable and appropriate services. To best meet the needs of youth, organizations are strongly encouraged to network and partner with other youth serving agencies.

#### J. Availability of All 14 Elements (Activities and Services to Youth)

Participant services and training are to be delivered by eligible providers consistent with WIOA Section 129. To ensure compliance with WIOA final rule 681.470 and the delivery of superior service, bidders must make the following 14 “**program elements**” available to youth participants. If a program element is not funded with WIOA Title I Youth Funds, there must be an agreement in place with a partner organization to ensure the program element will be offered. Program elements are to be included in the objective assessment and individual service strategy.

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 for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Work experiences are to have a **minimum** of **31.25% required funding to be spent** (refer to the end of this service element for expenditure information) and be a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. Work experience expenditure rate will be calculated based on the **total local area Youth Program funds** and must be appropriately tracked. These program funds are to be spent on paid and unpaid work experiences, including wages and staff costs for the development and management of work experiences, and report such expenditures as part of the local WIOA youth financial reporting. (Reference sec 681.600 and 681.610)

- A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.
  - Work experiences provide the youth participant with opportunities for career exploration and skill development.
  - **Work experiences must include academic and occupational education.** This is to be through workforce preparation activities, basic academic skills, and hands-on occupational skills training that must be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
  - Types of work experiences include the following categories:
    - Summer employment opportunities and other employment opportunities available throughout the school year;
    - Pre-apprenticeship programs; (ref sec 681.480)
    - Internships and job shadowing; and
    - 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 in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
  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;
  8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
  9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
  10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
  11. Financial literacy education;
  12. Entrepreneurial skills training;
  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; and
  14. Activities that help youth prepare for and transition to postsecondary education and training.

Follow-up is one of the 14 elements required to be available to youth. In addition, it is a mandatory service requirement to provide follow-up to all exited youth. The Department of Labor cites, "follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted".

Program elements are further described in WIOA section 681.460 – 681.580 and in 2016 – 2020 South Central Strategic Plan. The WIOA Youth services will be a year-round design which must include availability of the fourteen (14) program elements to eligible and participating youth and for those who cannot be served, referrals will be made for further assessment or services as necessary and to other appropriate programs.

## K. Quality Assurance Model for Youth Program

The SCWDC is interested in a Quality Assurance Model with Continuous Program Improvement. This includes a program design with strong leadership, qualified staffing adequate for the number of youth and, ability to quickly respond to participant needs with a consumer choice procedure and guarantee program performance success. Implementation strategies include feedback from the youth to create an ongoing effort for improvement. This process requires the development of indicators for a high quality program, minimum staffing levels and evaluations of the program on a routine basis with responsive improvement strategies.

## L. WIOA Performance Measures

**Successful bidders must meet or exceed local program indicators and state, federal performance measures/targets as mandated by The Washington State Training and Education Coordinating Board, Washington State Employment Security Department and South Central Workforce.**

**Federal Measures** - The primary indicators of federal performance for Youth Program authorized under Section 116 chapter shall consist of:

1. Placement in Employment/Education/Training - The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
2. Retention in Employment/Education/Training - The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program; and
3. Median Earnings - The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
4. Credential - The percentage of program participant who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to "indicator relating to credential" below), during participation in or within 1 year after exit from the program.

Indicator relating to credential - Program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.

5. In Program Skills Gain - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, **and** who are achieving measurable skill gains toward such a credential or employment; Documented progress may include:
  - The achievement of at least one educational functioning level of a participant in an education program that provides instruction below the post-secondary level;
  - Attainment of a high school diploma or its equivalent;
  - Transcript or report card for either secondary or post-secondary education for 1 academic year (or 24 credit hours) that shows a participant is achieving the State unit's policies for academic standards;
  - Satisfactory or better progress report, towards established milestones from an employer who is providing training (e.g., completion of on-the-job training (OJT), completion of 1 year of an apprenticeship program);

- The successful completion of an exam that is required for a particular occupation, progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams; and
  - Measurable observable performance based on industry standards.
6. Employer Satisfaction - The indicators of effectiveness for the Youth Program in serving employers.

### **Washington State Core Measures -**

1. Credential - All youth age 17 or older (at exit) who exit the program and received a credential within three quarters after exit divided by all youth age 17 or older (at exit) who exit the program.
2. Employment or Further Education - All youth who are employed in the third quarter after exit, in post-secondary education in the third quarter after exit, or are in secondary school at exit divided by all youth who exit during the quarter.
3. Median Earnings - Includes all youth who exit the program and have earnings in the third quarter after exit (except those in post-secondary school with earnings): Determine the median quarterly wage (mid-point) of all those exiting with earnings in the third quarter after exit. Annualize the quarterly median wage by multiplying times four.

### **M. South Central Program Indicators**

1. Enrollments: Within 90% of quarterly plan.
2. Special Population: Within 90% of quarterly plan.
3. Employment at Exit: The percentage of program participants who are in unsubsidized employment, education or training activities at exit from the program, at or above State or Federal negotiated rate.
4. Level of Expenditures: Within 90% of quarterly plan.

### **N. Efforts to Outcomes (ETO) Data Requirements**

ETO (Efforts to Outcomes) is a computer-based information system designed to integrate employment and training program services and the Workforce Innovation and Opportunity Act (WIOA). ETO provides customer tracking and enables Washington State to meet federal and state-mandated WIOA reporting requirements. The ETO application uses a computer web-based, single state-managed database that supports statewide employment and training business operations. Proposers who have not yet implemented ETO may incorporate the estimated costs of ETO implementation into their budgets (subject to negotiation if the proposal is selected).

The ETO database requires a standard modern browser with Java Plug-in capability. WIOA Service Providers are required to have a current ETO and valid Resource Sharing Agreement with Washington State Employment Security Department and for applicable staff to complete ETO training.

## **SECTION II - PROPOSAL FORMAT, INSTRUCTION AND PAGE LIMITATION**

### **A. All proposals must be submitted in two parts:**

1. Part I – Technical, and;
2. Part II - Application and Budget

If you are submitting a proposal as a single entity; in coordination with other entities; as a partnership or; a joint venture, the following section should be completed by the entity that is to be held administratively and fiscally responsible.

## **B. Format Requirements**

1. All proposals must be complete with page numbers. Narrative sections must be double spaced on 8 ½ x 11 inch paper, using 12 point type or larger. Print on only one side of the page.
2. Bidders must supply all requested information and conform to the required page limitations. Failure to do so may result in a loss of points or disqualification of the proposal from competition.
3. Do not use hard covers or binders. Removable clips are acceptable.
4. Do not include extraneous materials such as agency promotion brochures, slides, film clips, CDs, tapes, etc.
5. If your proposal has been prepared by a non-permanent employee or outside consultant or firm, indicate this on the cover sheet of the proposal.
6. Bidders are encouraged to use the attached forms.

The information should be supplied in the order specified.

## **C. Part I – Technical; Total of 13 Pages**

### **1. Cover page. (1 page)**

- Name of your agency;
- Contact person;
- Title of project;
- Number of participants for each County;
- Amount proposed for each County;
- Short overview of your project, including a needs statement for each County;
- Brief service strategy priority for each County; and
- Author of proposal if other than a permanent employee.

### **2. Index (1 page) Index proposal contents and number all pages consecutively.**

### **3. Business / Organization Description and System Experience (up to 3 pages)**

- Provide your agency's vision, mission, and current customer base. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals;
- List all staff (by name) to be assigned to the WIOA Youth Program and each one's education, related service expertise including longevity with your agency;
- Explain your organization's administrative and management background. Detail your organization's stability for the last 2 years at a minimum;
- Detail the sources and usage of other funding your agency accesses;
- Describe how your business/organization is a partner within a system that delivers education, employment and training services to youth, including WorkSource;
- Describe your experience in administration and contract management;
- Indicate how your prior or current record of performance relates to performance within your current design; and



- Describe your management information system including your capacity to use Efforts to Outcomes (ETO) Solutions. Include your capacity to adopt a new internet based information system, with your current technology ability. See Section I, N. ETO Requirements.

#### 4. Program Design (up to 8 pages)

Provide a detailed plan that describes your strategy to provide youth services. Include, where appropriate, any services leveraged or provided by partners.

Use Section I, I. WIOA Youth Program Services; E. Connection to the WorkSource System; Section J. Availability of All 14 Elements (Activities and Services to Youth); and, L. Performance Measures, State Core Measures and local Indicators” of this document, as well as Workforce Innovation and Opportunity Act and WIOA Final Rule for additional information.

At a minimum, explain how your agency will deliver the following services:

1. **Outreach and Recruitment** - Describe each County’s unique strategy to connect with special populations.
2. **Orientation** - Include where and how is orientation provided, and referral process for those not eligible.
3. **Eligibility Determination and Registration** - Define how this process will be performed, including the use of technology and coordination with the Adult Program when serving 18 – 24 yr. olds.
4. **Case Management** -
  - Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
  - Preparation for postsecondary educational and training opportunities;
  - How will consumer first methodology as referred to in final rule 679.380 and 680.340, pertaining to youth be demonstrated;
  - Strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
  - Preparation for unsubsidized employment opportunities, in appropriate cases; and effective connections to employers, including small employers, in-demand industry sectors; and
  - Sharing information of occupations of the local and regional labor markets.
5. **Objective Assessment (OBJ)** - Explain how this will be provided to meet the requirements of WIOA section 129(c)(1)(A).
6. **Individual Service Strategy (ISS)** - Describe how this will meet the requirements of WIOA section 129(c)(1)(B) for each participant that are directly linked to 1 or more of the indicators of performance described in section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals.
7. **Health and Safety** - Provide description of the curricula to be used to insure all participants will be given information and instruction on the subject of health and safety.
8. **WorkSource Connection and Leveraged Funding** - Explain if staff will be collocated at one-stop centers and/or how they will demonstrate integration of youth services with WorkSource. Describe the use and sources of non-WIOA leveraged funding in your proposal.
9. **Availability of All 14 Elements** - How you will make the 14 “program elements” available to all eligible and participating youth, including consumer choice and what will be the priority.

- 10. Quality Assurance Model with Continuous Program Improvement** - This includes a program design with adequate qualified staffing, ability to quickly respond to participant needs with a consumer choice procedure and guarantee program performance success.
- 11. Follow-Up Design and Accountability** - Unless the participant declines to receive follow-up services or the participant cannot be located or contacted, follow-up services are mandatory and a key component to performance success. Explain how follow-up services will be provided to all participants for a minimum of 12 months. Include what staff will be providing the service, how soon after exit, what strategies will be used to maintain employment or re-connect youth with employment, and how will follow-up be directly tied to the accountability of federal and state performance.
- 12. Performance Measures and State Core Measures** - Explain how, starting at orientation, your design will ensure the federal and state measures are met or exceeded, including:
- Attainment of High School Diploma or equivalent from those who are employed, in education and/or training after exit;
  - What strategies would lead to a recognized post-secondary credential;
  - Include education or training activities that will be used to develop and measure skill gains;
  - Follow-Up strategy to promote self-sufficiency earnings in the 2<sup>nd</sup> quarter post exit;
  - Follow-Up strategy to maintain employment, education and/or training activities 2<sup>nd</sup> quarter and (retention) 4<sup>th</sup> quarter, post exit; and
  - How your program will ensure employer satisfaction.
- 13. Quality Assurance Model with Continuous Program Improvement –**
- Clearly identify how your program will be overseen by agency leadership;
  - Include detail that will insure qualified staffing adequate to serve the level of youth and activities;
  - Ability to quickly respond to program requirements and participant needs with a consumer choice procedure;
  - Include method and frequency the program will obtain youth input for improvement;
  - Describe the program ongoing evaluation process using indicators for success; and
  - Guarantee program performance success.
- 14. Special Conditions to the WIOA Youth Contract Award –**
- The contract award will not be final until the Workforce Council and the bidder have executed a mutually satisfactory contractual agreement;
  - Once awarded appropriate agency staff have regular attendance at WIOA Youth and partnership meetings;
  - The Council reserves the right to negotiate reimbursement of the (bidder's) indirect cost rate, to any award, the Council may schedule an onsite fiscal review;
  - The successful bidder must provide attestation for consideration of current WIOA Youth Staff for all new positions resulting from a contract award; and
  - The PY17 WIOA Youth award requires successful bidder to accept discretionary programs that are connected to the WIOA Youth Program to insure quality of service.

#### **D. Part II – Application, Budget and Forms Provided**

##### **1. Addendums (9 pages total)**

- **A1 Application - (1 page)** Use the form provided.
- **A2 Disclosure and Attestation Statements - (1 page)** Include disclosure statements regarding authorship, conflict of interest and debarment & suspension, using the form provided. Includes priority consideration to current WIOA youth staff.

- **A3 Program Information Summary - (1 page)** Complete the proposed Project Goals, Participant Ratio and Service Levels to Target Groups as requested.
  - **A4 Planned Outcomes – (1 page)** Successful performance will be tied to receiving additional program funds.
  - **A5 Budget Summary – (1 page)** Complete to identify the amount spent on each line item and the subtotal of staffing and overhead; a subtotal for payments to participants. Complete the column for each County and combine the Counties for the Roll-Up.
  - **A6 Back Up Detail - (3 page)** 1 page for each County and a 1 page summary of both together; Complete the dollar and percent amount of staffing/overhead and payments to participants; and other identified costs, should be consistent with amount on Budget Summary.
  - **A7 Staffing Budget - (1 page)** Complete a detailed budget for each geographical area you are proposing to serve, using the forms provided.
2. **Audit and Performance Reports** (no page limit)
- Enclose one (1) copy each of the last two years' fiscal year-end Audit and Management Letters received before proposal deadlines. Indicate if no Management Letter was received.
  - Enclose one (1) copy of the last two years' performance reports and monitoring reports from your primary and most relevant funding sources for work performed in the previous year.
3. **Exhibits** (no page limit) - Organizational chart and linkage agreements.

### **SECTION III – SUBMISSION REQUIREMENTS**

#### **A. Submission of the WIOA Youth Program Proposals shall be as follows:**

1. One original proposal in a sealed envelope identified as the original WIOA Youth Proposal and includes all original signatures required;
2. Seven (7) single-sided hard copies of the proposal, marked "COPY" and kept separate from the original (only one copy of the audit should be submitted);
3. Original and the 7 copies are to be received at the address below on or before 4:00 p.m. Pacific Standard Time on May 3rd:

**Patrick Baldoz, Director**  
**South Central Workforce Council**  
**1205 Ahtanum Ridge Drive, Suite B**  
**Union Gap, WA 98903**

4. An electronic proposal emailed or an electronic medium, in Microsoft Word format, to [Tamara.Bosler@co.yakima.wa.us](mailto:Tamara.Bosler@co.yakima.wa.us) in accordance with the terms, conditions, and procedures stated in this RFP on or before 4:00 p.m. Pacific Standard Time on May 3, 2017.
5. Bidders are required to ensure the electronic version of their proposal and all included attachments are able to be opened/accessed and readable by the SCWDC prior to the due date.
6. Proposals must be received electronically and at the above address on or before 4:00 p.m. Pacific Standard Time on **May 3, 2017**. Proposals not received by this time will be automatically disqualified from competition – no exceptions. **Faxed proposals will not be accepted.** **A postmark of May 3, 2017** or prior, will not be accepted if the proposal does not arrive by the deadline.
7. The Council will accept proposals through May 2nd between 8:00 a.m. and 5:00 p.m. Pacific Standard Time, daily, except Saturdays, Sundays and Holidays and May 3rd until 4:00p.m. Bidders are urged to submit their proposals before the last day. No deviation from announced deadlines, regardless of circumstances, is possible. Bidders are required to ensure the electronic version of their proposal and all included attachments are able to be opened/accessed and readable by the SCWDC prior to the due date.

## **SECTION IV – CONTRACT AWARD PROCESS**

### **A. South Central Workforce General Selection Information**

1. Youth Committee staff will review proposals for compliance with the RFP and will analyze proposed costs. Proposals that meet the administrative selection criteria will be sent to the South Central Workforce Youth Committee to be evaluated according to the proposal evaluation criteria.
2. Selected bidders may be required to attend an oral interview, participate in negotiation, and rewrite their statements of work as agreed upon during the negotiations.
3. The Youth Committee will recommend contract award to the South Central Workforce Council, contingent on successful negotiations with the bidder. The decision shall be final, subject only to the concurrence of the South Central Consortium of County Commissioners.
4. The contract award will not be final until staff of the Workforce Council and the bidder have executed a mutually satisfactory contractual agreement.

### **B. Administrative Selection Criteria and Evaluation Criteria**

The staff of the Workforce Council will review each proposal received by the closing date and time. Proposals that do not meet the closing date and time requirements will be returned unopened to the bidder. Proposals that a) do not comply with the requirements of the RFP and/or b) do not demonstrate an understanding of the objectives of the RFP will be judged non-responsive and disqualified from further consideration.

#### **1. Proposal Evaluation Criteria – 100 points total**

Each proposal received by the committee will be objectively evaluated and scored based on, but not limited to, the following weighted criteria:

#### **2. Program Management/Agency Qualifications: 20 points**

Factors include clarity, program management, organizational capacity, including the ability to collect and manage data; staffing levels, experience and qualifications; knowledge of local area; and the organization's record of integrity, business ethics, fiscal accountability, performance and technology capabilities.

#### **3. Program Design Including Goals and Outcomes: 50 points**

Factors include clarity, completeness and quality of the overall service design and delivery plan and the specific strategies regarding out of school youth; emphasis on work experience; and collaboration with WIOA Adult Program and One-Stop system. Additional factors include how service strategies tie directly to performance outcomes and ratio of service staff to participants.

#### **4. Quality Assurance Model: 10 points**

Points will be assigned to the clarity as to how your program will be overseen by agency leadership; detail to insure adequate, qualified staffing; responsiveness to participant needs using a consumer choice procedure; method and frequency the program will obtain youth input for improvement; program ongoing evaluation process using indicators for success, and the result of program performance success.

#### **5. Price and Reasonableness of Cost: 20 points**

Factors for review will include the level of service to participants in relationship to funds available, allocation of staff and overhead funds in comparison to participant training and support funds, and how non-WIOA resources will be leveraged.

## **SECTION V – ADMINISTRATIVE REQUIREMENTS**

### **A. Regulatory Guidance**

All activity will be in accordance with all applicable current or future federal, state and local laws, rules and regulations. All activity shall be conducted in accordance with the existing or hereafter amended Workforce Innovation and Opportunity Act (WIOA); the U.S. Department of Labor's regulations relating to WIOA; the Washington State WIOA Policies; South Central Workforce Council Policies and Guidance Documents; Contract Provisions; Americans with Disabilities Act; Management and Administrative requirements established by Washington Administrative Code (WAC); and the Revised Code of the State of Washington (RCW).

Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL Notice of Proposed Rulemaking 20 CFR Parts 676, 677, and 678; 20 CFR Parts 603, 651, 652, 653, 654, 658, 675, and Parts 679 through 688; 2 CFR Part 200, OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards, and 2 CFR Part 2900, the U.S. Department of Labor adoption of, exceptions to, the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards. Bidders must comply with government-wide requirements for a drug-free workplace, codified at 29 CFR part 98.

### **B. Administration of Bidder**

Any organization operating a program funded by the South Central Consortium shall have demonstrated the ability to administer and account for WIOA funds. Successful bidders must have:

1. Financial systems that control and properly account for all funds, property, and other assets;
2. Accounting systems that follow Generally Accepted Accounting Principles;
3. Management systems that track program performance and expenditure rates against plan;
4. Record management systems that provide for organized accumulation, filing, and retention of all documentation related to WIOA funds; and
5. Timely and accurate reporting systems, including preparation of monthly performance and participant reports, contract expenditure reports, and interim and final fiscal closeouts.

### **C. Audits**

All contractors shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget Circular A-133, as appropriate. Include audit costs in the proposed budget detail.

Contractors are required to retain all financial records for seven (7) years and all program files for four (4) years, beginning on the last day of the program year or on day the contract ends if the contract is terminated prior to the end of the program year, whichever occurs earlier. Contractors shall allow federal, state, and local representatives (including but not limited to the WDC) access to all WIOA records, program materials, staff, and participants at all time during both the contract period and the foregoing record retention periods. When the contract ends and during the foregoing record retention periods, Contractors shall provide the WDC with the originals of all financial and program files as requested by the WDC. Contractor may, at their expense, substitute copies of such records as may be requested by the WDC.

1. Retain all records pertinent to the grant, grant agreements, interagency agreements, contracts or any other award, statistical, property, applicant or registrant records, and supporting

- documentation, for a period of at least four (4) years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency.
2. Retain all records of non-expendable property for a period of at least four (4) years after final disposition of property.
  3. Retain all records pertinent to applicants, registrants, eligible applicants/registrants, participants, terminees, employees, and applicants for employment for a period of not less than four (4) years from the close of the applicant program year.
  4. Retain records regarding complaints and actions taken on the complaints for a period of not less than four (4) years from the date of resolution of the complaint.
  5. After the files have been retained for the four (4) years, refer to your organization's guidelines for destroying confidential information.
  6. Retain all records beyond the required four (4) years if any litigation or audit is begun or a claim is instituted involving the grant or agreement covered by the records. The records shall be retained for an additional three (3) years after the litigation, audit, or claim has been resolved.
  7. Retain all financial/fiscal documentation and records for a minimum of seven (7) years.

#### **D. Insurance and Bonding**

The bidder shall carry, without interruption during the term of the Contract:

1. Commercial General Liability Insurance, including contractual liability, in adequate quantity to protect against legal liability arising out of Contract activity but no less than One Million dollars (\$1,000,000) per occurrence. Additionally, the Contractor is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts. General Aggregate \$2,000,000.
2. Professional Liability Coverage, or ensure that any licensed or certified professional providing contracted services carries their own professional liability coverage, with a minimum limit of \$300,000 per incident, loss, or person.
3. Business Automobile Liability Insurance, with a minimum limit of one million dollars (\$1,000,000) CSL, when vehicles owned or leased by the Contractor or its employees or volunteers are used to provide services in performance of this Contract.

### **SECTION VI - GENERAL INFORMATION AND PROVISIONS**

#### **A. Lobbying**

Lobbying is prohibited. Recipients of federal funds have long been subject to restrictions on lobbying activities. Prohibitions and restrictions exist on attempting to influence Congressional members or staff regarding grants, contracts or legislation. No bidder (including Board Members, employees, or other agents) shall contact Consortium members or staff after the release of the RFP to secure favorable treatment with regard to the awarding of a contract. Should such contact occur, the Consortium reserves the right to reject the proposal of said offender. At the point of contract award, the successful bidder must comply with all federal, state and local policies on lobbying restrictions and disclosure requirements.

#### **B. Conflict of Interest**

All proposals must contain a statement disclosing or denying any interest, financial or otherwise, that any employee of the South Central Workforce Council or any member of the Consortium may have in the proposing agency or the proposed project.

### C. Equal Opportunity and Non-Discrimination

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

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

The bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The bidder also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the bidder's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the bidder makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

The bidder assures that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program or activity funded in whole or in part by this Contract on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, on the basis of either citizenship as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity.

The bidder must not discriminate in any of the following areas:

1. Deciding who will be admitted, or have access, to any WIOA Title 1-financially assisted program or activity;
2. Providing opportunities in, or treating any person in regard to, such a program or activity; and
3. Making employment decisions in the administration of, or in connection with, such a program or activity.

The bidder also ensures that it will comply the Methods of Administration (MOA) developed by the Washington State Employment Security Department and any WIOA policies and procedures issued.

#### **D. Debarment and Suspension**

The bidder shall certify that neither it nor its principals nor its subcontractors are debarred, suspended, or otherwise excluded from participation in federal assistance programs. This certification is part of the Application Form and must be signed by the bidder's authorized representative and attached to the proposal.

#### **E. Independent Price Determination**

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

#### **F. Price Warranty**

The bidder certifies that proposed costs are not more than those which would be charged any other individual or entity for the same service performed by the bidder. The bidder further certifies that proposed costs are accurate, complete and current, and that the awarding agency may exclude any significant sum by which the price was increased due to the proposed costs being inaccurate, incomplete or out-of-date.

#### **G. Authorship**

Bidders must disclose any help provided by individuals or agencies outside their own organization in developing the proposal. No contingency fees for such help may be paid from WIOA funds. All proposals become the property of the South Central Consortium and part of the public record. Bidders may identify any information as proprietary. Proprietary claims not legally protected will be considered and honored at the discretion of the Consortium.

#### **H. Subcontracting**

Bidders must disclose any plans for subcontracting program services or activities, including the identity of the subcontractor and the subcontract work statement. The Consortium reserves the right to approve all subcontracts and modifications. The contractor is responsible for the satisfactory performance of the subcontract.

#### **I. Equipment**

Bidders should limit any equipment purchases. All equipment purchases from this contract must be identified in the proposal and are subject to negotiation and approval by the South Central Workforce Council. All purchases will be in accordance with SCWDC Policy #10 regarding Property Management and Inventory.

#### **J. Existing Facilities and Services**

The bidder shall, to the extent possible, use existing facilities and services available in the area. Duplicate facilities or services will not be funded unless it is shown that such services or facilities would be more effective or more likely to achieve the Consortium's performance goals.

#### **K. Limitation**

This RFP does not commit the Consortium to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies. The Consortium reserves the right to reject



any proposals received, to negotiate with all qualified sources, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the Consortium's best interest.

#### **L. Waivers**

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

#### **M. Intent to Propose**

Prospective bidders are asked to submit written notification of their intent to propose within five (5) business days after the official RFP release to:

**Patrick Baldoz, Director  
South Central Workforce Council  
1205 Ahtanum Ridge Drive, Suite B  
Union Gap, WA 98903**

This notice of intent to propose is not a prerequisite to submitting a proposal.

#### **N. Inquiries**

All inquiries about this RFP must be in writing. If inquiries have a significant bearing on the RFP, written answers will be sent to all who have indicated, in writing, their intent to propose. All inquiries and answers will also be posted on the South Central Workforce Council website.

#### **O. Addenda to RFP**

If it becomes necessary to revise the RFP, addenda will be provided to all who have indicated, in writing, their intent to propose. Addenda will also be posted on the South Central Workforce Council's web site.

#### **P. Modification of Proposal**

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

#### **Q. Pre-award Survey**

The Consortium reserves the right to inspect and examine, before contract award, the bidder's capability to deliver program services. The survey may include an inspection of facilities, a review of the accounting system, a review of prior program records, and oral interviews with past recipients of service.

#### **R. Cancellation of Award**

The Consortium reserves the right to cancel an award, immediately, if new WIOA regulations or policies prohibit such a program or make it necessary to substantially change the program purpose or content.

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

## **SECTION VII – REFERENCE MATERIALS**

### **Internet Links for Additional Information**

The links below are subject to update or change on an ongoing basis. It is the bidder's responsibility to frequently check the below websites for the most recent information.

South Central Workforce Council <http://southcentralwdc.com/index.html>

OMB Super Circular and Uniform Guidance Resources  
[http://www.wa.gov/esd/1stop/technical\\_assistance/super\\_circular.htm](http://www.wa.gov/esd/1stop/technical_assistance/super_circular.htm)

### **Workforce Innovation Opportunity Act Information**

Workforce Innovation Opportunity Act of 2014:  
<https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>

US Department of Labor WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability and One-Stop System Joint Provisions; Notice of Final Rulemaking:  
<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>

US Department of Labor Workforce Innovation and Opportunity Act -Technical Assistance & Resources:  
<http://www.doleta.gov/wioa/>

WIOA Overview:  
<https://www.doleta.gov/WIOA/Overview.cfm>

WIOA Fact Sheet:  
[https://www.doleta.gov/wioa/Docs/WIOA\\_Factsheets.pdf](https://www.doleta.gov/wioa/Docs/WIOA_Factsheets.pdf)

WIOA Federal Performance Measures:  
<https://www.doleta.gov/performance/guidance/QA.cfm#YP>

### **Workforce Council Documents**

State Strategic Plan:  
<http://www.wtb.wa.gov/Documents/TAPPlanStrategicandOperational2016.pdf>

Local Strategic Plan:  
<http://southcentralwdc.com/assets/strategic-plan-draft--6-9-16-.pdf>

Operations Plan Modification:  
<http://southcentralwdc.com/assets/finalscwdcopmod-draft.pdf>

Operations Plan:  
[http://southcentralwdc.com/assets/2007-2009draftscwdc\\_operationsplan.pdf](http://southcentralwdc.com/assets/2007-2009draftscwdc_operationsplan.pdf)

Local Area WIOA Policies - WIOA Administrative Bulletins:  
<http://southcentralwdc.com/policy.html>

**State Policies and Other Links**

Washington State WIOA Implementation:

[http://www.wa.gov/esd/1stop/wioa\\_implementation/default.htm](http://www.wa.gov/esd/1stop/wioa_implementation/default.htm)

Washington Workforce Training & Education Coordinating Board:

<http://wtb.wa.gov/WIOA.asp>

Washington State Eligible Training Providers List (ETPL):

[http://www.careerbridge.wa.gov/Search\\_Program.aspx?cmd=clear&etp=true](http://www.careerbridge.wa.gov/Search_Program.aspx?cmd=clear&etp=true)

System Performance Resources:

[http://www.wa.gov/esd/1stop/system\\_performance/resources.htm](http://www.wa.gov/esd/1stop/system_performance/resources.htm)

South Central WorkSource Locations and Contracts:

<http://www.wa.gov/esd/work/localconnections.htm>

Family Economic Self-Sufficiency Standard:

<http://selfsufficiencystandard.org/index.html>

South Central Self-Sufficiency Calculator:

<http://www.thecalculator.org/>

WIOA Title I-B Annual Reports: TBD

ETO Chart of Statewide Services:

<http://www.wa.gov/esd/wit/UserSupport.htm>

ADDENDUM 1 – APPLICATION FORM

SOUTH CENTRAL CONSORTIUM  
PROGRAM YEAR 2017  
WIOA YOUTH PROGRAM  
APPLICATION FORM

On behalf of

\_\_\_\_\_  
Bidder Organization

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

I am submitting the attached proposal for the delivery of Program Year 2017 WIOA Youth Employment and Training program services funded under the Workforce Innovation and Opportunity Act of 2014, and its accompanying regulations, and I certify that I am authorized by the bidder to bind them to this proposal.

I certify that the contents of the application are truthful and accurate and the above named bidder agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named bidder is in agreement that the Workforce Council reserves the right to accept or reject any proposal for funding; and that the above-named bidder has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named bidder waives any right to claims against the members and staff of the South Central Consortium.

I understand that the South Central Consortium has no obligation to fund this proposal and that no obligation will exist until a contract has been negotiated and entered. Upon issuance of a contract, I certify I will carry out the goals of the program according to the terms and conditions set forth in the contract and modifications thereto, including the Project Design and the Budget. I further certify that the agency officials listed below are authorized to negotiate a binding contract for the bidder and will be available during proposal evaluation.

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Signature \_\_\_\_\_

Typed Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ADDENDUM 2 – DISCLOSURE AND HIRING ATTESTATION STATEMENTS FORM**

**DISCLOSURE STATEMENTS**

**Authorship:** Disclose any help provided by individuals or agencies outside your organization in developing the proposal.

**Conflict of Interest:** Disclose or deny any interest, financial or otherwise, that any employee of the South Central Workforce Development Council or any member of the Workforce Development Council or Board of Chief Elected Officials may have in the proposing agency or proposed project.

**Debarment and Suspension:** The bidder shall certify that neither it nor its principals nor its subcontractors are debarred, suspended, or otherwise excluded from participation in federal assistance programs. Certified by signature and date below.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**HIRING ATTESTATION**

The bidder agrees by this attestation for priority consideration of current WIOA Youth Staff for all new positions resulting from a contract award.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**ADDENDUM 3– PROGRAM INFORMATION SUMMARY FORM**

**YOUTH PROGRAM INFORMATION SUMMARY**

**BIDDER** \_\_\_\_\_

**NAME OF PROJECT** \_\_\_\_\_

**Section 1: Enrollment Summary July 1, 2017 through June 30, 2018**

Geographical Area	Number of Enrollments	% and dollar amount of total funds to be spent on Participant		% and dollar amount of funds to be spent on WEX	
Yakima County		%	\$	%	\$
Kittitas County		%	\$	%	\$
<b>Sub Total</b>		%	\$	%	\$

**Section 2: Participant to Staff Ratio**

	Yakima County	Kittitas County
Participant to staff ratio (maximum number of youth for each case management staff )		

**Section 3: Participant Expenditure and Cost**

Category	Yakima County	Kittitas County
Cost per- active youth (contract amount divided number of enrollments)	\$	\$
**Cost per- exited youth (contract amount divided number of Youth exits)	\$	\$

\*\*this requires using the number of exits planned from 7/1/2017 through 6/30/18

**Section 4: Service Levels to Target Groups**

Describe the characteristics of the population including specific service levels to hard to serve individuals, minorities, disabled, foster care, homeless/runaway, welfare (TANF), food stamps, military veterans and other special groups, and provide rationale for service based on available and current data.

The Council reserves the right to negotiate contract standards for target populations, based on incidence of local population characteristics.

YAKIMA COUNTY		KITTITAS COUNTY	
Target Characteristic	Percent of Enrollments	Target Characteristic	Percent of enrollments

**ADDENDUM 4 – PLANNED OUTCOMES FORM**

**Section 4: Planned Outcomes**

Successful bidders will be expected to meet negotiated performance outcomes and required expenditures in the following areas:

**1. Federal Performance**

Youth	Time Table
WIOA-Employment/Education/Training	In 2 <sup>nd</sup> Quarter after exit
WIOA-Earnings Gain	In 2 <sup>nd</sup> Quarter after exit
WIOA-Employment Retention	In 4 <sup>th</sup> Quarter after exit
WIOA-Secondary or Post-Secondary Credential	During participation to 1 year after exit
WIOA-Skill Gains	During program participation
WIOA-Employer Satisfaction	To Be Determined

**2. State Performance**

Youth	Time Table
Employment and Further Education	In 3 <sup>rd</sup> Quarter after exit
Median Earnings	In 3 <sup>rd</sup> Quarter after exit
Credential 17+ at exit	During program participation through 3 <sup>rd</sup> quarter after exit

**3. Local Indicators**

Enrollments:	Within 90% of quarterly plan.
Special Population	Within 90% of quarterly plan
Employment at Exit	In education or training activities, or in unsubsidized employment at exit
Level of Expenditures	Within 90% of quarterly plan

**ADDENDUM 5 – BUDGET SUMMARY FORM**  
**Section 5: Budget Information**

<b>A. <u>Agency-Staff :</u></b>	<b>Yakima County</b>	<b>Kittitas County</b>	<b>Roll-Up</b>
Staff Wages:			\$ -
Staff Fringe:			\$ -
Staff Travel:			\$ -
Staff Communications:			\$ -
Staff Training:			\$ -
Staff Supplies:			\$ -
Other: Staff/Agency			\$ -
<b>B. <u>Subcontracts:</u></b>			
Subcontracts:			\$ -
Professional Services:			\$ -
<b>C. <u>Facilities &amp; Maintenance:</u></b>			
Depreciation:			\$ -
Rent/Lease:			\$ -
Utilities:			\$ -
Maintenance:			\$ -
<b>D. <u>Equipment &amp; Maintenance:</u></b>			
Depreciation:			\$ -
Rent/Lease:			\$ -
Purchase:			\$ -
Maintenance:			\$ -
<b>SUBTOTAL - Staff &amp; Overhead</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>A. <u>Participant Instruction:</u></b>			
Teaching Staff Salaries:			\$ -
Teaching Staff Fringe:			\$ -
<b>B. <u>Participant Support:</u></b>			
Participant Supplies:			\$ -
Tuition & Other Training:			\$ -
Needs-Related Payments:			\$ -
Support Services:			\$ -
Other: Participant			\$ -
<b>C. <u>Participant Wages and Fringe:</u></b>			
On-the-Job Training:			\$ -
Work Experience:			\$ -
Private Sector Employment:			\$ -
Internship/Shadow/etc.			\$ -
<b>SUBTOTAL – Payments to Participant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTALS:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**ADDENDUM 6 – BACK UP DETAIL FORM (3 pages; 1 for Yakima County; 1 for Kittitas County and 1 Comprehensive of both Counties combined.**

**A. BUDGET CATEGORY ALLOCATION**

Category	Dollar Amount	Percent of total Funds (%)
Staff and Overhead		
Participant		
Total funds and percent		

**B. SUBCONTRACTS AND OTHER PROFESSIONAL SERVICES: \$ \_\_\_\_\_ (list separately)**

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_
5. \_\_\_\_\_ \$ \_\_\_\_\_

**C. EQUIPMENT PURCHASE, LEASE/RENTAL: \$ \_\_\_\_\_ (list separately by type)**

	Purchase	Lease/Rent	Depreciation	Maintenance
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
3.	\$ _____	\$ _____	\$ _____	\$ _____

**D. BUILDING LEASE/RENTAL/DEPRECIATION AND MAINTENANCE: \$ \_\_\_\_\_ (list separately by site)**

	Lease/Rent	Depreciation	Maintenance	Utilities
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
3.	\$ _____	\$ _____	\$ _____	\$ _____

**E. OTHER: \$ \_\_\_\_\_ (list separately)**

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

**ADDENDUM 7 – STAFFING BUDGET FORM**

**Section 6: BUDGET - Staffing Costs**

**Salaries:** Include all positions that will be charged to the WIOA Youth award. Example of how to complete below.

The *left section* (A. – F.) will sum ONLY the cost to WIOA;

- i.e. 1 MIS @ \$3,000 (gross month) X 50% for 12 months = (F.) \$18,000 for Program Total Cost

The *right section* will sum the leveraged staff cost (I. x J.) and add the WIOA (F.) for a complete summary of staff allocations.

- i.e. of 1 MIS salary (\$3,000) – (H.) Youth Build @ 50 % = \$1,500 X 12 month = (J.) \$18,000 -- F. + J. = K \$36,000

Program Position					WIOA Cost	Leverage from Other Program			
# of Position	Position Title	Gross Monthly Salary (\$)	% of Time	# of Months	Program Total Cost (\$)	Program Name	Salary (%)	Total (\$) Other Program	Grand Total (\$) (both WIOA and Other Program)
A.	B.	C.	D.	E.	F = (A x C) x D	H.	I.	J = (C x I) x D	K = F + J
<b>Yakima County</b>									
(Example) 1	MIS	3000	50%	12	18000	YuouthBuild	50%	18000	36000
<b>Kittitas County</b>									