

# **Eastern Washington Partnership Workforce Development Council**

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## **Request for Proposal**

### **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Employment and Training Services Program Year 2020**

**Release date:** April 1, 2020

**Due date:** May 1, 2020

Authorized By:

Workforce Development Council: Bill Clemens, Chair

Regional Board of Commissioners: Scott Hutsell, Chair

Grant Recipient and Administrative Entity: Rural Resources Community Action

The Eastern Washington Partnership Workforce Development Council is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities. TDD/TTY Relay 1-800-833-6384 or 7-1-1.

## Article 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). Its intent is to solicit proposals from individuals or organizations interested in providing employment and training services 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 employment 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 the WDC.

The WDC and Regional Board have been directly involved in the formulation of both the Strategic Plan and the Operations Plan. Bidders are encouraged to review these documents and all other pertinent documents including the Workforce Innovation and Opportunity Act (WIOA), and the WIOA draft regulations, 20 CFR 676, et al, and the WDC's 2016 Strategic and Operation plans. The strategic and operational plans contain the Council's mission, vision, goals, objectives and operating information. The link to the website that contains these items is: <http://www.ewpartnership.org/plans/>. The WDC is in the midst of developing an update to its strategic plan, but the 2016 plan is still relevant to the development of responses to this proposal.

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

### A. Contracting Background

The WDC secures contracts on the basis of competitively bid Requests For Proposals (RFPs) as required by state and federal law. Bids for this RFP will be for a 12-month period. The WDC reserves the right to re-contract with the successful bidder(s) for up to three more years 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. Such subsequent awards will be determined annually subject to the WDC's approval. **Comprehensive proposals for service to both economically disadvantaged adults and dislocated workers are required. Consortium proposals are acceptable. Two comprehensive proposals will be considered: one for Asotin, Garfield, Columbia, Walla Walla, and Whitman Counties; and the other for Ferry, Lincoln, Pend Oreille, and Stevens Counties. A bidder may bid on both areas and must submit one proposal for each area.**

### B. Purpose

The purpose of this RFP is to provide information and instruction for the preparation of proposals for the year-round comprehensive programs under Title I-B of the Workforce Innovation and Opportunity Act for the grant year beginning July 1, 2020 and ending June 30, 2021.

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.

### **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.

**Bidders must submit a letter or an e-mail message of their intent to submit a proposal by April 13, 2020 to the RFP Manager: Mr. Tom O'Brien 670 N. Walnut St Colville WA 99114. His e-mail address is tzobrien99@gmail.com . Any questions concerning this RFP may be addressed to Mr. O'Brien. His phone number is (509) 675-3619.**

**A bidders conference call will take place on April 7, 2020 at 10 am (PST). Bidders wishing to participate should contact the RFP Manager for the call-in information.**

**Proposals must be received by May 1, 2020 by no later than 4:00 p.m. 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.**

**Submit the original proposal and all exhibits and attachments to the RFP Manager.**

### **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 an alternative format

should contact the RFP Manager. All of the Eastern Washington Partnership WDC programs provide for equal opportunity employment.

## **Article 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 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. Such amendment 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. All funding available for contracting is financed with federal money.

### **Estimated Funds for PY 2020**

#### **Funds available for the north counties proposal:**

Adults: North—Ferry, Lincoln, Pend Oreille, and Stevens: \$310,608

Dislocated Workers: North—Ferry, Lincoln, Pend Oreille, and Stevens: \$375,113

#### **Funds available for the south counties proposal:**

Adults: South—Asotin, Columbia, Garfield, Walla Walla, and Whitman: \$309,392

Dislocated Workers: South—Asotin, Columbia, Garfield, Walla Walla, and Whitman: \$174,887

#### **The Adult allocations by county are as follows:**

Adult North counties: Ferry: \$53,772; Lincoln: \$23,305; Pend Oreille: \$51,876; Stevens: \$181,655

Adult South counties: Asotin: \$35,895; Columbia: \$10,870; Garfield: \$5,610; Walla Walla: \$145,187; Whitman: \$111,830

#### **The Dislocated Worker allocations by county are as follows:**

Dislocated North: Ferry: \$76,526; Lincoln: \$17,937; Pend Oreille: \$56,162; Stevens: \$224,488

Dislocated South: Asotin: \$19,927; Columbia: \$11,549; Garfield: \$6,544; Walla Walla: \$97,934; Whitman: \$38,933.

For the purpose of developing the proposals, the allocations for each of the counties should be targeted for services for people in those counties. The county allocations per county are estimates and will be revised when issued by the Employment Security Department. Any contract awarded as a result of this competitive procurement will be contingent upon the availability of funding.

### **Article 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, 2020. The WDC reserves the right to de-obligate funds from contractors who fail to meet this expenditure requirement. Amendments extending the contract period beyond June 30, 2021 shall be at the sole discretion of the WDC. Should a subsequent contract be awarded, that contract will begin on July 1, 2021. A separate contract if and when approved, will be issued for the second year. Its issuance will be dependent upon the contractor's satisfactory program performance during the first year as well as the contractor's presentation of a work statement, budget and enrollment plan that are deemed acceptable by the WDC. Dependent upon acceptable performance under this RFP for Program Year 2020, Program Years 2021, 2022 and 2023 may also be contracted to the successful Bidder.

### **Article IV. Vision, Mission, 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 that address the Council's Strategic Plan. The above items are posted on the Eastern Washington Partnership website: <http://www.ewpartnership.org/plans/>. The strategic and operational plans contain the Council's mission, vision, goals, objectives and operating information.

### **Article 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:

- ◆ Access to non-WIOA funds sufficient to cover any disallowed costs that may be identified through the audit/monitoring processes.
- ◆ 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.

## **Article 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. O'Brien, is the sole point of contact prior to the WDC's selection of the successful bidder(s).

## **Article VII. Instructions to Bidders**

### **A. Definitions**

Bidder:	Person or organization submitting a proposal.
Contractor:	Individual or organization whose proposal has been accepted by the WDC and is awarded a formal written contract.
Contract Regions:	The WDC issues two geographically-based contracts, one comprehensive adult and dislocated worker contract for the southeast serving Walla Walla, Columbia, Garfield, Asotin and Whitman Counties as a single contract region. The other comprehensive adult and dislocated worker 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 five (5) 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 ---Other Proposal Requirements and information**

**SECTION 1 — TECHNICAL SPECIFICATIONS**  
**(Responses in this section will be valued at a maximum of 40 points)**

**(a) Executive Summary**

In one page or less, provide basic information about your company, agency or consortium. How long have you been operating employment and training programs? In which cities or counties? Do you have experience operating Workforce Innovation and Opportunity Act programs?

What counties are you addressing in this proposal?

**(b) Work Statement**

The following narrative section is intended to elicit an understanding of the systems, procedures, and mechanisms applicants 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.

Respond to each of the following:

**1. Outreach, Recruitment and Eligibility**

Describe your proposed outreach and recruitment functions:

- a. Describe specific recruitment strategies. What is the largest minority population in your region? How do you propose to engage them? How do you communicate with customers who cannot speak English? What strategies do you use to recruit people with disabilities?
- b. Prospective adult and dislocated worker service providers must propose an effective system of coordination with the WorkSource system, education, welfare, basic literacy program, veterans and agencies that serve adults with disabilities. Describe your proposed system of coordination. What is the process you use to refer customers to other programs? How will you track the referrals you make for entrepreneurial programs?
- c. In what cities or towns will you have offices? Describe how you will conduct business in counties where your business/agency does not have an office. How frequently will your staff travel to those counties? Where do you propose to meet with job seekers in the counties where you will not have an office?
- d. Eligibility for the adult and dislocated worker programs must be determined in adherence to the WDC's policy, EWP 266 WIOA Eligibility Requirements and its accompanying Eligibility Handbook which can be located on the WDC's website under the Laws, Policies and Plans tab.



## 2. Service Delivery System

If you are submitting a consortium bid, specify which organization(s) will provide which components.

Career services are available to all individuals. Receipt of training services will be according to the state and local WDC policies regarding eligibility and selection.

a. Describe how each of the following career services will be provided:

- 1) Initial assessment: can include identification of customers' basic skills, prior work experience, employability interests, aptitudes, support services needs, motivation, attitude, and job readiness. Identify any specific tests to be used. How is staff trained to identify and assist people with disabilities during the assessment process? What types of accommodations are available for individuals with disabilities?
- 2) Information and referral: information about other needed services
- 3) Job search and referral: provides job seekers access to job openings. Describe any proposed classes.
- 4) Job/career counseling including advising customers about all of the available one-stop services including provision of information on in-demand industry sectors and occupations as well as information on non-traditional employment
- 5) Translation services: available in the customer's first language when possible.
- 6) Provision of program performance and cost information on eligible training providers and employment statistics information.
- 7) Supportive services. Define your policy for providing supportive services including any limits. What do you project as an average cost per participant for support services?
- 8) Staff support to enable individuals with disabilities to navigate among multiple services and activities that target that population
- 9) Unemployment Insurance access including phone accessibility for filing UI claims
- 10) Assistance in establishing eligibility for programs of financial aid assistance for training and education not funded under WIOA
- 11) Employer services: labor market information, recruitment, screening, OJT marketing. Describe how employer input will be sought to design your services.
- 12) Follow-up services and job retention services for not less than twelve months
- 13) Specialized assessments including diagnostic testing and other assessment tools. How will this assessment differ from assessment in core services?
- 14) Group and individual counseling and career planning; development of Individual Employment Plans.
- 15) Case management. How will participant progress be documented and monitored? How often will this occur?
- 16) Short-term pre-vocational services and job search assistance.
- 17) Literacy activities related to basic workforce readiness.

- 18) Work experience and internships that are linked to careers. What criteria will be used to select participants for this activity? How will you select training sites? What will be the average and maximum hours in this activity? Describe your work site contact and monitoring process.
- 19) Financial literacy services
- 20) Out-of-area job search assistance
- 21) English language acquisition and integrated education and training programs

Describe any self-services that are available to participants.

b.) Describe with specifics how each of the following training activities will be available for adult and dislocated worker participants including people with disabilities.

- 1) On-the-job training (OJT): How are employers selected? Do you propose any minimum threshold for wages that an employer must pay before you will write an OJT contract with a business? How will you determine the length of training for OJT? What reimbursement rate(s) do you propose for OJT? How will you identify job specific skills to be learned and track progress? Describe your orientation, work site contact and monitoring process. Describe your follow-up contact and job retention system.
- 2) Classroom training for occupational skills: Describe your process for awarding Individual Training Accounts (ITAs). How are potential participants identified? How do you assess them for suitability? Must participants research any labor market information about the occupation(s) for which they want to train? How are training providers selected? What are the parameters of the ITA (cost and time limitations)?
- 3) Skills upgrading and retraining provision
- 4) Entrepreneurial training: What will be your process for approving a participant's plan? How will you meet the State requirement to track referrals to entrepreneurial training?
- 5) Job readiness training
- 6) Adult education and literacy activities
- 7) Customized training
- 8) Apprenticeship and pre-apprenticeship programs
- 9) Describe your plans to provide incumbent worker training. No more than 10% of the proposed training funds may be budgeted for this activity.
- 10) Placement into transitional jobs

What is your estimate of the percentage of adults and dislocated workers that will participate in training activities? What will be the split between OJTs versus Individual Training Accounts?

### **3. Business Services**

Describe how business services will be delivered. How will you coordinate with other WorkSource partners providing outreach to employers to avoid multiple contacts with

them? How will the business services staff be trained to present to employers about the resources and services that are available to support them in hiring people with disabilities and providing effective accommodations?

**4. Subcontracts**

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 Bidder shall submit the technical, management, and cost information required for each subcontractor. 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. (**Consortium agencies are not considered to be subcontractors.**)

**5. Rapid Response**

Describe your role in providing rapid response services for dislocated workers. What services will be provided?

**6. 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?

**7. Integrated Programming**

**(The response to this element will be valued at a maximum of 10 points.)**

Describe the connection between the adult and dislocated worker programs and the other one-stop service providers throughout the region. How will you assure that the WIOA I-B services are available at WorkSource Walla Walla and the Colville WorkSource facility? Describe how you propose to integrate your services with other entities such as the Division of Vocational Rehabilitation, the Department of Social and Health Services, community colleges, Senior Community Service Employment Programs and other training providers, community-based organizations, literacy programs, and any others you may propose to work with. Identify the non-WIOA resources you will be accessing for the WIOA participants.

How do you propose to work with economic development agencies throughout the region?

**8. WorkSource Policies**

All staff must be aware of and adhere to both the WDC’s and the WorkSource system policies as they become effective. Please describe your process for assuring that staff members are aware of and adhere to these policies. (The policies can be accessed at <http://www.ewpartnership.org/policies> .)

**9. Outcomes**

Use Exhibit E to identify the number of participants that will be registered in each program. Provide the proposed outcomes on separate forms for both the adults and dislocated workers. If applying as a consortium, each provider should complete the forms.

**10. Management Information System**

The Efforts To Outcomes (ETO) is a state-managed database that supports statewide employment and training business operations. It is designed to track individuals’ employment and training program services. It provides Washington State with the data it needs to report on federal and state-mandated WIOA reporting requirements.

All successful bidders will be required to use the State database to record and track all client activities and program services. Reports generated from the system will be used to determine program performance by the service provider, the WDC, and the State. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated through the WDC, but it is the contractor’s responsibility to ensure ongoing staff expertise and compliance.

**11. Performance Accountability**

The following lists the State’s current targets for the WDC’s performance accountability outcomes for program year 2019. Updated performance accountability requirements for program year 2020 will be provided to the successful Bidder(s) when final targets are negotiated between the State and the Department of Labor and the local WDCs. Contracts with the WDC will include language concerning the expectation that the contractor(s) will meet or exceed the negotiated performance targets. The WDC will take into account contractor performance in meeting the targets when it considers extensions of contracts in future program years.

Federal: **Credential Rate**—percentage of participants in a formal training program who attained an appropriate credential. This includes state recognized degrees, credentials, completed apprenticeships, high school diplomas and GED.

- |                    |                       |
|--------------------|-----------------------|
| 1. Adults          | 2. Dislocated Workers |
| 2019 Target: 63.4% | 2019 Target: 66.8%    |

Federal: **2<sup>nd</sup> Quarter Employment Rates**—percentage of participants who are employed during the second quarter after exit

3. Adults	4. Dislocated Workers
2019 Target: 66.6%	2019 Target: 72.2%

Federal: **Median Earnings**—median annualized earnings of former participants during the second quarter after exit

5. Adults	6. Dislocated Workers
2019 Target: \$6,520	2019 Target: \$8,931

Federal: **4<sup>th</sup> Quarter Employment**—percentage of participants who are employed during the fourth quarter after exiting the program.

7. Adults	8. Dislocated Workers
2019 Target: 65.9%	2019 Target: 69.2%

## 12. Monitoring

- a. Describe in detail the system of self-monitoring you use 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.

## 13. Reporting Requirements

Contractors shall provide information including, but not limited to: enrollments, exits, and outcomes/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 is agreed upon by the Contractors and the Workforce Development Council (WDC) during the negotiation of the contract.

Contractors shall be responsible for submitting monthly fiscal invoices and reports. 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 the legal entity with whom a 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.
6. Location of proposed offices from which Bidder would operate.

**(b) Project Management**

1. Provide a description of the proposed staffing and organization to be used during the course of the project, including any subcontractors. If the proposal is submitted by a consortium, describe the function and role of each organization's key staff members. Identify them by name 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. 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. Identify by name the personnel listed on the organizational chart.
3. Each Bidder shall disclose who within the firm will have prime responsibility and have final authority for the work.
4. Proof of bonding and insurance must be provided **prior to the issuance of a contract.**

Commercial General Liability Insurance: The Contractor shall at all times during the term of the 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: \$1,00,000; 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, subcontractors 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 subcontractors 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 any 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. Submit **an electronic copy** of your organization's latest audit report. 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. The WDC's General Terms and Conditions document will be included in the contract document. It can be located on the WDC website.

**SECTION 3 - COST SPECIFICATIONS**  
**(This section is valued at a maximum of 20 points)**

Bidder shall identify all costs that will be charged for performing the tasks necessary to accomplish the objectives of a contract, if awarded. The budget forms 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 first year of the proposal (July 1, 2020 to 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 the expenditure schedule sections of the RFP (Exhibits D-1, D-2, and D-3) for each of the programs. **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(s). These numbers may need to be revised in consultation with the WDC Director prior to the start date of the contract. Separate budgets must be prepared for the adult services and the dislocated workers services.** If a consortium is presenting a joint proposal, each of the entities must complete separate budget summary, budget detail, expenditure schedule, and enrollment and exit (Exhibit E) forms.

The available funding for the first quarter of the fiscal year (July 1 – September 30) is approximately 10% of the total annual budget, so the expenditure schedule should reflect that limitation.

#### **SECTION 4 - MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE) AND COMMUNITY BASED ORGANIZATIONS**

The WDC 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 must also document their status.

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

##### **A. 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 its proposal 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.

**B. 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.

**C. Schedule of Activities**

Issue of Request For Proposal:	April 1, 2020
Bidders Teleconference Call	April 7,2020
Due Date for Proposals:	May 1, 2020
Oral Presentation	to be determined
Selections of Successful Bidder:	May 28, 2020

**D. 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 (5) sections with pages numbered sequentially. 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 shall contain Other Proposal Information.

**E. 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.

**F. 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 (along with the RFPs) or by contacting the RFP Manager.

**G. Submission of Proposal**

**Bidder shall submit in hard copy the original and one copy of the proposal along with two copies of all supporting documentation. Additionally, one electronic copy of the entire proposal and supporting documentation must be submitted to the RFP Manager:**

**Mr. Tom O'Brien, 670 N. Walnut St. Colville WA 99114. This must be received by Mr. O'Brien on or before May 1, 2020 by 4 PM.**

If mailed, the proposal 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.

### **Proposals Delivered by Hand/Courier Service**

A proposal that is hand-delivered must be received by Mr. O'Brien at the aforementioned address by 4 PM on May 1, 2020. Mr. O'Brien will accept hand delivered proposals between 8:00 a.m. and 12 Noon and 1:00 p.m. and 4:00 p.m. (local time in Colville, Washington) daily, except Saturdays, Sundays and State Holidays.

**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.

### **H. Evaluation Procedure**

The evaluation of Bidder proposals shall be accomplished by a team, to be designated and authorized solely by the WDC that will determine which proposals are 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.

### **I. 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 the WDC Administrative Committee against the criteria shown below. The Administrative Committee 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

(This identifies the maximum point value for each of the evaluation elements.)

Part 1) Technical section: Program design is well developed and consistent with the intent of federal legislation, State directions, WDC policies, and the WDC Strategic Plan. (40 Points)

Part 2) Previous and ongoing experience in operating employment and training 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 education, welfare, literacy and other relevant resources. Use of non-financial and financial agreements to supplement program services. (10 Points)

Part 4) The proposed budget 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.

## **J. 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.

## **K. 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.

## **L. 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.

## **Article VIII. Bid Protest**

### **A. Debriefing of Unsuccessful Bidders**

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. 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 (that is, the protester must be an active Bidder) 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:

Mr. Rod Van Alyne, WDC Executive Director  
Eastern Washington Partnership  
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 Mr. Van Alyne.

6. The written protest must be received by Mr. Van Alyne no later than 4:30 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.

## **Article 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 who 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 Section I (C) above.

**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 Executive 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 Executive 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, a 24-hour notice to the WDC is required. Requests for information should be addressed to 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 Workforce Innovation and Opportunity Act 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.

**Article X. Checklist for Proposal Requirements**

**A. Non-responsive Proposals**

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 proposals.
- Proposals valid for less than 90 days.

**B. Proposal Components**



1. **Section One – Technical Specifications**

Comprehensive work plan  
Enrollment/Exit Schedule (Exhibit E)  
(Exhibit E is to be used for the adult proposal and for the dislocated worker proposal)  
Subcontractor information (if any)

2. **Section Two – Management Specifications**

Identifying information  
Project management  
Bidder's experience  
References

3. **Section Three – Cost Specifications**

Identify all costs  
Subcontractor information (if any)  
Budget Summary (Exhibit D-1)  
Expenditure Schedule (Exhibit D-2)  
Budget Detail (Exhibit D-3)  
( The same budget forms should be used for both the adult proposals and the dislocated worker proposals).

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

**Other**

Copies of the proposal (1 original, 1 copy and 1 electronic)  
Copies of all supporting documentation (2 hard copies and 1 electronic)  
to Mr. O'Brien, RFP Manager, at [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  
Enrollment/Exit form (Exhibit E)

**Documents to be Signed**

Cover Letter  
Certifications and Assurances (Exhibit A)

Certification Regarding Debarment (Exhibit B)  
Certification Regarding Lobbying (Exhibit C)

**Article XI – Exhibits**

Exhibit A – Certifications and Assurances  
Exhibit B – Certification Regarding Debarment and Suspension  
Exhibit C – Certification Regarding Lobbying  
Exhibit D1, D2 and D3 Budget Forms  
Exhibit E – Enrollment/Exit Schedule

The Excel forms (Exhibits D1, D2, D3, and E) are available on the WDC website ( [ewpartnership.org](http://ewpartnership.org) ) or by request from the 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 Manager. 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. 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.
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.
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 assures compliance with RCW 50.13 (Records and Information-Privacy and Confidentiality).
7. The Bidder understands that its proposal becomes a disclosable public record under RCW 42.17 in accordance with section VIII (E).

8. 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.

9. The Bidder grants permission to the WDC to contact all references provided in the Bidder's proposal.
10. The Bidder agrees to honor the previous contractors' commitments to WIOA participants.
11. This bid and any proposed services comply with applicable federal law, federal regulations, state law, state provisions and local WDC policies.
12. 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 B). 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

## Contractor Name

**WIOA PY 2020 Budget Summary  
July 1, 2020-June 30, 2021**

<b>Cost Categories/Line Items</b>	<b>Program Costs</b>
Staff Wages	
Staff Fringe	
Staff Travel	
Staff Training	
Subcontracting	
Communication	
Building Rental & Maintenance	
Equipment Purchase/Rent	
Insurance/Bonding	
Consumable Supplies	
OJT Reimbursement	
Participant Training	
Participant Wage/Fringe	
Entrepreneur Training	
Participant Supportive Service	
Administration	
<b>TOTAL</b>	<b>\$0.00</b>





3. Staff Travel				
	MILES PER MTH	RATE C/MI.	TIME DAYS MO.	TOTAL AMOUNT
a. Travel By Car				\$0.00
b. Travel Per Diem				
TOTAL STAFF TRAVEL				\$0.00

4. Subcontract and Other Services				
	NUMBER OF UNITS	\$ PER UNIT	TOTAL AMOUNT	
a. Insurance	0	0		
b. Bonding	0	0		
c. Other (specific)	0	0		
d. Other (specific)	0	0		
e. Other (specific)	0	0		
TOTAL SUBCONTRACT AND OTHER SERVICES				\$0.00

5. Consumable Supplies				
	\$ PER MONTH	NUMBER OF MONTHS	TOTAL AMOUNT	
a. Paper, pens, etc.				
TOTAL CONSUMABLE SUPPLIES				\$0.00

6. Equipment Rental And Service (Copier, fax, etc.)				
	NUMBER OF UNITS	COST PER MO.	NO. OF MONTHS	TOTAL AMOUNT
a. Copier				
b. Other Computer Service				
c. Other				\$0.00
TOTAL EQUIPMENT RENTAL AND SERVICE				

7. Equipment Purchases			
	NO. OF UNITS	\$ PER MONTH	TOTAL AMOUNT
a. Computer	0	\$0.00	\$0.00
b. Other	0	\$0.00	\$0.00
TOTAL EQUIPMENT PURCHASES			\$0.00

8. Participant Training (Not supplied by staff)				
	# OF PERSON	# OF CR. HOURS	\$ PER CREDIT	TOTAL AMOUNT
a. On-The-Job Training				\$0.00
b. Institutional Training				\$0.00
c. Incumbent Worker Training				\$0.00
d. Entrepreneurial Training				\$0.00
TOTAL PARTICIPANT TRAINING COSTS				\$0.00

9. Building Rental and Utilization				
	RATE/SQ FT. MO.	MONTH IN USE	# STAFF USING	TOTAL AMOUNT
a. Rent				
b. Rent				
c. Utilities		NO. OF MONTHS		\$0.00
d. Custodial				\$0.00
e. Other				\$0.00
TOTAL				\$0.00

10. Communications				
	COST PER MONTH		# OF MONTHS	TOTAL AMOUNT
a. Telephone				
b. Postage				\$0.00
TOTAL COMMUNICATIONS				\$0.00

11. Participant Support				
WORK CLASS. OR OTHER PAID PART. ACTIVITY	NUMBER OF WEEKS	TOTAL HOURS	RATE PER HOUR	TOTAL AMOUNT
a. Work Experience	0	0	\$0.00	\$0.00
b. Internship	0	0	\$0.00	\$0.00
c. Other	0	0	\$0.00	\$0.00
TOTAL				\$0.00

12. Participant Fringe			
	RATE AMOUNT	RATE APPLIED TO	TOTAL AMOUNT
1. F.I.C.A.	0	0	\$0.00
2. Labor and Industries Workmen's Compensation	0	0	\$0.00
3. Unemployment Insurance	0	0	\$0.00
TOTAL FRINGE BENEFITS			\$0.00

13. Participant Support Services			
	#. OF PARTIC	RATE PER PARTICIPANT	TOTAL AMOUNT
a. Medical care	0	\$0.00	\$0.00
b. Child care	0	\$0.00	\$0.00
c. Transportation	0	\$0.00	\$0.00
d. Clothing	0	\$0.00	\$0.00
e. Other Average per part.	0	\$0.00	\$0.00
f. Other	0	\$0.00	\$0.00
TOTAL SUPPORTIVE SERVICES EXPENSES			\$0.00

14. Staff Training			
	NO. OF STAFF	COST	TOTAL AMOUNT
a. Dues and Registrations	0	\$0.00	\$0.00
TOTAL STAFF TRAINING			\$0.00

<b>GRAND TOTAL</b>	<b>\$0</b>		
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**Contractor Name**

**D-3**

**WIOA PY 2020 Expenditure Schedule**

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

	Monthly Expenses	TOTAL Expenditures
July	\$0.00	\$0.00
August		\$0.00
Sept		\$0.00
Oct		\$0.00
Nov		\$0.00
Dec		\$0.00
Jan		\$0.00
Feb		\$0.00
March		\$0.00
April		\$0.00
May		\$0.00
June		\$0.00
July		\$0.00
August		\$0.00
Sept		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**Contractor Name**

**Exhibit E**

**PY 2020 WIOA Program**

**Enrollment Exit Schedule**

7/1/20-6/30/21

	Enrolled This Month	Cumulative Enrollment	Cum Exits	Current Participants	Cumulative Exit Info	
					Employed 2nd Q After Exit	Credentials
July				0		
Aug				0		
Sept				0		
Oct				0		
Nov				0		
Dec				0		
Jan				0		
Feb				0		
Mar				0		
Apr				0		
May				0		
June				0		
TOTAL						