

**Workforce Development Board *Mid-Ohio Valley***  
***And***  
**Mid-Ohio Valley Workforce Investment Corporation**  
**Request for Proposal**  
**Youth Programs**

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The Workforce Development Board Mid-Ohio Valley is issuing a Request for Proposal (RFP) to solicit agencies/organizations with the capacity and expertise to administer and operate the Workforce Innovation and Opportunity Act (WIOA) In School and Out of School Youth Program in the nine-county region. The expected term for contracts awarded under this solicitation will be from July 1, 2018 and extending through June 30, 2019, with the option of renewal for additional years at the discretion of the WDB MOV. Funding amounts are based on one year of activity.

**RFP Schedule**

Notification of RFP	April 1, 2018
RFP Available	April 1, 2018
All Written Inquiries Due	Prior to Bidders Workshop
Bidder's Workshop	April 20, 2018
Proposal Due	May 1, 2018
Announcement of Awards	May 11, 2018
Program Start Up	July 1, 2018

*An Equal Opportunity Employer / Program  
 Auxiliary Aids and Services are Available Upon Request  
 To Individuals with Disabilities*

# I. General Information

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## A. Workforce Development Board Mid-Ohio Valley

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The Workforce Development Board Mid-Ohio Valley (WDB-MOV) is a private, non-profit corporation designated as the administrative entity, planner and grant recipient of the Workforce Innovation and Opportunity Act (WIOA) funds for the nine-county region, encompassing the West Virginia counties of Calhoun, Clay, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt and Wood. The WDB-MOV receives WIOA funding to operate youth programs, identified as Youth Program in the Mid-Ohio Valley region.

This Request for Proposal (RFP) is issued to solicit proposals for innovative workforce development programs serving In School and Out of School youth under the provisions of the Workforce Innovation and Opportunity Act. Targeted populations are youth age 14 and not more than age 24, who meet the eligibility requirement of, and have one or more barriers to employment as defined by Workforce Innovation and Opportunity Act and the WDB-MOV.

Proposals that emphasize services to targeted youth in the following categories are encouraged and may receive stronger consideration:

- Services to Out of School youth as defined by WIOA
- Transitioning program enrollment from in-school emphasis to out of school participants
- Greater focus on work experience for participants
- Transitioning all participants to post-secondary education, training, and employment
- Provision of services to all counties within the Mid-Ohio Valley region, with clear plans on services in rural areas

## B. Legislation

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The WDB-MOV's youth programs are funded through the Workforce Innovation and Opportunity Act (WIOA). Therefore, each Proposer must be familiar with state and federal requirements of this program and the WDB-MOV's strategic plan.

Internet Web Addresses for additional workforce development resource information

WDB Mid Ohio Valley	<a href="http://www.wdbmov.com">www.wdbmov.com</a>
Workforce West Virginia	<a href="http://www.workforcewv.org">www.workforcewv.org</a>
US Department of Labor, Employment and Training	<a href="http://www.doleta.gov/">http://www.doleta.gov/</a>
Federal Laws and Regulations	<a href="http://thomas.loc.gov/">http://thomas.loc.gov/</a>

### **C. Services Provided Through the Youth Program**

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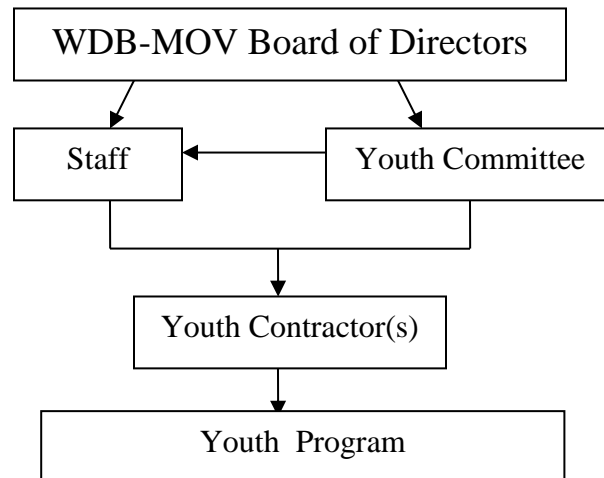
The WDB-MOV's Youth Program will provide services to participants as outlined in the Workforce Innovation and Opportunity Act. The Act stipulates, at a minimum, the following services must be made available to youth enrolled in the program:

1. Tutoring, study skills training, instruction and evidence based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience; may include the following types of work experiences:
  - Summer employment opportunities, and other employment opportunities available throughout the school year;
  - Pre apprenticeship programs;
  - Internships and job shadowing and
  - On-the-job training opportunities
4. Occupational skill training, which includes priority consideration for training program that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec.123
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services including the service listed in NPRM 681.570
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12months;
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling as well as referrals to counseling, as appropriate to the needs of the individual youth
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in –demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

## **D. Structure of the Workforce Development Board Mid-Ohio Valley / Youth Program**

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Listed below is a functional organizational chart showing the relationship between the WDB-MOV and the Youth System:



## **E. Objectives of the WDB-MOV**

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### ***Workforce Development Board Mid-Ohio Valley Vision:***

A quality skilled workforce that advances the economic development of the region by meeting the needs of employers and job seekers.

### ***Workforce Development Board Mid-Ohio Valley Mission:***

Building a quality workforce for today and tomorrow.

### **WDB-MOV Overarching Goals**

- **Continue expansion of services to WorkForce West Virginia business customers**
- **Enhance the education and skill level of job seekers, youth and employees to meet employment requirements.**
- **Increase partner involvement in the integrated delivery of WorkForce West Virginia services**
- **Continue to build capacity of WorkForce West Virginia staff to improve and expand delivery of service**
- **Promote the WorkForce West Virginia system.**
- **Collaborate with employment, education, and economic development partners to expand opportunities**

All proposals must be geared to meeting the vision and overarching goals of the WDB-MOV. More information and insight is available at: [www.wdbmov.com](http://www.wdbmov.com)

## **F. System Performance**

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Youth providers will be expected to meet the following Department Of Labor standards of performance:

Note: WDB MOV is in negotiation with the State and US DOL for performance standards for 2018-2019 program year.

- 1) Percentage of program participants who are in education or training activities or in unsubsidized employment, during the second quarter after exit from the program.
- 2) Percentage of program participants who are in education or training activities or in unsubsidized employment, during the fourth quarter after exit from the program
- 3) Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- 4) Percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation in or within one (1) year after exit from the program.
- 5) Percentage of participants who during a program year are in an educational or training program that leads to a recognized post-secondary credential or employment AND who are achieving measureable skill gains toward such a credential or employment
- 6) Indicators of effectiveness in serving employers as outlined in WIOA

In addition to DOL performance requirements, provider will negotiate local performance measures, tied to contract funding, with the WDB MOV. Examples of previous local measures include: **A)** *Of files reviewed, a minimum of 2 individual contacts per month will be documented with active youth. One must be in person. The other contact may be by phone or social media. The contact will be related to the youth's plan and / or life situation.* **B)** *Staff training with front line staff will be conducted a minimum of quarterly. Agenda and training plans will be approved by WIB MOV staff.* **C)** *Of files reviewed, a Plan of Action will be reviewed at least quarterly with the youth, documenting services needed, steps completed and next steps identified.*

Note: Deliverables and performance measures for contractors may be modified if the WDB-MOV, the State of West Virginia, and the Department of Labor re-negotiate performance. Organizations submitting a proposal should be familiar with both current and proposed DOL performance measures and agree to meet the DOL, State of WV and WDB-MOV performance measures as negotiated/modified.

## **II. Request for Proposal (RFP) Information**

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### **A. Contact Person**

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The contact person for this RFP is:

Janelle Comstock, Program Director  
Workforce Development Board *Mid-Ohio Valley*  
709 Market Street  
Parkersburg WV 26101  
[janelle.comstock@movrc.org](mailto:janelle.comstock@movrc.org)  
304-424-7271 ext. 102

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

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All public or private not-for-profit corporations, local education entities, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law may submit a proposal for funding.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the WDB-MOV have been terminated for cause within the past 5 years; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

*The Workforce Development Board Mid-Ohio Valley will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds or race, creed, color, sex, age, handicap status or national origin in the contract award.*

## **C. Bidder's Workshop and Inquiries**

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The WDB-MOV will host a bidder's workshop on **April 20, 2018 AT 11:00AM EST**. The workshop will be held at **Workforce Development Board Mid-Ohio Valley, 709 Market Street, Parkersburg, WV**. For directions, call 304-424-7271.

All potential respondents are strongly encouraged to attend the bidder's workshop since this will be the best opportunity for having technical and other concerns addressed.

All inquiries submitted to the WDB-MOV must be submitted at the bidder's workshop or in writing to the WDB-MOV prior to **the bidders workshop**. Questions may be submitted electronically to [janelle.comstock@movrc.org](mailto:janelle.comstock@movrc.org). All inquiries and the minutes from the bidder's workshop will be posted on the WDB-MOV web site at [www.wdbmov.com](http://www.wdbmov.com)

The WDB-MOV will not address any questions or issues related to this RFP after **April 20, 2018**.

It is the intention of this procurement process to promote equal information dissemination and equitable treatment of all Proposers.

## **D. Respondent Requirements / Proposal Guidelines**

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The WDB-MOV must receive all proposals no later than **May 1, 2018 at 12:00 PM, EST**. Any proposal received later than the specified time will not be considered in the WDB-MOV's evaluation process. Facsimiles and post marks will not be accepted.

The proposer must submit two (2) original unbound proposals, five (5) hard copies and one electronic copy on disk in Microsoft Office compatible format to the WDB MOV. 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. Three ring binders, spiral binding, plastic binding, company "logo" cover sheets, etc., should be excluded from submissions.

Originals must include original “wet” signatures, all proposal information and attachments, including last available audit. The originals must be marked as “Original” on the Proposal Cover Sheet and must bear the actual “wet” signatures of the person authorized to sign the proposal. The electronic copy should include all documents, including attachments. The five hard copies do not require original signatures or attachments.

Narratives should contain a heading that clearly indicates the narrative category being addressed, i.e., program design, program objectives, etc. Keep narratives as concise as possible while providing all the information requested.

Each page of the proposal should be numbered sequentially at the bottom of the page. These page numbers should then be reflected on your table of contents.

### **E. Authorized Signature**

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An official authorized to legally bind the applicant organization must sign all original proposals. Your proposal must provide the following information: Name, Title, Address and Telephone number of the individual(s) with the authority to negotiate and contractually bind the applicant organization. Proposals must also include the name of the contact person of the applicant organization during the period of proposal evaluation if different from the signatory official.

### **F. Limitation**

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The WDB-MOV is requesting proposals with the intent of awarding contracts to organization(s) whose proposal conforms to the requirements contained in this RFP. However, the WDB-MOV is not obligated to award a contract on this solicitation and reserves the right to reject any and all proposals. The WDB-MOV may also, at its discretion, accept all or parts of a proposal for implementation.

The WDB-MOV reserves the right to cancel in part, or in its entirety, this RFP if it is in the best interest of the WDB-MOV to do so. The WDB-MOV may require the bidders selected to participate in negotiations or to submit revisions of their proposals.

Proposers electing to respond to this RFP are responsible for all costs of proposal preparation. The WDB-MOV is not liable for any costs incurred by a Proposer in response to this RFP.

### **G. Acceptance of Proposals**

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The WDB-MOV must receive all proposals no later than **MAY 1, 2018 AT 12:00PM EST**. Deliver proposals to:

Janelle Comstock, Program Director  
WDB-MOV  
709 Market Street  
Parkersburg WV 26101

The WDB-MOV will not accept any changes modifications or additions to the proposals after the deadline for submitting the proposals has passed. Any addendums submitted by the Proposer prior to the May 1, 2018 deadline must be clearly marked “Addendum” on the package.

## **H. Proposal Evaluation**

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All proposals submitted in accordance with the requirements of this RFP will be evaluated. Staff will initially evaluate the proposal for information required by the RFP, responsiveness to the RFP, as well as efficiency and cost factors. The primary responsibility for proposal evaluation will reside with the WDB-MOV Board of Directors or a committee(s) thereof. Factors that will be considered as part of the evaluation will include:

- \* Program design, including detail of planned deliverables as outlined in the proposal.
- \* Qualifications and experience of the bidder, including previous contract Performance for organizations that have a current or previous contract with WDB-MOV.
- \* Reference information from other organizations that have contracted with the provider.
- \* Integration and collaboration, including partner commitment and letters of support.
- \* Responsiveness to WDB-MOV goals.
- \* Return on Investment -projected participants served compared to costs of proposal.
- \* Clarity and responsiveness of explanation during interview phase of evaluation.

## **I. Notice of Contract Award**

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The WDB-MOV intends to award a contract(s) to the organization(s) whose proposal best meets the needs and goals outlined in this RFP. The contracts may be awarded based on proposals received without discussion of such proposed programs with the bidders. Therefore, each offer should be submitted in most favorable terms from a price and technical standpoint that the bidder can make to the WDB-MOV Board of Directors. At its discretion, the Board or its designated committee may choose to interview bidders. **The notice to intended contract awardees is expected to be made no later than May 11, 2018.**

## **J. Protests or Disputes**

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Any Proposer denied funding through this RFP may submit a letter to the WDB-MOV'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 WDB-MOV's Executive Committee. Appeals must be submitted within 30 days of the WDB-MOV action to award a contract. The decision of the WDB-MOV's Executive Committee shall be final.

## **K. Type of Contract**

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Proposed costs will be analyzed and a contract will be negotiated on a demonstrated performance basis. There will be no contract negotiated with a straight 100% cost reimbursement payment structure. All contracts awarded will have a significant portion of the funds tied to the achievement of measurable outcomes. The type of contract will be determined at the time of contract negotiation with each bidder.



The term of the contract is expected to begin July 1, 2018 and end June 30, 2019. Contracts may be renewed on an annual basis at the discretion of the WDB-MOV. Total number of renewals will be governed by DOL guidelines. Factors to be considered in renewals will include, but are not limited to, funding availability, attainment of negotiated performance standards, and program deliverables as identified by DOL, Workforce WV, or the local WDB.

#### **L. General Contract Conditions**

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Should a proposal be selected for funding, the Proposer will then complete contract negotiations. In order for a contract to be executed, the Proposer must meet certain requirements with the WDB-MOV:

- All Programs must be operational July 1, 2018. Organizations proposing new programs should include information on planned transition activities in the narrative.
- All contractors must have current fiscal and compliance audits as required by law.
- All contractors are required to be an Equal Employment Opportunity Employer (EEO).
- All contractors must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance with the Mid-Ohio Valley Workforce Investment Corporation becoming “also insured” at the time of contract implementation. 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.

#### **M. Contract Modifications**

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

#### **N. Program Evaluation**

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The primary responsibility for program evaluation and oversight throughout the year will reside with the WDB-MOV’s Board of Directors or a committee thereof. The staff of the WDB-MOV or contracted internal monitors will conduct regularly scheduled monitoring, technical assistance if necessary, and evaluation of each program and service provider.

The Statement of Work outlined in the Narrative explanation of this Request for Proposal, the proposal submitted as a result of this RFP and the final negotiated agreement and budget between the WDB-MOV and the provider will serve as the basis for program evaluations.

### III. Proposal Format

Proposals should include the following information and in the following order:

#### **A. Proposal Transmittal Document**

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The Proposal Transmittal Document to be used in the submission of all proposals is included in this package. This document will provide information on the proposing organization and general information on the proposal. This document must be signed by the individual authorized to make a commitment on behalf of the proposing organization.

#### **B. Checklist for Proposal Submission**

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The Checklist for Proposal Submission to be used in the submission of all proposals is included in this package. This document must be signed by an agency officer authorized to bind the agency to all commitments made in the proposal.

#### **C. Table of Contents**

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The Table of Contents should identify all narratives, exhibits (forms) and certifications that must be submitted with your proposal. This sequence must be followed in assembling the completed proposal.

#### **D. Executive Summary**

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The executive summary should provide a general overview of the proposal being submitted. This section should be limited to no more than 3 pages.

#### **E. Proposal Narrative / Statement of Work / Program Design**

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This RFP provides an overview of program services and the requested deliverables in the Statement of Work. Refer to these sections when writing your narrative. The proposal should also address how activities will enhance our Workforce Development system by focusing on a fully coordinated and integrated customer service strategy that is market-driven and offers value-added services to our job seeker and business customers. Describe specifically how, where, and when services will be delivered.

- Clearly identify services to be provided directly within your organization and those provided through collaboration and linkages with other agencies.
- Identify in your proposal the manner in which your services will be non-duplicative of services currently provided to the targeted population and how service delivery will be integrated into services offered by other partners, including those mandated by WIOA in the One-Stop System.

This component of the proposal must demonstrate the Proposer's understanding of the services requested in this RFP. WDB MOV is looking for programming that expands upon WIOA and provides individuals in the region with opportunities to succeed by overcoming barriers. WIOA and other applicable regulations should be the foundation for all services offered. Proposals should emphasize how programs will be implemented and delivered in the Mid-Ohio Valley.

### **E.1 Administration of Youth Program**

The provider will be responsible for administration of the Youth program, including resource management to meet the needs of the targeted population. Such services include fiscal, staffing, and programmatic responsibilities.

The provider will be responsible for the development, implementation and maintenance of an internal communication system to ensure consistent, timely and accurate delivery of service throughout the program. This should include Standard Operating Procedures to provide guidance on the delivery of service through the youth program. The SOPs should provide clear guidance for all staff in the delivery and documentation of youth program services.

- 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 your organization will ensure continuous staff development which will assure personnel assigned to perform this program's tasks shall be capable and qualified in the work assigned. Indicate how you will train new staff. Also provide a current copy of your policies and procedures manual.

### **E.2. Outreach and Recruitment of Eligible and Targeted Youth**

The provider will be responsible for outreach and recruitment of eligible and targeted youth. Expected deliverables include marketing the program to potential participants, with approval of WDB MOV. WDB MOV expects services to be delivered equitably across all areas of the region. The provider will be expected to develop and maintain contact and coordination with community organizations that provide services to the targeted youth throughout the region.

The provider will be responsible for the marketing and public promotion of the program and other WIOA activities, including development of brochures, press releases, news articles, etc. throughout the region. Such marketing must be approved by the WDB-MOV prior to publication.

- Identify the customers you are targeting to serve. The customers served by your program must meet the eligibility criteria established by the Workforce Innovation and Opportunity Act and target groups listed in this RFP package.
- Describe your outreach and recruitment processes for your targeted populations. Include information on how your services will be delivered to individuals with limited English language skills, disabilities or other significant barriers.

### **E.3. Eligibility Determination**

The provider is responsible for eligibility determination of specific programs and services. WIOA eligibility must be completed in accordance with the standards established by the State of West Virginia and the U.S. Department of Labor. This includes data entry in the required state Management Information System, obtaining the necessary documentation, identifying barriers to

employment, etc. Eligibility for WIOA carries with it liability for dollars spent in serving individuals who are not eligible.

- Describe your method for collecting and retaining required documents for eligibility determination, completion of the WIOA application, and entry of data into the appropriate State MIS system for participants entering the youth program.

#### **E.4. Assessment, Case Management, Plan of Action**

The provider will be responsible for case management of participants, using a client-centered approach in the delivery of services that are part of a program meeting WIOA requirements.

This includes completing an assessment of each participant's academic skill levels, soft skills, occupational skills, prior work experience, employability, interests, aptitudes, barriers to employment, and service needs. Assessment may be conducted through a variety of methods including, but not limited to participant interview and/or more formal testing.

Each participant must have an Individual Service Strategy entered in the state MIS *and* a Plan of Action directly linked to the performance indicators in the Workforce Innovation and Opportunity Act. The Plan of Action must be developed with the participant's input and agreement, include the results of the objective assessment, appropriate services for the participant, and document education and employment goals, activities and achievements.

Activities during case management should be designed to develop and coordinate support services, job and career counseling, steps to overcome barriers to education or employment, and achieve goals outlined in the Plan of Action for each participant. Activities should be tied to the specific occupational or educational goals of the individual.

The provider is expected to maintain regular contact with participants, leading to retention and desired outcomes of the program. Following completion of the program, the provider is expected to provide follow up services as described in WIOA.

- Address the role assessment will play in the proposed program. Include information on when assessment(s) will be conducted in the process. Identify the assessment tools you will use to obtain the above information.
- Describe the proposed case management process, including the role of the youth, case manager, and partner organizations. How will progress/activity be documented and measured?
- Describe how the individuals Plan of Action and goals will be documented and measured.
- Provide an example or sample of the proposed Plan of Action/Individual Service Strategy and information used to document participant activity and achievement of goals.
- Describe your strategy for retaining participants in the program.
- Describe the progression of services offered to best serve the individual with various barriers (dropout, lack of work experience, transportation limits, disability, etc.) and how partner organizations will be utilized to provide non-duplicative services.

**E.5. Delivery of required elements**

Provider will be responsible for delivery of all (14) WIOA required elements or for establishing cooperative agreements with partner organizations to provide required elements. The required elements are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
  2. Alternative secondary school services, or dropout recovery services, as appropriate;
  3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include
    - a. summer employment opportunities and other employment opportunities available throughout the school year;
    - b. pre-apprenticeship programs;
    - c. internships and job shadowing; and
    - d. on-the-job training opportunities;
  4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
  5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
  7. Supportive services;
  8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
  9. Follow-up services for not less than 12 months after the completion of participation, as appropriate;
  10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
  11. Financial literacy education;
  12. Entrepreneurial skills training;
  13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
  14. Activities that help youth prepare for and transition to postsecondary education and training.
- Describe proposed delivery of all required elements, including examples of tools, curriculum, activities, etc.

- Describe events and programs you will offer that will meet the needs and keep the interest in the targeted group for retention of participants.

**E.6. Career Exploration**

The WDB-MOV recognizes that there are many career options available to the target group. The provider will be expected to facilitate the exploration of career options for each participant.

- Describe how you will facilitate exploration of post-secondary training/ career options for youth with multiple barriers, including technical schools, entrepreneurship, and apprenticeship programs.
- Provide specific examples of the types of activities you have offered in other programs and / or may offer in this program.

**E.7. Transportation**

Transportation remains a significant barrier to employment for many of the youth targeted by this program. The provider will be expected to include a plan to meet the transportation needs of each individual youth in the participant’s Plan of Action.

- Describe how you will assist youth in meeting these needs and give examples of how you may address this specifically in the region’s rural areas.

**E.8. Partnership / Collaboration – Community Opportunities**

The Workforce Innovation and Opportunity Act stresses the importance of collaboration in services to both job seekers and employers. It is the intent of the WDB-MOV that funded youth programs will coordinate, not duplicate, with other organizations for the delivery of services to participants.

The provider of services for the youth program will be expected to develop partnerships with community-based organizations, Workforce WV partners, other youth providers, Boards of Education, etc. The provider will be expected to participate in community groups in each county to solicit specific community input and coordinate delivery of service to participants enrolled in youth program.

Youth program staff will be responsible for developing communication and collaboration with area employers to identify skills needed for the emerging workforce, develop potential work sites, and ensure program activities are tied to employer needs. Special emphasis should be placed on high growth industries and occupations.

The youth program is expected to be a partner in the Workforce West Virginia system (One Stop) as required by the Workforce Innovation and Opportunity Act. Workforce West Virginia centers should be the primary access point for youth program services.

It is understood that Lead Agencies may enter into agreements or subcontracts with eligible entities for the provision of a portion of the services required with the approval of the WDB-MOV. Any and all such agreements or subcontracts shall include all of the terms and conditions

of this RFP. The Lead Agency (contracting entity with the WDB-MOV) shall be fully responsible for the performance of its contract, including any sub-contracts.

The provider will also be responsible for coordinating the flow of information between the youth program and partner organizations, such as eligibility information, referral processes, employment and training opportunities, and joint planning.

- Describe current and potential partnerships established for the proposed program.
- Describe who is involved, the role of each partner and how you will coordinate with each other.
- Describe in-kind services and contributions being made by the partners.
- Attach letters of intent or memorandums of understanding outlining specific services to be delivered by partners.

#### **E.9. Program Performance, Objectives and Outcomes**

The provider will be expected to establish specific performance plans for the program. This plan should include a comprehensive analysis of performance of the program and address such areas as accountability, supervisory review, monitoring youth progress, youth/partner feedback, internal monitoring of contract compliance, status reports on reaching performance objectives.

Objectives should identify specific outcomes in a specific timeframe as well as a minimum level of accomplishment. Objectives may include, but are not limited to: total number of customers to be served, geographic area to be served, length of program, credentials, number of participants in education/training or employment activities, , measurable progress.

The provider shall maintain and update reliable mechanisms that will identify problems as they occur, both administrative and programmatic, and when necessary, develop and administer a corrective action plan. The provider shall perform internal monitoring activities, including regular review of case files, data entry, participant contacts and quality control monitoring to ensure continuous improvement.

- Describe how you will track performance of participants, including the measures identified in the Workforce Innovation and Opportunity Act and the performance measures developed by the Department of Labor.
- Describe any additional objectives and outcomes expected of the proposed program and describe how these outcomes will be achieved beyond those outlined in WIOA.
- 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 quality control system currently used to monitor progress toward achieving contracted goals as well as the quality of program operations and administrative activities.

### **E.10. Reporting / Documentation Requirements**

The provider will maintain documentation necessary to generate information for required federal, state and WDB-MOV reports. Written reports shall be provided to the WDB each month. Verbal reports shall be provided to the Youth Committee of the WDB-MOV at regular meetings. Information shall also be provided, as requested, on fiscal activities, staff development, youth activities (including success stories), and other information on activities as requested. WDB-MOV expects regular complete reports on the progress of funded activities.

The provider will be responsible for maintaining electronic and hard copy documentation of services provided to participants. Electronic documentation must be maintained in the Workforce West Virginia management information system. Hard copies of required forms, including eligibility documentation, must be maintained by the provider. The provider is responsible for meeting data entry deadlines as established by the WDB-MOV. WDB-MOV has access to all records related to this program.

- Describe reports that will be provided to the WDB-MOV and Youth Committee. Include examples of reports from other similar programs operated by your organization.
- Provide copies of the types of documents that will be maintained as part of the youth program. Include an outline of expected Standard Operating Procedures that are to be used by your organization.

### **F. Prior Performance and Experience**

Describe your organization's experience and capabilities in achieving measurable performance outcomes. Identify goals set and verifiable performance achievement data against those set goals.

Identify a minimum of three current or previous contracts that are similar to those proposed. Include the following information:

- Name of Organization
- Primary point of contact
- Address
- Phone number
- E-mail address
- Dates of contract
- Amount of Award
- Description of services provided including goals and performance measures achieved

### **G. Budget**

The budgetary sheets to be used in the submission of all proposals are included in this package. Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing agency.



## **H. Budget Narrative and Justification**

Provide a budget narrative that justifies each proposed expense included on the Budget Sheet in terms of it being necessary, allowable and reasonable. Show the method of computation. Fully explain the proposed programmatic costs. For example, if funding is budgeted for support services, describe types of assistance that might be provided with the funds.

Give details of the organization's cost allocation method if one is used. Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding. Non-profit or public agencies will be required to provide a copy of its indirect rate approved by the appropriate cognizant agency if awarded a contract through this proposal.

New Providers or past Providers with poor performance history may be required to post a bond to ensure performance. Performance bonding requirements will be reviewed and negotiated on a case-by-case basis at the WDB-MOV's discretion.

State what contingency plans are in place to repay the WDB-MOV in the event that there are any disallowed costs as a result of an audit or monitoring review. Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by the WDB-MOV.

Payment will be on a cost reimbursement basis, with a demonstrated performance basis. With your proposed cost reimbursement with a demonstrated performance holdback, provide the proposed percentage of the total cost that will be withheld. Describe the measurable performance outcomes to which the organization will tie payment and the documentation that will be submitted to provide attainment of the outcome. Your monthly invoice should include documentation of all charges incurred.

The WDB-MOV staff will conduct an analysis of proposed costs and prices during the proposal review process. Proposers are encouraged to submit their best offer for providing the programs and services solicited in this RFP and to thoroughly describe and justify the proposed costs. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out the proposed services; and to ensure that the proposed costs will benefit the WDB-MOV's youth program.

## **I. Additional Information and Forms**

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Forms included in RFP document:

- Proposal Transmittal Document
- Package Inventory List
- Checklist for Proposal Submission
- Assurances Agreement
- Certification Regarding Drug-Free Workplace Requirements

- Equal Opportunity Non-Discrimination Notice
- Prohibition of Harassment in Workplace
- Certification Regarding Debarment, Suspension, etc.
- Certification Regarding Lobbying

Additional documentation / information to be included with proposal:

- Resumes of staff (with original and electronic proposals only)
- Latest audit (with original and electronic proposals only)
- Certificate of Insurance (with original and electronic proposals only)
- Memorandums of Understanding and / or Letters of intent from other organizations involved in the implementation of the proposed activities or a collaborator agreement (with original and electronic proposals only)
- Other pertinent information that may lend strength to your proposal

Note: Budget forms are available in a separate document.

**Request for Proposal  
ATTACHMENTS  
Youth Programs  
2016-17**



# PROPOSAL PACKAGE INVENTORY LIST

## ADMINISTRATIVE SECTION:

- ( ) Proposal Transmittal Document
- ( ) Checklist for Proposal Submission
- ( ) Assurances Agreement with Signature
- ( ) Budget Preparation Sheet & Narrative
- ( ) Resumes of staff
- ( ) Latest Audit
- ( ) Certificate of Insurance
- ( ) Letters of intent from other organizations involved in the implementation of the proposed activities or a collaborator agreement
- ( ) Other pertinent information that may lend strength to your proposal

<i>1. TECHNICAL PROPOSAL</i>
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- ( ) Executive Summary
- ( ) Statement of Work

<i>2. BUSINESS PROPOSAL</i>
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- ( ) Budget
  - ( ) Program Costs
  - ( ) Administrative Costs
  - ( ) Budget Narrative

<i>3. MISCELLANEOUS</i>
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- ( ) Two originals and five copies of the Proposal Package;
- ( ) One Electronic Version of Proposal Package in Microsoft Compatible Format;
- ( ) Delivered on time

Agency: \_\_\_\_\_

Signed: \_\_\_\_\_

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

## Checklist for Proposal Submission

Agency: \_\_\_\_\_

Agency Information: The following requests information relating to applicant's status, experience, qualifications, etc. Please check appropriate responses:

1.     Corporation             Partnership             Individual Owner / Sole Proprietor  
        City Agency             State Agency             Educational Institution
2.     Profit Making             Non-Profit
3.    Number of years in business (existence): \_\_\_\_\_
4.    Number of years in contract related business: \_\_\_\_\_
5.    Number of permanent employees (salaried and hourly): \_\_\_\_\_

	<b>Question</b>	<b>Yes</b>	<b>No</b>
6.	Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
7.	Is applicant in receivership or bankruptcy, or are any such proceedings pending? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
8.	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? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
9.	Will the applicant subcontract or utilize consultants for any of the services? <i>(If yes, type in the page numbers where the subcontracting is described in the proposal). Page(s)_____</i>		
10.	Has the applicant organization received concurrence from any unions that may be involved with this project? (If yes, attach written documentation of union concurrence.)		
11.	Does applicant carry General Liability Insurance? <i>(If yes, attach proof of General Liability Insurance).</i>		
12.	Does applicant carry Workers' Compensation Insurance? <i>(If yes, attach proof of Workers' Compensation Insurance).</i>		
13.	Is the applicant current with Unemployment Insurance? <i>(If yes, attach proof of current Unemployment Insurance coverage).</i>		
14.	Does the applicant organization have all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract? (29 CFR Part 97, Single Audit Act of 1984 and OMB Circular A-133)? <i>(If no, please explain on an attached sheet of paper).</i>		
15.	Does the applicant organization presently have any outstanding unresolved audit deficiencies with any other Federal, State or local agencies? <i>(If yes, please explain on an attached sheet of paper).</i>		

16.	Does the applicant organization have a recently completed Audited financial statement for the previous year, identifying all sources of revenue, donation, and income as well as offsetting expenses? List the date of most recently completed independent audit and by whom. <i>(If yes, attach copy of most recent audit).</i>		
17.	Does the applicant organization have a cost allocation plan, documenting how costs budgeted for this program that are not directly related to the project are assigned? These items usually include rent, utilities, insurance, corporate costs, and other overhead items. <i>(If yes, attach copy of current cost allocation plan.)</i>		
18.	Are your facilities and other planned sites to be used accessible to individuals with disabilities as required by the Americans with Disabilities Act? <i>(If no, please explain on an attached sheet of paper).</i>		
19.	Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities? <i>(If no, please explain on an attached sheet of paper).</i>		
20.	Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations? <i>(If no, please explain on an attached sheet of paper).</i>		

21. **We will** meet all applicable Federal, State and local compliance requirements. These include, but are not limited to:
- Records accurately reflect actual performance.
  - Maintaining record confidentiality, as required. (Federal Privacy Act of 1974)
  - Allow WDB staff access to financial and program records related to the contract.
  - Reporting financial, participant and performance data, as required.
  - Meeting all applicable labor law, including Child Labor Law standards.

**We will not:**

- Place a participant in a position that will displace a current employee.
- Use WIOA money to assist, promote or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use funds for participants in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

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Typed Name and Title of Authorized Representative

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Original Signature of Authorized Representative Date

## **Assurances Agreement**

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The grant applicant, in response to the Workforce Development Board Mid-Ohio Valley RFP for operation of youth programs, also assures that it will comply with Workforce Innovation and Opportunity Act and all other regulations including, but not limited to, the laws and policies listed below. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity.

- **Certification Regarding Lobbying**
- **Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**
- **Prohibition of Harassment In the Workplace**
- **Equal Opportunity Non-Discrimination Notice**
- **Certification Regarding Drug-Free Workplace Requirements**

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Signature of Authorized Representative

Date

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Organization Name



## **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 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".

## **EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE**

The undersigned certifies that, as a recipient of Workforce Innovation and Opportunity Act (WIOA) funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: applicants, eligible applicants, 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 recipient.

### **ASSURANCE**

As a condition to the award of financial assistance under WIOA from the Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded program or activity, and all agreements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2015, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to CFR29- A part 38. The United States has the right to seek judicial enforcement of this assurance.

## **PROHIBITION OF HARASSMENT IN THE WORKPLACE**

It is the policy of the Workforce Development Board Mid-Ohio Valley 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 WDB MOV 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. WDB MOV 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 WDB MOV Grievance Procedure outlined in Policy #01. 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 WDB MOV 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 WDB MOV or organizations funded by the WDB MOV 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.

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY 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 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/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.

## **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 sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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