



2125 State Street, Ste. #16, New Albany, IN 47150 • 812.941.6422

Southern Indiana Works

Request for Proposals

SOUTHERN INDIANA WORKS OUTREACH CAMPAIGN Region 10 Economic Growth Region

Date of Release: January 25, 2021
Proposals Due: February 8, 2021
No later than: 12:00 Noon EST

**Questions must be faxed or emailed
with return receipt requested:**

Attention: Jackie James
Southern Indiana Works
P O Box 6712, New Albany, IN 47150
jjames@workonregion10.com
Phone: 812-941-6422



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Southern Indiana Works Outreach Campaign

A. Introduction:

The Southern Indiana Works (SIW), is a non-profit, business and industry-led local workforce development board (LWDB) representing Clark, Crawford, Floyd, Harrison, Scott and Washington Counties, Indiana (resident labor force of *approximately 150,000*). Instituted under Indiana law as a regional talent development leadership organization, SIW is dedicated to building an educated, skilled regional workforce through collaboration and partnerships with economic development, education, workforce development and local government. Southern Indiana Works' mission is to lead a robust talent development system and cultivate a skilled workforce that advances our community, economy, and quality of life.

SIW is responsible for operations of the WorkOne Career Centers, in the region. These centers constitute the regional public employment service system. There are six (6) centers: 1 comprehensive center in New Albany and part-time affiliate centers in Clark, Crawford, Harrison, Scott, and Washington Counties.

B. Funding/Term of Contract

The program/contract term is approximately **February 15, 2021 through June 30, 2021**. The maximum contract amount is approximately **\$40,000**. Southern Indiana Works reserves the right to modify the term, amount, and scope of the performance any extent necessary to ensure compliance with State, Federal and/or local guidelines. The contract may be renewed or extended at the discretion of Southern Indiana Works.

Rationale for Scope of Work: As the lead organization for talent development in the region, Southern Indiana Works desires to emphasize the image of the organization and its work, WorkOne career centers have traditionally been perceived by the public as “the unemployment office”, where clients visit to process Unemployment Insurance (UI) benefits, to resolve a UI problem, or low skilled job-seeker visits to seek survival employment. The labor market and employer needs have changed significantly, and will continue to change as a result of the advancement of automation, and economic factors due to the Covid-19 pandemic, etc. Business must access and employ more skilled workers across a various economic sectors to grow and survive. The labor market has migrated to nearly two-thirds of jobs requiring at least basic technical skills and some type of post-secondary educational attainment, whether an entry-level certification, Associate Degree, Apprenticeship, or Advanced Degree. Regional employers need a more skilled workforce; job seekers need to access skilled employment in order to earn a higher wage and the opportunity for a viable upward career path. Southern Indiana Works as the leader of the Talent Development System and WorkOne Career Centers have a commitment to participate in this critical labor market shift by assisting individuals to develop competitive employment skills for self-sustaining employment and career. To participate in this labor market transformation, WorkOne Career Centers must devise an operational structure that is based sustainably in customer skills improvement and talent development, and provide an outreach campaign that reflects talent development as an operational cornerstone.



Scope of Work

Create the most cost-effective and functional promotional outreach campaign plan and structure for the Southern Indiana Works Talent Development System based on the funding available and the following information:

- Unemployed individuals in the target service area is approximately 7,000 or 4.5% as of January 1, 2021.
- Customers include: Jobseeker individuals and employers seeking a skilled workforce
- Target economic sectors include manufacturing, logistics, information technology, business, construction, and healthcare.
- Service offerings Jobseekers: Career coaching, assessment, career exploration, occupational skills training to degree/certification, employability skills (resume, interview, social media, digital literacy), work based learning, paid and unpaid internships, apprenticeships, and referrals for employment.
- Services offerings Employers: Assistance with recruitment and screening, on-the-job training, apprenticeship training-development, labor market information, human resource consultation.
- Targeted Job Boards
 - Indeed
 - Zip Recruiter
 - Glass Door
 - Snag a Job
 - Craigs List
- Current digital assets include:
 - Website – WorkOne
 - Facebook – WorkOne
 - Linked IN - WorkOne, Southern Indiana Works
 - Instagram – WorkOne
 - YouTube
 - Constant Contact
 - Survey Monkey
 - Canva
 - Adobe Creative
 - Internal Digital Displays
 - Texting service (to be procured)
- Employer outreach targets are: Employers with 50+ employees
- Jobseeker outreach targets are:
 - Unemployed Underemployed
 - Adults Age 17-55 Young Adults age 17-24



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- Disclosures for compliance requirements must be followed for all outreach and promotion.
- Barriers-Covid-19 impacts: additional unemployment benefits created an unintended consequence of incentivizing individuals to remain unemployed, worker health concerns, parents/care givers forced to stay home to assist with virtual learning for students.
- SIW Priority Metrics:
 - Employment: 82% Employed Q2 and Q4 after exiting services
 - Credentials: 72% of individuals engaged in training complete with credential
 - Employers: 10% employer market penetration
- The goal of the outreach campaign:
 - Increase jobseeker and employer engagement with SIW programs and services to meet/exceed the priority program metrics, as well as the metrics of individual grants; and
 - To strengthen the brand of Southern Indiana Works as the lead entity for talent development systems in the Southern Indiana market.

SIW requests for proposals to include a detailed plan for targeted outreach and estimated expenditures on each category, based on the most effective mediums and platforms to reach the target audience.

- Bidders that maximize design elements for outreach campaign will be rated most competitively.
- Successful bidders must provide electronic copies of all promotional work products in a format that can be replicated. All work products and media developed under contract is the sole property of the Southern Indiana Works.

A. Proposal Requirements

Please provide the following in your proposal for services:

1. Signed Cover Sheet
2. Overall cost for services and hourly cost (Budget Sheet Provided)
3. Proposal Narrative for scope of work to include:
 - a. Experience, capabilities & qualifications;
 - b. Services design; and
 - c. Timeline to complete scope of work
4. Three recent clients provided professional services that will serve as professional references.
5. A brief perspective on your interest in providing this service and any basic recommendations you have regarding making the project effective and successful.
6. Proposal must include exhibits, signed assurances, signed conflict of Interest statements as provided herein.

B. Proposal Package

1. Cover Sheet (signed)
2. Items 2-5 above are not to exceed six pages (Sample marketing materials may be provided as exhibits).



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3. Exhibits: certifications or other verification of experience and exhibits (not to exceed eight (8) pages).
4. Proposal must be on 8 1/2" X 11" plain white paper, with font no less than 11-point type, with not less than one inch margins, with pages numbered.
5. Provide one (1) original in a "ready to copy" format, i.e. not bound, stapled or three-hole punched.
6. Use Proposal Checklist

C. Proposal Deadline

Proposals will be accepted by the Southern Indiana Works until 12:00 Noon EST, on February 8, 2021.

Attention: Jacqueline James
Southern Indiana Works
2125 State Street, #16
New Albany, IN 47150
Phone: 812-941-6422

Proposals may be mailed, e-mailed in PDF format (return receipt required), or hand-delivered (receipt required).

Late Proposals

Any proposal received after the deadline will not be considered unless:

1. It was sent by registered or certified mail at least four business days prior to the deadline.
2. It was sent by mail and it is determined that the late receipt was due solely to Southern Indiana Works error.

D. Evaluation of Proposals

All proposals submitted in accordance with this RFP will be rated based on the criteria outlined in this evaluation criteria section. A review team consisting of parties as designated by Southern Indiana Works will review and evaluate proposals, based on the evaluation criteria, and make a formal recommendation for award. Each team member will first evaluate each proposal objectively and independent of other team members. After final selection and approval, the Southern Indiana Works staff will be responsible for the final negotiations and contract signing. Failure to negotiate and execute a contract within the proposed transition timeline may result in contract award and negotiations with alternate bidders.



Proposals will be evaluated in the following categories:

1. **Experience, Capabilities and Qualifications: (35 Points)** A description of contractor knowledge and experience, prior experience and expected future performance in service areas relevant to the Scope of Work. This category will evaluate the bidder's experience in providing services similar to those described herein. Please detail previous related performance and outcomes with other clients, companies, etc. as well as staff qualifications and expertise in the delivery of services as stated in the Scope of Work.

Provide:

- a) three reference contacts (**include contact numbers**) to confirm experience and qualifications; (**attachment**)
 - b) key staff resumes, as appropriate (**attachment**)
 - c) documentation that affirms contractor qualifications and expertise (**attachment**)
 - d) samples of work products (**attachment**)
2. **Services Design: (35 Points)** This section will describe the bidder's work plan, proposed services and detailed deliverables outlined in the Scope of Work, demonstrating reliability and quality in service strategies to meet SIW goals and outcomes. Plan should include a timeline for each phase of deliverables. (Sample design material may be provided as an attachment)
 3. **Cost (30 Points)** Form provided as Exhibit 2. Category will evaluate the cost of the proposed grant services to determine if they are fair and reasonable. It may include such factors such as:
 - project management costs
 - design and material costs
 - media placement (radio spots, digital, newsprint, movie theatre, web, etc.)
 - print costs
 - placement costs (all mediums)

Budgets will be reviewed and should be accurate, complete and reflect only appropriate costs.

Total Possible Score (100 Points)

Southern Indiana Works programs and contracted providers are Equal Opportunity Employers. Auxiliary aids and services are available upon request to individuals with disabilities.

E. Appeal Process

Bidders will be afforded the opportunity to appeal funding recommendations. Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated with the Southern Indiana Works. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to: Attention: Tony Waterson, Southern Indiana Works, PO Box 6712, New Albany, IN 47150.

The selected vendor will be notified upon completion of the procurement process. The vendor is expected to begin services under contract approximately February 15 and continue through June 30, 2021.



F. Terms and Conditions

1. Release of this RFP does not commit Southern Indiana Works to award a contract.
2. Southern Indiana Works will not pay for any costs incurred in the preparation of bids.
3. Southern Indiana Works has the right to reject any and all proposals or to cancel this RFP, in part or in its entirety, at any time.
4. Southern Indiana Works reserves the right to negotiate any and all proposals prior to the award of a contract.
5. Local small-or minority-owned businesses are encouraged to respond.
6. Bidders in whole, or in any part of itself, shall be in good standing and not debarred or suspended or otherwise excluded from, or ineligible for participation in Federal assistance programs under Executive Order 12549. "Debarment and Suspension".
7. Other issues or grievances, hearings, resolutions and authority shall be addressed prior to award of contract and relevant issues may be stated within the contract. If, as a proposing organization, you believe you have been treated unfairly or have grounds for initiating a formal grievance, please express your concern in writing and forward to the representative noted in **(Section E Appeal Process)**.
8. The contractor will be monitored in accord with: a) Southern Indiana Works- Monitoring Policy, b) Oversight and monitoring processes required by Indiana Workforce Development Policy, c) Oversight and monitoring processes required by the U.S. Department of Labor, Employment and Training Administration.
9. Contractor Guidelines: a) Entities must be legally incorporated and/or must be able to conduct business under the laws of the State of Indiana, b) meet all administrative requirements, c) Provide a mechanism to administer the program through an internal fiscal management and tracking system that is available for monitoring.
10. Funds that are available for this solicitation must be expended on only on services as stipulated in the Scope of Work-Section C. The budget submitted as part of the proposal package must be specific in delineating all costs of the proposed services and outlined in Budget Exhibit provided.

G. Contract Term

The funding period is anticipated to begin approximately February 15, 2021 and end no later than June 30, 2021. Southern Indiana Works reserves the right to modify the term, amount, and scope of the performance to any extent necessary to ensure compliance with State, Federal and/or local guidelines. The ability of a contractor to modify its program in accordance with such guidelines will be evaluated in determining the ability to renew any agreement. Failure to make modifications may result in reconsideration of continued funding. The contract may be renewed or extended by mutual agreement of the Southern Indiana Works and the bidder.



H. General Proposal Conditions

1. Accuracy and Completeness

If the bidder knowingly and willfully submits false performance or other data, Southern Indiana Works reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the Southern Indiana Works reserves the right to terminate the contract.

2. General Reservations

- a. Proposals, which are incomplete or unresponsive to these specifications, will not be considered for funding.
- b. Southern Indiana Works reserves the right to extend the submission deadline should such action be in the organization's and/or Region 10's best interest. Bidders have the right to revise their proposals in the event the deadline is extended.
- c. Southern Indiana Works reserves the right to withdraw this RFP at any time without prior notice. Southern Indiana Works makes no representation that any contract will be awarded to any bidder responding to the RFP.
- d. If an inadequate number of proposals are received or the proposals are deemed non-responsive, Southern Indiana Works reserves the right to reissue the RFP.
- e. Southern Indiana Works reserves the right to request additional information or documentation.
- f. Bidders shall be reviewed and rated by Southern Indiana Works as submitted. The bidder may make no changes or additions after the deadline for receipt of proposals.
- g. Southern Indiana Works reserves the right to verify all information in the proposal.
- h. Bidders approved for funding shall be required to negotiate in good faith, a contract with Southern Indiana Works. The negotiation process shall be bound by the best terms and conditions originally offered by the bidder in the proposal. Southern Indiana Works reserves the right to make contract award contingent upon the satisfactory completion by the bidder of certain special conditions. The contract offer of Southern Indiana Works may contain additional terms different from those set forth herein.

3. Standing of Bidder

- a. A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with any other funding source, poor past or current contract performance with the state of Indiana, or any other funding sources, outstanding tax liens with the state of Indiana, or current disputed or disallowed costs with any other funding source.
- b. Southern Indiana Works will not enter into an agreement with any entity not in good standing with the Indiana Secretary of State or Federal Government, including those that have been debarred, suspended or who are ineligible.
- c. Organizations and entities that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding under this RFP process, until their sanction is removed.



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4. *Proprietary Interests*

Southern Indiana Works reserves the right to retain all submitted proposals, and the proposals shall become the Property of Southern Indiana Works. All proposals will be considered public documents, subject to review and inspection at the Board's discretion, in accordance with the Public Records Act. Bidders must identify all copyrighted material that they claim are exempt from disclosure under the Public Records Act.

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Board, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. 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.

In addition, the authorized representative assures, certifies and understands that: Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

“As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which 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 Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.”

The recipient also assures that it will comply with WIOA implementing regulations (due in January 2015) and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

<p>Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).</p>

The undersigned applicant certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Nondiscrimination: The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

Conflict of Interest: The undersigned applicant certifies that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of the Board;
- (3) No member of the Board of Directors, or an employee of the Board owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of the Board receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Lobbying: This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned applicant certifies 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 any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding 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.

- (3) 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, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

Drug-Free Workplace: This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIOA Sec. 184 (f): Discrimination Against Participants: -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA

Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec. 188 (a):

- (1) Federal financial assistance. -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibition of discrimination regarding participation, benefits, and employment. -- 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 such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) Prohibition on discrimination on basis of participant status. -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens. -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.

Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIOA non-discrimination regulations will be published in January 2015. WIOA Section 188 and WIA Section 188 are identical.

Documentation of Financial Stability: The undersigned applicant certifies that it shall comply with the Indiana Department of Workforce Development with regard to providing documentation of financial stability. As part of their local application requirements, the Board is to specify its local protocol for documentation and submission requirements.

Reporting Requirements: The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Innovation Act of 2014 and the reporting and procedural requirements issued by the Board or the Indiana Department of Workforce Development.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the Board from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the Board by the applicant causes harm to a third party, then applicant will be held liable for any Board action resulting from reliance on that information.

The applicant must notify the Board in writing if the authorized signatory changes. Certified by:

Signature of Authorized Official

Title Date

Typed/Printed Name of Signatory

Name of Organization

Conflict of Interest Assurance Statement
(This Form must be submitted with Proposal)

The undersigned hereby certifies, to the best of my knowledge and belief after due inquiry, that:

1. I acknowledge that no individual(s) employed by or representing this organization or any partners mentioned in the proposal were involved in the preparation, review or approval of the Request for Proposal for WorkOne Outreach Campaign released by Southern Indiana Works

2. I further acknowledge that these conflict of interest provisions also apply to all members of my family, my partner or other associate, or an organization employing or about to employ any of the above as a direct result of the award of a contract under this RFP to any organization submitting a proposal.

Entity/Organization Name

Authorized Representative

Date

**Southern Indiana Works
Proposal Checklist**

- Cover Page** _____
- Conflict of Interest Statement (Signed)** _____
- Assurances and Certification (Signed)** _____
- Narrative (Area 1-3)** _____
 - Area 1 – Experience, Capabilities and Qualifications
 - Area 2 –Service Design-Scope of Work-Work Plan/Timeline
 - Area 3– Cost/ Budget Narrative

- Exhibit 2 Budget Detail**
- Exhibit 3 Client References**
- Exhibit 4 Resumes of Key Staff**

SOUTHERN INDIANA WORKS -OUTREACH CAMPAIGN

COVER PAGE

General Information	For Office Use Only
Southern Indiana Works Attention: Jackie James WorkOne New Albany P.O. Box 6712 New Albany, IN 47150 Telephone: (812) 944-7793	Date Received: _____ Time Received: _____ Proposal Meets Established Requirements _____ Yes _____ No (Office use only)
Name and Address of Proposing Entity 	Contact Person Name & Title: Authorized: Name & Title: E-Mail Address: Phone Number: Fax Number:
Type of Organization/Entity (check only one) For Profit _____ Non-Profit 501(c) (3) _____ Government Entity _____ Educational Entity _____ Tax ID Number: _____	Proposed Total Cost: _____ Proposed Hourly Cost: _____ X _____ Signature

EXHIBIT 2

Entity/Organization: _____

Line Item Budget

Program Expense:			
Subtotal			
Total Costs			
Design			
Materials			
Printing			
Media time			
Placement			
Other-Please detail			
Operating Sub-Total			
Hourly Costs:			
Total			