

Workforce Innovation and Opportunity Act (WIOA)

**National Health Emergency
Dislocated Worker Grant
Program Year – 7/1/2019 to 6/30/2021**

Deadline: September 26, 2019

REQUEST FOR PROPOSAL (RFP)

**National Dislocated Worker Grant Unit
1900 Kanawha Blvd. East, Building 3, Suite 300
Charleston, WV 25305
Attention: Jamie Moore**

1900 Kanawha Blvd. East * Building 3 Suite 300 * Charleston, WV 25305

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Proposal Preparation Checklist

It is strongly recommended that an administrative review be conducted to ensure that proposals comply with the instructions in the format specified. This checklist is not intended to be an all-inclusive repetition of the required proposal contents and associated proposal preparation guidelines. It is, however, meant to highlight certain critical items so they will not be overlooked when the proposal is prepared.

- ___ Proposal is responsive to program solicitation and responds to the RFP information.
- ___ Proposal format (ensure compliance with font, margin and spacing requirements, double spaced bearing in mind that proposal readability is of utmost importance. Limit Narrative to 3 pages)
- ___ Transmittal Form (ALL appropriate boxes completed)
- ___ Table of Contents
- ___ Proposal Certifications (completed and signed by authorized representative)
- ___ Certification Regarding Lobbying
- ___ Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions
- ___ Equal Opportunity Non-Discrimination Notice
- ___ Certification Regarding Drug-Free Workplace Requirements
- ___ Program Summary
- ___ Participant Service Schedule (PSS)
- ___ Job Descriptions
- ___ Biographical Sketch (es) 2-page limitation (Job Duties of Personnel)
- ___ Proposal Budget
- ___ Detail Budget Information (See Sample, Attachment C)
- ___ Cost Allocation Plan (If required)
- ___ Administrative Requirements Checklist (see pages 17-19)

Please note that a digital copy of this Request for Proposal (RFP), including fillable forms needed, can be found on the WorkForce West Virginia website at:

www.workforcewv.org

**State of West Virginia
WorkForce West Virginia
Request for Proposal for
Workforce Innovation Opportunity Act (WIOA)**

A. OVERVIEW

In accordance with National Dislocated Worker Grant (NDWG) guidelines, WorkForce West Virginia is seeking proposals from public, private or non-profit organizations capable of delivering and managing a disaster relief program to mitigate the opioid crisis in West Virginia by generating temporary disaster relief jobs linked directly to community needs in the following areas of West Virginia; Region 1-Counties of Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Summers, Webster and Wyoming; Region 2-Counties of Boone, Cabell, Lincoln, Logan, Mingo, Putnam, and Wayne; Region 5-Counties of Brooke, Hancock, Marshall, Ohio, Tyler and Wetzell. With West Virginia leading the nation in overdose deaths, this program intends to address the predisposition of dislocated workers as opioid abusers. The successful Project Operator(s) will facilitate community partnerships critical in addressing the opioid crisis and its impact on the West Virginia labor pool by providing training that builds a skilled workforce in professions that impact substance abuse disorders including mental health, addiction, and pain management. The Project Operator(s) will ensure timely delivery of appropriate and necessary career training and support activities by recruiting and paying participant wages, fringe benefits, and/or supportive services for Career Advocates and Recovery/Peer Coaches in the areas stipulated above. These individuals will work closely with participants throughout the program, providing peer support and linking them with resources and services available through partner organizations.

Within regions 1, 2, and 3, the project operator will hire 118 participants as temporary workers providing disaster relief employment to alleviate the issues caused by the opioid crisis in these regions. The project operator(s) will develop worksite agreements with the communities as well as the Local Workforce Development Boards and other entities. The Project Operator will provide case management and assessments for enrollments, make approvals, coordinate, and maintain a list of disaster relief employment for each participant. The Project Operator(s) will ensure 149 participants are enrolled in an Individual Training Account (ITA).

B. PROGRAM SOLICITATION

The term “program solicitation” refers to the WorkForce West Virginia Legal Notice publication that encourages the submission of proposals that will address the need to secure a Project Operator(s) for the National Dislocated Worker Grant Project.

Who May Apply:

- Any private, non-profit or public organization may apply; only one proposal will be accepted from each organization.
- Each applying entity must be registered with the Secretary of State's office to do business in the State of West Virginia and be in good standing with the State.
- Each person attending the Bidder's Conference may only represent one entity which will be designated on the sign-in sheet when registering attendance.

NOTE: This is a competitive bidding process with proposals competing with one another for funding.

C. GENERAL INFORMATION

- Contracts are awarded for up to 3 years. The grant cycle is July 1, 2019 to June 30, 2021.
- Contracts will be paid on a reimbursable payment basis.
- Bidders must submit proposals that serve WIOA eligible participants.
- All WIOA eligibility determinations must be performed by specialists housed in the American Job Centers (AJC).
- Attendance at the Bidder's Conference hosted by WorkForce West Virginia is required in order to submit a proposal for consideration.
- The detailed line item budget, participant service schedule (PSS) and Budget Information Summary (BIS) provided as part of this RFP must be completed and submitted as part of the proposal.
- All proposals must contain a biographical sketch (limited to two pages) for everyone identified as senior project personnel as well as a listing of job duties for any grant-funded staff position(s).
- All proposals must provide documentation of relationships with other grant funded agencies.
- Successful applicants are required to attend all mandatory program and fiscal training.
- The selected Project Operator will be responsible for all activities and related costs beyond eligibility determination and referrals from the WIOA eligibility staff.
- All successful applicants must submit monthly program and fiscal reports by the 15th of each month.

D. RFP CONTENT (Please Refer to Proposal Preparation Checklist)

1. Table of Contents

- 2. Administrative Ability:** Provide a summary of the organization's administrative and management experience in administering federal grant funds and/or any previous awards of WIOA grant funds which documents successful administration of similar

activities. Explain the operational structure for requesting funding, including who has fiduciary responsibility and liability for funds awarded.

3. **Statement of Need:** This section must identify proposed activities and resources available to assist in reaching desired outcomes. Statements from local officials will be crucial in documenting and validating need.
4. **Project Summary (not exceeding two pages):** Everything that is important about the program should be clearly stated in this section. The following elements should be addressed:
 - a. Identification of the applicant and a brief history.
 - b. The specific purpose of the proposal.
 - c. The anticipated participant services and outcome to be reported.
 - d. Key strategies and project design for recruiting eligible enrollees into the program.
5. **Goals and Objectives:** Applicants should state the goals and objectives of the proposal.

This incorporates the purpose and the outcomes.

 - Goals should be broad statements intended to give a general idea of the project.
 - Objectives should relate directly to the need statement and must be achievable within the contractual timeframe.
6. **Program Design:** Strategies for the delivery of proposed activities should coincide with resources requested in the budget or otherwise identified.
7. **Biographical Sketch(es):** All proposals must contain a biographical sketch (limited to two pages) for all senior project personnel, as well as a listing of job duties for all grant-funded staff position(s). (See Attached Sample Job Descriptions)
8. **Collaboration:** Describe and provide documentation, via a letter(s) of support/commitment, of all collaborations or coordination's with individuals and/or organizations.
9. **Program Process Evaluation:** Describe how participant data and eligibility will be implemented, completed, tracked, and reported.
10. **Budget:** Applicant should provide a detailed budget narrative itemizing all grant budget line items with budget summary of project expenses. All budget information should be included on the budget forms provided by WorkForce West Virginia.

E. ADMINISTRATIVE/BUDGET

Instructions for Budget Forms:

The budget form is your plan of financial operation including an estimate of proposed expenditures for the duration of the grant. The budget form is an Excel Workbook that consists of ten (10) categories: Budget Summary; Personnel; Fringe Benefits; Travel; Equipment; Supplies; Contractual; Other; Indirect Costs; and Training. The budget forms should be completed based on allowable costs and activities as found in the Workforce Innovation and Opportunity Act Public Law 110 rules and regulations and the appropriate OMB Circulars or codified law for your type of agency.

Allowable Costs:

Guidance on allowable WIOA costs is provided in a series of Federal guidelines issued by the Office of Management and Budget (OMB Circulars). For commercial organizations, the cost principles detailed in the FEDERAL ACQUISITION REGULATIONS, 48 CFR Part 31, apply.

The Office of Management and Budgets (OMBs) final guidance on Administrative Requirements, Cost Principles, and Audit Requirements, 2 Code of Federal Regulations Part 200, including the Department of Labor's exceptions codified at 2 CFR Part 2900, which supersede the requirements from OMB Circulars A-21, A-87, A-110 and A-122; Circulars A-89, A-103 and A-133; 29 CFR Parts 95, 96, 97 and 99, and the guidance in Circular A-50 on Single Audit Act follow-up, unless different provisions are required by statute or approved by OMB.

Basic guidelines for Allowable Costs:

The following general cost principles are specified in the stated OMB Circulars, and must be adhered to in determining the allowability of WIOA costs:

- Any costs charged to a WIOA grant must be necessary and reasonable for the proper and efficient performance and administration of the grant. A grantee is required to exercise sound business practices and to comply with their procedures for charging costs. A grantee is expected to exercise the same prudence with WIOA funds as a person would with his or her own funds.
- A grantee can charge costs to the grant if the costs are clearly identifiable as only benefiting the WIOA program. If a grantee conducts other programs in addition to WIOA, allocation methods must be used to determine what share of costs should be charged to the WIOA program.

- Costs incurred should not be prohibited by any Federal, State, or local laws. For example, entertainment and alcoholic beverages are prohibited from being charged to any Federal grant program.
- A grantee must treat a cost uniformly across program elements or from year to year. Costs which are indirect for some programs cannot be considered a direct WIOA cost.
- Costs must be adequately documented in a manner consistent with GAAP.

Grantees should be aware that the OMB Circulars are designed to offer guidance on determining the allowability of costs and should be used as the first source of reference. The circulars do not address every possible cost; however, they are the groundwork for all grant financial management. If a cost is not mentioned it should be treated consistently with the standards provided for similar or related costs.

Cost Allocation:

Cost allocation is a procedure to ensure that costs are properly and equitably distributed to the benefiting cost objective. The total cost of a grant program is comprised of the allowable direct cost's incident to its performance, plus the allocable portion of allowable indirect costs. Allocability is a measure of whether the cost benefits the WIOA program and its cost objectives. If the cost does not benefit the program the cost cannot be charged to WIOA. Each program must assume its fair share of costs.

Direct costs are readily identified with and directly charged to a specific cost objective. Costs that are not readily chargeable to a final cost objective are often aggregated into intermediate cost objectives called cost pools and are periodically allocated to final cost objectives using an appropriate allocation methodology.

Indirect costs are costs incurred for a common or joint purpose benefiting more than one cost objective, and are not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. These costs are shared indirect costs and general indirect (overhead/G&A) costs.

Shared Indirect Costs are costs that cannot be readily assigned to a final cost objective, but which are directly charged to an intermediate cost objective or cost pool and subsequently allocated to final objectives. These costs are incurred for common or joint purpose benefiting more than one cost objective.

Cost Allocation Plan:

The cost allocation plan (CAP) is a document that identifies, accumulates, and distributes allowable direct and indirect costs and identifies the allocation methods used for distributing

the costs to the grant program. The basis of allocation must be measurable, consistent, and supported by ongoing data collection. All costs included in the plan must be supported by formal accounting records to substantiate the propriety of the eventual charges. A cost allocation plan needs to include at least the following elements:

- Organization chart that identifies all programs, types of services provided, and staff functions.
- Descriptions of the types of services provided, all revenue sources and cost objectives.
- Copy of budgets.
- Expense items included in the cost of services. This would include all joint or pooled costs needing to be allocated (such as staff whose work benefits more than one cost objective, and all other costs that cannot be readily assigned to a single cost objective).
- The methods used in distributing the expenses to benefiting cost objectives. This requires identifying the basis for allocating each type of joint or pooled cost, and the documentation for supporting each basis for allocation.
- Certification by an authorized official that the plan has been prepared in accordance with WIOA regulations and other applicable requirements.

Please note: An agency already receiving Federal funds must have an approved CAP to charge indirect costs. If an agency is not already receiving Federal funds and plans to charge indirect costs, a CAP or Indirect Cost Rate Proposal must be submitted to WorkForce West Virginia's Director of Fiscal and Administrative Management within 30 days after the start date of the awarded Grant Agreement.

Links:

For accessing legislation, regulations, WIOA Waiver Authority Home Page, and Advisories & Memorandums from the United States Department of Labor Employment and Training Administration go to the web link below: www.doleta.gov/reports/docs

The link for the Office of Management and Budget Circulars is:
www.whitehouse.gov/omb/circulars

Section A – Budget Summary by Category

Enter your agency's fringe benefit rate in line 2. All numbers in Column A will automatically fill once the tables are completed for each cost category on Pages 2-5 of the Sub-recipient Budget Forms.

Section B – Cost Sharing/Match Summary

Cash Contributions - enter in this section your agency's cash outlay, including the outlay of money contributed to your agency by other public agencies, institutions, private organizations and individuals. When authorized by Federal legislation, Federal funds received from other assistance agreements may be considered as cash contributions for your agency.

In-kind Contributions – enter in this section any property or services which benefit a federally assisted project or program which are contributed by non-Federal third parties without charge to the grantee or a cost-type contractor under the grant agreement.

Please note: A budget narrative must be attached to explain each line item in Sections A and B of the Summary.

Category 1: Personnel

Enter in this table all employees who will be working directly for the grant. For FTE (full-time equivalent), enter the estimated percent of time the employee will be working directly for the grant. For example, an employee is estimated to work for the grant ½ day, every day for 6 months ($.5/\text{day} * 6/12 \text{ months} = .25 \text{ FTE}$). Once the annual salary and the FTE are entered for each employee, the Total column will automatically calculate the amounts.

Category 2: Fringe Benefits

Fringe benefits consist of allowances and services provided by employers to their employees as compensation not including staff salaries directly charged to this grant. Fringe benefits include the costs of leave, employee insurance, pensions, and unemployment benefit plans. Once the “% of Personnel Cost” column is completed, the Total column will automatically calculate the total.

Please note: remember to provide the Fringe Benefit percentage on the Summary worksheet.

Category 3: Travel

List all travel expenses incurred specifically to carry out the performance of this grant. Examples of travel costs are transportation, lodging, subsistence, and related items incurred by employees traveling on official business.

Please note: alcoholic beverages and entertainment expenditures are never allowable costs charged to a Federal grant. Also, per diem amounts for meals and hotel costs cannot exceed the limits set by the Federal government. These per diem limits can be found on www.gsa.gov.

Category 4: Equipment

List all tangible, nonexpendable, personal property including exempt property charged directly to this grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Category 5: Supplies

List all tangible and expendable personal property other than equipment, such as pencils, pens, paper, printers, ink, and etc.

Category 6: Contractual

List all services performed by individuals or firms considered to be professional or semiprofessional in nature. A written agreement is required. Some examples are janitorial services, attorneys, engineers, CPAs, guest speakers, consultants and consulting fees.

Please note: all contractual services must have prior approval by WorkForce West Virginia.

Category 7: Other

List all allowable direct costs associated with this grant that would not be classified in Personnel, Fringe Benefits, Equipment or Supplies.

Category 8: Indirect Cost

Indirect costs benefit more than one cost objective or program and cannot be readily identified with one cost objective. It may be necessary to establish a number of indirect cost pools to facilitate adequate distribution of indirect costs. If your agency has an approved Indirect Cost Rate, enter the Base for this rate (examples are Total Direct Personnel Costs, Total Direct Costs and Modified Total Direct Costs) and the rate itself. The Total column will automatically calculate the amount of Indirect Cost. Attach a copy of the approved Indirect Cost Rate to the proposal.

If your agency has an approved Cost Allocation Plan (CAP), enter "approved CAP" in the Description column, leave the Base and Rate columns empty, and enter the estimated indirect costs for your agency in the Total column. Attach a copy of your approved Cost Allocation Plan to the proposal. If your agency does not have an approved Indirect Cost Rate or Cost Allocation Plan, enter "no approved plan" in the Description column, leave the Base and Rate columns empty, and enter the estimated indirect costs for your agency in the Total column.

Please note: remember to add the Indirect Cost rate on the Summary Worksheet.

Category 9: Training Cost/Stipends

List all costs associated with providing training to participants in this grant. Training costs may consist of tuition, books, fees, training supplies, etc.

**WorkForce West Virginia
Sub-recipient Budget Forms**

Category 1: Personnel

Employee Name	Employee Title/Position	Annual Salary	FTE	Total
TOTAL PERSONNEL:				

Category 2: Fringe Benefits

Type of Benefit	% of Personnel Cost	Total
Total Fringe Benefits:		

Note: Remember to provide the Fringe Benefit percentage on the Summary worksheet

Category 3: Travel

Event and Location	Employee Traveling	Dates of Travel	Cost
TOTAL TRAVEL:			

WorkForce West Virginia Sub-recipient Budget Forms

Category 4: Equipment

Description	Unit Cost	Number of Units	Total
TOTAL EQUIPMENT:			

Category 5: Supplies

Description	Unit Cost	# Units	Total
TOTAL SUPPLIES:			

Category 6: Contractual

Description	Contracted
TOTAL CONTRACTUAL:	

WorkForce West Virginia Sub-recipient Budget Forms

Category 7: Other

Description	Unit Cost	#Units/Months	Total
TOTAL OTHER:			

Category 8: Indirect Cost

Description	Base	Rate	Total
TOTAL INDIRECT COST:			

Please note: Indirect Cost charges must be in accordance with to an approved Cost Allocation Plan or Indirect Cost Rate.

Category 9: Training Cost/Stipends

Description	Unit Cost	# Units	Total
TOTAL TRAINING COST/STIPENDS:			

F. Evaluation Criteria

The Evaluation Criteria has three parts: The Minimum Requirements; the Program Design; and the Program Cost. Each is described below.

1. Minimum Requirements

Failure to attest to and document Minimum Requirements will result in an automatic rejection of the proposal and scoring will not proceed. No points will be awarded for Minimum Requirements. Applicants must attest to each of the following:

1. The applicant must be a private non-profit or public organization. Each applying entity must be registered with the Secretary of State's office to do business in the State of WV and be in good standing.
2. The program design must include services to;
 - A Dislocated Worker
 - An Individual temporarily or permanently laid off as a consequence of the disaster or emergency;
 - A long-term unemployed individual; or
 - A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster.
3. Training must occur in West Virginia;
4. Applicant will not charge participants a fee for participation in the program;
5. Successful applicants will ensure that participants are enrolled in the West Virginia Management Information System (MACC);
 - a. Record in the MACC all eligibility, assessments, service activities, case notes, outcomes, exit information and follow-up services (during and after exit) for eligible and enrolled participants.

2. Program Design – 80 Points

The Review Committee will evaluate proposals based on the following programmatic criteria:

Ability to engage target population in the program:

Up to 10 points will be awarded to an applicant that describes:

1. The number of participants to be served;
2. The geographic area to be served;
3. How targeted population will be identified, recruited and retained.

Demonstrated capacity to develop and deliver Pre-Apprenticeship programs for disadvantaged individuals:

Up to 25 points will be awarded to an applicant that:

1. Provides a fully developed training plan, reviewing the curriculum and the length of program, and identifying the targeted occupations and industries;
2. Provides a thorough description of how the training is aligned with the skills and content needed for entry to a registered apprenticeship;
3. Provides a follow-up/retention support of participants;
4. Provides a thorough description of each of the elements in its training plan;
5. Demonstrates that the anticipated number of participants can be supported by the program design;
6. Proposes criteria for successful outcomes per section 116(b)(2)(A) of WIOA.

Programs history and past experience:

Up to 15 points will be awarded to an applicant that:

1. Describes their history of operating training programs, including past performance and outcomes;
2. Describes their history of operating federal grant funds and/or any previous awards of WIOA grant funds;
3. Describes the qualifications of the organization and its instructors;
4. Demonstrates its commitment to achieve program outcomes.

Overall strength of proposal:

Up to 30 points will be awarded to an applicant that:

1. Identifies and describes the past experiences and history of the training provider and abilities to provide the required training;
2. Describes the value and impact of the program on disadvantaged individuals, including entry into employment;
3. Goals and objectives are clearly identified.

3. Program Cost – 20 Points

An applicant may receive up to 20 points for the program cost based on cost per participant, as follows:

1. The proposal containing the lowest cost per participant will receive a program cost score of 20 points. Each of the other proposals will receive a score based on the following formula: the proposal with the lowest cost per participant divided by the cost per participant from the proposal being scored, multiplied by 20 (the highest possible cost score).

WorkForce West Virginia reserves the right to request additional information from applicants during the cost scoring process if the budget information is unclear.

During the cost review process, WorkForce West Virginia will not remove any potentially disallowed costs included in the proposal. However, during the award process and contract negotiations, if it is determined disallowed costs were included in the proposal, those costs will not be included in the contract.

G. Method of Selection

The method of selection will be based on a point system with the technical portion of the rating criteria weighted at 80% of the total program cost is 20% of the total. WorkForce West Virginia will select the bidders that provide the best value taking into consideration the most beneficial combination of factors including qualifications, experience, and cost as described herein.

WorkForce West Virginia staff will select applicant(s) with the highest combined cost scores and program design scores, until available funding set aside for this program is exhausted. The cost score is determined by the cost per trainee provided within the application. The program design score is based on the answers to required proposal questions regarding workforce demand, strategies and implementation, and outcomes.

A complete response to each question is crucial to ensure full points are awarded.

In the case of tied scores, preference will be given to proposals with the highest program evaluation score. If the program evaluation scores are also tied, the award will be decided by the WorkForce West Virginia Executive Director.

WorkForce West Virginia may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet agency program requirements consistent with the RFP. Any disallowed costs will be costs not permitted under the requirements of this RFP. Proposals must first meet all minimum eligibility requirements.

Please note:

1. Ineligible applicants will be disqualified before completing a review;
2. Incomplete proposals will be disqualified;

3. All applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
4. Proposals that fail to meet requirements may be disqualified after completing a full review.

- XIII. _____, the undersigned and duly authorized representative of the above-named agency, hereby certify that I have read, understand, and accept the above terms and conditions of the contract package as stated in the attached documentation; that the enclosed package is a firm offer effective through the _____ day of _____, and that the information contained therein is true and correct to the best of my knowledge.
- XIV. Signature: _____
- XV. E-mail address of Signatory: _____

Timeline

August 16, 2019	RFP Released
September 5, 2019	Bidder's Conference
September 26, 2019	Full Application Due

Bidders' Conference

The Bidders' Conference will be held on September 5, 2019, from 1:00 PM to 4:00 PM **at the Administrative Offices of WorkForce West Virginia, 1900 Kanawha Boulevard East, Building 3, Room 300, Charleston, West Virginia.** Attendance is a requirement to apply; all bidders must be present (at least one designated representative per organization). One individual cannot represent multiple agencies. Please RSVP your attendance to Jamie.L.Moore@wv.gov. **Note: After the close of the Bidders' Conference and up to the final application deadline, no technical assistance will be provided to potential bidders. A copy of the Request for Proposal can be found on our website, www.workforcewv.org under Announcements and Events.**

Final Application

DUE: September 26, 2019

Original and two copies of your proposal must be **received** no later than deadline. Applications may be hand delivered or mailed to:

WorkForce West Virginia
Attention: Jamie Moore
1900 Kanawha Boulevard East, Building 3 Room 300
Charleston, WV 25305

Please refer to the attached Proposal Checklist to ensure your application is complete prior to submission.

BLACK-OUT PERIOD

After the close of the Bidder's Conference and up to the start of contract negotiations, no technical assistance will be provided to potential bidders.

ATTACHMENTS A-C

ATTACHMENT A

Detailed Budget Information Sheet

Copy of "Detailed Budget Information Sheet" is included in Attachment A.

Note: A fillable Excel copy can be can be found on our website, www.workforcewv.org; proper formulas must be created by applicant.

NDWG Budget Template						
Administrative Cost /Grantee						
PERSONNEL						
Position	Full-time equivalents (FTE)	Annual Salary Rate	Months	Salary Budgeted		
				Total Personnel:	\$ -	
FRINGE BENEFITS						
Personnel Fees		FTE	Per Year	\$	-	
Social Security	Total Personnel @			\$	-	
Insurance/OPEB	Full-time FTE	0.000	Per Year	\$	-	
Workers Compensation	Total Personnel @			\$	-	
Retirement	Total Personnel @			\$	-	
				Total Fringe Benefits:	\$ -	
TRAVEL						
In-State	Number Miles	Days/Nights	# People	Rate perMile/Diem	Amount	
Miles						
Meals						
Hotel/Motel						
				Total Travel:	\$ -	
SUPPLIES						
Item Requested	Number Request	Unit Cost	Amount			
Misc./Printer/Copier/ Paper						
				Total Supplies:	\$ -	
					Total Admin:	\$ -
Program Cost/Grantee						
PERSONNEL						
Positions	FTE	Annual Salary	Months	Salary Budgeted		
				Total Personnel:	\$ -	
FRINGE BENEFITS						
Personnel Fees	-	FTE	Per Year			
Social Security	Total Personnel @					
Insurance /OPEB	Full-time FTE	0.00	Per Year			
Workers Compensation	Total Personnel @					
Retirement	Total Personnel @					
				Total Fringe Benefits:	\$ -	
TRAVEL						
In-State	Number Miles/Meals	Days/Nights	#People	Rate per-Mile/Diem	Amount	
Number of Miles						
Meals		Days				
Hotel/Motel		Nights				
				Total Travel:	\$ -	
SUPPLIES						
Item Request	Number Requested	Unit Cost	Amount			
/Paper/Copier/Computers (8)						
				Total Supplies:	\$ -	
					Total Program:	\$ -
OTHER						
(other program costs must be detailed)						
					Total Other	\$ -
CONTRACTUAL						
(must detail any contractual agreements under this grant)						
In Kind Contributions					Total Contractual:	\$0
					Total Grant	
Notes:						

ATTACHMENT B

Participant Service Schedule



**Participant Service Schedule
Opioid Crisis Disaster National Dislocated Worker Grant**

	2019-2020												Cumulative
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
New Enrollment													
Beginning of Month Enrollment													
Exits													
Entered Employment													
Other													
Total Exits													
End of Month Enrollment													
Total Enrollment by Quarter													
Total Exits by Quarter													
Meets Dislocated Worker Performance Measures													
Indicates cells that grantee must complete.													

ATTACHMENT C

Budget Information Summary (BIS)

Budget Information Summary (BIS)

WorkForce West Virginia State Set-Aside	Service Provider: Name and Address		Contract Period, From: To:	Agreement #
Program:				
Name:				
Budget Information Cost Categories				
Function/Activity				
1. Administration				
2. Activity				
3. TOTAL				
Cumulative Quarterly Expenditures				
Program Activities	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Cumulative Total Projected Expenditures by Program				
A) Personnel				
B) Fringe Benefits				
C) Supplies				
D) Travel				
E) Equipment				
F) Training				
G) Other (Indirect)				