

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

REQUEST FOR PROPOSALS

WORKFORCE INNOVATION AND OPPORTUNITY ACT

YOUTH EMPLOYMENT AND TRAINING SERVICES

PROGRAM YEAR 2020

Release date: April 1, 2020

Due date: May 1, 2020

AUTHORIZED BY:

WORKFORCE DEVELOPMENT COUNCIL: WILLIAM CLEMENS, CHAIRMAN

REGIONAL BOARD OF COMMISSIONERS: SCOTT HUTSELL, CHAIRMAN

Grant Recipient and Administrative Entity:  
Rural Resources Community Action

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## I. INTRODUCTION

This Request for Proposal (RFP) is issued by the Eastern Washington Partnership Workforce Development Council (WDC) and Regional Board of Commissioners for the Eastern Washington Partnership, Workforce Development Area 10 (WDA 10), to solicit proposals from individuals or organizations interested in providing employment and training services for youth in the nine-county WDA comprised of Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla and Whitman Counties. Programs are funded under the Workforce Innovation and Opportunity Act (WIOA) and are equal opportunity programs. The funds are administered by Rural Resources Community Action (Rural Resources), hereinafter referred to as the Agency, in its role as administrative entity/grant recipient for WDA 10.

WIOA principles include:

- ◆ Improved youth programs that include a separate Youth Committee, additional comprehensive performance standards and mandated program elements.
- ◆ Streamlining services through better integration via the One-Stop delivery system so that services are coherent and accessible for individuals and businesses alike.
- ◆ Empowering individuals through better information, consumer reports, advice, guidance and support.
- ◆ Universal access through the one-stop system and core employment-related services. This includes information about job vacancies, career options, student financial aid, relevant employment trends, job search, resume writing and interviewing.
- ◆ Increased accountability by establishing core indicators of performance to increase employment, retention and earnings of participants.
- ◆ A strong role for the WDC with business-led boards focusing on strategic planning, policy development and oversight.
- ◆ State and local flexibility to implement innovative and comprehensive systems tailored to meet the particular needs of the local labor market.

The WDC and Regional Board members, WorkSource partners and members of the public are directly involved in the formulation of the WDC's Strategic and Operational plans. Although a new plan is being developed for Program Year 2020, most of the principles and youth services from the Board's latest strategic plan will be included in the updated plan. Bidders are encouraged to review these documents and other pertinent documents including the Workforce Innovation and Opportunity Act, WIOA Notice of Proposed Rule-Making 20 CFR Parts 601,651,652, et al. The WDC's strategic plan is available on the WDC's website at:

<http://ewpartnership.org/wp-content/uploads/2016/06/2016-EWP-Draft-Strategic-Plan-WFB-Version-2-with-Signatures.pdf>

. The WDC reserves the right to make unilateral modifications to this RFP to address changes in the federal, state and/or local policies and regulations.

### A. CONTRACTING BACKGROUND

The WDC secures contracts on the basis of competitively bid Requests For Proposals (RFP) as required by state and federal law. The WDC reserves the right to re-contract for up to three more program years with the successful bidder. Such subsequent contracts shall be based upon its satisfaction with the contractor's performance in carrying out the requirements established in this RFP and the availability of funding under the Act. The WDC also reserves the right to award additional funding that may become available for similar activities to the entity or entities that are awarded the WIOA contracts. Separate proposals are being sought for each of two distinct multi-county areas: (1) Walla Walla, Columbia, Whitman, Asotin and Garfield Counties; and (2) Ferry, Stevens, Pend Oreille

and Lincoln Counties. A bidder may bid on both areas and must submit two separate proposals. A consortium bid is allowed.

## B. PURPOSE

The purpose of this RFP is to provide information and instruction for the preparation of proposals for year-round youth programs under Title I of the WIOA for the grant year beginning after April 1, 2020.

Funding available through this RFP is based on estimates and is subject to change at the discretion of the WDC when the WDC receives official notification of the grant year allocations. **The actual funding will not become available until July 1, 2020.**

## C. SOLICITATION

The proposal must be signed by an official authorized to bind the responder and shall provide the following information: name, title, address, and the telephone number of individual(s) with authority to negotiate and contractually bind the responder and who may be contacted during the period of proposal evaluation.

**Proposals must be received no later than 4 PM on May 1, 2020. Late proposals will not be accepted and will be automatically disqualified from further consideration. Time extensions will not be granted. No faxed proposals will be accepted. All proposals and accompanying documentation become the property of the Administrative Entity and will not be returned.**

**A bidders conference call will take place on April 7, 2020 at 11 am (PST). Bidders wishing to participate should contact the RFP Manager for the call-in information**

Submit one original and one copy of the proposal along with 2 copies all supporting documentation to the RFP Manager: Mr. Tom O'Brien 670 N. Walnut St. Colville WA 99114. Also submit one electronic copy of the entire proposal and supporting documentation to Mr. Tom O'Brien at [tzobrien999@gmail.com](mailto:tzobrien999@gmail.com). Any questions concerning this RFP may be addressed to Mr. O'Brien at the same e-mail address. He may also be reached by telephone at (509) 675-3619.

## D. LIMITATIONS

This RFP does not commit the Eastern Washington Partnership WDC to award a contract, to pay any costs incurred in the development of the proposal, or to procure or contract for services or supplies. The WDC reserves the right to accept or reject any proposal submitted in response to this RFP, or to cancel in part or in its entirety this RFP if it is in the best interest of the WDC to do so. In the event no proposals are deemed acceptable, the WDC may elect to operate by other means.

## E. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

In its role as Administrative Entity/Grant Recipient, Rural Resources Community Action complies with the Americans with Disabilities Act in all of its programs, services and activities. Bidders wishing to receive this Request For Proposal in alternative format should contact the RFP Manager. All of the Eastern Washington Partnership WDC programs provide for equal opportunity employment.

## II. FUNDING

The WDC's estimated allocations for Grant Year 2020 are based on Congressional allocations to the States and not to individual WDCs. Allocations shown below are estimates and are to be used only for planning purposes. The actual figures will be made available as soon as officially released. When the exact allocations are known, the WDC will negotiate the terms of a revised proposal with the successful bidder to reflect the changes. Such a revision to increase or decrease the dollar value of the contract shall be at the sole discretion of the WDC.

Proposals in excess of the stated amounts will be rejected as non-responsive. In the event additional funds become available, any contract awarded may be negotiated to provide for additional services.

Walla Walla, Columbia, Garfield, Asotin and Whitman Counties: \$488,803  
Ferry, Stevens, Pend Oreille, and Lincoln Counties: \$316,197

The allocations by county are as follows: Region 1: Walla Walla: \$181,456; Columbia: \$11,653; Garfield: \$6,228; Asotin: \$39,558; and Whitman: \$249,908; and Region 2: Ferry: \$55,511; Stevens: \$184,967; Pend Oreille: \$55,821; and Lincoln: \$19,898.

For the purpose of developing the proposals, the allocations for each of the counties should be targeted for services in those counties. The county allocation percentages are estimates and will be revised when issued by the Employment Security Department.

In the event additional funds become available, any contract awarded may be negotiated to provide for additional services. All funding available for contracting is financed with federal money.

## III. PERIOD OF PERFORMANCE

The first period of performance begins July 1, 2020 and continues through June 30, 2021. 75% of the first-year funds must be expended by June 30, 2021. The WDC reserves the right to de-obligate funds from contractors who fail to meet this expenditure requirement. Extending the contract period beyond the anticipated end date of June 30, 2021 shall be at the sole discretion of the WDC. If a subsequent year's contract were to be awarded, funding would become available on July 1, 2021. A separate contract will be issued for the second year. Its issuance would be dependent upon the contractor's satisfactory performance during the first year as well as the contractor's presentation of a work statement, budget and enrollment plan that is deemed acceptable by the Youth Committee and the WDC.

## IV. VISION AND MISSION STATEMENT: GOALS, OBJECTIVES AND STRATEGIES

Council members, County Commissioners, members of the public, and workforce development partners have participated in a strategic planning process that resulted in the mission, vision, goals and objectives for the Eastern Washington Partnership's workforce development system. As possible, program designs should reflect activities (including those in its Youth Goal, that address the Council's Strategic Plan. The above items are posted on the Eastern Washington Partnership website under the Laws, Policies and Plans tab: <http://www.ewpartnership.org/plans/>. The strategic and operational plans contain the Council's mission, vision, goals, objectives and operating information.

## V. BIDDER MINIMUM QUALIFICATIONS

The Bidder must meet the Eligible Bidder Criteria established by the Workforce Development Council. The criteria established for eligible Bidders is shown below and must be specifically addressed later in the proposal under Section 2-Management Specifications:

- Access to non-WIOA funds sufficient to cover any disallowed costs that may be identified through the audit process.
- No less than five years of experience in the administration and operation of employment and training or similar programs. Such experience may be acquired or demonstrated by the organization itself or, in the case of newly formed organizations, by key administrative and operational staff in that organization. Bidders are subject to a pre-award audit at the discretion of the WDC.

Bidders who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated and no score will be assigned.

The Bidder is specifically notified that failure to comply with any part of the Request For Proposal may result in rejection of the proposal as non-responsive. In addition, the bidder will be required to be legally authorized to conduct business in Washington State, and establish fully staffed offices within the contract area on or before the implementation date of the contract.

## VI. RFP COORDINATION

The issuance of this RFP has been approved by the Workforce Development Council for Workforce Development Area 10. The RFP Manager (Mr. Tom O'Brien) is the point of contact prior to the WDC's selection of the successful bidder(s). Throughout the duration of the process all communications are to be directed to the RFP Manager: Mr. Tom O'Brien: [tzobrien99@gmail.com](mailto:tzobrien99@gmail.com) or by telephone at (509) 675-3619.

**Individuals or entities intending to submit a proposal must notify Mr. O'Brien of their intent by April 13, 2020. This will allow Mr. O'Brien to notify all potential bidders of any updates or changes that may be necessary.**

## VII. INSTRUCTIONS TO BIDDERS

### A. DEFINITIONS

Bidder:	Person or organization submitting a proposal.
Contractor:	Individual or organization(s) whose proposal has been accepted by the WDC and is awarded a formal written contract.
Contract Regions:	The WDC issues two geographically based youth contracts, one for serving Walla Walla, Columbia, Garfield, Asotin and Whitman Counties as a single contract region. The other contract is for Lincoln, Ferry, Stevens, and Pend Oreille Counties.
Eligible Bidder:	Organizations meeting the requirements as outlined in the Eligible Bidder Criteria.

Grant Recipient/Administrative Entity: Rural Resources Community Action, as agent for the Workforce Development Council.

WDC: Workforce Development Council.

Proposal: Written document submitted as an offer by the Bidder to the WDC.

WDA: Workforce Development Area 10, a region composed of nine counties including Asotin, Columbia, Garfield, Ferry, Lincoln, Pend Oreille, Stevens, Walla Walla, and Whitman.

## B. FAILURE TO COMPLY

The Bidder is specifically notified that failure to comply with any part of the Request For Proposal may result in rejection of the proposal as non-responsive.

## C. PROPOSAL COMPONENTS

Proposal shall be prepared in four (4) separate sections:

SECTION 1 — TECHNICAL SPECIFICATIONS

SECTION 2 — MANAGEMENT SPECIFICATIONS

SECTION 3 — COST SPECIFICATIONS

SECTION 4 — MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE) AND COMMUNITY-BASED ORGANIZATIONS.

SECTION 5 – ADDITIONAL PROPOSAL REQUIREMENTS AND INFORMATION

### **SECTION 1 — TECHNICAL SPECIFICATIONS**

(This section is valued at 40 points maximum)

#### **WORK STATEMENT**

The following narrative questions are intended to provide a review of the systems, procedures, and mechanisms you will utilize to implement and operate any of the program components called for in this RFP. Please review the entire RFP prior to beginning to develop the proposal. The Department of Labor issued TEGL No. 21-16 for guidance and planning information for the WIOA youth program. Applicants should review this TEGL prior to developing their proposal.

Identify any services to be subcontracted as a part of the proposal. If subcontractors are to be utilized, describe the system for subcontractor selection. The contractor is held responsible for the satisfactory accomplishment of the services or activities included in such subcontract. The WDC reserves the right to approve all subcontractors. (A proposed line item budget for each subcontractor is required.)

The proposal must address each of the following items:

#### **1. Outreach and Recruitment**

- a. Describe the geographic area to be served and the location of your offices and the location of any outstations you will use to serve customers in areas where you do not have an office. How frequently will your staff travel to the outstations?
- b. Describe the outreach and recruitment process. Identify sources of applicant referrals. Identify specifically how you will coordinate with the following: the WorkSource system partners, foster care, education, welfare, Job Corps, basic literacy program, juvenile justice, and agencies that serve youth with disabilities, and out-of-school youths in general.

## 2. Intake and Eligibility

- a. Intake

Describe the intake process

- b. Eligibility

Describe the eligibility verification process. Identify by position or title the individual who has final responsibility for determination of eligibility. Refer to the WDC's Eligibility Policy Handbook for specifics on WIOA eligibility guidelines for youths. The link to that document (on the WDC website) is here:

<http://ewpartnership.org/wp-content/uploads/2015/11/EWP-WIOA-Eligibility-Policy-Handbook1.pdf>

- c. Selection

Define the criteria to be used to screen eligible applicants for final selection. Explain the process for prioritizing enrollment for targeted populations.

## 3. Referrals

- a. Identify agencies you will use for referring ineligible or non-selected eligible individuals to other service providers who might be able to assist them.

## 4. Transitional Gains

- a. WIOA recognizes transitional gains for youths as an important aspect of the program. They can occur in the academic and vocational areas (i.e. literacy/numeracy, documented work maturity, short-term certifications, etc.). Provide a description of the proposed youth transitional gains program to be utilized under this contract. How will you measure and document the gains?

## 5. Program Design

- a. WIOA has a significant emphasis on serving out-of-school youths (ages 16-24). **Eighty percent of the funds in this proposal must be spent on this group.** How will you conduct your recruiting efforts to locate and enroll this segment of the youth population? How will you recruit high school dropouts? Describe your intervention process for dropouts.



- b. Describe what is included in each participant’s objective assessment, the service strategy plan and how the plan will lead to the program’s performance outcomes.
- c. The following is a list of fourteen (14) required services local programs that *must*, as appropriate, be available for youth participants per Section 129 (c)(2) of the Workforce Innovation and Opportunity Act. Describe how your agency will provide each of the services, or if your agency does not directly provide them, you must identify what entity(ies) will provide such services.

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, which may include the following types of work experiences:
  - (i) summer employment opportunities and other employment opportunities available throughout the school year;
  - (ii) pre-apprenticeship programs;
  - (iii) internships and job shadowing; and
  - (iv) on-the-job training opportunities;

**At a minimum, 20% of the youth budget must be spent on work experience activities. Staff time spent working with youths in these activities may be included when this calculation is made. A contractor must have a system in place to be able to report the total costs spent on the work experience activities.**

4. Occupational skill training, which includes priority consideration for training programs 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;
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation;
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.

What criteria do you use to select worksites for participants in the work experience and internship programs? Describe your efforts to match youth with worksites that will provide opportunities to connect the work they do with what they are interested in and/or with what they have learned or are learning in school.

- c. CASAS must be used to provide basic skills assessments for out-of-school youths. For those youths that have test results that are below the 9<sup>th</sup> grade level in reading or math, a strategy must be included in their service plans that detail the activities that will be assigned in order for them to progress to higher levels of literacy. Describe the activities that you will make available for those participants.
- d. Describe your greatest challenges in having youth achieving the program's desired outcomes?

## **6. Worksite Development and Program Marketing**

Describe the criteria for selecting worksites for participants. Describe the method of orienting worksite supervisors to the program design, roles, and responsibilities. Include job description/worksites forms used to solicit host agency sites.

## **7. Quality Improvement**

Describe your system of continuous quality improvement.

Each prospective partner and/or eligible provider must describe how it conducts the self-assessment process; how it selects the focus areas for improvement; and how it measures progress on the focus area(s) that it has selected. Describe specific process improvement initiatives that you have taken on during the past twelve months. What has been the outcome of this effort?

How is customer feedback sought from both job seekers and employers? How is this feedback utilized?

## **8. Integrated Programming (Integrated programming is valued at 10 points maximum)**

With the emphasis on serving out-of-school youths and the raise in the age limit for WIOA youth eligibility to under 25 years old, it is more important than ever to coordinate with the WorkSource system partners. Describe the plans to ensure a strong connection between the youth program and the WorkSource service delivery system. This should include the plan to coordinate with staff from the Department of Vocational Rehabilitation, the Adult Education and Family Literacy Act program, and WorkFirst.

## **9. Outcomes**

Use Exhibit E, "Enrollment/Exit Schedule," to identify the number of participants who will be registered in the in-school and out-of-school programs. Identify the proposed outcomes. If applying as a consortium, each provider should complete the forms.

## **10. Technology Requirements-Management Information System**

The Eastern Washington Partnership WDC uses Internet technology to communicate with contractors and track contract performance. E-mail, website information systems, and an Internet-based management information system (MIS) will be the primary technologies used to support contractors. Contractors will be responsible for entering information into the MIS system prescribed by the WDC. Bidders must assure that they will comply with the WDC's MIS requirements.

System requirements for the MIS are as follows:

Bandwidth Recommendation: T-1 Access Circuit

CPU: Intel i3 or equivalent

RAM: 4 GB or better

Disk Storage Available: 500 MB or more

Operating Systems: Windows 7 or later

Internet Browser: MS Internet Explorer 10

Acrobat Reader: Acrobat Reader 11.0 or later

Java Plug-In: Oracle J-Initiator

## **11. Performance Accountability**

The following lists the WDC's performance accountability measures for program year 2020. Proposer must assure that they will meet or exceed the performance accountability requirements for the program.

- a. Placement in employment, education, or training
- b. Retention in employment, education or training
- c. Credential rate

The targets for these measures will not be set by the State until May of 2020. The WDC will negotiate the local targets with the youth service providers at that time.

## **12. Monitoring**

- a. Describe in detail the system you will use to conduct internal monitoring during the operation of this project.
- b. Describe, if applicable, the system to be used to monitor any subcontract funded under this project. All such monitoring should provide adequate fiscal and programmatic data to assure adherence to the performance standards, enrollment and termination projections, significant segment service levels, and planned expenditure schedules.

## **REPORTING REQUIREMENTS**

The Bidder shall provide information including, but not limited to: enrollments, exits, and follow-up of participants; expenditures and obligations of program funds; and other necessary information as needed. Such reports shall be made at such times and utilizing such formats as agreed upon by the Bidder and the Workforce Development Council (WDC) during the negotiation of the contract.

The Contractor shall be responsible for submitting monthly billings including line-item backup to the billing.

The WDC reserves the right to request additional reports relating to various aspects of the project.

## **SECTION 2 — MANAGEMENT SPECIFICATIONS** **(This section is valued at 30 points maximum)**

Provide all information requested below in response to the management requirements of this RFP.

(a) IDENTIFYING INFORMATION

1. Name, address, principal place of business, and telephone number of legal entity with which contract is to be written.
2. Name, address, and telephone numbers of principal officers (President, Vice-President, Treasurer, Chairperson of the Board of Directors etc.).
3. Legal status of the Bidder and year entity was established.
4. Federal Employer ID number and Washington Uniform Business Identification (UBI) Number issued by the Department of Revenue.
5. Name of the Project Manager.

(b) PROJECT MANAGEMENT

1. Describe the function and role of the organization's key staff members. Identify them by name (if known) and job title. What percentage of time will each of them be assigned to the project?
2. The Bidder must commit that the key staff identified in its proposal will actually be assigned to this project. Any substitution must have the approval of Administrative Entity/Grant Recipient. An organizational chart of the Bidder's firm is required indicating the lines of authority for personnel involved in the performance of the project and relationships of the project staff to other programs or functions of the firm. The chart must also show lines of authority to the next senior level of management.
3. Each Bidder shall disclose who within the firm will have prime responsibility and have final authority for the work.
4. Proof of the following bonding and insurance must be provided prior to a contract award to any successful bidder. The State requires the following coverage to be in place:

Commercial General Liability Insurance. The Contractor shall at all times during the term of this Contract Agreement, carry and maintain commercial general liability insurance that covers bodily injury, property damage and contractual liability with the following minimum limit: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000.

Business Auto Policy. The Contractor shall maintain automobile liability insurance, with a minimum limit of \$1,000,000, when vehicles owned or leased by the Contractor or its employees, sub-contractors or volunteers are used to provide services in performance of this Contract Agreement.

Professional Liability Insurance. The Contractor shall carry and maintain professional liability insurance. Such coverage shall cover losses caused by error and omissions in rendering professional services and shall have the following minimum limits: \$300,000 per incident, loss or person. The Contractor shall ensure employees and any sub-contractors are covered by professional liability insurance.

5. Is your organization currently involved in, or does it have pending, any legal action related to the operation of your present or past training programs?
6. Describe your organization's accounting capability. Has your organization filed for bankruptcy in the last three years? How often is your organization audited? In the past five years, have independent audits identified any deficiencies that resulted in questioned costs, costs recommended for disallowance, an "adverse" opinion by the auditors or the auditors "disclaiming" any opinion? If yes, explain.
7. Provide an **electronic version** of your Agency's most recent audit. Do not submit the audit in hard copy. **Include a copy of your organization's cost allocation plan or your approved indirect cost rate letter.**
8. Describe your organization's access to non-WIOA funds that could be used to cover any disallowed costs that might be identified through an audit process.

(c) EXPERIENCE OF THE BIDDER

1. Provide detailed information reflecting the experience the Bidder has had in operating Federal employment and training programs or programs similar to one for which this proposal is submitted.
2. Provide any other information that indicates the qualifications of the Bidder for the performance of the potential contract.
3. Indicate if the Bidder has had a contract terminated for default in the last five years. Termination for default is defined as notice to stop performance which was delivered to the Bidder due to the Bidder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Bidder or (b) litigated and determined that the Bidder was in default.

NOTE: If the Bidder has had a contract terminated for default in this period, then the Bidder shall submit full details including the other party's name, address, and the phone number. The WDC will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of its past experience.

4. The WDC reserves the right to inspect and examine, before contract award, the bidder's capability to deliver program services. This survey may include an inspection of facilities, a review of the accounting system, a review of prior program records and interviews with past recipients of services.

(d) CLIENT REFERENCES OF THE BIDDER

1. Provide three references that can verify the Bidder's ability to perform the potential contract. For each reference provided, give:
  - a) Name, address and telephone number
  - b) Contact person
  - c) Performance dates
  - d) Type of work provided
2. If unable to provide the three references, please explain. The WDC reserves the right to contact all references provided.

(e) CERTIFICATIONS AND ASSURANCES

The Certifications and Assurances (Exhibit A), must be signed by the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship, and returned with the proposal.

**SECTION 3 — COST SPECIFICATIONS**  
**(This section is valued at 20 points maximum.)**

Bidder shall identify all costs that will be charged for performing the tasks necessary to accomplish the objectives of a contract, if awarded. The costs must break out all expenses expected to be billed to the WDC. Proposed staff should be identified by position title, monthly rate, and percentage of time per month to be spent working on the project. The proposed budget need only reflect the budget for the program period July 1, 2020 through June 30, 2021. The same timeframe should be used to propose enrollment and exit projections as well as an annual expenditure schedule.

In the event that the successful bidder is selected as the service provider and is other than the current provider, the following requirements shall apply. The current provider will maintain responsibility for services for both its active program participants and those participants who have exited the program until such time as its contract expires or is terminated. At such time, the newly selected provider will assume both programmatic and fiscal responsibility for the plans for those active program participants as well as the responsibility for providing follow-up services for participants who have exited the program and are still eligible for them.

Complete the enclosed budget summary, budget detail, and budget expenditure schedule sections of the RFP (Exhibits D1, D2 and D3) for the program. **Due to the uncertainty caused by the current coronavirus situation, bidders should develop their proposed budgets and enrollment numbers without consideration for the number of carry-in participants that may still be active on July 1, 2020. Include only new participants as you complete the budget forms and the enrollment/exit forms. These numbers may need to be revised in consultation with the WDC Director prior to the start date of the contract because of the uncertain carry-in situation.** If a consortium is presenting a joint proposal each of the entities must complete separate budget summary, budget detail, expenditure schedule, and enrollment and outcome forms (Exhibit E).

**SECTION 4 — MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE**  
**(MWBE) AND COMMUNITY-BASED ORGANIZATIONS**  
**(This section is valued at 5 points)**

The Agency promotes full employment for all citizens of Washington State. The Bidder shall ensure that Minority and Women Owned Business Enterprises (MWBE) and community-based organizations have the maximum practical opportunity to participate in the performance of any contract which may result from proposals submitted in response to this RFP.

Indicate if the Bidder or subcontractor is a certified minority-owned and/or women-owned business or a community-based organization. Only those minority-owned or women-owned businesses certified by the Washington State Office of Minority and Women Business Enterprises at the time of the proposal submittal shall qualify. Proof of said certification must be attached to the proposal. Community-based organizations shall also document their status.

## **SECTION 5 – ADDITIONAL PROPOSAL REQUIREMENTS AND INFORMATION**

### **A. SUBCONTRACTING**

In the event the Bidder intends to subcontract any of the proposed work stated in its technical proposal, the Bidder shall submit the technical, management and cost information required for each proposed subcontractor.

### **B. MOST FAVORABLE TERMS**

The WDC reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Bidder can propose.

Bidder should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiation may provide for the incorporation of the Bidder's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the Agency.

### **C. VALIDATION PERIOD**

The Bidder must agree, in writing, that proposals are valid for 90 days after receipt by the WDC. Proposals valid for less than 90 days will be considered non-responsive and will be rejected.

### **D. SCHEDULE OF ACTIVITIES**

Release of Request For Proposals:	April 1, 2020
Bidders Conference Call	April 7, 2020
Due Date for Proposals:	May 1, 2020
Oral Presentation (if needed):	To be determined
Selections of Successful Bidder:	May 28, 2020

### **E. PROPOSAL FORMAT**

All proposals must be on eight and one half by eleven-inch (8 1/2" x 11") paper, typed, and placed in binders with tabs separating major sections. All proposals shall be prepared in five sections. Section One shall contain the technical information. Section Two shall contain the management information. Section Three shall contain the cost information. Section Four shall contain Minority and Women-Owned Business Enterprise or community-based organization information. Section five will contain Other Proposal Information.

### **F. PROPOSAL SIGNATURES**

Proposals shall include a cover letter, which must be signed and dated by the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. In any event, the signatory must have full authority to legally bind the entity submitting the proposal to the contents of the proposal.

#### G. GENERAL TERMS AND CONDITIONS

The WDC's WIOA General Terms and Conditions shall be included in any contract awarded as a result of the RFP and are not negotiable. That document can be accessed separately from the WDC website (in the same place as the RFP) or by contacting the RFP Manager.

#### H. SUBMISSION OF PROPOSAL

**One original and one copy of the proposal and two copies of all supporting documentation must be received no later than 4 PM, May 1, 2020. An electronic version of the proposal and all supporting documentation must also be submitted. Submit all of the required documents to Mr. Tom O'Brien 670 N. Walnut St. Colville WA 99114 His e-mail address is [tzobrien99@gmail.com](mailto:tzobrien99@gmail.com).**

The proposal, if mailed, must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice or receipt from a commercial carrier.

If the proposal is sent through the U.S. Postal Service, the WDC does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

A Bidder should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, the Bidder should check with its local post office.

A Bidder is encouraged to use registered, or at least first-class mail and to allow sufficient mailing time to meet the closing date.

**NO FAXED PROPOSALS WILL BE ACCEPTED.**

**LATE PROPOSALS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION. TIME EXTENSIONS WILL NOT BE GRANTED.**

All proposals and accompanying documentation become the property of the WDC and will not be returned.

#### I. EVALUATION PROCEDURE

**ALL MANDATORY REQUIREMENTS MUST BE MET IN ORDER TO RECEIVE CONSIDERATION.**



The evaluation of Bidder proposals shall be accomplished by a committee(s), to be designated and authorized solely by the WDC, that will determine which proposal is most responsive to the requirements stated in this RFP. Written proposals and oral presentations, if necessary, will be utilized in selecting the winning proposal. Commitments made by the Bidder at the oral interview, if any, must be considered binding by the Bidder. The WDC, at its sole discretion, may elect to select up to three Bidders as finalists for an oral presentation and final determination of contract award.

## J. SCORING AND EVALUATION PROCEDURE

The RFP Manager will screen the proposals to assure compliance with all requirements of the RFP and all relevant federal and state legislation. Proposals not meeting minimum requirements shall be deemed non-responsive and be rejected.

### Evaluation Process

Evaluation of the proposals shall be accomplished in two phases. The RFP Manager will conduct a compliance review to ensure all applicable RFP requirements are met. A quality/evaluation of the programmatic and administrative elements of the proposals will be conducted by the RFP Manager and jointly the WDC's Administrative and Youth Committees against the criteria shown below. The Committees will make recommendations to the Workforce Development Council and Regional Board of Commissioners who are solely authorized to award contracts. Oral presentations by Bidders may be requested. Commitments made by the Bidder during any oral presentation must be considered binding by the Bidder.

### Evaluation Criteria

Proposals should be well thought out from start to finish and internally consistent. The following weights will be assigned to the proposal for evaluation purposes:

#### Technical Section

Part 1) Assessment, program design and referral process is well developed and consistent with the intent of federal legislation, State directions, and WDC policies. (40 Points)

Part 2) Previous and ongoing experience in managing and operating employment and training programs (including experience operating youth programs). (30 Points)

Part 3) Program integration and use of non-WIOA services and resources to further the goals of the programs including coordination with foster care, education, welfare and other relevant resources. Use of non-financial and financial agreements to supplement program services. (10 Points)

Part 4) A proposed budget that can clearly support the proposed activities and services that are outlined in the program design. (20 Points)

Part 5) Minority, woman-owned or community-based organization preference. (5 points)

Part 6) Oral Presentation (if required). (10 Points)

ALL MANDATORY REQUIREMENTS MUST BE MET IN ORDER TO RECEIVE CONSIDERATION.

The proposals will be evaluated strictly in accordance with the requirements set forth in this RFP. The Bidder is instructed to disregard any previous material it may have received and any oral representations.

K. FINAL SELECTION

THE WDC RESERVES THE RIGHT AT ITS SOLE DISCRETION TO REJECT ANY OR ALL PROPOSALS FOR ANY REASON WHATSOEVER PRIOR TO THE EXECUTION OF A CONTRACT, IF ANY, WITH NO PENALTY TO THE WDC. THIS RFP DOES NOT OBLIGATE THE WDC TO CONTRACT FOR THE SERVICES SPECIFIED HEREIN. THE FINAL SELECTION, IF ANY, WILL BE THAT PROPOSAL WHICH IN THE OPINION OF THE WDC BEST MEETS THE REQUIREMENTS SET FORTH IN THIS RFP AND IS IN THE BEST INTEREST OF THE WDC AND THE STATE OF WASHINGTON.

L. SUBSTANTIALLY EQUIVALENT SCORES

When evaluation of the proposals produces numerical ratings that are substantially equivalent, i.e., scores separated by 5% or less of the total available points, the WDC reserves the right to award the contract to the Bidder whose proposal is deemed to be in the WDC's best interest.

M. CANCELLATION OR REISSUANCE OF THE PROCUREMENT

The WDC reserves the right to cancel or reissue this procurement in whole or in part and for any reason at the sole discretion of the WDC at any time prior to the execution of a contract.

VIII. BID PROTEST

A. DEBRIEFING OF UNSUCCESSFUL VENDORS

Unsuccessful Bidders will be afforded a debriefing conference. The request for a debriefing conference must be received by the Agency, addressed to Rod Van Alyne, within seven (7) working days after receipt by the Bidder of the Notification to Unsuccessful Bidder. (Mr. Van Alyne's contact information is c/o Eastern Washington Partnership WDC 956 S. Main Colville WA 99114 (509) 685-6127.) The WDC will mail the Notification to Unsuccessful Bidder return receipt requested. Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other Bidder's proposals will not be allowed.

B. PROTEST PROCEDURES

1. A party may utilize these protest procedures if it (a) has submitted a proposal and (b) has requested and received a debriefing conference.
2. Bidders protesting the bid award (selection of the Apparent Successful Contractor) must follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

3. Upon receipt of a protest, a protest review will be held to review the procurement process utilized. This is not a review of proposals submitted or the evaluation scores received. The review is to ensure agency policy and procedures were followed, all requirements were met and all Bidders were treated equally and fairly.
4. Only protests setting out an issue of fact concerning a matter of bias, discrimination or conflict of interest, errors in tabulation, or non-compliance with procedures described in the procurement document or agency policy shall be considered. Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they attack such issues as an evaluator's professional judgment on the quality of a proposal or the WDC's assessments of its own needs or requirements.
5. All protests must be in writing and signed by the protesting party or an authorized agent. Telegrams, Faxed documents, or similar transmittals will not be considered. The protest must state all facts and arguments reasonably known by the protesting party at the time of the protest, on which the protesting party is relying. All protests shall be addressed as follows:

Rod Van Alyne, WDC Director  
Eastern Washington Partnership WDC  
956 S. Main  
Colville, WA 99114

If a protest may affect the interest of any Bidder, such Bidder(s) will be given an opportunity to submit its view and any relevant information on the protest to Rod Van Alyne.

6. The written protest must be received by Mr. Van Alyne no later than 4:00 p.m. local time in Colville, Washington, seven (7) working days following the scheduled debriefing conference with the unsuccessful Bidder.
7. The Executive Committee will consider the record and all facts available and issue a decision within five business days of receipt of the protest unless additional time is required, in which case the protesting party will be notified by Mr. Van Alyne of the delay. The decision of the Executive Committee will be final and conclusive.
8. If the Executive Committee determines that the protest is valid, no contract with the apparently successful Bidder will be signed. All bids will be re-evaluated.

If the Executive Committee determines that the protest is without merit, the WDC will enter into a contract with the apparently successful Bidder.

## IX. MISCELLANEOUS

### A. PROPOSAL PREPARATION COSTS

The Agency will not be liable for any costs associated with the preparation of a proposal submitted in response to the RFP.

### B. RFP MODIFICATION

In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all individuals and organizations that receive the RFP. If any prospective Bidder has

reason to doubt whether the WDC is aware of the Bidder's interest, it is incumbent on the Bidder to notify the Agency to be sure that addenda are received. Mail or call such notice to the RFP Manager as set forth in item VI, RFP Coordination.

C. WAIVER

The WDC reserves the right to waive specific terms and conditions contained in this RFP. It shall be understood by Bidders that the proposal is predicated upon acceptance of all terms and conditions contained in this RFP unless the Bidder has obtained a request of a waiver in writing from the WDC prior to submission of the proposal. Such a waiver, if granted, will be authorized to all Bidders.

D. AUTHORITY TO BIND THE WORKFORCE DEVELOPMENT COUNCIL

The WDC Director, and only as authorized by the Workforce Development Council, is the only individual who may legally commit the WDC to the expenditures of public funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or specific, written authorization from the Director.

E. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

All materials submitted in response to this competitive procurement become the property of the WDC.

All proposals received shall remain confidential until reviewed by the WDC at its board meeting; thereafter the proposals shall be deemed public records as defined in RCW 42.17.250 to .340.

In the event a Bidder desires to claim portions of its proposal as exempt from disclosure under the provisions of RCW 42.17.250 to .340, it is incumbent upon the Bidder to identify those portions in the Bidder's proposal transmittal letter. The transmittal letter must identify the page and the particular exception(s) from disclosure upon which it is making its claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right-hand corner of the page.

The WDC will consider a Bidder's request(s) for exemption from disclosure; however, the WDC will make a decision predicated upon the applicable laws. An assertion by the Bidder that an entire volume of its proposal is exempt from disclosure will not be honored.

Response to a request to view or copy a proposal shall be according to agency public disclosure procedure. If any information is marked as proprietary in the proposal, such information shall not be made available without giving the submitting Bidder an opportunity to seek a court order preventing disclosure.

For any requests of materials, there will be a charge for copying as outlined in RCW 42.17.300. No fee shall be charged for inspection of contract files; however, 24 hours notice to the WDC is required. Requests for information should be addressed to Mr. Rod Van Alyne, Rural Resources Community Action, 956 S. Main, Colville, WA 99114.

F. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Unless an individual or an organization is exempt from compliance with the ADA, the Agency will contract only with organizations or individuals who declare their intention to comply with the Americans with Disabilities Act (ADA).

G. DEBARMENT AND SUSPENSION

The WDC will contract only with organizations or individuals who are not debarred, suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12579. (See Exhibit B)

H. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The WDC and all of its subcontractors fully comply with the non-discrimination and equal opportunity provisions of Section 199 of the WIOA and its implementing regulations at 29 CFR Part 37.

I. LOBBYING

The Bidder agrees that no funds allocated under this Agreement will be used for political activity or be paid to any person for influencing or attempting to influence an officer or employee of a state or federal agency, a member of the state legislature, an officer or employee of the state legislature, or an employee of a member of the state legislature as to pending or proposed legislation. The Bidder also agrees, pursuant to Exhibit C, to disclose any lobbying of federal officials undertaken with non-federal funds.

## X. EXHIBITS

### CHECKLIST OF PROPOSAL REQUIREMENTS

The following are reasons that a proposal would be deemed non-responsive:

- A late proposal.
- A proposal in excess of the stated amount.
- A bidder who did not meet minimum bidder qualifications.
- Failure to comply with any part of the Request for Proposal.
- Proposals valid for less than 90 days.

### PROPOSAL COMPONENTS

#### 1. SECTION ONE TECHNICAL SPECIFICATIONS see VII C.1.

Comprehensive work plan  
Subcontractor information (if any)

#### 2. SECTION TWO MANAGEMENT SPECIFICATIONS see VII C.2

Identifying information  
Project management  
Bidder's experience  
References  
Subcontractor information (if any)

#### 3. SECTION THREE COST AND PERFORMANCE SPECIFICATIONS see VI.C.3.

Identify all costs  
Subcontractor information (if any)  
Budget Summary (Exhibit D1)  
Budget Detail (Exhibit D2)  
Expenditure Schedule (Exhibit D3)  
Youth Enrollment/Exit Schedule (Exhibit E)

#### 4. SECTION FOUR MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) PARTICIPATION OR COMMUNITY-BASED ORGANIZATION (if there is no such participation, please state "not applicable.")

Include MWBE certification number or CBO documentation

### OTHER

Assurances and Certifications (Exhibit A)  
Copies of the proposal (1 original and 1 copy)  
Copies of all supporting documentation (2 required)  
Electronic copy of the entire proposal and supporting documentation to  
[tzobrien99@gmail.com](mailto:tzobrien99@gmail.com) .  
Latest audit report in an **electronic** form  
Cost allocation plan or a copy of the bidder(s) approved indirect cost rate letter  
Organization chart

## DOCUMENTS TO BE SIGNED

Cover Letter  
Certifications & Assurances (Exhibit A)  
Certification Regarding Debarment (Exhibit B)  
Lobbying (Exhibit C)

The budget documents Exhibits D1, D2, and D3 and Exhibit E (the Enrollment/Exit form) are available on the WDC website ( [ewpartnership.org](http://ewpartnership.org) ) as well as by contacting RFP Manager.

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the bid or proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of 90 days following receipt and may be accepted by the WDC without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 90-day period.
3. In preparing this proposal, I/we have not been assisted by the RFP Consultant. Disclose any interest, financial or otherwise, that any member of the Workforce Development Council or Chief Elected Officials may have in the bidder's organization or the proposed project.
4. I/we understand that the WDC will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals or bids become the property of the WDC and I/we claim no proprietary right to the ideas, writings, items, or samples. The undersigned applicant certifies that it shall comply with the conflict of interest provisions outlined in the WIOA of 2014, Section 107(h) as well as the WDC Policy 101 Conflict of Interest.
5. I/we understand that, in connection with this procurement:
  - (a) The price and/or cost data quoted for services in response to this RFP are not in excess of those charged any other client for the same services performed by the same individuals.
  - (b) The cost data and prices which have been submitted are accurate and complete.
  - (c) Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her directly or indirectly to any other Bidder or to any competitor who is not part of a partnership or consortium proposal prior to contract award.
  - (d) No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. The Bidder certifies that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12579 "Debarment and Suspension."
7. The Bidder assures compliance with RCW 50.13 (Records and Information-Privacy and Confidentiality).
8. The Bidder understands that its proposal becomes a disclosable public record under RCW 42.17 in accordance with section VIII (E).



9. The Bidder agrees to comply with the Americans with Disabilities Act (ADA).

The WDC supports Equal Opportunity in employment and training programs. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under or denied employment in the administration of or in connection with any program or activity funded by the WDC because of race, color, creed, marital status, religion, sex, sexual orientation, national origin, age, the presence of any sensory, mental or physical handicap, or political affiliation or belief.

The Bidder agrees to provide equal opportunity in the administration of the contract, subcontracts, and other agreements, and in the delivery of services to applicants and participants. The Bidder agrees to make every possible effort to remove artificial barriers to employment. Such barriers include the elimination of sex stereotyping in training and employment and the removal of architectural barriers to the disabled.

10. The Bidder grants permission to the WDC to contact all references provided in the Bidder's proposal.

11. The Bidder agrees to honor the previous contractors' commitments to WIOA participants.

12. This bid and any proposed services comply with applicable federal law, federal regulations, state law, state provisions and local WDC policies.

13. The Bidder will comply will all lobbying restrictions as delineated in Section 1353, Title 31, United State Code.

14. I/we understand that any contract awarded as a result of this RFP will incorporate General Terms and Conditions (Exhibit A). I/we certify that I/we will comply with these or substantially similar General Terms and Conditions if selected as a Contractor.

I certify that I am the (Title) \_\_\_\_\_ of the (organization) \_\_\_\_\_ and am authorized to submit this proposal on behalf of my organization. The information submitted with this proposal is accurate and true to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

## Certification Regarding Debarment and Suspension

APPENDIX A TO TITLE 29, PART 98 - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION -  
*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

1. The undersigned (i.e., the Contractor signatory) certifies, to the best of his or her knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any 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 of this proposal (or plan).

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

## Certification Regarding Lobbying

APPENDIX A TO TITLE 29, PART 93 - CERTIFICATION REGARDING LOBBYING  
*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned (i.e., the Contractor signatory) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Contractor acknowledges that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, that submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., and that 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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

**Exhibit D1**

**Contractor Name**

**WIOA Title 1-B Youth Budget Summary**

July 1, 2020-June 30, 2021

Cost Categories/Line Items	Program Costs		Total
	In-School	Out-of-School	
Staff Wages	\$ -	\$ -	0.00
Staff Fringe	\$ -	\$ -	0.00
Staff Travel	\$ -	\$ -	0.00
Staff Training	\$ -	\$ -	0.00
Subcontracting	\$ -	\$ -	0.00
Communication	\$ -	\$ -	0.00
Building Rental & Maintenance	\$ -	\$ -	0.00
Equipment Purchase/Rent	\$ -	\$ -	0.00
Insurance/Bonding/Audit	\$ -	\$ -	0.00
Consumable Supplies	\$ -	\$ -	0.00
OJT Reimbursement	\$ -	\$ -	0.00
Participant Training	\$ -	\$ -	0.00
Participant Wage/Fringe	\$ -	\$ -	0.00
Participant Supportive Service	\$ -	\$ -	0.00
Indirect	\$ -	\$ -	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



Retirement/Pension	0	0.00	\$ -
Annual Leave	0	0.00	\$ -
Paid FMLA	0	0.00	\$ -
TOTAL STAFF FRINGE BENEFITS			\$ -

3. Staff Travel				
	MILES PER MTH	RATE C/MI.	TIME DAYS MO.	TOTAL AMOUNT
a. Travel By Car	0	0	0	\$ -
b. Staff Training (inc per diem)	0	0	0	\$ -
TOTAL STAFF TRAVEL				\$ -

4. Subcontract and Other Services			
	NUMBER OF UNITS	\$ PER UNIT	TOTAL AMOUNT
a. Insurance	0	0	\$ -
b. Bonding	0	0	\$ -
c. Job Corps Teacher Contracts	0	0	\$ -
d. Other (specific)      Audit	0	0	\$ -
TOTAL SUBCONTRACT AND OTHER SERVICES			\$ -

5. Consumable Supplies			
	\$ PER MONTH	NUMBER OF MONTHS	TOTAL AMOUNT
a. paper, pens, etc.      (Learning lab software)	0	0	\$ -

TOTAL CONSUMABLE SUPPLIES	\$	-
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6. Equipment Rental And Service				
	NUMBER OF UNITS	COST PER MO.	NO. OF MONTHS	TOTAL AMOUNT
a. copier, fax, etc.	0	0	0	\$ -
b. Computer Service	0	0	0	\$ -
TOTAL EQUIPMENT RENTAL AND SERVICE				\$ -

7. Equipment Purchases			
	NO. OF UNITS	\$ PER MONTH	TOTAL AMOUNT
a. Computer equipment	0	0	\$ -
TOTAL EQUIPMENT PURCHASES			\$ -

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8. Participant Training (Not supplied by staff)				
	# OF PERSON	# OF CR. HOURS	\$ PER CREDIT	TOTAL AMOUNT
a. On-The-Job Training	0		average per 0	\$ -
b. Institutional Training	0		average per 0	\$ -
TOTAL PARTICIPANT TRAINING COSTS				\$ -

9. Building Rental and Utilization					
	SQ. FT.	RATE/SQ FT. MO.	MONTH IN USE	# STAFF USING	TOTAL AMOUNT
a. Rent			0	0	\$ -

b. Rent					\$	
	COST PER MO.		NO. OF MONTHS		\$	
c. Utilities	0		0	0	-	
d. Custodial & Maintenance	0		0	0	-	
e. Other						
TOTAL					\$	-

10. Insurance Coverage					
		NO. TO	COST	NO. OF	TOTAL
		BE SRV.	MONTH	MONTHS	AMOUNT
					\$
					-

11. Communications						
		COST PER MONTH		# OF	TOTAL	
				MONTHS	AMOUNT	
a. Telephone		0		0	\$	
b. Postage		0		0	-	
TOTAL COMMUNICATIONS					\$	-

12. Participant Wage							
WORK CLASS. OR	TOTAL	HOURS	NUMBER		RATE	TOTAL	
OTHER PAID	PARTICI-	PER	OF	TOTAL	PER	AMOUNT	
PART. ACTIVITY	PANTS	WEEK	WEEKS	HOURS	HOUR		
Work Experience	0			0	\$0.00	\$	
Internship	0			0	\$0.00	-	
TOTAL PARTICIPANT WAGES AND OTHER PAID PARTICIPATION						\$	-



13. Participant Fringe	RATE AMOUNT	RATE APPLIED TO	TOTAL AMOUNT
1. F.I.C.A. & L:&l	0	0	\$ -
2. Labor and Industries Workmen's Compensation	0	0	\$ -
3. Other	0	0	\$ -
<b>TOTAL FRINGE BENEFITS</b>			\$ -

14. Participant Support Services	NO. OF PARTICI.	RATE PER PARTICIPANT	TOTAL AMOUNT
		average of	
1. Medical Care, Transportation, Child Care, Clothing	0	0	\$ -
<b>TOTAL SUPPORTIVE SERVICES EXPENSES</b>			0.00

**Contractor Name**

**WIOA Title 1-B Youth Expenditure Schedule**

**Contract Performance**

July 1, 2020-June 30, 2021

**(75% of funds must be expended by June 30, )**

MONTH	In-School Youth	Out-of-School Youth	Total Monthly Expenses	TOTAL EXPEND
July	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00
October	0	0	0.00	0.00
November	0	0	0.00	0.00
December	0	0	0.00	0.00
January	0	0	0.00	0.00
February	0	0	0.00	0.00
March	0	0	0.00	0.00
April	0	0	0.00	0.00
May	0	0	0.00	0.00
June	0	0	0.00	0.00
July	0	0	0.00	0.00
August	0	0	0.00	0.00
June	0	0	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**Contractor Name**  
**WIOA Title 1-B Youth**  
**Enrollment/Exit/Performance Schedule**

**July 1, 2020-June 30, 2021**

	In School Enrollments this month	Out of School Enrollments this month	Cumulative Enrollment Beginning July	Cumulative Exits Beginning July	Current Participants Beginning July	Cumulative Exits	
						Placed 2nd Q after Exit	Credentials
April	0	0					
May	0	0					
June	0	0					
July	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
January	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>