



## **I. Timeline**

March 20, 2017	Release RFP
March 29, 2017	Questions to be addressed at Bidder's Conference due to WDB by 12 pm
March 31, 2017	Bidder's Conference (Attendance Required)
April 19, 2017	Proposals due to Region VI WDB office by 12:00 pm
April 25, 2017	Proposals reviewed by appointed Committee
June 8, 2017	Full Board Mtg. - Vote on RFP Review Committee Recommendation
June 9, 2017	LEO Mtg. – Vote on final RFP Contract Award
June 12, 2017	Award notification to approved Proposer
By June 30, 2017	Contract Negotiated
July 1, 2017	Contract services begin

## **II. Geographic Area**

The Region VI Workforce Development Board (WDB) utilizes Workforce Innovation and Opportunity Act (WIOA) funds to provide services to Adult, Dislocated Workers, Youth, and businesses in Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties.

## **III. Available Resources / Budget**

Funds available for the provision of services as a One Stop Operator for the Region VI WDB One Stop system for the period of July 1, 2017 through June 30, 2018 are **estimated at \$60,000 to \$75,000.**

The aforementioned estimated funding amount is for planning purposes only. Final funding amounts for PY 17 will be determined after the federal allocation notification has been received. The PY 17 contract will be based upon the estimated budget until the federal final amount has been allocated. The final amount will then be negotiated and included with the PY 17 contract.

A detailed line-item budget must be submitted with each proposal (Use the Attachment B format only.) When submitting your budgets, you must attach your cost allocation plan *or indirect cost proposal from a CPA firm* to the budget. \* Administrative costs are limited to a maximum of 10% of the total contract award. Any profit anticipated to be made is capped at 10% if the proposing entity is a public, for-profit entity.

## **IV. General Information**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) was signed into Law on July 1, 2014. The Region VI WDB is responsible for, among other activities, the administration and oversight of the one-stop delivery system in the thirteen counties comprising Region VI. The one-stop system is branded nationally as the American Job Center. Locally, Region VI identifies the local one-stop centers as Workforce West Virginia Centers, a proud partner of the American Job Center network.

The Region VI WDB has specified that the Fairmont Workforce West Virginia Center will serve as the comprehensive physical location where job seekers and employer customers can access the programs, services, and activities of all required one-stop partners (section 121 (b)(1)(B) of WIOA), along with any additional partners as determined by the Region VI WDB. There are 3 affiliate centers located in Elkins, Clarksburg, and Morgantown which are included as part of the one-stop center system in Region VI.

This Request for Proposal (RFP) is issued to solicit agencies/organizations with the capacity and expertise to coordinate the Region VI WDB's one-stop system and to provide specific services to the business and job seekers in the 13 county region.

This request covers the base period from **July 1, 2017, through June 30, 2018**. This RFP contains the provision for up to three (3) additional option years. The proposing organization initially selected to be the one-stop operator may be approved to continue to serve in that capacity contingent upon successful negotiation of succeeding years' operating budgets, satisfactory performance during the initial and succeeding contract periods, and availability of yearly funding.

Each Proposer must be familiar with state and federal requirements of the Workforce Innovation & Opportunity Act. Specific information on the one-stop system can be found in the Workforce Innovation & Opportunity Act, Section 121 and 20 CFR Subpart F, 361.300-900. Additional informational resources are:

Workforce West Virginia [www.workforcewv.org](http://www.workforcewv.org)

US Department of Labor, Employment and Training <http://www.doleta.gov/>

Federal Laws and Regulations <http://thomas.loc.gov/>

Region VI Workforce Development Board [www.regionviwv.org](http://www.regionviwv.org)

#### **V. Who Can Submit a Proposal**

One-Stop Operators may be a single entity (public, private, or nonprofit) or a consortium of entities. Types of entities that may be a One-Stop Operator include:

- An institution of higher education
- A State Employment Service agency established under the Wagner-Peyser Act
- A community based organization, nonprofit organization, or workforce intermediary
- A private for-profit entity
- A government agency
- A local Board, with the approval of the chief elected official and the Governor
- Another interested organization or entity capable of carrying out the duties of one-stop operator. Examples may include:
  - Local chamber of commerce
  - Business organization
  - Labor organization

If the consortium of entities is a consortium of one-stop partners, it must include a minimum of three of the one-stop partners, each responsible for at least one of the following programs and activities in the local area:

- Programs authorized under title I of WIOA:
  - Adults
  - Youth
  - Dislocated Workers (DW)
  - Job Corps
  - Youth Build
  - Native American Programs
  - Migrant and seasonal farmworker programs (MSFW)

- Employment services authorized under the Wagner-Peyser Act (W-P)
- Adult education and literacy authorized under title II of WIOA (AEL)
- Vocational Rehabilitation program authorized under title I of the Rehabilitation Act of 1973 (VR)
- Senior Community Service Employment Program authorized under title V of the Older Americans Act
- Career and technical education programs at the post-secondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (TAA)
- Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
- Employment and training activities carried out under the Community Services Block Grant (CSBG)
- Employment and training programs carried out by the U.S. Department of Housing and Urban Development (HUD)
- Programs authorized under State Unemployment Compensation Laws (UI)
- Programs authorized under the Second Chance Act of 2007
- Unless specifically exempted by the Governor, Temporary Assistance for Needy Families (TANF) authorized under Part A title IV of the Social Security Act.

Any entity, including a current operator or LWDB, competing to become the One-Stop Operator must have adequate firewalls and conflict of interest policies and procedures in place to prevent them from being involved in the planning or execution of the competitive process. Such involvement would be an inherent conflict of interest.

*The Region VI Workforce Development Board will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.*

## **VII. Objectives of the One Stop System**

The objective of the Region VI WDB's One-Stop system is to provide West Virginia's employers with a well-trained workforce-ready labor force, while additionally providing more individuals with the opportunity to be productive members of that labor force.

In order to meet that main objective, the One-Stop Operator will be responsible for the following:

- ✦ Convening Partnership meetings;
- ✦ Assisting the Partner Network in coordinating the development of a training and communication plan for the One-Stop System comprehensive and affiliate centers;
- ✦ Leading and convening partners in the design and implementation of functional integration of the services of the One-Stop System;
- ✦ Assisting the Region VI WDB with the design and implementation of the One-stop Site Certification process;
- ✦ Promoting the services available through the One-Stop System, including the development of marketing and outreach materials with support and final approval from the Region VI WDB;
- ✦ Evaluating customer needs and satisfaction data to continually refine and improve service strategies, including exploring implementing a real-time customer feedback model;

- ✦ Serving as a liaison between the Region VI WDB and the Partner Network;
- ✦ Ensuring that the Region VI WDB's policies and procedures are effectively communicated and carried out through the One-Stop System;
- ✦ Coordinating outreach to business and job seeker customers, which includes coordinating the development of marketing, outreach, and labor market information materials with support from and final approval of the Region VI WDB;
- ✦ Working with the Region VI WDB and Partner Network to recruit and integrate additional partners into the One-Stop System;
- ✦ Complying with all federal, state, and local policies governing the operations of a One-Stop Operator;
- ✦ Working with the Partner Network and the Region VI WDB to define and provide a means to meet common operational needs, such as training, technical assistance, and additional resources, etc.;
- ✦ Facilitating sharing of data and information;
- ✦ Representing the Region VI Workforce West Virginia Center One-Stop System at community meetings to promote services and or discuss partnership opportunities;
- ✦ Ensuring EEO requirements are met, including coordinating staff training, and assuring EEO posters and processes are in place; and
- ✦ Assisting the Region VI WDB in the coordination and implementation of Rapid Response activities, and serving as the Region VI WDB representative to those activities.

### **VIII. Performance Goals**

The selected One-Stop Operator will be subject to minimum performance standards as required during the initial and, if awarded, subsequent contract years. Performance standards can be found in the WIOA Section 116 (b)(2)(A) and 20 CFR section 361.155.

Region VI will additionally negotiate specific performance goals for the agency awarded the One-Stop Operator contract to meet at the time of initial contract negotiation. Meeting the goals will be tied to contract renewal/negotiation for the option year(s). The additional performance goals will be based on any part, or all, of the following:

- Program Coordination
- Resource Management
- Outreach, Recruitment, and Marketing
- Communication and Information Dissemination
- Partner cross-training
- Continuous Improvement
- Reporting
- One-stop certification

Note: Performance measures for providers may be modified at any time if the Region VI WDB, the State of West Virginia, and the Department of Labor re-negotiate performance standards.

### **IX. Subcontracting / Collaboration**

Services may be subcontracted or achieved through collaboration with one or more qualified agencies in Region VI, but the Grant Recipient(s) must accept responsibility for contract performance and monitoring of subcontractors and collaborators. All subcontractors must:

- Be a public or private not-for-profit 501(c)(3) or (6) corporation, an education organization, a governmental unit, a public agency, a community-based organization, a faith-based organization or private-for-profit corporation properly organized in accordance with State and Federal law.
- Meet the same administrative and reporting guidelines as the Grant Recipient(s).
- Have written approval of the WDB to act as subcontractor

### **X. Bidders Conference**

All parties interested in submitting proposals for the One Stop Operator in Region VI **MUST** attend the bidder's conference to be held at 1:30 pm on March 31, 2017, at the Region VI Workforce Development Board offices at 17 Middletown Road, White Hall, WV, 26554. (Directions to the Region VI WDB office included as Informational Attachment 1-B). Questions to be addressed at the Bidder's conference **MUST** be submitted in writing by 12:00 pm, March 29, 2017, via e-mail ([ahall@region6wv.org](mailto:ahall@region6wv.org)), fax (304-368-9532), or regular mail to Amy Hall, Program Director, Region VI WDB, 17 Middletown Road, White Hall, WV 26554. Further questions will not be addressed after the Bidder's Conference and proposals from parties who did not attend the bidder's conference will not be considered.

Notes from the bidder's conference will be posted on the Region VI website at [www.regionviwv.org](http://www.regionviwv.org) within 48 hours after the meeting.

### **XI. Disclaimers**

In the event policy, procedure, program design, or regulatory changes occur, entities submitting a proposal may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of the Region VI Workforce Development Board office will be available to assist entities submitting a proposal with the interpretation and suggestions for changes in redesign.

The Region VI Workforce Development Board and Local Elected Official Board (LEO) are under no obligation to award a contract to any entity submitting a proposal in response to this Request for Proposal.

The Region VI Workforce Development Board and Local Elected Official Board (LEO) are under no obligation to reimburse any party for the fees involved in the submission of any such proposals.

An entity may not be recommended for funding, regardless of the merits of the proposal submitted, if the entity has a history of contract non-compliance with the Region VI WDB, or any other funding source, and/or poor past or current contract performance with the Region VI WDB, or any other funding source.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the Region VI WDB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

## **XII. Protests, Disputes, and Outbriefings**

If a proposal is denied, a written appeal regarding the non-award of funds may be submitted within 10 calendar days of receipt of the non-award notice. The appeal may include a request for reconsideration of funding. The written appeal shall be submitted to: Executive Director, Region VI Workforce Development Board, 17 Middletown Road, White Hall, WV. After consideration by the Executive Director, the written notice may be submitted to the Workforce Development Board, or designated committee of the Board for consideration. Further requests for appeals shall follow the Region VI grievance complaint procedures. Bidding organizations may request a copy of the complaint procedures at any time by contacting the Region VI WDB office.

An Outbriefing for non-selected Proposer's may be requested from the Region VI WDB within thirty days of notification of non-selection.

## **XIII. General Contract Conditions**

A cost-reimbursable contract will be negotiated after final award approval of the proposal, which meets the requirements of the RFP and has been deemed to be in the best interests of the Region VI WDB.

All Grant Recipients must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 with the Region VI Workforce Development Board and the Region VI Local Elected Officials (LEO) Board becoming "also insured" at the time of contract implementation. Proof of Workers Compensation Insurance coverage must also be included with the proposal. Other insurance coverage may be required and is subject to negotiation.

## **XIV. Proposal Submission Deadline**

In order to be considered for funding in the program period July 1, 2017 – June 30, 2018 only those interested entities who attended the Bidder's Conference on March 31, 2017, may submit a proposal, and the proposal must be submitted no later than April 19, 2017 by 12:00 p.m.

A proposal received after the closing date, incomplete proposals, and/or proposals submitted from an entity, which did not send a representative to the Bidder's Conference, will be considered non-responsive, will not be considered for review, and will be returned to the sender.

## **XV. Evaluation of Proposals**

All proposals submitted in accordance with this RFP will be rated based on the criteria outlined below. The Region VI Workforce Development Board One Stop Operator RFP Review Committee will rate the proposals. This committee will then either inform the Region VI WDB that no award recommendation can be made, and the basis for non-award, or the committee will recommend for award one of the Proposers and the basis for the award (meeting all requirements and points scored). The Region VI WDB will either reject the recommendation, or approve the recommendation and submit it for approval to the LEO board, which will have the final approval over the awarding of the contract.

All individuals involved in the development, evaluation and award process of this RFP must adhere to the Region VI Conflict of Interest Policy. Proposers should disclose

potential conflict of interest issues by identifying any relationship to a board or committee member in a letter submitted with the original proposal.

Proposals will be evaluated using the following criteria:

<b>TARGET GROUP/GEOGRAPHICAL SERVICE AREA</b>	5 Points
<b>PROGRAM ELEMENTS</b>	70 Points
<b>PROPOSER INFORMATION</b>	20 points
<b>TRANSITION PLAN</b>	5 Points
Total	100 Points

**XVI. PROPOSAL FORMAT**

Proposers must follow the instructions outlined in this RFP package and submit all appropriate package forms. All forms and narratives must be typewritten, single-spaced, single-sided, on 8.5” X 11” paper in a 12-point font and a binder clip or paper clip used for each individual copy. **DO NOT USE STAPLES OR ANY OTHER TYPE OF BINDING.**

Two original-signature hard copies of the complete proposal package and three hard copies must be submitted to the Region VI Workforce Development Board office at 17 Middletown Road, White Hall, WV, 26554. The original proposals must contain signatures in blue ink of an official authorized to legally bind the applicant organization. The proposal packet must be sealed and clearly marked “One Stop Operator Proposal” on the outside. **FAXED OR ELECTRONIC COPIES WILL NOT BE ACCEPTED.** The Proposer assumes all responsibility for the submission of the proposal and meeting of the required deadlines.

Each page of the proposal should be numbered sequentially at the bottom of the page beginning with page one being the page immediately following the Executive Summary. These page numbers should then be reflected on the proposal table of contents.

Use the “question and answer” format when describing how your organization will provide/perform the required action listed in the Statement of Work. Points will be deducted if this format is not followed.

The forms included with this packet, (with the exception of the Proposal Narrative for which no forms are provided) are the only forms, which will be accepted. Proposals must be assembled in the following order:

- Cover Page. This should be the cover page of the proposal. No title page is needed or required. Must use the “Proposal Cover Page” included with packet.
- Proposal Narrative The Narrative should begin with a Table of Contents, followed by a one (1) page or less Executive Summary, and then present the necessary information in the sequence outlined, using the section headers and sub-section numbers/letters provided, in Section XVII. Technical/Management Proposal “Statement of Work” section.
- Attachment A – Proposer Questionnaire
- Attachment B – Budget Summary
- Attachment C – Past Experience
- Attachment D – Certification Regarding Drug-Free Workplace Requirements
- Attachment E – Equal Opportunity Non-Discrimination Notice

## **XVII. Technical/Management Proposal / Statement of Work**

The Technical/Management Proposal is the Proposers' response to the following Statement of Work and is the primary criteria from which this proposal will be judged. It should give reviewers a clear picture of the design and cost of the project, activity or service, the anticipated outcomes, and the Proposers' capability of delivering the services being proposed. This information must be presented in the following sequence, using the number and title of each section listed below, along with the sub-section letter/number followed by the narrative answer:

**1. TARGET GROUP/GEOGRAPHIC SERVICE AREA (5 points):** Briefly, but clearly, describe both the population that you intend to serve, and the demographics of the 13 counties comprising Region VI workforce area.

### **2. PROGRAM ELEMENTS (70 points)**

A. The One-Stop Operator will be responsible for organizing, at a minimum, quarterly Region VI One-Stop Partner Network meetings.

- 1) *Describe how the one-stop operator will facilitate and convene the One-Stop Partnership meetings.*
- 2) *Discuss the methods used in communicating the meeting schedules, setting up of agendas, recording of minutes, gathering of input from all partners, and managing action items.*

B. The One-Stop Operator will be responsible for assisting the Partner Network in coordinating the development of a training and communication plan for the One-Stop System comprehensive and affiliate centers.

- 1) *Describe how the one-stop operator will establish and maintain key relationships with One-Stop Partners in all centers, comprehensive or affiliate.*
- 2) *Discuss methods used in communicating information within the entire Region VI One-Stop system, including affiliate sites.*
- 3) *How will you facilitate the sharing of data and information?*
- 4) *Discuss how the One-Stop Operator will serve as a community liaison to represent the entire Region VI One-Stop System, while also serving as a liaison between the Region VI WDB and the Partner Network.*
- 5) *Discuss a program of staff development/cross training within and across partners.*

C. The One-Stop Operator will be responsible for leading One-Stop partners in the design and implementation of functional integration to the degree possible, with the goal of seamless delivery that will reduce duplication.

- 1) *Discuss how the One-Stop Operator will strive to streamline services and minimize duplication. Include how they will coordinate with partners in the implementation of integration.*

2) *Discuss how the One-Stop Operator will work to bring additional partners to the Partner Network.*

D. The One-Stop Operator will be responsible for ensuring that the Region VI WDB's policies and procedures are effectively communicated and carried out through the One-Stop System.

1) *Discuss how the operator will ensure that all policies and procedures are followed, EEO requirements are met (including the delivery of services to individuals with limited English proficiency, disabilities, or other significant barriers), and that they will comply with all federal, state and local policies governing the operations of a One-Stop Operator.*

2) *Include a plan to assist the Region VI WDB in the development and implementation of the Memoranda of Understanding and any other subsequent agreements with partners, either mandated under WIOA or otherwise. Discuss how the One-Stop Operator will assist the WDB in executing the MOU's, collecting them and ensuring that One-Stop Partners are providing services in accordance with their respective MOU's.*

E. The One-Stop Operator will be responsible for coordinating outreach to business and job seeker customers, which includes coordinating the development of marketing, outreach and labor market information materials with support from and final approval of the Region VI WDB.

1) *Describe ways the Operator will advertise and promote the services available through the Region VI One-Stop System to educate employers, training institutions, targeted groups or the general public.*

2) *Discuss ways the One-Stop Operator can represent the Region VI One Stop Partner Network and One-Stop System at community meetings in order to promote services and/or discuss partnership opportunities.*

3) *How will the One-Stop Operator aggressively market training and advancement opportunities to job seekers while targeting groups such as Veterans, the unemployed; ex-offenders, persons with disabilities, people with little work history or education, persons with cultural or language barriers, etc.*

4) *Describe how job fairs and other events will be coordinated.*

F. The One-Stop Operator will be responsible for ensuring the ongoing improvement of the Region VI One-Stop System. Improvement should focus on program utilization, performance outcomes, customer satisfaction.

1) *Discuss a plan for evaluating customer needs and satisfaction data to continually refine and improve service strategies.*

2) *Explain how the operator will work with the Region VI WDB and Partner Network to define and provide means to meet common operational needs, such as training, technical assistance, and additional resources*

3) *Describe how the operator will utilize technology to enhance and improve One-Stop Services to customers.*

G. The One-Stop Operator will be responsible for assisting the Region VI WDB with the design and implementation of the One-Stop Site Certification Process.

1) *Describe how the operator will assist with the One-Stop Certification Process in order to achieve and maintain full certification.*

H. The One-Stop Operator will be responsible for assisting the Region VI WDB in the coordination and implementation of Rapid Response activities.

1) *Develop a plan for ensuring timely and efficient provision of rapid response activities.*

2) *Describe how the One-Stop Operator will facilitate and convene the Region VI Rapid Response meetings.*

3) *Discuss a plan for maintaining an inventory of printed informational resource materials which address the long and short-term assistance needs of the impacted workers.*

**3. Proposer Information (20 points)** This section will form the basis for determining whether or not your agency is qualified and credible to deliver the program as proposed.

A) *Provide a narrative description of your agency to include when, how, and why the organization was started: its purpose, goals and philosophy; prior and current relevant activities; accomplishments, size and characteristics of clients served; and/or current linkages and/or coordination with other agencies and services in the community.*

B) *Describe the administrative capability of your organization in regard to the financial and reporting requirements related to the administration of federally funded programs. Describe any experience with cost reimbursement contracts. How will the financial information be made available for monitoring and auditing purposes?*

C) *What are the qualifications of the organization's key program management and financial staff? (Attach resumes of personnel who will staff this contract, if awarded.)*

D) *Describe at length your agency's relevant experience working with WIA or WIOA and its' workforce programs and/or experience in project management.*

E) *What experience do you have in implementing systems and/or processes across partner agencies? Give examples of successes you have had working with multiple partners towards a common goal.*

F) *How will the organization provide and fund the start-up costs (i.e.-first month of the contract) of the operations?*

G) *Past Experience: The Proposer is required to provide up to three examples of contracts performed within the past five years that are similar in size, scope, and performance to the work outlined in this RFP. Note: A prior contract awarded by the Region VI WDB will only count as one example, regardless of the number of years the contract was awarded for during the past five years. Attachment D, provided in this packet, is to be used to complete this information.*

**4. Transition Plan (5 points)** In the event during or at the end of the contract year, a new One Stop Operator is selected, the existing provider must be willing to invest **uncompensated time and effort** to the transition process in order for services to continue with no interruptions. This phase will take place for up to fifteen (15) days after the end date of the contract. Describe how your organization would deal with this investment in

order to conduct an orderly transition to another provider to ensure that there is no disruption in services.

It is important for Bidders to understand that the infrastructure for delivery of services is in place and that no break in services to current participants can be experienced as a result of a transition. It is important for current Providers to understand that a transition plan may also be required for significant changes in processes.

**PROPOSAL COVER PAGE**

I. PROPOSING AGENCY: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency type: ( ) Government ( ) Commercial ( ) Educational ( ) Non-Profit

II. PROPOSED CONTRACT TYPE: (x) Cost Reimbursement ( ) Fixed Rate

III. DOLLAR AMOUNT OF CONTRACT: \$\_\_\_\_\_

IV. FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: \_\_\_\_\_

V. DUNS #: \_\_\_\_\_

VI. Registered in SAM.? \_\_\_\_\_Yes \_\_\_\_\_No

VII. CERTIFICATION: I, \_\_\_\_\_, the undersigned, duly authorized representative of this proposing agency, hereby certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the Region VI Proposal Package; that the enclosed package is a firm offer effective through 30 (thirty) days after April 19, 2017; and that the information contained herein is true and correct to the best of my knowledge. I am authorized by my Board of Directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal. I understand that if any information has been misrepresented or is found to be untrue, this proposal will be disqualified for consideration and may be grounds for contract cancellation.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment A**

**Proposer Questionnaire**

**Proposer Name:** \_\_\_\_\_

**Please check appropriate responses.**

**1. Organization**

Corporation  Partnership  Individual Ownership or Sole Proprietorship  
 City Agency  State Agency  Educational Institution

**2. Status**

For Profit  Non-Profit

**3. Experience/Information**

\_\_\_\_\_ Number of years in business  
\_\_\_\_\_ Number of permanent employees (salaried and hourly)  
\_\_\_\_\_ Number of part-time employees

**4. Have any of the applicant’s Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “YES”, briefly explain on an attached sheet of paper.

**5. Is applicant in receivership or bankruptcy, or are any such proceedings pending?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “YES”, briefly explain on an attached sheet of paper.

**6. Has the applicant’s organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “YES”, briefly explain on an attached sheet of paper.

**7. Are all of the applicant’s required permits current?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

List on an attached sheet all of your required permits and expiration dates.

**8. Subcontracting**

Will the applicant subcontract for any of the services?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “YES”, type in the page number(s) where the subcontracting is described in the proposal. Page(s) \_\_\_\_\_

**9. Will the applicant utilize the services of a consultant in the operation of this program?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “YES”, type in the page number(s) where the consultant services are described in the proposal. Page(s) \_\_\_\_\_

**10. Union Concurrence**

List any and all unions that may be associated with the provision of services under this contract.

Does your agency have union approval of the proposal for services?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please attach written proof of union concurrence.

**11. Insurance Coverage**

Are persons authorized to handle and disburse government funds fidelity bonded?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of fidelity bonding. Note: If you cannot show proof of your ability to obtain fidelity bonding, Region VI WDB cannot contract with the applicant, and the proposal will be returned.

**12. Does applicant carry General Liability Insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of general liability insurance, Region VI WDB cannot contract with the applicant and the proposal will be returned.

**13. Does the applicant carry Workers' Compensation Insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of your ability to obtain workers' compensation insurance, Region VI WDB will not contract with the applicant and the proposal will be returned.

**14. Is the applicant current with Unemployment Insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

Note: If you cannot show proof of good standing with Unemployment Insurance, Region VI WDB will not contract with the applicant, and the request for proposal will be returned.

**15. Fiscal Responsibilities**

Does the applicant organization presently have any outstanding unresolved audit deficiencies with any Federal, State or Local agencies?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain on attached sheet of paper.

**16. Please attach an AUDITED financial statement for the most recent accounting year which identifies all sources of revenue, donations, and income as well as the offsetting expenses.**

Audit included? \_\_\_Yes \_\_\_No

If your response is NO, your proposal will be returned to you.

**17. Are the applicant facilities and other planned sites to be used accessible to individuals with disabilities?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**18. Certification and Compliance**

**Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered “no” please explain on a separate sheet of paper.

**19. Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered “no” please explain on a separate sheet of paper.

**20. Is a current copy of the organizations’ cost allocation plan included, which will support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered “no”, your proposal will be returned to you.

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**Typed Name of Authorized Representative**

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**Original Signature of Authorized Representative / Date**

## Attachment B - One Stop Operator Budget Summary

Cost Category	Budgeted Amount	WIOA Funds	In-Kind or Cash Contribution (s) (Attach detailed summary )
<b>Administration Costs</b>			
<b>Administration Costs</b>	(not to exceed 10% of total budget)		
Salary & Wages			
Fringe Benefits			
Indirect/Overhead Costs			
Attach Budget Narrative			
<b>Total Administration Costs</b>			
<b>Program Costs</b>			
<b>Program Costs</b>			
Salary & Wages			
Fringe Benefits			
Outreach/Marketing			
Mileage/Travel			
Meeting Rooms/Conf Fees			
Meeting Expenses			
Telephone			
Postage			
Office Supplies			
Printing/Copies			
Equipment Costs			
Rent			
Other			
Attach Budget Narrative			
<b>Total Program Costs</b>			
<b>TOTAL CONTRACT COSTS</b>			
<b>TOTAL CONTRACT COSTS</b>			

Attach Budget Narrative explaining each line item to include the following:

- Salaries – Include the hours, wages, and duties of each grant-related position.
- Fringe benefits – List all employment related costs, such as FICA, workers compensation, health insurance, and retirement benefits.
- Indirect/Overhead Costs - Discuss any indirect/overhead costs and include approved indirect cost rates or cost allocation plans.
- Outreach/Marketing - Explain an outreach/marketing plan and include materials needed such as brochures, mailings, etc.
- Travel – Cover mileage rates, parking fees, tolls, tips, and per diems for lodging and meals.
- Meeting Rooms/Conf Fees/Meeting Expenses - Include room rental fees, meeting expenses such as coffee, water, lunches, etc.
- Telephone –Cover telephone, cell phone and internet costs.
- Postage/Supplies – Include items needed to run an office, such as paper, envelopes, postage, pens and pencils, and staples, etc.
- Printing/Copies - Include printing and copier costs.
- Equipment – List all purchases for items with a life span of 3 years or more, such as furniture, computers, printers, copiers, phones, etc.
- Other Costs – List all other items by major type and show the basis of the computation for each.

**Attachment C - Past Experience – Please Complete for up to 3 Past Contracts**

**Federal / State Issuing Agency:** \_\_\_\_\_  
**Agency Point-of-Contact Name and Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contract Name and #:** \_\_\_\_\_  
**Period of Performance:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Dollar Value: Awarded** \_\_\_\_\_  
**Actual Expenditures at Closeout:** \_\_\_\_\_  
**Comments:**

**Federal / State Issuing Agency:** \_\_\_\_\_  
**Agency Point-of-Contact Name and Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contract Name and #:** \_\_\_\_\_  
**Period of Performance:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Dollar Value: Awarded** \_\_\_\_\_  
**Actual Expenditures at Closeout:** \_\_\_\_\_  
**Comments:**

**Federal / State Issuing Agency:** \_\_\_\_\_  
**Agency Point-of-Contact Name and Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contract Name and #:** \_\_\_\_\_  
**Period of Performance:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Dollar Value: Awarded** \_\_\_\_\_  
**Actual Expenditures at Closeout:** \_\_\_\_\_  
**Comments:**

**Attachment D**

**CERTIFICATION REGARDING DRUG –FREE WORKPLACE REQUIREMENTS**

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition:
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - 1. The dangers of drug abuse in the workplace
    - 2. The grantee’s policy of maintaining a drug-free workplace.
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
    - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - c. Making it a requirement that each employee is to be engaged in the performance of the grant to be given a copy of the statement by paragraph “a” above.
  - d. Notifying the employee in the statement required by paragraph “a” that, as a condition of employment under the grant, the employee will:
    - 1. Abide by the terms of the statement, and
    - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
  - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph “d.2.” from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph “d.2.” with respect to any employee who is convicted.
    - 1. Taking appropriate personnel action with such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs “a”, “b”, “c”, “d”, “e”, and “f”.

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Applicant Organization

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Name of Certifying Official Signature & Date

**Attachment E**

**EQUAL OPPORTUNITY NON-DISCRIMINATION ASSURANCE**

\_\_\_\_\_ (name of agency), as a recipient of Workforce Innovation and Opportunity Act (WIOA) financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

**ASSURANCE**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws, and will remain in compliance for the duration of the award of federal financial assistance:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant 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.

TYPED NAME OF AGENCY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Attachment F**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERY TRANSACTION**

Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (Pages 19160-19211).

- 1) The prospective primary participant (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principles:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
  - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1) (b) of this certification; and
  - d. Have not within a three-year period preceding this application/renewal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
  
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this renewal package.

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Name of Certifying Official \_\_\_\_\_ Signature & Date \_\_\_\_\_

**Attachment G**

**CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,**  
**AND COOPERATIVE AGREEMENTS**

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

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement
  
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.
  
- 3) **The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.**

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Applicant Organization

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Name of Certifying Official Signature & Date

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Date Submitted

Informational Attachment 1-B

Directions to the Region VI WDB office in White Hall, WV

**Directions Traveling South on I-79:**

- Take the South Fairmont Exit 132 – stay in middle lane
- At the stop light turn left
- Stay in the right lane and turn right at the 3<sup>rd</sup> stop light onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the white-colored double doors.

**Directions Traveling North on I-79:**

- Take the South Fairmont Exit 132
- The exit road splits - you will go right. Yield up the hill and stay in the right lane.
- At the next stop light turn right onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the white-colored double doors.