



INDIANA REGION 9 WORKFORCE BOARD, INC.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

REQUEST FOR PROPOSALS

ONE-STOP OPERATOR

**CAREER SERVICES FOR
ADULTS & DISLOCATED WORKERS**

**CAREER SERVICES FOR
IN-SCHOOL AND OUT-OF-SCHOOL YOUTH**

July 1, 2023 through June 30, 2025*

**with possible 1-year extension based on performance*

April 3, 2023
April 12, 2023
May 12, 2023
July 1, 2023

RFP published
Letter of Intent due
Proposal Responses due by 4:00pm ET
Contract Begins

A. BACKGROUND

Indiana Region 9 Workforce Board, Inc., dba Southeast Indiana Workforce Investment Board, (WDB) is a registered 501(c)(3) not-for-profit corporation governed by a volunteer board. The WDB has oversight of employment and training programs in: Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jefferson, Jennings, Ohio, Ripley, and Switzerland counties. The WDB serves as a pass-through entity for a myriad of employment and training programs in Economic Growth Region 9 (Region 9) using a variety of state and federal grant resources, including those available through the Workforce Innovation and Opportunity Act (WIOA).

Grant funds for this RFP are allocated under the Workforce Innovation and Opportunity Act and distributed by formula allocation through local WDBs by the Indiana Department of Workforce Development (DWD). The WDB is requesting proposals from qualified organizations to provide One-Stop Operator Services and Career Services for Adults, Dislocated Workers, and Youth. Responsibilities are subject to change pursuant to direction from the Governor, the State Workforce Investment Council and DWD. The successful bidder will enter into negotiations for a contract from July 1, 2023 to June 30, 2025, with optional one-year extensions based on performance at the discretion of the WDB.

As the first major legislative reform of the public workforce in nearly two decades, the Workforce Innovation and Opportunity Act (WIOA) succeeds the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

B. SCOPE OF WORK

The procurement process for One-Stop Operator, Career Services for Adults and Dislocated Workers and In-School and Out-of-School Youth through the Workforce Innovation and Opportunity Act is being managed by the staff of the WDB in conjunction with the Executive Committee.

As defined by the US Department of Labor, WIOA's three hallmarks of excellence¹ are:

- The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located
- One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement
- The workforce system supports strong regional economies and plays an active role in community and workforce development

The economic landscape of Region 9 is both robust and diverse; with projected population and labor force growth steady through 2024. Occupational projections in the region are expected to increase by 10.1 percent through 2024² which only underscores the importance of creating a high-functioning public workforce system that meets labor market demand with a pipeline of qualified workers.

¹ <https://www.doleta.gov/wioa/>

² http://www.hoosierdata.in.gov/dpage.asp?id=39&view_number=2&menu_level=&panel_number=2

The purpose of this RFP is to solicit proposals from qualified organizations who can provide One-Stop Operator Services, and Title I Career Services for Adults, Dislocated Workers and Youth as defined by the Workforce Innovation and Opportunity Act of 2014. Agencies may submit proposals for one or more of the major services described in the scope of work: One-Stop Operator Services, Title I Career Services for Adults, Dislocated Workers and Title I Career Services for Youth. Bidders should specify the service(s) proposed in their cover sheet, narrative proposal, and budget.

The WDB envisions a unified regional approach that creates seamless accessibility to training resources, employment assistance, and innovative business services for all stakeholders. The selected bidder(s) will foster a customer-centered service delivery approach that serves the broad needs of all communities within the region.

The selected bidder(s) will continue to usher in innovation and service excellence that is guided by a demand-side approach and is responsive to the needs of job-seeking customers. The guiding principles of the service approach should:

- Be anchored in a commitment to providing exceptional customer service,
- Have the foresight to continue to be responsive to the existing *and* emerging needs of the business community,
- Remain rooted in transparency and accountability,
- Position Region 9 as a leader in service excellence and innovation.

The selected bidder(s) will also be eligible to contract for additional programs and services not directly funded through WIOA, including the Jobs for America's Graduates (JAG) Program, the Reemployment Services and Eligibility Assessment (RESEA) Program, Substance Abuse Initiatives and future projects/Board Initiatives. The scope of work and subsequent contracts for these programs will be released separate from this RFP.

1. One-Stop Operator Services

The selected bidder(s) coordinate One-Stop Operator activities and services including:

- Management of Resource Areas in WorkOne locations
- Provide Basic Career Services at all WorkOne locations
- Staff reception and initial registration for services
- Implement and fulfill cooperative agreements and memoranda of understanding (MOU) with partners
- Coordinate partner services with mandated and non-mandated partners
- Identify and secure resources that help all customers receive appropriate, timely, and effective Career Services including communicating with persons with disabilities as effectively as with others
- Develop processes and documentation procedures that assure customers are accessing and receiving appropriate referrals for services offered within and outside of the WorkOne network
- Perform continuous improvement activities to achieve customer service goals
- Coordinate labor exchange services with the Wagner-Peyser Program

- Supporting statewide branding efforts under the WorkOne brand name and supporting the implementation of national brand standards under the American Job Center network style guide³
- Assuring that all staff will be organized into functional teams, not organized by funding stream for the provision of services identified in WIOA Sec. 134(A)(xii) – (xiii). The One-Stop Operator is responsible functional supervision of Indiana Department of Workforce Development staff

2. WIOA Career Services for Adults and Dislocated Workers

The selected bidder(s) coordinate WIOA Title I Career Services for Adults and Dislocated Workers including:

Basic Career Services which are to be made available to all individuals throughout the region:

- Initial determinations about eligibility based on WIOA eligibility criteria
- Offer career services as identified in WIOA Sec. 134(A)(i) (xi) and Rules and Regulations part 680
- Intake services which include orientation and supplemental materials that explain the services available through the workforce system
- Outreach strategies to engage job seekers in need, especially those populations identified for priority of service, including veterans, adult learners with basic skills needs, TANF recipients, dislocated workers, individuals with disabilities, re-entry or returning citizens, and non-native English speaker, among others.
- Assessment tools available in both self-serve and staff-assisted formats that help determine skill and literacy levels, interests, aptitudes and supportive service needs
- Self-directed and staff-guided job search assistance using current labor market information
- Resources that help customers understand labor market demand across high-growth industries and occupations
- Access to job leads and open opportunities
- Information about in-demand training, work-based learning (e.g. on-the-job training, internships, apprenticeships and more), education, and credentials in high-growth industries and occupations
- Referrals to employment and supportive assistance offered by mandated and non-mandated partners
- Assistance in accessing financial aid for training and post-secondary education

Individualized Career Services and connections to Training Services offered under WIOA:

- Specialized assessment tools and diagnostic testing to determine skill and literacy levels, interests, aptitudes and supportive service needs
- Interviewing and in-person evaluation of customer's employment goals and barriers to employment
- Connections to or issuance of resources that help customers access supportive services such as transportation assistance, interview and/or work clothing, and other appropriate assistance as needed and authorized
- Individualized career coaching

³ <https://www.dol.gov/ajc/>

- Group career coaching
- Individual Employment Plan (IEP) development
- Job readiness training
- Intrapersonal and/or professional development training (directly or through partners) to help build skills
- Job Search “toolkit” essentials including: resume & cover letter development assistance, professional social media profile (LinkedIn), job interview preparation, job search and job application strategies, professional networking, and among others
- Information about in-demand training, work-based learning (e.g. on-the-job training, internships, apprenticeships and more), education, and credentials in high-growth industries and occupations
- Occupational Training and information about how to access eligible training providers and Programs
- Referrals to employment and supportive assistance offered by mandated and non-mandated partners
- Assistance in accessing financial aid for training and post-secondary education
- Out-of-area job search assistance and relocation assistance
- English language acquisition and integrated education and training programs and referrals to Adult Basic Education and High School Equivalency (HSE) preparation activities, or Bridge Programs
- Connections to employment opportunities
- Management of customer file including documentation of WIOA performance goals and case notes
- Data management
- Follow-up services to help support retention and career advancement
- Sharing customer success stories and photographs for region-wide publications

3. WIOA Career Services for in-school and out-of-school youth

The selected bidder(s) coordinate services for WIOA-eligible youth. Youth are defined as the following:

- In-School Youth: Individuals who are 14-21 years of age, are currently in school, and are low-income, and have one or more barriers as defined under WIOA.
- Out-of-School Youth: Individuals who are age 16-24 and have dropped out of school, are not attending any school, and have one or more barriers as defined under WIOA.

The selected bidder(s) will ensure that WIOA Youth expenditures are aligned with the following requirements:

- A minimum of 75 percent of all WIOA youth program expenditures must be directed to out-of-school youth services
- A minimum 20 percent of funding should be used to support work experience for both in-school and out-of-school youth

The selected bidder(s) coordinate WIOA Title I Career Services for Youth including:

- Assure that in-school youth are connected to the Jobs For America’s Graduates (JAG) Program

- Study support including tutoring and other evidence-based strategies that help youth navigate study and education goals
- Individualized or small-group instruction to promote effective study skills and habits
- One-on-one mentoring and advising to promote school completion objectives (i.e. diploma or credential attainment)
- Drop-out prevention strategies
- Drop-out recovery services
- Developing individual service strategies for youth customers
- Helping youth achieve their goals by connecting them to appropriate supports and resources needed for educational and employment success as detailed in their individual service strategy
- Connections to both paid and unpaid Work Experience opportunities such as on-the-job training, internships, apprenticeships, volunteer programs, and more.
- Connections to occupational training
- Supportive services to address basic needs
- Mentoring opportunities from adults and peer-to-peer mentoring
- Specialized assistance to address barriers such as housing/homelessness, pregnancy and parenting, mental health, addiction or substance abuse, physical or learning disabilities
- Sharing customer success stories and photographs for region-wide publications

4. Business Services

Bidders are expected to offer services to businesses in the role of the One-Stop Operator, as provider for Adult and Dislocated Worker Career Services, and/or for Youth Career Services. Bidders should propose Business Services that are appropriate and to scale with the services described in their proposal. The selected bidder(s) coordinate Business Services activities including:

- Assuring that the region's business community understands the resources available to them through the public workforce system
- A staffing plan that includes dedicated professional Business Services staff
- Strategies that help support a seamless cross-agency business engagement approach across the region
- Job development activities that generate job orders for job candidates from the region's public workforce customer base
- A job development plan that identifies and addresses the needs of local employers
- Job candidate screening and matching services for businesses
- Comprehensive needs assessment practices that help identify the current and future hiring needs of business customers
- A tracking system for job lead management and business engagement
- Organizing events for businesses including job fairs, business roundtables, employer breakfasts, focus groups, and thought leadership events, among others
- Developing and implementing sector strategies for growth industries
- Assuring that businesses make use of paid and unpaid work-based training services such as customized training, on-the-job training, internships, incumbent worker training, job shadowing, and other customized solutions
- Informing and connecting employers to resources available through the public workforce system that allow them to access tax credits and other financial incentives

- Developing innovative solutions that address new or emerging needs of the region’s business community
- Participating in and contributing to local economic development efforts
- Working closely with chambers of commerce to promote the public workforce system

5. Availability of Funding

For budget planning purposes, funding estimates for the initial period of performance (July 1, 2023 through June 30, 2025) are outlined in the charts below:

*PROGRAM	*ESTIMATED FY ‘23 FUNDING
WIOA Adult	\$ 250,000
WIOA Dislocated Worker	\$ 275,000
WIOA Youth	\$ 280,000

6. WIOA Performance Outcomes

The selected bidder(s) are expected to establish and maintain program performance standards that: 1) Assure that negotiated performance measures are met or exceeded, 2) Promote accountability and transparency, and 3) Maximize return on investment of federal resources.

The selected bidder(s) will utilize case management and federal reporting systems as required by the Indiana Department of Workforce Development (DWD).

WIOA Performance measures are defined in the following chart:

WIOA Performance Measure	Definition
Entered Employment	The percentage of participants who are placed in unsubsidized employment during the second quarter after exit
Employment Retention	The percentage of participants who are placed in unsubsidized employment in the fourth quarter after exit
Median Earnings	The median earnings of participants who are in the second quarter after exit
Credentials	The percentage of participants who obtain recognized post-secondary credential or secondary school diploma/GED within one year after exit from the program
Skills Gains	The percentage of participants enrolled in training or education program who show documented skills gains during a program year

The period of performance is July 1, 2023 through June 30, 2025. The negotiated performance measures for the period of performance are as follows:

WIOA Adults	
WIOA Performance Measure	Goal
Employment (Second Quarter after Exit)	89.45%
Employment (Fourth Quarter after Exit)	83.25%
Median Earnings (Second Quarter after Exit)	\$6741.50
Credential Attainment Rate	73%

WIOA Dislocated Workers	
WIOA Performance Measure	Goal
Employment (Second Quarter after Exit)	75.50%
Employment (Fourth Quarter after Exit)	75.95%
Median Earnings (Second Quarter after Exit)	\$7983.50
Credential Attainment Rate	69.25%

WIOA Youth	
WIOA Performance Measure	Goal
Employment (Second Quarter after Exit)	80.90%
Employment (Fourth Quarter after Exit)	74.35%
Credential Attainment Rate	68.30%

7. Eligible Bidders

Organizations or entities (public, private, or nonprofit) or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners with demonstrated effectiveness, located in the local area) which may include:

- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private for-profit entity;
- A government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

NOTE EXCEPTION: Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

8. Procurement Timeline

April 3, 2023	RFP published
April 12, 2023	Letter of Intent due
April 17, 2023	RFP Questions due by 4:00pm ET
April 21, 2023	Responses to RFP Questions posted to website
May 12, 2023	Proposal Responses due by 4:00pm ET
May 15-26, 2023	Proposals Reviewed
July 1, 2023	Contract Begins

LETTER OF INTENT: Please submit a non-binding letter of intent to propose. Please submit the letter of intent by April 3, 2023 via email to amandag@workonesoutheast.org

Or The LETTER OF INTENT should be addressed to:
Southeast Indiana Workforce Investment Board
ATTN: Amanda Getzendanner
500 Industrial Drive, Suite #1305
Lawrenceburg, IN 47025

RFP QUESTIONS: Questions about the RFP will only be accepted from the date of release of the RFP until April 17, 2023. All questions should be sent via email to amandag@workonesoutheast.org. All emails will receive an acknowledgement of receipt.

C. PROPOSAL FORMAT

All proposals must be received by May 12, 2023 by 4:00pm ET. No proposals submitted after the due date will be reviewed. Once submitted, the bidder will receive an email acknowledging receipt of the proposal.

The Executive Summary and Proposal Narrative must be submitted in the following format:

- One-inch margins
- Maximum 12-point font
- Double spaced
- Sections and subsections labeled
- 20 pages maximum, excluding the cover page, table of contents, executive summary, and requested attachments
- Number the pages of the proposal narrative consecutively in “Page x of x” format. Attachments need not be numbered.

Proposals should be assembled in the following order:

1. Cover Sheet (Included as an attachment to this RFP)

2. Table of Contents

3. Executive Summary (No more than 2 pages)

4. Proposal Narrative

5. Attachments

Attachment 1 – Budget Worksheet & Narrative

Attachment 2 – Non-Collusion Affidavit

Attachment 3 – Assurances & Certifications Form

Attachment 4 – Proof of Non-Profit Status OR if For-profit provide Certificate of Good Standing

Attachment 5 – Audited Financial Statements

Attachment 6 – Board of Directors with company names and titles

Proposals should be assembled as a single PDF that is not password-protected and submitted via email to amandag@workonesoutheast.org by May 12, 2023 at 4:00pm ET. No late proposals will be reviewed. Bidders will receive an email confirmation once their proposal is successfully transmitted.

D. PROPOSAL NARRATIVE

Proposal narrative responses should address the specific questions and be answered in a clear and concise manner. Bidders are encouraged to use bullet points and embed charts or graphs when possible. Bidders should not include references to any attachments that are not specifically requested. Any superfluous attachments referenced in the proposal narrative or attached to the proposal will not be reviewed.

Section 1: Organization Background and Qualifications

All bidders should respond to the questions in Section 1.

1. Share an overview of your organization including year founded, legal status, governance structure, and mission. If submitting as a partnership, collaborative or consortium, please identify all of the partners, the roles of each partner, and year founded, legal status, governance structure, and mission. Bidders who are applying as a partnership must attach a fully-executed MOU.
2. Summarize your major programs and services. For each major program or service, please include a brief description of the services offered, the duration of time you have offered these services, the populations served by the program or service, and outcomes.
3. Please describe your experience as a WIA/WIOA provider. For each WIA/WIOA operation, include information about scope of your work, including the duration of time you have been providing the service, innovative or best practices, and a summary chart of negotiated and actual performance for all WIOA outcomes. If your organization has not provided WIOA services, please provide the same information for programs that are comparable to the WIOA services you are proposing.

4. Summarize your organization's experience (if any) working with clients struggling with substance abuse and/or involved with the corrections system for related offenses. Describe relevant past or present partnerships leveraged to assist with this work.

Section 2: One-Stop Operator Services

Only bidders who wish to propose One-Stop Operator services should respond to the questions in this section. If you do not wish to propose One-Stop Operator services, please retain the section header and state that you are not responding to Section 2 in your narrative.

1. Describe the services to be provided as the One-Stop Operator. How will these services support the goals and vision of the WDB?
2. Describe the services that will be available at the WorkOne locations. Include information about how you will create functional supervision and cross-agency teams among all staff at the WorkOne locations to ensure customers have a seamless service experience.
3. Describe how you will coordinate services with mandated partners, including labor exchange services with Wagner-Peyser. In addition to mandated partners, please provide a list and brief description of non-mandated partners who will offer services to WorkOne customers.
4. Provide an overview of basic career services that will be offered at all WorkOne locations throughout the region.
5. Explain your processes for ensuring continuous quality improvements will be made at the WorkOne locations and throughout the region as a whole. Provide 1 or 2 examples of your previous experience in identifying an area of improvement, and how you addressed the need.

Section 3: WIOA Career Services for Adults and Dislocated Workers

Only bidders who wish to propose WIOA Adult and Dislocated Worker services should respond to the questions in this section. If you do not wish to propose WIOA Adult and Dislocated Worker services, please retain the section header and state that you are not responding to Section 3 in your narrative.

1. Provide an overview of the services that will be provided to adults and dislocated workers in the region. Your description should explain, in detail, basic career services and individual career services offered.
2. Describe your outreach and recruitment plan. How will you ensure that you are reaching individuals who are eligible for the program? Explain how you will perform outreach to diverse special population groups including individuals with disabilities, military veterans, individuals with limited basic skills and other groups as you see applicable.
3. Explain how customers will be orientated to WIOA services. What is the process for assessment and enrollment of customers? List any assessment tools to be used, along with brief descriptions of what types of results and information are collected. Explain how the assessment results will be used to develop a service strategy for the customer.

4. Describe your case management and career planning services. Explain your approach to developing and managing an individual employment plan. What is your ratio of customers to case managers?
5. Explain the basic career services you intend to offer to customers. Provide as much detail as possible about the specific workshops, job readiness training, and other innovative career resources you propose to offer to customers.
6. Discuss how you help customers make informed decisions about training services offered through WIOA, including: basic skills training, pre-vocational training, vocational training, post-secondary education, work-based learning, on-the-job training, internships and other training opportunities that help customers achieve their career goals.
7. Discuss job placement efforts for customers. How do you help customers identify and connect with employment opportunities?
8. Describe your follow-up services after job placement. How do you help customers retain and advance along career pathways?
9. Affirm your commitment to utilizing state-sanctioned data collection systems such as IndianaCareerConnect. Provide a description about your data collection and data validation processes and how that helps meet the requirements of WIOA.

Section 4: WIOA Career Services for In-School and Out-of-School Youth

Only bidders who wish to propose WIOA In-School and Out-of-School Youth services should respond to the questions in this section. If you do not wish to propose WIOA In-School and Out-of-School Youth services, please retain the section header and state that you are not responding to Section 4 in your narrative.

1. Provide a brief summary of the categories of youth service you intend to provide.
2. Describe your outreach strategies to reach and engage eligible youth.
3. Describe your experience with the Jobs for America's Graduates (JAG) Program, if any.
4. Describe your approach to developing individual service strategies for youth. How do you connect youth to education and training resources that help them achieve the goals outlined in their individual service strategy?
5. What types of training approaches and resources are you planning to utilize in your service approach?
6. Describe your approach to providing mentoring, study assistance, drop-out prevention and recovery, and other supportive assistance to youth enrolled in the program.

7. Please share any innovative or unique services you plan to use in your youth approach to serving youth under WIOA.

8. What types of employment resources will be provided to youth? Describe why are these resources appropriate for this population.

Section 5: Business Services

All bidders should respond to the questions in Section 5.

1. Describe your job development plan. Include specific strategies for addressing the needs of businesses across the region.

2. How do you generate new business relationships with businesses not currently utilizing the resources available through the public workforce system?

3. Describe your capacity to identify and meet emerging needs of businesses in high-growth industries and in high-demand occupations.

4. How do you work with staff across the region to ensure that business engagement efforts are aligned with the needs of job seeker customers?

5. Describe your process for matching job seekers to open opportunities.

6. Explain how you will work with cross-agency teams to ensure that business services efforts are not duplicated to support efforts to avoid “employer fatigue”?

7. Describe the types and frequency of business development events such as job fairs, employer roundtables, and other events intended to help businesses better engage with the resources available through the public workforce system.

8. Describe your ability to track and measure business services efforts. Explain what tracking systems will be utilized.

9. Provide a list of the partners and groups which you intend to align business services efforts.

10. Please share any innovative approaches to business services you plan to utilize in your service approach.

Section 6: Changing Market Conditions

All bidders should respond to the questions in Section 6.

1. Describe your experience and/or capacity to deliver remote services and/or deploy staff beyond standard physical offices.

2. What is your philosophy towards staff pay scales, and how has it changed due to recent labor conditions?
3. What are your target caseloads for Case Managers? What factors are considered for determining these targets, and how are these levels managed?
4. How are staff trained internally, and how has that changed post-COVID?

Section 7: Financial Management

All bidders should respond to the questions in Section 7.

1. Provide an overview of your administrative and financial management capabilities as they relate to your ability to carry out the services described.
2. Describe your experience with cost reimbursement contracts.
3. Describe your organization’s previous experience administering federal, state and private grants.
4. How will financial information be made available for monitoring and auditing purposes?

Section 8: Attachments

All bidders should include the following attachments as part of the proposal package. Please clearly label each attachment.

Proposal Cover Sheet

Attachment 1 – Budget Worksheet & Narrative

Attachment 2 – Non-Collusion Affidavit

Attachment 3 – Assurances & Certifications Form

Attachment 4 – Proof of Non-Profit Status OR if For-profit provide Certificate of Good Standing

Attachment 5 – Audited Financial Statements

Attachment 6 – Board of Directors with company names and titles

E. PROPOSAL EVALUATION

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposal Format guidelines are included in section *C. Proposal Format*. Proposals that are incomplete will not be evaluated further.

Proposals will be scored according to the following matrix:

PROPOSAL EVALUATION SCORING MATRIX	
Proposal Requirement	Total Points
PROPOSAL NARRATIVE	

Section 1: Organization Background and Qualifications	20
Section 2: One-Stop Operator Services	20
Section 3: WIOA Career Services for Adults and Dislocated Workers	20
Section 4: WIOA Career Services for In-School and Out-of-School Youth	20
Section 5: Business Services	20
Section 6: Changing Market Conditions	15
Section 7: Financial Management	15
BUDGET	
Budget	50

APPEALS: If a bidder wishes to appeal, a letter of inquiry must be submitted in writing within fifteen (15) calendar days of the date of the notice of non-award. Letters must detail the specific appeal, desired results, and can include additional documentation as deemed necessary by the nature of the appeal. Letters should be addressed to:

Southeast Indiana Workforce Investment Board
 ATTN: Amanda Getzendanner
 500 Industrial Drive, Suite #1305
 Lawrenceburg, IN 47025

F. REGULATIONS AND REQUIREMENTS

RIGHT TO CANCEL: The WDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. NIWA also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Indiana Department of Workforce Development and/or any subsequent sub-awards will be modified to ensure compliance.

AUDIT REQUIREMENTS: The services delivered under this RFP are considered sub-recipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements.

TYPE OF CONTRACT: Proposed costs will be analyzed and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract services described in this proposal.

COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT: The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state, and local laws, rules and regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: WIOA prohibits

discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

REQUEST FOR PROPOSALS

**ONE-STOP OPERATOR
 CAREER SERVICES FOR ADULTS & DISLOCATED WORKERS
 CAREER SERVICES FOR IN-SCHOOL AND OUT-OF-SCHOOL YOUTH**

BIDDER INFORMATION

Organization Name:	
FEIN:	
Address:	
City:	
State:	
Zip:	
Phone:	
Website:	

PROPOSAL CONTACTS

Executive Director	
Name:	
Title:	
Phone:	
Email:	
Primary Contact	
Name:	
Title:	
Phone:	
Email:	

PROPOSAL SUMMARY		
Check if proposing	Program/Service	Total Funding Requested
	One-Stop Operator	
	WIOA Adult & Dislocated Worker	
	WIOA In-School and Out-of-School Youth	

Indiana Region 9 Workforce Board
BUDGET ESTIMATE WORKSHEET

ORGANIZATION NAME: _____

Line Item Budget	Adult	Dislocated Worker	Youth	Total
Personnel				-
Fringe Benefits				-
Travel				-
Equipment				-
Contractual				-
Other:				-
Occupancy				-
Supplies				-
Communications				-
Supportive Services				-
				-
				-
				-
Indirect Charges				-
				-
TOTAL	-	-	-	-

Indiana Region 9 Workforce Board
BUDGET NARRATIVE

ORGANIZATION NAME: _____

Budgeted Item	Detail Description
Personnel	
Fringe Benefits	
Travel	
Equipment	
Contractual	
Other:	
Occupancy	
Supplies	
Communications	
Supportive Services	
Indirect Charges	

Attachment 2 – Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Workforce Network, Inc. whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this _____ day of _____, 2023.

Notary Public

County of: _____

Commission Expiration Date: _____

ASSURANCES AND CERTIFICATIONS

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Development Act, Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

Signature of Authorized Representative

Print or Type Name