



**Region III Workforce Investment Board
Of
Kanawha County**

405 Capitol Street, Suite 506
Charleston, WV 25301

**REQUEST FOR PROPOSALS
FOR
One-Stop Operators**

**FUNDING PERIOD: JULY 1, 2017 – JUNE 30, 2018
(Program Year 2017)**

**RESPONSES DUE:
May 12, 2017 by 4:00pm**

**Bidders Conference:
April 27, 2017
9:00am – 11:00am
405 Capitol Street
4th Floor Conference Room
Charleston, WV**

Attendance is MANDATORY

The Bidders Conference will begin promptly at 9am. Admittance will not be granted for late arrivals.

Auxiliary aids and services are available upon request to individuals with disabilities.
An Equal Opportunity Program/Employer

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RFP SCHEDULE

RFP SCHEDULE	DATE
RFP Release	March 31, 2017
Letter of Intent to Bid	April 14, 2017
Bidders Conference	April 27, 2017
Proposals Due	May 12, 2017
RFP Ratings	May 2017 (Date TBD)
Award Announcement	May 2017 (Date TBD)
Contract Negotiations	June (Date TBD)
Program Start Up	July 1, 2017

SECTION I. BACKGROUND

A. WORKFORCE INNOVATION AND OPPORTUNITY ACT

The Workforce Innovation and Opportunity Act (“WIOA”) was signed into law on July 22, 2014. WIOA is a federal program funded through the U.S. Department of Labor, to strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth.

WIOA is the main source of federal funds for workforce development activities throughout the nation, and provides the framework for One-Stop System and serves two primary customers – businesses and job seekers. WIOA funds may be used to fund One-Stop Center operations and to provide comprehensive services to adults, dislocated workers, and youth.

The Vision of WIOA:

- A job driven public workforce system contributing to a diverse, strong, growing economy by responding to the workforce needs of regional and local businesses and other employers to ensure positive employment outcomes for jobseekers.

The Mission of WIOA:

- Increase access to workforce opportunities
- Support the alignment of workforce investment and improve the quality of labor market relevance, education, and economic development system
- Promote improvement in the structure and delivery of services
- Improve the quality of the workforce
- Meet the skill requirements of employers
- Enhance the productivity and competitiveness of the Nation
- Increase the prosperity of workers and employers
- Increase economic self-sufficiency
- Reduce welfare dependency

WIOA requires State and local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery through the Core and Required One-Stop partners. Other entities that carry out workforce development programs may serve as additional partners in the One-Stop system as approved by the WIB-KC.

<p>The WIOA Core partners are:</p>	<p>The WIOA Required One-Stop partners are:</p>
<ul style="list-style-type: none"> • Title I: Adult, Dislocated Worker and Youth • Title II: Adult Education and Literacy • Title III: Wagner-Peyser • Title IV: Vocational Rehabilitation 	<ul style="list-style-type: none"> • Career & Technical Education • Title V Older Americans Act • Job Corps • Native American Programs • Migrant Seasonal Farmworkers • Veterans • Youth Build • Trade Act • Community Services Block Grant • Housing and Urban Development • Unemployment Compensation • Second Chance Programs

B. REGION III WORKFORCE INVESTMENT BOARD OF KANAWHA COUNTY

The Region III Workforce Investment Board of Kanawha County (“WIB-KC”) is a non-profit, private agency that is charged with creating a workforce development system that meets the current and future needs of the business community as well as those individuals seeking employment.

The WIB-KC has program and administrative responsibility for all Title I WIOA services provided in Kanawha County. The WIB-KC has statutory responsibility for the local implementation of WIOA and provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenge confronting the local workforce. The WIB-KC provides leadership, strategic planning, policy direction and oversight for WIOA services in Kanawha County.

SECTION II: PURPOSE OF REQUEST FOR PROPOSAL

The WIB-KC is issuing this Request for Proposal (“RFP”) to solicit agencies/organizations with the capacity and expertise to manage the WIB-KC’s One Stop System as the One-Stop Operator. Partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs must collaborate to create a seamless customer-focused One-Stop delivery system that integrates service delivery across all programs and enhances access to the programs’ services.

SECTION III: ROLE OF THE ONE-STOP OPERATOR

The One-Stop Operator will be responsible for coordinating the service delivery of the Core and Required partners, and any other partners within the One-Stop System at the Charleston One-Stop (“American Job Center”). The WIB-KC anticipates awarding approximately \$12,000 for the contract period of July 1, 2017 to June 30, 2018, with the option for renewal each program year (July to June), until June 30, 2021.

The WIB-KC’s One-Stop system consists of one comprehensive center in Kanawha County, specifically, Charleston. The One-Stop Operator is expected to collaborate with the WIB-KC to provide management and coordination of services between the WIOA Core and Required partners. The One-Stop Operator will also coordinate the delivery of services of partners and providers by seeking partner involvement in and sharing of resources within the One-Stop system, integrating a multi-funding/multi-program delivery system.

The WIB-KC's One-Stop system will provide the required activities authorized for One-Stop Center Operator by the Workforce Innovation and Opportunities Act of 2014. The One-Stop system is designed to enhance access to services and improve long-term employment outcomes for individuals seeking assistance. In general, these activities are:

- To establish a One-Stop delivery system as described in section 121(e)
- To provide access to career services (both basic and individualized, as described in section 134(c)(2))
- To provide access to training services as described in section 134(c)(3) to youth, adults, and dislocated workers, respectively
- To establish and develop relationships and networks with large and small employers and their intermediaries
- To develop, convene, or implement industry or sector partnerships

The One-Stop Operator will provide coordination, collaboration, and integrated management of the workforce system in Region III by creating a seamless, customer-focused One-Stop delivery system that integrates service delivery across all programs and enhances all customers' access to the programs and services of WIOA partners by:

- Demonstrating full knowledge of WIOA regulations and guidelines, specifically dealing with core and mandated partners to provide services to those who possess barriers to employment, especially those with disabilities
- Demonstrating knowledge of the labor market in Region III
- Ensuring that the Comprehensive One-Stop Center is certified
- Maintaining all documentation necessary to generate required federal, state, and WIB-KC reports
- Providing WIB-KC with customer usage, customer/EO Complaint Logs and information on daily operations as required
- Providing mandated monthly reports reflecting all partner activities within the One-Stop Center
- Providing reports necessary for agreed-upon state mandated measures and negotiated performance measures
- Ensuring that partners provide the required access to their programs and activities through the One-Stop system which are consistent with the terms of the MOU and appropriate regulations
- Developing and implementing operational policies that reflect an integrated system of performance, communication, and case management and uses technology to achieve integration and expanded services
- Ensuring that One-Stop Center staff are trained/cross-trained (as appropriate) and equipped with the skills, knowledge, and tools needed to increase staff capacity, expertise, and efficiency in order to provide superior services to job seekers, including those with disabilities
- Actively seek out and coordinate specialized trainings that may be beneficial to One-Stop partners
- Creating a collaborative work environment for all One-Stop partners, linking all the resources with the One-Stop system to maximize service delivery to job seekers
- Coordinating and facilitating partner meetings in the Center at least quarterly
- Providing excellent customer service to job seekers and employers/businesses
- Assisting with the coordination of informational fair, career fairs, and job fairs across the region and state as needed
- Gathering information which may be helpful to the communities in Kanawha County to compile weekly updates and disseminate to partners using technology

- Ensuring that outreach efforts are conducted within communities where potentially eligible customers reside, through ongoing coordinated efforts with current partners as well as other community and faith-based organizations
- Maintaining front desk operations through paid and unpaid staff at the Center (This staff will assist customers in the computer lab, directing customer traffic, make referrals as appropriate, coordinate with partnering agencies to ensure that the Center is opened and closed in a timely manner)
- Updating and maintaining signage at the Center, coordinating such tasks with in-house partners
- Gathering information for the One-Stop Contributions Report annually and submit report to the WIB-KC as requested
- Collaborate with the WIB-KC to coordinate local Rapid Response activities
- Meeting with the WIB-KC staff at least quarterly to negotiate performance measures based on any part, or all, of the following criteria:
 - Program Coordination
 - Resource Management
 - Outreach
 - Communication and Information Dissemination
 - Continuous Improvement
 - Reporting
 - One-Stop Certification

Bidders are encouraged to read the Act and related Training Employment Guidance Letters (TEGLs) to understand the scope of required and authorized activities. Successful applicants will describe in detail the organization’s plan to implement these activities; demonstrate the ability to innovate; design and develop comprehensive programs; achieve, track, and report outcomes; and meet government accounting and expense requirements.

It is the expectation of the WIB-KC that respondents will become proficient in their understanding of the WIOA services, subsequent regulations, and other funding sources. All proposals must be comprehensive and address the scope of services or demonstrate a relationship with other entities that together will deliver the full scope of services identified within this RFP.

SECTION IV: ELIGIBLE ENTITIES FOR ONE-STOP OPERATORS

One-Stop Operators may be a single entity or a consortium of entities. Types of eligible entities include:

- An institution of higher education
- A State Employment Service agency established under the Wagner-Peyser Act
- A community-based organization, non-profit 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 the One-Stop Operator, including the local Chamber of Commerce, business organization, or labor organization

If the consortium of entities is a consortium of One-Stop partners, it must include three (3) of the One-Stop partners. A consortium of One-Stop partners is a minimum of three (3) separate entities, each responsible for at least one of the following programs and activities in the local area:

- Programs authorized under Title I of WIOA (Adults, Dislocated Workers, Youth, Job Corps, Youth Build, Native American Programs, Migrant and Seasonal Farmworker programs)
- 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 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

Any entity, including a current Operator, 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.

SECTION V: RESPONDENT REQUIREMENTS AND BIDDING PROCEDURES

A. ACCESSIBILITY AND EQUAL OPPORTUNITY

The WIB-KC is committed to equal access for all Region III participants to all services. All bidders must ensure equal opportunity to all individuals. No individual in the WIB-KC's area shall be excluded from, participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity, national origin (including limited English proficiency), age, disability, political affiliation or belief. All bidders are expected to demonstrate full compliance with the American with Disabilities Act of 1990 and ADA Amendments Act of 2008 and all other equal opportunity laws. This involves ensuring that staff receives accessibility training, and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement:

“Auxiliary aids and services are available upon request to individuals with disabilities. An Equal Opportunity Program/Employer”

B. PERIOD OF SOLICITATION AND LETTER OF INTENT TO BID

This RFP will be released on **Friday, March 31, 2017**. The deadline to submit a proposal is **May 12, 2017 by 4pm**. Bidders must submit a **Letter of Intent to Bid** by **Friday, April 14, 2017 by 4pm** to:

Amy Farley, Program Manager
Region III WIB-KC
405 Capitol Street, Suite 506
Charleston, WV 25301
Attn: One-Stop RFP

C. RFP QUESTIONS AND ANSWERS

The primary mode of communication between the WIB-KC and potential bidders will occur via email. The email address to be used is onestoprfp@region3wibkc.org for all questions and responses. **Questions will not be answered over the phone or in person.**

D. BIDDERS CONFERENCE

The WIB-KC will host a Bidders Conference for all prospective Respondents to this RFP. Only Respondents who submitted a Letter of Intent to Bid will be granted admittance. At this session the WIB-KC staff will review One-Stop Operations information, key proposal requirements, contract terms and conditions and respond to questions. **Attendance is mandatory.** After the Bidders Conference, staff members are unable to provide assistance.

The Bidders Conference will be held:
Thursday, April 27, 2017
From 9am – 11am
405 Capitol Street
4th Floor Conference Room
Charleston, WV

The Bidders Conference will begin promptly at 9am. Admittance will not be granted for late arrivals.

F. LIMITATIONS

The WIB-KC shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate the WIB-KC to award a contract. The WIB-KC reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the WIB-KC to do so. The WIB-KC will require successful applicants to participate in contract negotiations prior to contract finalization. The WIB-KC shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP.

G. DISCLAIMERS

All contact awards by the WIB-KC, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to the final authorization by the WIB-KC and the execution of a contract.

The WIB-KC also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase/decrease funding levels for delegate agencies selected pursuant to this RFP, based on the availability of funds and the delegate agency's performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein.

I. NOTICE OF AWARD

All respondents will be notified by mail as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to the WIB-KC's Program Manager at onestoprfp@region3wibkc.org.

J. PROTESTS OR DISPUTES

Any Proposer denied funding through this RFP may submit a letter to the WIB-KC's Executive Director requesting further details for the denial of funding. In the event the response is not satisfactory, the proposing organization may submit a written appeal to the WIB-KC's Executive Committee. Appeals must be submitted within 30 days of the WIB-KC's action to award a contract. The decision of the WIB-KC's Executive Committee shall be final.

K. GENERAL CONTRACT CONDITIONS

Should a proposal be selected for funding, negotiations will be held between the WIB-KC and the contractor to finalize the specifics of the contract. In order for a contract to be executed, the Proposer must meet the following requirements by the WIB-KC:

- All Programs must be operational by July 1, 2017.
- All contractors must have current fiscal and compliance audits as required by law.
- All contractors are requested to be an Equal Opportunity Employer (EEO).
- All contractors must provide a certificate of insurance for comprehensive general public liability insurance, Workers Compensation Insurance and any other insurance coverage may be required and is subject to negotiation.
- All contractors are ensuring, by signing the contract, that adequate and qualified staff will be dedicated to the contracted program services. Qualifications of key staff associated with the implementation of this program should be included in the proposal.
- Must agree to arrange for and have completed an independent, stand-alone financial audit no later than 90 days after the program year end. Auditors must be Certified Public Accountants or supervised by a Certified Public Accountant.

L. CONTRACT MODIFICATIONS

All contractors are ensuring, by signing the contract, that the negotiated price for services provided in a contract cannot be changed without the WIB-KC's approval and a modification to the contract. All requests for modifications must be submitted to the WIB-KC with written justification prior to implementation of any changes, including costs.

M. PROGRAM EVALUATION

The primary responsibility for program evaluation and oversight throughout the year will reside with the WIB-KC's Board of Directors or a committee thereof. The staff of the WIB-KC or contracted internal monitors will conduct regularly scheduled monitoring, technical assistance if necessary, and evaluation of the One-Stop delivery system.

The Role of the One-Stop Operator included in this RFP, the proposal submitted as a result of this RFP, and the final negotiated agreement between the WIB-KC and the provider will serve as the basis for program evaluations.

N. COLLABORTATION GUIDELINES

The One-Stop Operator must accept full responsibility for contract performance and monitoring. It is important to state, where possible, the One-Stop Operator should leverage other funds and/or resources with partnering organizations that eliminates duplication of resources and services.

O. SYSTEM PERFORMANCE

All providers will be subject to minimum performance stands. Performance standards required under WIOA will be applicable in the initial contract and any subsequent renewal of said contract. Performance will be financially tied to each year's contract.

SECTION VI: PROPOSAL SUBMISSION GUIDELINES AND REQUIREMENTS

A. PROPOSAL SUBMISSION GUIDELINES

Two original "unbound" proposals and seven (7) copies including attachments are to be submitted to the WIB-KC. The originals must be marked "Original" on the Proposal Cover Sheet and must bear the actual signatures in blue ink of the person authorized to sign the proposal.

Narratives should be printed on 8 ½" x 11" plain white paper with margins of 1" on each side. All narratives must be printed on 12-point font size and all copies must be printed on one side only. Narratives should contain headings that clearly indicate the narrative category being addressed. Keep narratives as concise as possible while providing all the information requested.

Each page should be numbered sequentially on the bottom of the page and should be reflected in the Table of Contents.

The outside of each envelope or package should be labeled according to the following guide:

- Proposal for Region III WIB-KC One-Stop Operator
- Date of Submission
- Name of Respondent
- Package _____ of _____

Delivered to:

Region III WIB-KC
405 Capitol Street, Suite 506
Charleston, WV 25301

Completed RFP responses must be received by May 12, 2017 by 4pm. **Proposals received after this date and time are late and will not be accepted.**

B. STATEMENT OF WORK

This RFP provides an overview of the program services and requested deliverables for bidders submitting proposals for the Region III One-Stop Operations. Refer to all sections of the RFP when writing the Statement of Work. The Statement of Work should sufficiently describe the proposed program in detail, including a demonstrated understanding of the challenges, the work to be performed, the needs of participants, already existing resources, and desired results. This proposal should also address how activities will enhance the WIB-KC's Workforce Development System by concentrating on an accessible, integrated, customer-focused strategy for job seekers and businesses.

1. Statement of Work: In order to provide a foundation for the proposal being made describe the challenges that your proposal seeks to improve. The proposal focus should be on the needs and/or challenges of the populations targeted to be served and how the organization can assist with these identified areas. The Statement of Need must relate to goals and objectives identified within the proposal.

Statement of Need should be no longer than four (4) pages.

2. Work Plan: Describe the technical plan in narrative form for accomplishing the work proposed. At minimum include the following components:

- Specific description of the program or services to be offered to the customers of the WIB-KC One-Stop system including measurable goals and objectives. A description of the methods to be implemented in achieving the stated goals and objectives and why these methods work. Include any creative and innovative methods in the delivery of the proposed services and why these methods work.
- Briefly describe the facility where this system is to be principally operated; include size, location, accessibility, and any special features relevant to the system. If specialized equipment is proposed, please include description and quantity. State the ADA compliance status of the facility.
- A description of existing or planned strategic collaboration among multiple partners, including community involvement. (Memoranda of Understandings or Agreements and/or letters of

support from existing collaborations with service providers can be made as attachments to your proposal).

- A clear description of services to be provided by your organization, and those provided through collaboration and linkages with other agencies. Identify in the proposal the manner in which services will be non-duplicative of current One-Stop activities and how service delivery will be accessible to all customers, and integrated into services offered by all partners, including those mandated by WIOA in the One-Stop system.
- A description of how the bidder plans to leverage funds and link with existing programs. Define how the proposed program builds on existing services/resources in your agency; what their funding source is; how you will leverage other funding sources, and; how you plan to generate additional funds to support the program outcomes.
- Identify the customers being targeted for services. The customers served by the program should be related to the One-Stop system and the targeted groups listed in the RFP. Describe outreach and recruitment plans for the target population. Include information on how services will be delivered to individuals with limited English language skills, disabilities, or others with significant barriers.
- A description of your record-keeping methods and how you will maintain confidentiality of all One-Stop customers.

Work Plan should be no longer than 15 pages (not including attachments).

3. Agency Information: Provide a narrative description of your agency, at minimum to include the following:

- When, how, and why the organization was started, its purpose, goals, and philosophy.
- Describe your organization's previous experience in managing, operating, and delivering employment and training programs. Include work samples and/or materials utilized by the bidder in other similar contracts in West Virginia or areas similar to the area served by WIB-KC. Also include documented examples of past performance serving WIOA participants and with whom the service contract(s) was made. Include a contact person, phone number and email address for each contract described.
- Include an organizational chart, identifying key staff that will be assigned to work on this project. Job descriptions and resumes, including qualifications for this particular assignment, should be attached to the original copies of the proposal. For positions that will require new hiring, job descriptions should include minimum qualifications for the position.
- Describe how adequate training of personnel assigned to this program will be accomplished.
- Describe and demonstrate the organization's financial and administrative experience and capabilities including information on the proposer's experience in (1) managing and accounting for multiple federal, state and local funding sources, (2) in accordance with Generally Accepted Accounting Principles (GAAP), and; (3) conducting self-monitoring for performance and compliance.

Agency Information section should be no more than 2 pages (not including attachments).

4. Performance Outcomes: Provide measureable results and benefits anticipated and how they will be measured against the program's goals and objectives. Include the following:

- Describe the process, outcomes expected, and how you will evaluate and monitor your program's performance.
- Describe the continuous improvement process that will be implemented and maintained, including data collection, reporting, data analysis and corrective action mechanisms to ensure that performance goals are achieved. Include information on any internal control system used to monitor progress toward contracted goals. Describe reports that will be provided to the WIB-KC or One-Stop Operator. Include as attachments examples of reports from similar programs operated by your organization.

Performance Outcomes section should be no longer than 3 pages (not including attachments).

5. Transition Plan: The One-Stop Operator selected must be willing to invest **uncompensated time and effort** to the transition process in order for services to continue with no interruptions on July 1, 2017.

- Describe how your organization would deal with this investment in order to conduct an orderly transition to another provide to ensure that there is no disruption in services or negative impact on participants.
- It is important for Bidders to understand that the infrastructure for delivery of services is in place and that no break in services to participants can be experienced as a result of a transition.

Transition Plan section should be no longer than 1 page.

The Entire Statement of Work should be no longer than 25 pages not including attachments.

SECTION VII: PROPOSAL EVALUATION AND EVALUATION CRITERIA

A. PROPOSAL EVALUATION

- All proposals submitted in accordance with the requirements of this RFP will be evaluated. WIB-KC staff will initially evaluate the proposal for information required by this RFP, responsiveness to the RFP, as well as efficiency and cost factors. The primary responsibility for proposal evaluation will reside with the WIB-KC Board or a committee thereof ("Rating Committee"). **The Rating Committee reserves the right to ask for "live" presentations before them from the providers submitting proposals.**
- The Rating Committee will complete evaluation summaries based upon the rating of proposals and forward a recommendation to the Region III Workforce Investment Board of Kanawha County's Executive Committee. After the final decision is made by the Executive Committee, with the approval of the WIB-KC and the Local Elected Official Board, the Executive Director will be responsible for the award announcement, the final negotiations, and the contract signing.

Factors that will be considered as part of the evaluation will include:

- Program design, including detail of planned deliverables as outlined in proposal;
- Qualifications and experience of the bidder, including previous contract performance for organization(s) that have a current or previous contract with the WIB-KC;
- Reference information from other organizations that have contracted with provider;
- Integration and collaboration, including partner commitment and letters of support; and

- Responsiveness to the WIB-KC's goals

All individuals involved in the development, evaluation and award process of this RFO must adhere to WIB-KC's Conflict of Interest Policy and Confidentiality Agreement. Bidders 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.

B. EVALUATION CRITERIA

The proposing organization should describe and will be evaluated using the following criteria:

A. Coordination of the One-Stop System – 25 points

- Extent to which the proposal addresses how coordination will be established with the WIB-KC to develop and update Memorandums of Understanding among partner organizations participating in the One-Stop.
- Ability to which the proposal reports access to other services/resources to encourage the development of comprehensive programs and services.
- Capability to facilitate integrated partnerships that seamlessly incorporate services for customers served by the WIB-KC's One-Stop system.
- Extent to which the proposal addresses coordination with the WIB-KC in monitoring that partners provide the required access to their programs and activities through the One-Stop and verify partners are participating in the operation of the One-Stop consistent with the terms of the MOU and appropriate regulations.
- Capacity to develop and implement policies that reflect an integrated system of performance, communication, and use of technology to achieve integration and expand service offerings.
- Level of organizational and integration of One-Stop Center functions through coordinating staff communication, capacity building and training efforts.
- Extent to which the proposal ensures that the One-Stop Center staff are training/cross-trained (as appropriate) and equipped with skills and knowledge needed to increase staff capacity, expertise, and efficiency, and to provide superior service to job seekers, including those with disabilities consistent with the requirements of partner programs and the vision of the WIB-KC.
- Capability to facilitate within the One-Stop system the development of a written strategic plan and standard operating procedures. The plan should outline how the WIB-KC's One-Stop system will be operated in an integrated, collaborative, and cohesive manner.

B. Resource Management – 20 points

- Ability to create a collaborative work environment for all One-Stop partners, linking resources of the WIB-KC within the One-Stop system to maximize service delivery to job seekers.
- Capability to coordinate manpower resources from different organizations at the One-Stop Center to provide job seekers with the skills and credentials necessary to secure and advance in employment with sustainable wages.
- Aptitude to provide access and opportunities to job seekers, including individuals with barriers to employment, to prepare for, obtain, retain and advance in high-quality jobs and high-demand occupations.

- Ability to enable employers and businesses to identify and hire skilled workers and access other business resources.
- Initiative to participate in ongoing evaluations to support improvement of the WIB-KC's One-Stop Center Operations by identifying proven strategies for different populations.

C. Outreach and Recruitment – 10 points

- Proficiency to coordinate outreach and marketing efforts among One-Stop partners to effectively inform the region's jobseekers and businesses of services available.
- Ability to provide and ensure outreach and recruitment are conducted within communities where potentially eligible customers reside.
- Capacity to address specifics of planned outreach activities, including how technology, such as social media, will be used.

D. Communication/Information Distribution – 10 points

- Ability to develop, implement, and maintain an internal communication system to link all of the service providers, partners, and staff to improve the delivery of services to job seekers and employers.
- Capacity to properly develop and maintain standard operating procedures to provide guidance on delivery of services to the One-Stop system staff.
- Proficiency to monitor program social networking, social media and websites to provide up to date information on activities/programs in the region for job seekers, businesses, program partners, and staff.

E. Continuous Improvement – 10 points

- Capacity to ensure One-Stop staff receives appropriate training. Training should assure that all personnel working within the One-Stop Operator system be capable and qualified to perform work assigned to them.
- Ability to cross-train One-Stop staff on partner information to be able to answer questions for programs/services offered through the One-Stop system.
- Capability to properly update and maintain reliable mechanisms to identify administrative and programmatic or other issues as they occur; and when required, develop and administer a corrective action plan.

F. Reporting – 10 points

- Ability to properly maintain documentation necessary to generate required federal, state, and WIB-KC reports.
- Competency to proficiently provide fiscal, staff, customer usage/EO Complaint logs, and other information on daily operations.
- Capacity to accurately provide mandatory monthly reports reflecting all partner activities within the WIB-KC's One-Stop system to WIB-KC.

G. One-Stop Certification – 15 points

- Ability to ensure joint responsibility with the WIB-KC for the certification and continuous evaluation of the WIB-KC's One-Stop system. As information on certification requirements become available, the One-Stop Operator will be required to, at a minimum, meet the necessary certification for a high-performing One-Stop.
- Capability to provide excellent customer service to job seekers, workers, and employers/businesses.
- Aptitude to reflect innovation, accessible, and effective service design for all customers.
- Capacity to operate effectively with integrated management systems and high quality staffing.
- Ability to address aspects such as effectiveness, including customer satisfaction, physical and programmatic accessibility, continuous improvement, accountability, supervisory review, monitoring customer progress, customer/employer feedback, and monitoring contact compliance where applicable.
- Capacity to be in compliance with 29 CRF 38, the implementing of WIOA section 188, and implementing best practices as applicable to our customers.

Maximum possible score for the written proposal is 100. Must meet or exceed a minimum score of 85 on the written proposal to be considered for the contract award.

**Region III Workforce Investment Board of Kanawha County
One-Stop Operator
Proposal Cover Sheet**

Proposing Agency: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Authorized Representative: _____

Federal Employer Identification Number: _____
(If Consortium, list number of lead organization)

Dollar Amount of Proposal:

WIOA Funds \$ _____

Other Funds \$ _____

Certification:

I, _____, certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the WIB-KC Proposal Package; that the enclosed package is a firm offer effective July 1, 2017 through June 30, 2018; and that the information contained therein 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 misinterpreted or is found to be untrue, this proposal will be disqualified for consideration and may be grounds for contract cancellation.

Signature

Title

Date

**Region III Workforce Investment Board of Kanawha County
One-Stop Operator
Proposal Package Inventory Checklist**

- Proposal Cover Sheet
- Proposal Package Inventory Checklist
- Agency Questionnaire
- Executive Summary
- Statement of Work Narrative
- Budget Preparation Sheet and Narrative
- Detailed Budget
- Resumes of Staff
- Certificate of Insurance
- Copy of Most Recent Agency Audit
- Self-Evaluation for Compliance with Section 504 (Proof of ADA Compliance)
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, etc.
- Equal Opportunity Non-Discrimination Notice
- Drug-Free Workplace Statement
- Acknowledgement Regarding Grievance Process
- 2 Original "unbound" Proposal Packages, 7 Copies of Proposal Packages
- Other pertinent information that may lend strength to your proposal

Agency: _____

Signature: _____

Date: _____

**Region III Workforce Investment Board of Kanawha County
One-Stop Operator
Agency Questionnaire**

Person who can bind the organization contractually and/or is authorized to negotiate on behalf of the organization	Name		
	Title		
	Email Address		
	Phone		
	Address		
	City, State, Zip		
1. Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual Ownership or Sole Proprietorship <input type="checkbox"/> City Agency <input type="checkbox"/> State Agency <input type="checkbox"/> Educational Institution			
2. Organization Status:		<input type="checkbox"/> For-Profit	<input type="checkbox"/> Non-Profit
3. Is your organization bound by federal, state, or local affirmative action/EEO rules?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes", has your organization filed all required EEO reports to cognizant government agencies?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Is your organization a Drug Free Workplace?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is your organization now, or has it ever been, debarred or suspended under federal and/or state rulings from participating the receipt of funds under a contract? (If "yes", explain in detail on a separate attachment.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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? (If "yes", explain in detail on a separate attachment.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Do you certify that your organization will not enter into contracts with subcontractors who are debarred or suspended from federal and/or state transactions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. The organization agrees not to use contract funds to lobby.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does the organization have the financial capacity and accounting system necessary for the project?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does the organization carry worker's compensation coverage for its employees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Are you able to provide audits, financial statements and/or other proof of fiscal accountability and stability (including partners) to the WIB-KC? (If "yes", attach copy. If "no", this is just cause for immediate disqualification.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No

12. Does your organization carry current applicable insurance? Please attach copies. If “no”, show proof of your agency’s ability to obtain insurance.

a. Worker’s Compensation Coverage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Fidelity Bonding	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. General Liability Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Unemployment Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Automobile (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

NOTE: IF YOU DO NO ATTACH COPIES OR SHOW PROOF OF YOUR ABILITY TO OBTAIN ABOVE NOTED COVERAGE, THE PROPOSAL WILL BE RETURNED AND DISQUALIFIED.

13. Are you established in accordance with State statues and authorized to conduct business in the State of WV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Does the organization presently have any outstanding unresolved audit deficiencies with any other Federal, State or local agencies? (If “yes”, explain in detail on a separate attachment.) The WIB-KC reserves the right to investigate any/all findings fully.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. List the date of most recently completed independent audit and by whom: Date: Auditor:		
16. Could your organization, if requested, provide an independent AUDITED financial statement for the last year which identifies all sources of revenue, donations, and income as well as the offsetting expenses? (If “yes”, attach a copy. If “no”, this is just cause for immediate disqualification.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Has your organization’s governing body passed a motion or resolution, which authorized the submission of this proposal for funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

A copy of the organization’s cost allocation plan should be included to 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.

Authorized Representative’s Signature

Typed/Printed Name

Date

Region III Workforce Investment Board of Kanawha County

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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making 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 officer 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 instructions.

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 contracted 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 transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subjected to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

Printed Name of Certifying Individual

Signature of Certifying Individual

Date

Region III Workforce Investment Board of Kanawha County

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98.510, Participant’s 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 principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from covered transactions by any Federal Department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted 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/proposal 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 contract package.

Organization

Printed Name of Certifying Individual

Signature of Certifying Individual

Date

Region III Workforce Investment Board of Kanawha County

PROHIBITION OF HARASSMENT IN THE WORKPLACE

It is the policy of the WIB-KC that all applicants / enrollees and employees have a right to work, train, and receive services in an environment free of discrimination, which encompasses freedom from harassment. The WIB-KC promotes a system wide policy intended to prevent harassment of any type, including sexual harassment, of its employees and to deal quickly and effectively with any incident that might occur.

Definition of harassment

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation.

Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. WIB-KC also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit. These illustrative examples are not intended to be encompassing of all conduct that may constitute workplace harassment

Definition of sexual harassment

Unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
2. submission to, or rejection of, such conduct by an individual affects that individual's employment. Specifically, no individual shall threaten or insinuate either explicitly or implicitly that any subordinate's (employee, student, applicant) submission to or rejection of sexual advances will in any way influence any personnel decision regarding that individual's training opportunities, employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of training / employment or career development.

Sexual harassment can include such things as repeated offensive sexual flirtation, touching, advances, propositions, graphic/verbal commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, jokes, innuendos, and other sexually suggestive or pornographic materials. These illustrative examples are not intended to be encompassing of all conduct that may constitute workplace harassment. The behavior need not be intentional in order to be considered sexual harassment.

Procedure

If you are being harassed:

1. Tell the harasser his/her behavior is unwelcome and ask him/her to stop.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response.) You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.
3. If, after asking the harasser to stop his/her behavior, the harassment continues, file a complaint following the WIB-KC Grievance Procedure. The first level of reporting should be to an individual's immediate supervisor unless that individual is the violator. In that situation, the complaint should be reported to the next level in the chain of command or to the WIB-KC equal opportunity representative.

Dealing with a complaint

1. An investigation will be undertaken immediately upon receiving a harassment complaint. Harassment complaints shall be held in confidence to the extent possible. While absolute confidentiality cannot be guaranteed, information shall only be disclosed to appropriate individuals on a need-to-know basis to investigate and resolve the matter.
2. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. No retaliation will be tolerated against applicants / enrollees and employees who report harassment or assist in the investigation of a complaint, regardless of the outcome of a harassment complaint.

Responsibility of management

It is the responsibility of all supervisors employed by the WIB-KC or organizations funded by the WIB-KC to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

Organization

Printed Name of Certifying Individual

Signature of Certifying Individual

Date

Region III Workforce Investment Board of Kanawha County

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (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: _____

Region III Workforce Investment Board of Kanawha County

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

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 to be engaged in the performance of the grant 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. Notice 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 so convicted:
1. Taking appropriate personnel action against 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 purposed 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".

Organization

Printed Name of Certifying Individual

Signature of Certifying Individual

Date

Region III Workforce Investment Board of Kanawha County

One-Stop Operator
RFP Budget & Instructions

Vendor Name: _____

Program Period: July 1, 2017 – June 30, 2018

I. Funds Requested:

Category	Basis	Total Amount
Administrative Cost (10% Cap)		
Staff Positions		
Fringes (Describe)		
Other Costs (Describe)		
Rent		
Supplies		
Travel		
Communications		
Equipment*		
Audit		
	TOTAL	

II. In-Kind Funds Requested:

Description	Source	Amount
	TOTAL	

*Any equipment purchased must be approved in advance, with title passing to the WIB-KC at the conclusion of the contract terms. Use additional pages as necessary for the line item budget narrative.

**Indirect Costs must be accompanied by Indirect Cost Policy

SELF-EVALUATION FOR COMPLIANCE WITH SECTION 504

I. INTRODUCTION

The Department of Labor regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, require at section 32.6 (c): that entities which receive financial assistance from the Department conduct a self-evaluation of their policies and practices to assess their programs' accessibility. Programs shall be accessible to persons with mobility impairments, hearing and vision impairments, mental impairments, and any other conditions which substantially limit a major life activity.

A. Office/Program to be evaluated:

Name: _____
Address: _____

B. Individual completing evaluation:

Name: _____
Title: _____
Date: _____

C. If applicable, name of individual(s) assisting in the completion of the self-evaluation:

Name: _____
Title: _____
Organization: _____
Address: _____

II. ADMINISTRATIVE PRACTICES

A. Staff information:

List steps to be taken to ensure that all staff involved in any aspect of this program (e.g., recruitment, admission, testing, the conduct of the program, the provision of any services

or benefits, etc.) will be informed periodically of, and understand fully, your policy of nondiscrimination on the basis of disability.

B. Contracts, agreements, and sub-grants (e.g., labor unions, referral agencies, insurance companies, sub-grantees, education institutions, etc.).

1. Are entities with which you hold contracts, agreements, and/or sub-grants aware of your policy of nondiscrimination on the basis of disability?

No: _____ How?: _____

Yes: _____

2. Do you require these entities to sign an "assurance of compliance?"

No: _____

Yes: _____

3. Have these entities been required to complete a self-evaluation of the programs and activities they conduct for you?

No: _____

Yes: _____

III. RECRUITMENT AND ADVERTISEMENT

A. Do you engage in any of the following kinds of activities to recruit program participants or otherwise inform persons about the services provided?

Yes No

- Oral presentations/orientations _____
- Printed recruitment materials _____
- Printed informational materials _____
- Advertisements (radio, newspaper, etc.) _____

B. Do all materials and advertisements include a notice that you do not discriminate against persons with disabilities?

No: _____

Yes: _____

C. Is the general public notified of the existence and location of services, activities, and facilities that are accessible to persons with disabilities?

No: _____ How? _____

Yes: _____

D. If "outside" persons or organizations are involved in your recruitment, advertisement or information efforts, have they been informed of your nondiscrimination policy?

No: _____ How? _____

Yes: _____

E. Are posters recognizing the rights of persons with disabilities prominently displayed for employees, applicants, and participants to read?

No: _____ Which? _____

Yes: _____

F. Are articles on the accomplishments of participants with disabilities publicized in the agency's publications?

No: _____ Examples: _____

Yes: _____

G. Are organizations representing persons with disabilities contacted for advice, technical assistance, and referrals?

No: _____ Examples: _____

Yes: _____

IV. PROGRAM ELIGIBILITY REQUIREMENTS AND ADMISSION

A. Are there any limitations on the number of qualified disabled persons who may participate or be admitted to the program?

No: _____ Explain: _____

Yes: _____

B. Are any of the following criteria used in the admission process?

- Residency requirements _____
- Letters of recommendation _____
- Economically disadvantaged _____
- Education attainment _____
- Age _____
- Physically fit _____
- Emotionally fit _____
- No dependence on drugs _____
- No dependence on alcohol _____
- Unemployed _____
- Able and available for work _____
- Work experience _____
- Tests _____
- Other _____

- C. Have applications been reviewed for questions relating to health, receipt of worker compensation, and particular disability conditions? Unless clearly related to the particular activity for which the application is used, illegal inquiries must be deleted.

Not done: _____

Done: _____

- D. If tests are used for screen applicants or customers, describe the skill, level of achievement, or other factor being tested, and whether they are written or oral.

Test: (Name of Test) _____

Test: Name of Test) _____

- E. Identify any test(s) that has (or could have) a disproportionate, adverse impact on applicants or customers with disabilities, i.e., tests that instead of measuring only the factors the tests are purported to measure, are measuring the applicant's or customer's impaired manual, sensory or speaking skill (except where those are the skills being measure.) *

Test: _____

Possible adverse impact: _____

- F. Are employees which administer tests prepared to give alternative tests and/or to modify the method of administering tests in order to accommodate persons with sensory, manual or speaking impairments?

No: _____

Yes: _____

*Example: A person with a speech impairment may be fully qualified (after reasonable accommodation) to participate in an activity that does not require clear speech. Yet, if given an oral test, the person may be unable to perform in a satisfactory manner. The test result will not, therefore, predict performance accurately; instead, it will measure impaired speech.

G. Describe some of the possible arrangements that staff is prepared to make:

Examples:

Yes

No

- Eliminate the speed factor for persons with visual or manual impairments

- Use low vision aids such as Braille, large print or voice recognition software for persons with visual impairments

- Use of translators or typed material to provide tests and test information to persons with hearing impairments

- Provide auxiliary aids to persons who cannot make the marks required for mechanically scored objective tests

- _____

- _____

- _____

H. Describe the steps to be taken to ensure that criteria for testing alternatives and modifications will be adequately communicated to all potential program participants, applicants, including those with hearing and vision impairments.

I. Is an interview required prior to an applicant's entrance into the program? (Including intake Interview.)

No: _____

Yes: _____

J. From the following list, check the actions which have been taken/will be taken to ensure nondiscrimination in interviewing:

	<u>Yes</u>	<u>No</u>
• Estimate the frequency of staff contact with sensory impaired persons	_____	_____
• Contact and consult with sensory impaired persons or organizations that represent them to discuss the particular communication needs of these persons and to gather input to best address needs	_____	_____

- Determine how staff will identify the specific language need of an individual at the initial contact, i.e., how they prefer to communicate (e.g., the interviewer may have key phrases written on cards, tapes of key phrases and messages, etc.)

- Make formal arrangements with individual so organizations to provide qualified interpreters when needed

- Develop list of all persons, organizations, or staff persons with whom interpreter arrangements have been made, including terms of the arrangement, telephone numbers, addresses, etc.

Identify staff who will be responsible for implementing effective communication with sensory impaired persons _____

Write down decisions made on all of the above items and notify and train all staff on its implementation _____

V. PROGRAM ACCESSIBILITY

A. Are post-admission inquiries made regarding disability status in order to make accommodations for persons with disabilities?

No: _____

Yes: _____

B. Is the information requested voluntarily, so as not to adversely affect persons with disabilities, and kept confidential?

No: _____

Yes: _____

C. Is there an orientation program for new participants?

No: _____

Yes: _____

D. Have steps been taken to ensure that persons with visual and hearing impairments can understand the information, communicate with the staff and use the written materials provided during the orientation?

No: _____

Describe: _____

Yes: _____

- E. List the specific activities that comprise your program (e.g., orientation, intake, classroom training, residential, sports, counseling, referrals, etc.):

- F. For each activity listed above, list those that are or have the potential to be, inaccessible to persons with a disability.

<u>Activity</u>	<u>Reason</u>
_____	_____
_____	_____
_____	_____
_____	_____

- G. Describe steps to be taken to attain accessibility of those activities identified in "F" above, e.g., provision of auxiliary aids, use of alternative materials, special tools or equipment, modification of equipment, renovation of facility, moving program to another facility, etc.

<u>Activity</u>	<u>Reason</u>
_____	_____
_____	_____
_____	_____
_____	_____

- H. Has a method been implemented for soliciting voluntary indications of disability status and requests for accommodations, i.e., channels for a person with a disability to bring his or her disability to the attention of management?

No: _____ Describe method: _____

Yes: _____

- I. From the following list of possible reasonable accommodations, check those which you would be willing to make for disabled programs participants:

- Modifying written examinations _____
- Modifying work site _____
- Making facilities accessible _____
- Adjusting work schedules _____
- Restructuring jobs _____
- Providing assistive devices _____
- Providing readers and interpreters _____
- Adopting flexible leave policies _____
- Reassigning and retraining participants _____
- Eliminating transportation barriers _____
- Others, depending on the person's particular disability _____

VI. FACILITIES

- A. List all facilities or portions of facilities, used to conduct your program:

<u>Facility</u>	<u>Address</u>
-----------------	----------------

- B. The Uniform Federal Accessibility Standards (UFAS) (50 Federal Register, 49045, November 29, 1985) contain the specifications in which recipients should comply when designing or altering facilities. Recipients may need to alter or construct facilities when other alternatives are not successful in ensuring that persons with disabilities have full access to programs. The following sample items illustrate the range and specificity of the accessibility standards your program must meet:
- a. Ground should be graded, even if it is contrary to existing topography, so that it is level with the normal entrance and thereby makes it accessible to individuals with physical disabilities.
 - b. Public walks should be at least 48 inches wide and should have a gradient not greater than five percent.
 - c. Parking spaces that are accessible and proximate to the facility should be set aside and identified for use by individuals with physical disabilities.
 - d. A ramp shall not have slop greater than one foot rise in 12 feet, or 8.33 percent.
 - e. At least one primary entrance to each building shall be usable by individuals in wheelchairs.
 - f. Doors shall have a clear opening of no less that 32 inches when open and shall be operable by a single effort, including door to restroom.
 - g. Stairs should, whenever possible, and in conformation with existing step formulas, have risers that do not exceed seven inches.
 - h. Floors shall have a surface that is non-slip.
 - i. Some mirrors and shelves shall be provided above lavatories at a height as low as possible and no higher than 40 inches above the floor, measured from the top of the self and the bottom of the mirror.
 - j. Water fountains or coolers shall have up-front spouts and controls.
 - k. An appropriate number of public telephones should be equipped for those with hearing impairments and so identified with instructions for use.

- l. At least on toilet shall be/have: Three feet wide; 4 foot, 8 inches deep; a door that is 32 inches wide and swings out; handrail on each side, 33 inches high and parallel to the floor, 1-1/2 inches in diameter, with 1-1/2 inches clearance between rail and wall, fastened securely to the wall at the ends and center; a toilet seat of 17-19 inches from the stand.
- m. Elevators shall be accessible to and usable by, the physically disabled on the level that they use to enter the building, and at all levels normally used by the general public.
- n. Switches and controls for light, heat, ventilations, windows, draperies, fire alarms and similar controls of frequent or essential use, shall be placed within the reach of individuals in wheelchairs.
- o. Raised letters or numbers shall be used to identify rooms or offices.
- p. Audible warning signals shall be accompanied by simultaneous visual signals for the benefit of those with hearing impairments.
- q. Access panels or manholes in the floors, walks and walls can be extremely hazardous particularly when in use, and should be avoided.

C. Using the above sample items, for each facility listed in "A" above, identify those inaccessible features that limit program accessibility.

<u>Facility</u>	<u>Inaccessible feature (use letter corresponding to the sample item)</u>
e.g.,(1) 200 M Street _____	c., e., m _____
_____	_____
_____	_____
_____	_____

D. Identify the person responsible for developing and implementing a corrective action plan for the elimination of the barriers identified in "C" above.

1. <u>Recruitment</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
a. Are disabled employees included in promotional and recruitment advertising?	_____	_____	_____

- b. Are contacts maintained with educational institutions?
that train persons with disabilities? _____
- c. Are organizations that represent persons with
disabilities contacted for advice, technical assistance
and referrals? _____
- d. Does all recruitment literature indicate that the
program does not discriminate on the basis of
disability? _____

2. Job Vacancies

- a. Are all vacancy announcements reviewed to ensure
that physical, mental and communication requirements
are job related and accurately reflect job functions? _____
- b. Are managers willing to consider reasonable
accommodations for the disabilities of otherwise
qualified applicants? _____

3. Job Interviews

- a. Is every hiring supervisor informed of the requirement
that all questions asked in the job interview must be
related to the duties and functions of the position? _____
- b. Is every hiring supervisor aware of where and how to
obtain assistance to interview an applicant with a
hearing impairment? _____
- c. Is the interviewing area accessible to an applicant in
a wheelchair? _____

4. Physical Examinations

a. Does your organization conduct or require any medical exams prior to making offers of employment? _____

b. If yes:

Are all entering employees subject to the medical exams? _____

Are all offers of employment conditional based on the results of the exam? _____

Are medical results not used in discriminatory manner? _____

Is all information gathered maintained confidentially? _____

c. Is every hiring supervisor aware that offers of employment are contingent upon successful completion of a physical exam that is uniformly applied to all individuals, and includes job-specific testing? _____

5. Reasonable Accommodation

a. Has a method been implemented for soliciting voluntary indications of disability status and requests for accommodation? _____

b. Have employees with disabilities requested that you make accommodations in consideration of their limitations? _____

c. If employees have requested accommodations,

is the information kept confidential?

d. Have you ever denied a request for reasonable accommodation?

e. If so, was your denial based on the concept of "undue hardship?"

Region III Workforce Investment Board of Kanawha County

**One-Stop Operator RFP
ACKNOWLEDGEMENT**

I understand that I am submitting a competitive bid in response to a Request for Proposal issued by Region III Workforce Investment Board of Kanawha County ("WIB-KC") seeking award of the One-Stop Operator Contract. I understand that as a competitive bidder I have no property interest or entitlement to the award of the Contract. I have reviewed the Request for Proposal and I understand that the sole procedure available to me as a bidder for the Contract in the event I am dissatisfied with the WIB-KC's determination of any successful bidder for the Contract is to file a written request for reconsideration with the WIB-KC's Executive Committee. I further understand that the WIB-KC's Executive Committee's decision with respect to any request for consideration shall be final and not be subject to appeal. I further understand that the WIB-KC's Grievance Procedure is not applicable to any Service Provider submitting bids for the Contract.

Organization

Printed Name

Signature

Date

STATE OF WEST VIRGINIA

COUNTY OF _____ TO-WIT:

Taken, subscribed and sworn to before me this _____ day of _____ 2017.

My commission expires _____.

NOTARY PUBLIC