

NPWDB, Inc.

Northern Panhandle Workforce Development Board, Inc.

To: Potential Bidders

From: John Sorrenti, Chairman, NPWDB, Inc.

Date: May 8, 2019

Re: Solicitation of RFPs for a *Pilot* "Pre-Apprenticeship" Program for Out-of-School Youth

The Northern Panhandle Workforce Development Board, Inc. (NPWDB, Inc.) is soliciting Request for Proposals (RFPs) for the procurement of a *Pilot* "Pre-Apprenticeship" Program for Out-of-School Youth, ages 16 -24, with barriers to employment, in the Northern Panhandle region. The Northern Panhandle region includes: Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler counties and the cities of Wheeling and Weirton. One hundred percent (100%) of funds used to support the *Pilot* "Pre-Apprenticeship" Program for Out-of-School Youth are being provided under the Workforce Innovation & Opportunity Act of 2014 (WIOA) through the U.S. Department of Labor. The *Pilot* "Pre-Apprenticeship" Program will not be financed by non-governmental sources. The estimated, projected total amount of funding available for a Pilot "Pre-Apprenticeship" Program for Program Year 2019-2020 is \$60,000.

A potential Bidder can submit a RFP to operate a *Pilot* "Pre-Apprenticeship" Program in a particular area(s) in the region.

A potential Bidder can contact the NPWDB, Inc. office at (304) 231-1170 to request a copy of the RFP packet or pick one up at the NPWDB, Inc. office, 1245 Warwood Avenue, Wheeling, WV between the hours of 8 – 4, Monday - Friday. A potential Bidder can also download RFP packet from the NPWDB, Inc.'s website. Steps to Download RFP are: STEP 1 – Go to <http://www.npworkforcewv.org>; STEP 2 – Click on the link Request for Proposals; and, STEP 3 – Click on the correct file name to open.

If a potential Bidder would like to meet with NPWDB, Inc. staff to discuss the requirements of the RFP they are to contact the NPWDB, Inc.

office at (304)231-1170 by no later than 4:00 pm on Wednesday, May 22, 2019. A Meeting to discuss the RFP will be scheduled as requested on an individual basis.

The NPWDB, Inc. will not pay any costs associated with the preparation of the RFP. The NPWDB, Inc. will not be responsible for funding a RFP in whole or part. The NPWDB, Inc. reserves the right to negotiate terms of any or all parts of a RFP approved for funding.

All RFPs are due to the NPWDB, Inc. by no later than 4:00 pm on Monday, June 10, 2019. Only completed RFPs will be accepted for review by the NPWDB, Inc. Equal opportunity employer/program. Auxiliary aids and services are available upon required to individuals with disabilities.

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SECTION I

I. PROGRAM OVERVIEW

INTRODUCTION

The Northern Panhandle Workforce Development Board, Inc. (NPWDB, Inc.) is soliciting a Provider to administer and oversee a *Pilot* "Pre-Apprenticeship" Program to no less than twelve (12) Out-of-School Youth, ages 16-24 with barriers to employment, in the Northern Panhandle region of West Virginia. The Northern Panhandle region includes: the cities of Weirton and Wheeling and the counties of Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler. The NPWDB, Inc. is the Administrative Agent and Grant Recipient for Workforce Innovation & Opportunity Act of 2014 (WIOA) funds for the Northern Panhandle region of West Virginia.

The *Pilot* "Pre-Apprenticeship" Program will be one hundred percent (100%) funded with WIOA funds. No Non-Governmental Sources are expected to be used for this Project. Cost Sharing/Matching is not required. The estimated, projected total amount of funding available for The *Pilot* "Pre-Apprenticeship" Program for Program Year 2019-2020 is \$60,000. Contracted services are from July 1, 2019 to June 30, 2020 followed by twelve (12) months of Follow-Up Services for participating Youth as required by WIOA.

The *Pilot* "Pre-Apprenticeship" Program will encourage Out-of-School Youth: To participate in work-based learning that allows first hand exposure to skills tailored to a specific job(s) and industry; Acquire industry-recognized credentials and explore various positions so they learn a wide range of career paths; and, Earn wages while receiving training and securing a solid career with job security.

A *Pilot* "Pre-Apprenticeship" Program will address a two-fold challenge: A high unemployment rate among Out-of-School Youth, ages 16-24; and, A shortage of skilled personnel in "high demand" industry sectors. Proposals will be expected to display a clear strategy for investing WIOA funding in participating Out-of-School Youth in a way that generates corresponding successful, rational outcomes. Creativity and innovation is encouraged.

Any Bidder is eligible to apply to be a Provider of the *Pilot* "Pre-Apprenticeship" Program. However, no potential Provider who has been found to have violated a particular Federal, State or local statute/regulation is eligible to bid on this RFP. Additionally, a Bidder may not be recommended for funding, regardless of the merits of the RFP submitted, if they have a history of contract non-compliance and/or poor past or current program performance with the NPWDB, Inc.

The NPWDB, Inc. will: Provide maximum opportunities for minority and women-owned businesses to obtain a contract(s); Place qualified small businesses and

minority and women-owned businesses on regional proposal solicitation lists, if requested; Ensure that small businesses 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 businesses, including small businesses and minority and women-owned businesses; Use services and assistance, as appropriate, from entities such as the Small Business Administration (SBA) and Minority Business Development Agency (MBDA); and, Require a contract(s) to follow previously identified requirements.

The NPWDB, Inc. will not: Place unreasonable requirements on an agency/organization in order for them to qualify to do business with the NPWDB, Inc.; Require unreasonable past program experience and/or excessive bonding; Maintain non-competitive pricing practices between an agency/organization or between an affiliate agency/organization; Give a non-competitive contract to a consultant(s) that is on a retainer contract(s); Award a contract(s) to an agency/organization that poses an organizational conflict of interest; Specify the use of only a brand name product instead of allowing an equal product to be offered; Engage in any other arbitrary action in the procurement process; and, Will not provide geographical preference in awarding a contract(s) with federal funds (Uniform Guidance takes precedent over State and local laws requiring geographical preference).

FUNDING/BUDGET GUIDELINES

Funding for a *Pilot* "Pre-Apprenticeship" Program in the region will not exceed \$60,000 for Program Year 2019-2020. The Bidder will be required to determine a unit cost per Out-of-School Youth within the budget amount provided. Please keep in mind, all costs associated with the proposed *Pilot* "Pre-Apprenticeship" Program must be allowable, fair and reasonable and in accordance with WIOA rules and regulations.

Any contract awarded will be for a one (1) year period. Terms and conditions of the contract will be performance – based with allowable costs determined necessary for the effective and efficient performance of the proposed *Pilot* "Pre-Apprenticeship" Program. The *Pilot* "Pre-Apprenticeship" Program should begin no earlier than July 1, 2019 and must conclude no later than June 30, 2020. Follow-up services will begin no later than June 30, 2020 and conclude by no later than June 30, 2021.

TARGET GROUP

Twelve (12) Out-of-School Youth with barriers to employment, including those with disabilities.

Out-of-School Youth are Individuals who are:

- Not attending any school as defined under State Law.

- ❑ Not younger than 16 or older than 24 at the time of enrollment. Because age eligibility is based on age at enrollment, participant may continue to receive services beyond the age of 24 once they are enrolled in the program; and,
- ❑ Fall within one (1) or more of the following categories:
 1. A School Dropout;
 2. A Youth who is within the age of Compulsory School Attendance but has not attended school for at least the most recent complete School Year Calendar Quarter. School Year Calendar Quarter is based on how a local school district defines its school year quarters;
 3. A Recipient of a Secondary School Diploma or its recognized equivalent who is low income and is either is Basic Skills Deficient or an English Language Learner;
 4. An Individual who is subject to the Juvenile or Adult Justice System;
 5. A Homeless Individual as defined in Section 41403 (6) of the Violence Against Women Act of 1994, a Homeless Child or Youth as defined in Section 725 (2) of the McKinney-Vento Homeless Assistance Act, a Runaway, in Foster Care or has aged out of the Foster Care System, a Child eligible for assistance under Section 477 of the Social Security Act or in an out-of-home placement;
 6. An Individual who is Pregnant or Parenting;
 7. An Individual with a Disability; or,
 8. A Low Income Individual who requires additional assistance to enter or complete an Educational Program or to secure or hold Employment.

PROGRAM DESIGN

A *Pilot* “Pre-Apprenticeship” Program can be developed in one (1) of the following three (3) industries: 1) Advanced Manufacturing; 2) Health Care; or, 3) Building & Trades.

Formal Letters of Commitment and Support from area Employers expressing their desire to serve as “Sponsors” in the *Pilot* “Pre-Apprenticeship” Program must be collected. Letters must detail an Employer’s commitment to provide participating Out-of-School Youth with a job interview and/or or employment after successful Program completion. Participating Employers are expected to: Help shape Program content; Provide training, support and facilities; Hire graduates; and, Champion the *Pilot* “Pre-Apprenticeship” Program to other area Employers.

A Letter of Commitment and Support from an associated registered Apprenticeship Program stating support and linkage with the *Pilot* “Pre-Apprenticeship” Program must be sought. A formal “Enrollment Agreement” with the associated registered Apprenticeship Program must be initiated and put in place that details support, linkage and coordination.

The *Pilot* “Pre-Apprenticeship” Program will be effectively marketed. Community input is critical to ensure the framework meets the needs of participating Out-of-School Youth. An Advisory Committee, consisting of partnering agencies, Employers, social organizations, community colleges, etc., shall be formed in an effort to

encouraged input and guidance into the *Pilot* "Pre-Apprenticeship" Program.

Academic training and curriculum, as well as tools and instructional materials, to be used, is an important component of the *Pilot* "Pre-Apprenticeship" Program. Work-based training is another important component of the *Pilot* "Pre-Apprenticeship" Program. Work-based training must occur in a "high demand" industry sector(s).

An Incentive may be provided to participating Out-of-School Youth for recognition and achievement that is directly tied to training activities and work experience. The NPWDB, Inc. Incentive Policy must be adhered to (**Enclosure I**).

An Individual Service Strategy (ISS) is to be completed for each participating Out-of-School Youth that details a written plan of long and short-term Career and Educational Goals, as well as Support Service needs.

An Objective Assessment of Academic Skill Levels, Training/Career and Service Needs shall be completed for each participating Out-of-School Youth for the purpose of identifying appropriate Career Services needed and a Career Pathway. Assessment shall include, but is not limited to: A review of basic skills and occupational skills; Prior work experience; Employability interest; and, Aptitude.

In addition, Soft Skills and Life Skills Training shall be delivered to Out-of-School Youth during participation in the *Pilot* "Pre-Apprenticeship" Program.

Other Provider responsibilities include, but are not limited to:

- Effective and Timely Recruitment of eligible Out-of-School Youth.
- Effective and Efficient Oversight Program Operations and Fiscal Management.
- Adequate and Sufficient Oversight of Program Operations.
- Tracking of participating Out-of-School Youth Documentation, Activities, etc. (including Follow-Up Services).
- Timely Billings and Accurate Completion of Required Reports and Forms and Timely Reporting of Required Data and Information.
- Cooperation and Coordination with the NPWDB, Inc. and other Partners, as needed and necessary.
- Self-Evaluation and an Efficient In-House Monitoring System.
- Meeting and/or exceeding Regional Performance Indicators for Out-of-School Youth (**Enclosure II**).

Supportive Services may be used to assist participating Out-of-School Youth with being successful in achieving his/her career goals. Services may include, but are not limited to: Transportation; Childcare; Work-related tools; or, Clothing, etc. To the greatest extent possible, outside Support Service resources are to be leveraged whenever possible and necessary.

Each Out-of-School Youth who successfully completes the *Pilot* "Pre-Apprenticeship" Program will receive a "Certificate of Completion."

SECTION II

II. BIDDER QUALIFICATIONS, ASSURANCES AND RESPONSIBILITIES

A Bidder must meet the minimum level of administrative and fiscal requirements in order to contract with the NPWDB, Inc. Therefore, a Bidder must provide the following items listed in Qualifications and Assurances. Failure to satisfactorily provide the following documentation will result in the proposal not being considered for funding. Requested documentation and information should be included with the proposal in order as **Attachment I**.

Bidder is required to provide hard copy documentation or information for the following:

1. Organization's Resolution stating that it possesses the legal authority to contract with the NPWDB, Inc.
2. Organization's Articles of Incorporation, Educational Accreditation, if applicable, and Fidelity Bond.
3. Organization's Personnel Policy, including Conflict of Interest and Code of Ethics Policies for its Staff as well as its Board of Directors, if applicable.
4. Organization's Grievance Policy and Procedures.
5. Organization's Policy Statement assuring compliance with applicable State and local Laws relating to Equal Opportunity, Affirmative Action and non-discrimination in Program operations.
6. Organization's Policy regarding promotion of a Drug Free Workplace.
7. 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.
8. Organization's Proof of Insurance.
9. A Letter of Assurance that the Organization has access to Outside Funding Sources and/or will have access to outside funding source(s) should WIOA funding be awarded, if applicable.
10. A Letter stating the Organization is in compliance with all applicable unique entity identifier and SAM requirements, if applicable.
11. Organization's assurance to comply with Child Labor Laws.
12. A Letter that the Organization assures compliance with NPWDB, Inc. Audit requirements.
13. A Letter from the Organization stating it understands that if funding is awarded, performance-based contracting will be used.
14. Organization's Acceptance of Local Policy on Certification Regarding Debarment and Suspension; Drug-Free Workplace Requirements; Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and Equal Opportunity Non-Discrimination Notice (**Enclosure III**).

15. No less than three (3) formal Letters of Commitment and Support from area Employers expressing their desire to serve as "Sponsors" in the *Pilot* "Pre-Apprenticeship" Program. Letters must detail an area Employer's commitment to provide participating Out-of-School Youth with a job interview and/or or employment at Program completion.
16. A sample Agreement that will be initiated and be put in place between the Provider and the "Sponsors."
17. At least one (1) Letter of Commitment and Support from an associated registered Apprenticeship Program stating support and linkage with the *Pilot* "Pre-Apprenticeship" Program.
18. A copy of the "Partnership Agreement" that will be initiated with associated registered Apprenticeship Program.
19. A schedule of "work experiences" or "on-the-job learning experiences" to be offered.
20. A copy of the "Apprentice Agreement" that will be entered into with Out-of-School Youth. "Apprentice Agreement" must adequately detail terms and conditions associated with all aspects of the "Pre-Apprenticeship" Program.
21. Details if Out-of-School Youth will be paid a wage; and, at what phase (ie: during work-based training, etc.). Detail the wage schedule to be put in place.
22. A sample "Certificate of Completion" that will be awarded to Out-of-School Youth upon successful completion of Program goals & objectives.
23. Assurance that the Organization will promote awareness of regional American Job Centers by ensuring that one hundred percent (100%) of participating Out-of-School Youth enrolled in the *Pilot* "Pre-Apprenticeship Program is registered at one (1) of the regional American Job Centers.

Each Statement or Policy submitted must be signed by Management Staff from the Bidder's Organization.

SECTION III

III. DIRECTIONS FOR COMPLETING PROPOSAL

Rules, instructions, the proposal evaluation process and timeline for reviewing and approving proposals are detailed in **Enclosure IV**.

Responses to questions one (1) through five (5) should be limited to no more than five (5) pages each and should be answered in the order presented. In addition, a Bidder must complete the Cover Page (**Enclosure V**).

1. PROPOSAL RESPONSIVENESS/GENERAL PROPOSAL INFORMATION

Requested documentation and information should be included with the proposal in order as **Attachment II**.

- a) Describe your Staffing Plan. Include Job Positions, "Staff to Out-of-School Youth" ratio and Staff duties/responsibilities as related to the proposed *Pilot* "Pre-Apprenticeship" Program. Detail any qualifications.
- b) Describe supervision that will be put in place to ensure Out-of-School Youth are being adequately overseen at all times.
- c) Detail the targeted population and primary geographic area(s) to be served in the region.
- d) Describe any past experiences and results designing and delivering similar Projects, if applicable.
- e) Detail standards and/or expectations required from Out-of-School Youth participating in the Program. Detail how you will evaluate Out-of-School Youth during their participation in the Program.

2. PROGRAM DESCRIPTIONS AND OPERATIONS

Requested documentation and information should be included with the proposal in order as **Attachment III**.

- a) Detail the proposed *Pilot* "Pre-Apprenticeship" Program's design, standards and objective. Include details about the proposed training and curriculum as well as the work-based portion of the proposed Program. Detail any tools, instructional materials, etc. to be used.
- b) Detail the location of *Pilot* "Pre-Apprenticeship" Program. Provide an

overview of the location (ie: facility) to ensures it is safe and adequate.

- c) Describe Outreach and Recruitment Strategies for Out-of-School Youth, ages 16-24 with barriers to employment, including those with disabilities. Detail the selection process.
- d) Describe any special, unique activities that will be offered to Out-of-School Youth with disabilities. Describe how you intend to track Out-of-School Youth during their participation in your Program.
- e) Detail Program oversight processes and procedures that will be implemented if funding is awarded. Detail frequency of oversight of daily, quarterly, etc. operations.
- f) Describe orientation & assessment activities. Include assessment tools, instruments and methods that will be used to gather necessary assessment information to develop Individual Service Strategies (ISS).
- g) Describe training of skills that will be offered in phases. Describe how Out-of-School Youth training and career goals will be developed, coordinated and evaluated.
- h) Describe how an Advisory Committee will be established and identify Committee members. Include titles and names of organizations they work for.
- i) Describe strategies to be used to motivate, and/or reward Out-of-School Youth. Describe if any Incentives, and the amount(s), will be provided to Out-of-School Youth and under what circumstances. Be specific.
- j) Describe soft skills and life skills to be provided to Out-of-School Youth.
- k) Describe what types of Supportive Services will be made available to participating Out-of-School Youth.
- l) Describe how one-year Follow-Up Services will be provided to participating Out-of-School Youth.

3. CAREER DEVELOPMENT AND EMPLOYMENT OPPORTUNITIES

Requested documentation and information should be included with the proposal in order as **Attachment IV.**

- a) Describe Career Pathways and Career Services Strategies to be provided.
- b) Describe if any on-the-job learning or work-based training will be a part of the Program.

- c) Describe steps that will be taken to ensure coordination between the proposed *Pilot* “Pre-Apprenticeship Program and an area Employer(s) (aka: “Sponsor(s)”).
- d) Describe steps to be taken to ensure coordination and support from an associated registered Apprenticeship Program for the proposed *Pilot* “Pre-Apprenticeship Program.

4. PROGRAM PERFORMANCE

Requested documentation and information should be included with the proposal in order as **Attachment V.**

- a) Describe Program Performance Objectives. Include: Total targeted Number of Enrollments; Anticipated Performance Levels of specified Outcomes; and, Methods and/or Tools to be used to meet WIOA Program Performance Indicators. In addition, include any interim, or additional, Performance Indicators that will be used to ensure that progress is being made towards WIOA Program Performance Indicators.
- b) Detail how you will evaluate the effectiveness of the *Pilot* “Pre-Apprenticeship” Program on an on-going and regular basis.
- c) Detail in-house data and management tracking system that will be in place to ensure you are meeting and/or exceeding WIOA Program Performance Indicators.

5. BUDGET

Line Item Budget Forms to be completed (**Enclosure VI**).

Requested documentation and information should be included with the proposal in order as **Attachment VI.**

To: NPWDB Job Center Operator
NPWDB Training Providers
NPWDB Partnering Agencies

From: NPWDB, Inc.

Policy Number: 8

Original Date of Policy: July 1, 2015

Effective Date: July 1, 2015

Subject: Incentive Payments for Youth

Incentive payments to youth participants are allowable for recognition and achievement directly tied to training activities and work experience.

The youth program must detail, in writing to the NPWDB, Inc., the type(s), amount(s), etc. of incentive awards they are proposing to provide to WIOA youth participants. Incentive awards are contingent upon written, prior approval from the NPWDB.

When determining if incentive awards will be provided to youth participants, the NPWDB Inc. will take into account availability of WIOA youth funding and the reasonableness/necessity of proposed incentive awards. The youth program will be required to remain within their line item budget(s) for incentive awards as per the contractual agreement. If the NPWDB wants to provide incentive awards to youth participants during their participation in a NPWDB sponsored project, the same procedures will be adhered to with the NPWDB Board of Directors giving approval prior to incentive awards being provided to youth participants.

An incentive award must be tied to the goals of the specific program aligned with the local youth programs organizational policies as identified in the Individual Service Strategy (ISS). All achievements reached, etc. are to be maintained in the youth participant's file. To qualify for an incentive award, a youth participant must not possess his/her high school diploma or its equivalent or a post-secondary certificate at the time of WIOA registration.

Incentive awards are to be provided to youth participants in a uniform, fair and equitable manner. That is, incentive awards must be of the same value for all youth participants performing the same activity/achieving the same goal/objective, etc.

For incentive awards, youth participants may earn up to a total of four (4) of the following targeted activities/goals/objectives, which can be given at any time during the duration of the program with hard copy supporting documentation:

- Attainment of a Goal Set (Basic Skills, Work Readiness).
- Completion of a High School Diploma/GED.
- Completion of Vocational-Technical Training.
- Attainment of Employment.
- Retention of Job for at least Two (2) Months.
- Attainment of no less than thirty-six (36) hours of Program Curriculum. It is recommended that no less than 12 hours of Program Curriculum be attained through a locally offered Job Readiness Workshop/Program/Course (ie: Work Readiness Workshop, etc.). Documentation detailing/showing dates and hours attended by youth, including the Instructor's signature, is required.
- Completion of Occupational Skills Certificate/Credentials (Hours may vary depending upon curriculum/hands-on training activity, etc.).
- Six (6) months of continued employment for youth participants who are employed prior to entering into a program activity(ies).
- Successful completion of no less than 50% of any post-secondary education training program pertaining to long-term training (ie: two year programs).

The youth participant's ISS must specify the goal(s) that must be met in order to qualify for an incentive award(s).

Incentive Awards to youth participants can be in the form of vouchers (ie: for interview job attire, work tools, etc.), gift cards, certificates, cash payments, etc. The maximum value of an incentive award that is a cash payment etc. to a youth participant may not exceed \$450 total during a program year. Incentive awards in the form of cash payments must be provided directly to the youth participant via check form only. Incentive awards in the form of vouchers (ie: for interview job attire, work tools, etc.), gift cards, certificates, etc. may not exceed \$150 total during a program year, must be written in the youth participant's name and be provided directly to the youth participant. Cash payments, gift cards, certificates, etc. (either donated or purchased with WIOA Youth funds) are to be kept by the youth program in a fireproof, locked safe at all times. The WIOA Youth Participant Incentive Award Record Log Form and the Incentive Award Tracking Form, must be completed, signed as appropriate and maintained in the proper file(s) for each youth participant who receives an incentive award in the form of a cash payment. The youth program must ensure the proper completion of the attached Record Log Form for each youth participant who receives an incentive award in the form of a gift card, certificate, etc. Gift cards, certificates, etc. shall not be retained for a period longer than ninety (90) days. And, only assigned staff (i.e. the youth program, Executive Director, Assistant Director) shall have access to these gift cards, certificates, etc.

Proper supporting documentation of any and all type(s) of incentive awards, in particular, cash payments, provided must be maintained in the youth participant's file. This supporting documentation will be monitored by the NPWDB, Inc. during regular monitoring visits/reviews.

Should you have any questions about this policy, please contact the NPWDB, Inc. office.

REGION 5 PERFORMANCE INDICATORS AND GOALS***

WIOA Performance		National Bench Marks	Negotiated Performance Goals PY 2016
Adults			
1	Entered Employment	78.8	81.0
2	6-Months Retention	83.0	86.3
3	6-Months Earning Gain*	\$2,800	\$13,000
4	Credential Attainment	70.0	Not Measured
Dislocated Worker			
5	Entered Employment	88.2	84.0
6	6-Months Retention	89.0	92.0
7	Wage Replacement	\$100	\$16,850
8	Credential Attainment		
Youth (18-24)			
9	Entered Employment	82.4	65.0
10	6 Months Retention	88.1	Not Measured
11	6 Months Earnings Gain	\$2,400	Not Measured
12	Credential Attainment	68.4	Not Measured
Youth (14-18)			
13	Diploma/GED Attainment**	72.6	65.0
14	Skill Attainment	98.9	Not Measured
15	Placement/Retention	61.2	Not Measured
Other			
16	Employer/Customer Satisfaction	68.0	Not Measured
17	Participant Customer Satisfaction	70.0	Not Measured
Youth (14-24)			
18	Literacy and/or Numeracy Gain	N/A	65.0

Additional NPWDB, Inc. Performance Indicators and Goals for Youth

Youth (19-24) – Employment Preparation – 70% of youth must have obtained occupational skills training and paid/unpaid work experience through either internships, job readiness, employability skills training or job shadowing. Hard copy documentation must be provided. Registration at a Local Job Center – 100% of youth must register at a local Job Center within sixty (60) days of enrollment in a youth program.

Youth (14-18) – Employment Preparation – 70% of youth must have obtained occupational skills training and paid/unpaid work experience through either internships, job readiness, employability skills training or job shadowing. Registration at a Local Job Center – 100% of youth must register at a local Job Center within sixty (60) days of enrollment in a youth program.

*****When updated, Performance Indicators and Goals for each Program Year are determined or finalized, the NPWDB, Inc. will immediately notify its Provider. At this time, please use the Region's Performance Indicators and Goals above is your guideline.**

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;
 - (d) 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
 - (e) 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; 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:

- f. 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,

(3) "Disclosure Form to Report Lobbying", in accordance with its instruction.

(4) 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 (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 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status and gender identify), 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 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity. 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

RULES/INSTRUCTIONS/EVALUATION PROCESS/TIMELINE

RULES

A Provider will be competitively selected based on the scoring of RFP responses.

Please prepare your response to this RFP in the order described in this RFP.

A potential Bidder must provide accurate, valid and full disclosure of information required and requested. If a Bidder fails to follow the instructions provided and/or fails to respond to all parts of the RFP, the proposal shall be deemed non-responsive and will not be considered for funding. Failure to meet all eligibility criteria stated within this RFP by the deadline date will result in the proposal being returned and not reviewed or considered for funding. If inadequate responses, program design, budget, etc. to the RFP are submitted, the NPWDB, Inc. may decide not to award any funding during this RFP cycle. If this is the case, the NPWDB, Inc. reserves the authority to solicit RFPs again.

The NPWDB, Inc. will not accept any amendments, revisions or alterations after the deadline date unless requested and/or approved first by the NPWDB, Inc.

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 a copy of 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 deadline date.

The NPWDB, Inc. will take into account the Bidder's prior experience with delivering training programs and the results of past audit report(s), if applicable. If, and once, funding is awarded, the Provider is expected to execute the award/contract by no later than thirty (30) working days upon receipt of the award/contract.

INSTRUCTIONS

- Three (3) copies of the proposal must be submitted. 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 may be submitted on compact disc in word format.

- Responses to the proposal must be single-spaced, on one side of standard (8½ inch by 11 inch) un-ruled white paper. Pages must be numbered and correspond with the Table of Contents.
- A submitted proposal shall remain a valid proposal for one (1) year after the deadline date of the RFP.
- Costs for developing a proposal are solely the responsibility of the Bidder. The NPWDB, Inc. will not provide reimbursement for any costs associated with a proposal.
- A submitted proposal may be withdrawn prior to the deadline date. A written request to withdraw the proposal must be submitted to the NPWDB, Inc.
- A Bidder should maintain hard copy proof of the mailing of the RFP to the NPWDB, Inc. for their records.
- Proposals should be sent, via mail only, to:

The Northern Panhandle Workforce Development Board, Inc.
1245 Warwood Avenue
Wheeling, WV 26003

Proposals must be received by 4:00 pm on Monday, June 10 2019. A proposal submitted after the close of the solicitation period will be considered late and will not be considered for funding. The NPWDB, Inc. will date-stamp all proposals upon receipt.

EVALUATION PROCESS

There will be a three (3) stage evaluation process: 1) An initial review of proposals will be completed by NPWDB, Inc. Staff. NPWDB, Inc. Staff will rate proposals and assign a value; 2) Members of the Youth Committee will review proposals. Youth Committee members will rate proposals, assign a value and make a recommendation(s) for funding to the NPWDB, Inc. Board of Directors; then, 3) The NPWDB, Inc. Board of Directors will be responsible for selecting a Provider and awarding funding.

Members of the Youth Committee and NPWDB, Inc. Staff will score RFPs according to the RFP Criteria and assign points. Once calculated, scores will then be used as a guide for discussion and selection of a Subcontractor(s). It is the NPWDB, Inc.'s Board of Directors' responsibility to ensure that the *Pilot "Pre-Apprenticeship"* Program is provided in the most efficient, cost-effective manner.

A Bidder may be given an award with the stipulation that special terms and

conditions be met and/or exceeded regarding identified areas of concentration, etc. If this is the case, special terms and conditions will be made a part of the contract. A Bidder who is 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 to the Bidder, the Bidder may submit a written appeal to the NPWDB, Inc. Board of Directors. An appeal must be submitted within thirty (30) days of the NPWDB, Inc. denying funding. The decision of the NPWDB, Inc. Board of Directors shall be final.

TIMELINE

May 8, 2019	Public Notice.
May 8, 2019	RFP available from NPWDB, Inc.
May 8 - May 22, 2019	Bidders' Conference At Request of Bidder.
June 10, 2019	RFPs due at NPWDB, Inc.
June 11 – June 21, 2019	NPWDB, Inc. Board of Directors, Youth Committee and Staff Evaluation Process.
June 24, 2019	Award Notification; Contract Negotiations start.

**PILOT "PRE-APPRENTICESHIP" PROGRAM
EVALUATION/RATER CRITERIA**

Total Points Awarded _____
Average Points Awarded _____

Name/Signature of Reviewer _____
Date _____

Bidder's Name: _____
Address: _____

Phone Number: _____

Proposed Program(s): _____

Area(s) Served: _____

Proposal Responsiveness/General Proposal Info. (15 Points) **Points Awarded**

1) Was proposal received by deadline date and time? (3 pts) _____
Comments _____

2) Were all required attachments and assurances provided? (4 pts) _____
Comments _____

3) Were RFP directions followed (ie: Questions answered in order provided, correct number of copies, original signatures, letters of support included, etc. (5 pts) _____
Comments _____

4) Does Bidder have successful history of designing and delivering Youth programs for the target population? (3 pts) _____
Comments _____

Total Points Program Description and Operations _____

(If Bidder failed to meet any of the above line items, RFP is not to be reviewed and rated and is automatically considered "disqualified" for funding consideration).

Points Awarded

Program Description and Operations (37 Points)

2) Does the program design include all required elements of a Pre-Apprenticeship Program for Out-of-School Youth? (15 pts) _____
Comments _____

- 3) Are links to be developed with community organizations detailed?
Will steps be taken to form an Advisory Committee? (8 pts) _____
Comments _____
- 4) Have outreach, marketing and recruitment strategies been
effectively detailed? (4 pts) _____
Comments _____
- 5) Are effective assessment tools going to be used? (5 pts) _____
Comments _____
- 6) Will any Incentives be provided as a means to motivate/reward
participating Out-of-School Youth? Supportive Services? (3 pts) _____
Comments _____
- 7) Is there an effective process and plan for the one-year follow up?
(2 pts) _____
Comments _____

Total Points Program Description and Operations _____

Career Development/Employment Opportunities (20 Points)

- 1) Are effective Career Pathways Services and Career Services
Strategies going to be put in place? (5 pts) _____
Comments _____
- 2) Have Employer "Sponsors" been identified? Has a link been
established with a registered Apprenticeship Program? (15 pts) _____
Comments _____

Total Points Career Development/Employment Opportunities _____

Program Performance (6 Points)

- 1) Does Bidder have plan to effectively track program performance?
Will the Bidder have an in-house data and management system in
place? (6 pts) _____
Comments _____

Total Points Program Performance _____

Budget (22 Points)

Total Budget Requested \$ _____

Total Number of Out-of-School Youth to be Served _____ Trained/Placed _____

Estimated Cost per Out-of-School Youth \$ _____

1) Is the cost per Out-of-School Youth and the total budget the most effective use of WIOA resources? (10pts) _____

Comments _____

2) Is proposed budget reasonable and can it support proposed program? (10 pts) _____

Comments _____

3) What are results of bidder's previous audit reports? (2 pts) _____

Total Points Budget _____

_____ **Program Responsiveness**
_____ **Program Description and Operations**
_____ **Career Development/Employment Opportunities**
_____ **Program Performance**
_____ **Budget**

_____ **Total Points Awarded (out of 100 Points)**

**COVER PAGE
FOR PROPOSAL PILOT "PRE-APPRENTICESHIP" PROGRAM**

Organization: _____

Contact Person/Title: _____

Address:

Phone #: _____ **Fax Number:** _____

E-Mail Address: _____

DUNS #: _____ **FEIN #:** _____

CCR #: _____ **CFDA# AND NAME:** _____

WV OASIS #: _____

Program Proposed:

Program Hours/Length: _____

Number of Out-of-School Youth to be Served: _____

Youth will be served in the Following Jurisdiction(s):

- | | |
|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Hancock County | <input type="checkbox"/> City of Wheeling |
| <input type="checkbox"/> City of Weirton | <input type="checkbox"/> Marshall County |
| <input type="checkbox"/> Brooke County | <input type="checkbox"/> Wetzel County |
| <input type="checkbox"/> Ohio County | <input type="checkbox"/> Tyler County |

Number of Youth to be served in each County:

_____ Hancock	_____ Brooke	_____ Ohio
_____ Marshall	_____ Wetzel	_____ Tyler

Funding Amount Requested: \$ _____

I hereby declare that the information provided in the RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to the RFP.

Name: _____

Title _____

Date: _____

BUDGET INFORMATION

Total Budget Requested \$ _____
 Total Number of Out-of-School Youth to be Served _____; Trained/Placed _____.
 Estimated Cost per Out-of-School Youth \$ _____.

TOTAL PROJECTED COSTS

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

BREAKDOWN OF PROJECTED COSTS

Cost Category	Admin	Program	Support Services	Total
Staff Salaries				
Fringes				
FICA				
Workers Comp				
Health/Welfare				
Retirement				
Other				
Rent				
Equipment				
Other Expenses				
Supportive Services				



BREAKDOWN OF STAFF COSTS

Staff Name	Title	Salary	Fringe Benefits	Travel

BREAKDOWN OF RENT COSTS

Location	Square Feet	Rate	Cost to Program

BREAKDOWN OF EQUIPMENT COSTS

Item	Cost to Program	Purchase/Lease/Rent

BREAKDOWN OF SUPPORTIVE SERVICES

Support Service	Admin	Program	Support

BREAKDOWN OF OTHER EXPENSES

Expense	Admin	Program	Support