

NORTHERN PANHANDLE WORKFORCE DEVELOPMENT BOARD, INC.

(NPWDB, INC.)

REQUEST FOR PROPOSAL (RFP)

FOR THE IMPLEMENTATION AND OVERSIGHT OF ITS

ON-THE-JOB TRAINING (OJT) PROGRAM

UNDER THE WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

FOR PERIOD JULY 1, 2017 – JUNE 30, 2020

Deadline for Submission: 4:00 pm, Thursday, March 23, 2017

ISSUED BY:

**NPWDB, Inc. Office
1245 Warwood Avenue
Wheeling, WV 26003
Phone: 304-231-1170
Fax:304-231-1172
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REQUEST FOR PROPOSAL (RFP)

I. GENERAL INFORMATION

A. PURPOSE

The Northern Panhandle Workforce Development Board (NPWDB, Inc.) is responsible for allocating federal funds under the Workforce Innovation & Opportunity Act (WIOA). The On-The-Job (OJT) Program is designed to provide an opportunity for WIOA eligible individuals, in particular those with barriers to employment, to receive training, skills and workplace knowledge that enable them to obtain and maintain family-sustaining employment as well as to compete for job advancement opportunities. The OJT Program is structured to meet the training needs of a participant. The focus of the OJT Training Program is individual-oriented, matching the background and experience of the individual with the requirements of the job position.

This Request For Proposal (RFP) provides an opportunity for a potential bidder to become the provider of the OJT Program under the WIOA. The provider will be subject to the rules and regulations of the WIOA and the NPWDB, Inc.

The OJT Program will be provided to employers, mainly in the private-for-profit sector, in the Northern Panhandle region. The OJT Program will target job placements in “high demand” industries based on the most recent labor market data. The OJT Program will provide occupational training for participants and reimbursement of participants’ wage rates to employers based on a sliding scale to compensate for the extraordinary costs associated with training. Employers will provide training through a “hire first, train later” approach.

An OJT contract will be limited to a period of time required for a participant to become proficient in the occupation for which the training is being provided – either six (6) months or 499 hours, whichever comes first. The OJT Program must relate to the instruction of new technologies, new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy and other appropriate purposes as identified by the NPWDB, Inc. The employer has to agree that the participant(s) will work at least thirty-five (35) hours a week at a wage of at least \$10.00 per hour. The employer agrees to retain the participant as an employee after the training is completed and shall pay the employee the same or better wages and benefits as received at the time of this agreement.

OJT Contracts may be written with a Registered Apprenticeship Program or a participating employer in a Registered Apprenticeship Program for the on-the-job training portion of the Registered Apprenticeship Program. Depending on the length of the registered apprenticeships and available funding, WIOA funds may cover some or all of the registered apprenticeship training.

Despite the incentives employers receive from participating in the OJT Program, training will be conducted only when it benefits the WIOA eligible participant. The OJT Program is conducted in the highest possible skill occupations appropriate for the eligible participant.

B. BACKGROUND OF ISSUING AGENCY

This RFP is issued by the NPWDB, Inc., Region #5 in the state of West Virginia. The NPWDB, Inc. office is the sole point of contact for information regarding the proposal. The NPWDB, Inc. is the grant recipient and administrative entity for WIOA employment and training programs operated throughout the region. The counties included in the region are: Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler. The cities included in the region are Weirton and Wheeling. The NPWDB, Inc. is responsible for the procurement and monitoring of all local employment and training programs. The NPWDB, Inc. provides policy guidance, planning and oversight to all funded job training programs, services and activities.

The NPWDB, Inc. will provide maximum opportunities for minority and women-owned business to obtain contract(s). We will place qualified small businesses and minority and women-owned businesses on regional solicitation lists; ensure that small business and minority and women-owned businesses are solicited whenever they are potential sources; encourage maximum participation of small businesses and minority and women-owned businesses; establish delivery schedules that encourage participation by all businesses, including small businesses and minority and women-owned businesses; use services and assistance, as appropriate, from entities such as the SBA and Minority Business Development Agency; and, require prime contracts to follow the previously identified requirements.

C. SCOPE

This RFP contains instructions governing the proposal to be submitted and the materials to be included therein. Program requirements must be met in order to be eligible for consideration of funding, general evaluation criteria and other requirements.

II. SUMMARY OF EXPECTED SERVICES

The mission of the OJT Program evolves around providing eligible individuals with the opportunity for productive work. The participating employer is provided reimbursement in accordance with the following sliding scale:

- 1- 25 Employees – Seventy-five percent (75 %);
- 26 – 50 Employees – Fifty percent (50%);
- 51 – More Employees – Thirty-five percent (35%).

On or about ten (10) employers are to be targeted for participation in the OJT Program. On or about eighteen (18) WIOA eligible individuals are to be targeted for participation in the OJT Program.

The OJT Program must be made available to employers and participants in all parts of the region. The contractor of these services will be required to work out of an American Job Center(s) and be required to sign a MOU with the region's Job Center Operator.

A copy of the NPWDB, Inc.'s OJT Policies and Procedures will be provided to potential bidders upon request.

III. EXAMPLE OF PROGRAM OUTCOMES (NOT A LIMITED LIST)

- On or about eighteen (18) WIOA eligible individuals are to be enrolled in the OJT Program;
- No less than 100% of those individuals placed in the OJT Program will be earning a wage rate of no less than \$10.00 per hour and working no less than thirty-five (35) hours per week;
- No less than 90% of WIOA eligible individuals will complete the OJT Program;
- No less than 85% of individuals will still be working at the completion of the follow-up period; and,
- Other Program Outcomes, as appropriate, that are to be met are detailed in the NPWDB, Inc.'s Local Performance Indicators/Measures provided in Section 1.

IV. CONTRACTING METHOD

The contractual agreement executed will be performance-based. The contract period will be for one (1) program year - July 1, 2017 – June 30, 2018. The NPWDB, Inc. reserves the option to renew a contract for two (2) additional program years (one (1) program year at a time) providing the contractor has met the terms, conditions and performance levels cited in the contract. If so, the contract may be re-negotiated at the discretion of the NPWDB, Inc.

A program budget must be completed, as a basis for cost comparison. Negotiations may be undertaken with a bidder whose proposal, with regard to price and other factors, appears to indicate that they are qualified, responsible and capable of satisfactory performance.

V. REQUIRED INFORMATION

Contractor is required to include documentation of the following:

1. Organization's resolution stating that it possesses the legal authority to contract for this Agreement;
2. Organization's Articles of Incorporation, Educational Accreditation (if applicable) and Fidelity Bond;
3. Organization's personnel policy, including Conflict of Interest Policy for its staff as well as its Board;

4. Organization's Grievance Policy and Procedures;
5. Organization's policy statement assuring compliance with applicable federal, State and local laws related to Equal Opportunity, Affirmative Action and Non-Discrimination. Organization's policy regarding promotion of a Drug Free Workplace;
6. Organization's statement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction;
7. Organization's proof of insurance;
8. Organization's assurance to comply with Child Labor Laws;
9. Organization will assure compliance with NPWDB, Inc. Audit requirements;
10. Organization must sign the two (2) page Form attached to this proposal regarding: Certification Regarding Debarment and Suspension; Drug-Free Workplace Requirements; Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and Equal Opportunity Non-Discrimination Notice; and,
11. A letter of assurance that provider has Access to Outside Funding Sources and/or will have access have access to outside funding source(s) should WIOA funding be awarded.

All requested information listed above should be included, in order, as **Attachment 1**.

VI. OVERVIEW OF RFP

Bidder must provide accurate, valid and full disclosure of information requested. If bidder fails to follow instructions and/or fail to respond to all parts of the RFP, the proposal shall be deemed non-responsive and will not be considered for funding. The NPWDB, Inc. will not accept any amendments, revisions or alterations after the proposal due date unless requested and/or approved by the NPWDB, Inc.

All awards are contingent upon fiscal and administrative qualifications and a successful contract negotiation process and shall be bound by the best terms originally offered by the bidder in the proposal. Within thirty (30) business days after the contractual agreement has been signed, the contractor must start program(s), services, etc.

Your proposal should include the following information:

1. Cover Page form provided in Section 2, as **Attachment 2**.
2. Budget and Participant Information forms provided in Section 3, as **Attachment 3**.
3. Contractor Certifications and Assurances, Section 4, as **Attachment 4**.
(Proposal includes assurances for Debarment, Suspension, Drug-Free Workplace and Lobbying. Bidders will include all other certification and assurances.)

VII. INSTRUCTIONS FOR SUBMITTING AND PREPARING THE PROPOSAL

A. GENERAL INSTRUCTIONS

To be considered for funding, bidders must submit a complete response to this RFP using the forms provided as a part of it. Bidders not submitting a complete response will have their proposals returned without consideration.

(1) NUMBER OF COPIES

No less than five (5) copies of the RFP must be submitted to the NPWDB, Inc. office. At least one (1) proposal must be an original, with original inked signatures. It should be marked "Original Signatures" in the upper right corner of the proposal. In addition to the required hard copies, the RFP must be submitted on diskette in word format. The required proposal document must be single-spaced, on one side of standard (8 ½ inch by 11 inch) un-ruled white paper. Pages must be numbered and correspond with the Table of Contents. Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

Costs for developing the proposals are solely the responsibility of bidders. The NPWDB, Inc. will not provide reimbursement for such costs. A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted to the NPWDB, Inc.

(2) TRANSMITTAL LETTER

Each of the five (5) copies of the response to this RFP must contain a transmittal letter identifying the bidder by providing the name, address, and telephone number of the individual who may be contacted during the periods of proposal evaluation.

(3) AUTHORIZED SIGNATURE SHEET

Proposal must be signed by an official authorized to bind the bidder to provisions contained in it.

(4) PROPOSED PROGRAM, SERVICES, ETC.

Bidders must detail program, services, etc. being offered and submit it as part of the proposal.

(5) VALIDITY OF OFFER

The proposal shall remain valid for no less than one (1) year from the due date. The contents of the proposal, subject to final negotiation of terms and approval by the NPWDB, Inc., may become a part of contractual obligations, if a contractual agreement is approved and executed by the NPWDB, Inc.

(6) GUIDANCE OR ASSISTANCE

Any questions concerning the proposal should be submitted, in writing, to NPWDB, Inc. staff, 1245 Warwood Avenue, Wheeling, WV 26003. Bidders may contact NPWDB, Inc. staff by telephone at 304-231-1170. NPWDB, Inc. staff will make itself available to bidders during the entire bid process to answer any questions regarding the proposal. A conference between NPWDB, Inc. staff and individual bidder can be arranged, at the bidder's request, to discuss the contents of this proposal.

B. EVALUATION PROCESS

A contractor will be competitively selected based on the scoring of RFP responses. Initial review of RFPs will be completed by One Stop Committee members and NPWDB, Inc. staff. Committee members and NPWDB, Inc. staff will rate and score proposals, scores will be calculated and assigned a value. Proposals will be scored based on established criteria and assigned points specified in Section 5. Scores will be used as a guide for discussion. The One Stop Committee will make a recommendation of funding to a contractor to the NPWDB, Inc. Board of Directors. The NPWDB, Inc. Board of Directors will have final approval on the selection of a contractor and the awarding of funds. The NPWDB, Inc. Board of Directors has the right to request any additional information needed from the bidder during the solicitation process.

To the greatest possible extent, funded proposals will be sought to serve a wide array of the special participant population groups identified herein.

If no adequate response to the RFP solicitation is received, the One Stop Committee might recommend that no awards be made. A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if they have a history of contract non-compliance with the NPWDB, Inc., or any other funding source or have poor past or current contract performance.

The NPWDB, Inc. reserves the authority to stipulate special terms and conditions must be met and/or exceeded. Special terms and conditions may be made a part of a contract. Any bidder denied funding through this RFP process may submit a letter to the NPWDB, Inc. 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 NPWDB, Inc. Board of Directors. An appeal may be submitted within thirty (30) days of the NPWDB, Inc. action to award a contract. The decision of the NPWDB, Inc. Board of Directors shall be final.

C. DUE DATES

February 22, 2017	Public Notice.
February 22, 2017	RFP available to the public.
February 22- March 10, 2017	Bidder's Conference (Must be requested by Potential Bidder)

March 23, 2017
March 24, 2017 – May 5, 2017
May 17, 2017

RFPs due to the NPWDB, Inc.
NPWDB, Inc. Evaluation Process.
Approval of Award/Award Notification to contractor. Contract negotiations 1 begin.

D. RESPONSE DATE

To be considered for funding, completed proposals must be submitted by no later than **4:00 P.M. on Thursday, March 23, 2017**. Proposal documents, attachments, etc. must also be included with proposals.

PROPOSALS SHOULD BE FORWARDED TO:

NPWDB, Inc.
1245 Warwood Avenue
Wheeling, WV 26003

E. FISCAL ACCOUNTABILITY

Bidder must submit a detailed line-item budget included in Section 3, as **Attachment 3**.

With regard to the line-item budget, indicate the unit cost number of individuals to be trained.

The NPWDB, Inc. will not specify a minimum or maximum funding level or unit cost per participant to be served. But keep in mind, all costs associated with the proposed program, services, etc. should be considered reasonable and fair.

The NPWDB, Inc. will not: place unreasonable requirements on companies in order for them to qualify to do business; require unnecessary experience and excessive bonding; have non-competitive pricing practices between companies or between affiliate companies; give non-competitive contracts to consultants that are on retainer contracts; award contracts that pose an organizational conflict of interest; specify only a brand name product instead of allowing an equal product to be offered; engage in other any arbitrary action in the procurement process; and, will not provide geographical preference in awarding a contract with federal funds.

VIII. SOLICITATION PROVISIONS

A. ORAL PRESENTATION

Bidders may be asked to make an oral presentation of their proposal(s) to the One Stop Committee for clarification of contents. The NPWDB, Inc. office will schedule these presentations, if they are deemed needed and necessary.

B. AMENDMENT TO THE RFP

If it becomes necessary for the NPWDB, Inc. to revise any part of this RFP during the solicitation process, an amendment will be issued to all prospective bidders who received the RFP. If it becomes necessary for the NPWDB, Inc. to revise any part of this RFP after the solicitation process, an amendment will be issued to only those bidders who submitted a RFP to the NPWDB, Inc. for its review on or before the solicitation deadline date.

C. DISCLOSURE OF PROPOSAL CONTENTS

Cost and price information indicated in proposals will be held in confidence and will not be revealed to or discussed with competitors. All material submitted becomes the property of the NPWDB, Inc. office and will not be returned to the proposing agency. The NPWDB, Inc. office reserves the right to use any or all ideas presented in response to the RFP. Selection or rejection of a proposal does not affect this right.

D. INCURRING COSTS

The NPWDB, Inc. will not pay for any expenditure incurred in the preparation or development of the proposal.

E. ACCEPTANCE OR REJECTION OF PROPOSALS

The NPWDB, Inc. is seeking proposals from those agencies, organizations, etc. who are capable of operating its OJT Program from July 1, 2017 – June 30, 2020.

The NPWDB, Inc. office reserves the right to reject any and all proposals submitted and to negotiate any and all provisions of proposals received.

F. LATE PROPOSALS

Late proposals will not be considered for funding. If late proposals should arrive, the date and time will be recorded. A letter will be sent to the bidder returning the proposal package and explaining why it was not considered.

G. ASSIGNMENT

The bidder may not assign or sub-contract any work to be performed under the terms of the contract.

H. CONFLICT OF INTEREST

A bidder shall disclose in the proposal any possible conflict of interest arising out of personal or business relationships with LEOs, members of the NPWDB, Inc., Board of Directors.

I. NEWS RELEASES

News releases pertaining to the OJT program will only be made in coordination with the NPWDB, Inc. office. All press releases or articles must receive written clearance from the NPWDB, Inc. before being submitted for publication.

IX. STATEMENT OF WORK

A. OVERALL PROGRAM OBJECTIVES

Orientation: All WIOA eligible participants and employers are to be provided with an orientation to the OJT Program. All appropriate forms, documents and/or contracts are to be detailed and completed at this time as well. Participants will be provided with a listing of current job openings in “high demand” industries and/or will assist the contractor in the development of potential job openings that are suitable for the participant.

Developing Contracts with Local Employers: The contractor will market the OJT Program to area employers in “high demand” industries in an effort to develop a variety of job openings for potential participants.

Identifying Appropriate Participants for Contracted Job Openings: The contractor will review the participant eligibility pools at American Job Centers on a regular and ongoing basis in an effort to identify job openings that become available. Qualified participants will then be referred to job interviews with appropriate employers.

Monitoring Services for Employers/Worksites: The contractor will maintain regular contact with employers and participants during their participation on the OJT Program. The contractor will make regular on site visits at the worksites to ensure compliance with federal, state and local rules and regulations. The contractor will document all monitoring visits.

Union Participation: The contractor will involve the respective union representative(s) when necessary.

Counseling Services: The contractor will provide counseling services to participants on a regular basis. Counseling sessions will be documented in participant files.

Additional Assessment Services: The contractor will maintain all OJT participant folders. Contractor will provide additional assessment services, to include but not limited to, career pathways and career management planning. additional assessment records will be maintained in participants’ files.

Job Placement Assistance: The contractor will assist participants with quality job placements. Job placement is defined as full-time (no less than 35 hours), unsubsidized employment.

Follow-up Services: The contractor will conduct follow-up services of all participants enrolled in the OJT program for a period of no less than one (1) year after participants have completed and exited the OJT Program.

B. PURPOSE OF PROPOSED CONTRACT

The OJT Program will be designed to meet the identified needs of participants and employers. Participants will be provided an opportunity to receive the training and employment necessary for them to acquire skills and knowledge that will enable them to maintain unsubsidized employment and compete for job advancement. Employers will be accessing qualified workers and be provided with reimbursement of participant wages to help defray the extraordinary costs of training.

C. TARGET GROUP(S)

Targeted populations to be served on the OJT Program are: Adults, Dislocated Workers and Older Youth. The NPWDB, Inc. will leverage its funding to create effective training opportunities for individuals with barriers to employment. Examples of target group(s) facing barriers to employment include, but are not limited to: Individuals with low literacy skills; Offenders; Homeless individuals; Individuals with disabilities; and, Individuals with English language and cultural barriers. Youth Programs and Services will be prioritized for In-School and Out-of-School Youth with significant barriers to employment, like: A disability; Pregnant or parenting; or, In the juvenile or Adult justice system.

Priority of Services for Adults is as follows: Veterans and eligible spouses, including those who are also recipients of public assistance; Other low income individuals* or individuals who are basic skills deficient; individuals who are not Veterans or eligible spouses but are recipients of public assistance, low income or are basic skills deficient; Veterans and eligible spouses who are not recipients of public assistance, who are not low income or who are not basic skills deficient; and then, Individuals who do not meet the above priorities.

Priority of Services for Dislocated Workers is as follows: Veterans and eligible spouses, including those who are also recipients of public assistance; other low income individuals or individuals who are basic skills deficient; individuals who are not Veterans or eligible spouses but are recipients of public assistance low income or are basic skills deficient; Veterans and eligible spouses who are not recipients of public assistance, who are not low income or who are not basic skills deficient; and then, individuals who do not meet the above priorities.

Priority of Services for Older Youth is as follows: Individuals must be between the ages of 18-24; Individuals must meet WIOA eligibility guidelines; Individuals must reside within the six county region (Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler counties); Individuals who are deficient in basic literacy skills; School Drop-Out; Homeless, Runaway and/or Foster Child; Pregnant or Parenting; Offender; Any individual, including an individual with disabilities, who requires additional assistance to complete an educational program or secure/maintain employment; Children of Incarcerated Parents; and, Migrant and Farmworker Youth. The NPWDB, Inc. will use its partner network to strengthen its reach to these targeted groups. Essential workplace skills and industry certifications will be made available. Other services to be delivered by Job Center, Core and Required Partner Staff include: Work-Based Skills Training; Life skills; Job readiness training; Career exploration skills enhancement; Occupational training; Follow-up; and, Retention. Basic skills and Occupational Skills Training may be blended to more efficiently serve these target groups. Supportive Services will be made available. Barriers to employment will be addressed and removed. Participant data can be accessed via the Mid-Atlantic Career Consortium (MACC) system and at American Job Centers to ensure that we are adhering to the priority of services policy as outlined by the WORKFORCE West Virginia Office. The NPWDB, Inc. may, in the future, identify other local priority populations through local policy.

It will be the responsibility of American Job Center Staff located at the region's Job Centers to determine participant eligibility.

An OJT contract may be written for employed workers in such cases when:

- The employee is not earning a self-sufficient wage;
- The OJT relates to the introduction of new technologies; or,
- Introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy or other appropriate purposes as identified by the NPWDB, Inc.

(Prior to participation on the OJT program, an OJT participant must successfully pass the Workforce WV Investment System approved Drug Screening Test. (A participant) must only drug screen test once throughout his/her period of participation in training. A negative/pass drug screening test result will be valid until the participant exits American Job Center services. An OJT participant(s) will adhere to Workforce WV Guidance No. 15-12- Participant Drug Screening).

D. BIDDER ASSURANCES

It is against the law for a recipient of federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including 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; OR, Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status or participation in any WIOA I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; Providing opportunities in, or treating any person with regard to, such a program or activity; or, Making employment decisions in the administration of, or in connection with, such program or activity; or making decisions in the administration of, or in connection with, such a program or activity. Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, a recipient is required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

X. PROGRAM SPECIFICATIONS

A. MANAGEMENT/STAFFING OF PROPOSED PROGRAM, SERVICES, ETC.

1. Staff must be qualified and competent. An alternative plan(s) when regular staff is absent from work must be in place. Detail new personnel or new/substantially changes systems.

B. LOCATION OF SERVICES

1. The OJT Program must be made available at each of the region's Job Centers. Hours of operation at each of the American Job Center(s) must be flexible and be kept on a regular schedule.

C. COORDINATION OF SERVICES

1. The contractor will facilitate the registration of all WIOA eligible participants at one (1) of the American Job Centers.

D. ADMINISTRATIVE PROCEDURES

1. All OJT Program activity and employment information must be entered into the Mid-Atlantic Career Consortium System (MACC). The NPWDB, Inc. is to be provided with all MACC documentation on a regular and ongoing basis.

XI. SERVICES TO BE PERFORMED

Successful bidder must provide the OJT Program in accordance with federal, State and local policies and procedures.

XII. STANDARDS OF CRITERIA FOR PERFORMANCE

A. PROGRAM DESIGN AND CONTENT

1. Program design must be open-entry/open-exit and be available on a regular basis at regional American Job Centers at all times.
2. The ultimate goals of the OJT Program is to refer WIOA eligible individuals to an appropriate employer in a “high demand” industry, provide ongoing career pathways services, counseling, case management services, etc. Assist participants in identifying and maintaining full-time, unsubsidized employment at family-sustaining wages. Assist employers in identifying their employment needs.

B. PROJECTED PROGRAM OUTCOMES (not a limited list)

1. Provide a detailed orientation to WIOA eligible participants and participating employers;
2. Assist participants in identifying appropriate employment opportunities in “high demand” industries;
3. Assist employers in identifying their employment needs;
4. Match participants’ needs with employers’ needs;
5. Provide additional assessment and career pathways services to participants;
6. Assist participants with job retention;
7. Effectively market the OJT Program to the public; and,
8. Monitor the OJT Program on a regular and ongoing basis.

XIII. ADMINISTRATIVE REQUIREMENTS

1. The contractor must complete and submit all MACC documentation, reports, etc. to the NPWDB, Inc. in accordance with specified due dates;
2. The contractor must maintain a hard copy file for each OJT participant. File must contain the following information as an example: an employability notification form, enrollment form and termination form for each participant enrolled, etc.; and,
3. The contractor must maintain a hard copy file for each participating employer.

XIV. ENCLOSURES TO RFP

The following information must be included as a part of your RFP. Responses should be limited as much as possible. Questions should be answered in the order presented.

A. PROGRAM INFORMATION

1. Describe the OJT Program being proposed;
2. Describe how the OJT Program will fit into your organization’s mission and goals;
3. Describe your past experiences and results delivering services with similar program(s), services, etc.;
4. Detail how you will coordinate efforts with other participating agencies/organizations at the region’s American Job Centers;
5. Describe how WIOA eligible participant files and employer files will be maintained;
6. Describe the invoicing procedures to be used with participating employers;
7. Describe any additional assessment activities, including tools, instruments and methods that will be used to better determine an individual’s need for training. Include the development of a career management plan and the delivery of career pathways services;
8. Detail total projected enrollment and expected performance levels for the contract period, including any interim performance measures;
9. Describe how the OJT Program will be made available on a regular basis to potential eligible individuals and employers at all times at each of the region’s Job Center(s);
10. Describe how you will ensure that all participants will be registered at regional American Job Centers;
11. Describe how you will develop job opportunities for potential participants. Describe how you will identify participants for available job openings in “high demand” industries. Detail how you will match an employer’s needs to the participant’s qualifications. Detail the criteria to be used for both methods of recruitment;
12. Describe any special services to be provided to individuals with barriers to employment;

13. Describe the orientation process for both participants and employers;
14. Describe the participant referral process. Describe what happens to those participants not selected for program participation;
15. Detail how your agency will adhere to the region's priority list when determining suitability referrals;
16. Detail standards and expectations you will require of employers and participants;
17. Detail how you will identify employer needs for services; and,
18. Detail how you will identify available employment opportunities in "high demand" industries.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 5.

B. TARGET GROUPS TO BE SERVED

1. Detail the population groups you will serve;
2. Detail the criteria to be used to select WIOA eligible individuals and employers for program participation;
3. Describe linkages that will be formed with other agencies to recruit these population groups; and,
4. Describe any other outreach and recruitment efforts for targeted population groups.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 6.

C. STAFFING STRATEGIES

1. Describe your staffing plan, including staff positions, experience/background and responsibilities for the region's American Job Centers; and,
2. Detail your alternative plan for staff who are absent during the regular work schedule.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 7.

D. FOLLOW-UP SERVICES

1. Describe follow-up services to be provided for all WIOA eligible participants.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 8.

E. JOB DEVELOPMENT/JOB PLACEMENT/JOB RETENTION ASSISTANCE

1. Describe job development, job placement and job retention assistance to be provided to WIOA eligible participants.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 9.

F. FISCAL RECORD KEEPING PROCEDURES

1. Detail your agency's fiscal record keeping procedures. Include your agency's fiscal record keeping for employer reimbursements. Provide results of past audit reports.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 10.

G. PROGRAM OVERSIGHT CAPABILITIES/MONITORING PROCEDURES

1. Detail your agency's oversight capabilities. Detail extent of in-house monitoring practices;
2. Detail your agency's employer and participant tracking system; and,
3. Detail internal monitoring schedules to be implemented to ensure compliance with federal, State and local policies governing this program. (Monitoring schedules for both participants and

employers).

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 11.

H. PERFORMANCE GOALS/ OBJECTIVES.

1. Detail your performance goals/objectives. Include methods, tools you will use to ensure the region's performance goals/objectives will be met and/or exceeded. Include what interim indicators you will implement to show significant progress is being made towards meeting and/or exceeding the region's performance goals/objectives;
2. Describe any additional outcomes that will be a part of your OJT Program; and,
3. Describe how you will evaluate the effectiveness of the OJT Program on an ongoing basis.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 12.

I. SUPPORTIVE SERVICES

1. Describe any supportive services to be provided to OJT participants.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 13.

J. COUNSELING SERVICES

1. Describe counseling services to be provided.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 14.

K. OJT CONTRACT/TRAINING OUTLINE/ATTACHMENTS (DOCUMENTS TO BE INCLUDED WITH RFP ALONG WITH DESCRIPTIONS)

1. Describe and provide a copy your proposed OJT Contract. Describe any attachments;
2. Describe and provide a copy of your proposed OJT employer invoice form; and,
3. Describe the training outline to be used. (Training outline must include at a minimum: job performance requirements/competency levels to be met and estimated period of time (training hours) to reach each requirement/level, current work experience and skill levels, skill levels needed to perform job, listing of each occupation training is being requested, training hours required per occupation, amount of funding allocated to each occupation, total amount of funding, etc.).

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 15.

L. MARKETING EFFORTS

1. Describe your marketing plan for the OJT Program.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 16.

M. UNION INVOLVEMENT/PARTICIPATION

1. Describe how respective union representative(s) will be involved/participate in the implementation of OJT Contracts.

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 17.

N. EO ASSURANCES (IX. STATEMENT OF WORK, LINE ITEM D. BIDDER ASSURANCES)

TO BE INCLUDED IN PROPOSAL AS ATTACHMENT 18.

PERFORMANCE MEASURES

ADULT

Entered Employment – 72%
6 Month Retention – 72%
6 Month Earning Gain - \$5890.00
Credential Rate – 73%
Measurable Skills Gain - Baseline
Customer/Employer Satisfaction – 100%

DISLOCATED WORKER

Entered Employment – 71%
6 Month Retention – 76%
6 Month Earning Gain - \$8320.00
Credential Rate – 74%
Measurable Skills Gain - Baseline
Customer Employer Satisfaction – 100%

***YOUTH (16-24)* (Out-of-School)**

Placement in Employment/ Education/Training (Q2 Post Exit) – 61%
Placement in Employment/Education/Training (Q4 Post Exit) – 43%
Median Earnings- N/A
Credential Rate – 69%
Measurable Skills Gain - Baseline
Employment Preparation – 70%
Registration at Local American Job Centers (One Stops) – 100%

***YOUTH (14-21)* (In-School)**

Placement in Employment/ Education/Training (Q2 Post Exit) – 61%
Placement in Employment/Education/Training (Q4 Post Exit) – 43%
Median Earnings – N/A
Credential Rate – 69%
Measurable Skills Gain - Baseline
Employment Preparation – 70%
Registration at Local American Job Centers (One Stops) – 100%

BUDGET INFORMATION**TOTAL PROJECTED COSTS**

Cost Category	Amount	% of Budget
Administration		
Program Activity		
Support Services		
Total		

BREAKDOWN OF PROJECTED COSTS

Cost category	Program	Support	Total
Staff salaries			
Fringe			
FICA			
Workers Comp			
Health/welfare			
Retirement			
Other			
Travel			
Rent			
Equipment			
Other expenses			
Supportive services			
Total			

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Applicant:

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 public transaction; violation of Federal or State antitrust statutes 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/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.

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 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 to 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 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 purposes by a 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".

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 an 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 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 instruction.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than **\$10,000.00** and not more than **\$100,000.00** for each such failure.

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____, (Name of agency), as a recipient of Workforce Innovation & Opportunity Act (WIOA) Title I 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.

ASSURANCES

As a condition of the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation & Opportunity Act of 1998 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including *pregnancy, childbirth, or related medical conditions, gender identity, and transgender status*), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis 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.

Title 11, Subtitle A of the Americans with Disabilities Act of 1990 which prohibits exclusion on the basis of disability.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of 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.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

EVALUATION CRITERIA

Type of RFP _____
Bidder _____

Reviewer _____ Date _____

Total Points Possible = 100

Total Points Awarded = _____

All proposals received from bidders will be reviewed and evaluated by NPWDB, Inc. staff and the One Stop Committee. This Committee will recommend selected proposal(s) for funding to the NPWDB, Inc.

The following items will be evaluated using a point system with the possible number of points shown in parenthesis.

I. Past Performance Total points possible = 30 Total points awarded = _____

1. Does the bidder have prior experience operating this training program and/or any other training program with the NPWDB, Inc.? If so, does the bidder have a better than average overall past performance rate? _____ (15)
2. How would you rate the bidder's past experience/performance serving targeted population group(s). _____ (7)
3. Evaluate bidder's internal oversight capabilities (fiscal, programmatic, adherence to policies/procedures, etc.). _____ (8)

II. Budget Total points possible = 30 Total points awarded = _____

1. Is the bidder's cost competitive with other bidders. Is the proposed budget and participant unit cost reasonable and allowable? What were results of past audit reports? _____ (15)
2. Are proposed staff costs reasonable and allowable? _____ (5)
3. Does bidder demonstrate fiscal accountability? _____ (10)

III. Technical Approach Total points possible = 15 Total points awarded = _____

1. Are the goals and objectives of the proposed training program clear and concise? Is there a plan in place to ensure goals/objectives will be met? _____ (6)
2. How effective is the proposed design in providing the required components of the program, including follow-up? _____ (4)
3. How effective will the marketing of the program be? Linkages with employers? _____ (3)
4. How effective is the matching of employers' needs with participants' experience? _____ (2)

IV. Personnel Qualifications Total points possible = 10 Total points awarded = _____

1. Does the staff have any previous experience operating this program? _____ (5)
2. How experienced is the staff with overseeing the proposed program? _____ (3)

3. How experienced is the staff in working with the targeted groups? _____ (2)

V. Management / Administration **Total points possible = 15** **Total points awarded = _____**

1. How sufficient is the bidder's system of record keeping (program/fiscal)? _____ (5)

2. Is there an established method to ensure effective program oversight? _____ (4)

3. How appropriate is the bidder's internal tracking system? In-house monitoring Practices? _____ (4)

4. Are the bidder's instituted rules and regulations suitable for all participants while enrolled in this training activity? _____ (2)