

**Economic Growth Region 6
Serving Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush,
Union and Wayne counties.**

Request for Proposals

For

Service Provider for Youth Services

Services to be Delivered

July 1, 2011 – June 30, 2013

RFP Issue Date: May 17, 2011

Key Dates:

Questions Due – May 23, 2011

Answers to be posted on Website – May 24, 2011

Proposals Due – June 1, 2011

Presentations (if requested) – June 6 - 8, 2011

Contract Negotiations – June 13 - 15, 2011

Transition Period – June 15 - 30, 2011

Contract Start Date – July 1, 2011

**Economic Growth Region 6 Workforce Investment Board
% Alliance for Strategic Growth, Inc.
122 E. Main Street
P.O. Box 1856
Muncie, IN 47308-1856**

BACKGROUND AND GENERAL INFORMATION

The Economic Growth Region 6 Workforce Investment Board (WIB) issues this Request for Proposals (RFP) to procure an entity to participate in the provision of the WIA Title I Youth Services for Economic Growth Region 6 (EGR 6).

- A. The resulting contract(s) with the successful bidder(s) will cover a two-year period, July 1, 2011 to June 30, 2013, where permissible, based upon the funding sources. At the election of the WIB the contract(s) may be renewed for an additional year, July 1, 2013 to June 30, 2014. The form of the contract(s) will be cost reimbursement unless otherwise provided for in contract negotiations and allowable by the funding stream.
- B. The EGR 6 consists of Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne counties. Currently the Region has full-service WorkOne Centers in Muncie and Richmond. There are WorkOne Express Offices in Blackford, Fayette, Henry, Jay, Randolph, and Rush counties. Services to Union County are provided primarily through the Richmond WorkOne Center staff.
- C. YouthWorks Program – The following is a description of the overall youth program as well as the different components including the measurements and required elements.

The overall goal of the WIA Youth program is to connect eligible youth to skill development and other educational activities and then to the local labor market. To accomplish this, youth development strategies must be developed to help interested youth enroll in and successfully complete critical skill development activities AND successfully transition to employment in the local labor market. Youth who are deficient in basic skills must also participate in activities designed to improve their reading, writing, math, analytical, computer and communication skills.

From a broad perspective, the WIA youth program design must consist of four components:

1. **Assessment:** All youth customers must complete a personalized and objective assessment of their skill levels and service needs;
2. **Plan Development:** Based on the results of these assessments, all youth customers must participate in the development and ongoing maintenance of an individual service strategy or plan that outlines an effective service strategy;
3. **Service Delivery:** Based on this plan, all youth customers must receive the specific youth development and workforce services as described in their plan; and,
4. **Follow Up:** Once all services have been delivered and outcomes achieved, all youth must receive some form of follow-up services for a minimum period of 12 months following their completion of program activities.

From a more detailed perspective, the WIA legislation mandates that ten specific program elements must be included in the WIA Youth program design (these can be available

through direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate):

- a. Tutoring and instruction leading to secondary school completion, including dropout prevention activities;
- b. Alternative secondary school offerings;
- c. Summer employment opportunities, directly linked to academic and occupational learning activities;
- d. Paid or unpaid work experiences, including internships;
- e. Occupational skill training;
- f. Leadership development opportunities;
- g. Supportive services;
- h. Comprehensive guidance and counseling;
- i. Adult mentoring; and,
- j. Follow up services for a minimum of 12 months.

In addition to these required elements, EGR 6 WIB is also committed to supporting the Jobs for America's Graduates (JAG) program. The JAG youth program is a school-to-work transition program focused on helping at-risk youth graduate from high school and either find employment or pursue postsecondary training following graduation. At each participating high school, the JAG program provides a trained "Career Specialist" who provides individual and group instruction to 35-45 students at risk of not graduating. The JAG curriculum focuses on supporting students in their regular studies and offers instruction on 37 core employability competencies that prepare students for the workplace. The WIB Youth Council has indicated JAG as a priority, assuming funding is available, to operate three JAG sites in Delaware County at Muncie Central High School, Blackford County at Blackford High School, and Fayette County at Connersville Senior High School. As of the issuance of this RFP, the plan is to continue all three sites; this information may be updated as new information is available.

The YouthWorks program has performance goals that are required by the Department of Labor. The defined measures for youth served in the WIA Youth Program are the following:

- | | |
|---|--|
| a. Placement in Employment or Education | 72% of all youth |
| b. Attainment of Degree or Certificate | 63% of all youth |
| c. Literacy and Numeracy Gains | 28.7% of O/S youth w/ base level at 8.9 or below |

Please note that these performance measures are negotiated on an annual basis and are therefore subject to change based on these negotiations with the Indiana Department of Workforce Development and DOL. For more specific information on these measures, interested organizations are encouraged to review Training and Employment Guidance Letter No. 17-05 as issued by the US Department of Labor on February 17, 2006. This Guidance Letter provides significant detail on how these performance measures are calculated.

D. The Youth Staff, who are funded under the resulting contract(s), are an intricate part of the EGR 6 integrated WorkOne system. Fundamental to the success of EGR 6 is commitment to the plan for integrated service delivery. For this reason no Youth Staff dedicated to this proposal shall be engaged in fee for service projects within or outside of the region without the approval of the WIB for the project and the staff redirection. Successful bidders will assure that they will not engage in fee for service within EGR 6 without the advance written approval of the WIB, which will not be unreasonably withheld, if it is not a conflict with the current or intended EGR 6 WorkOne services.

If EGR 6 staff or resources under this contract are used to provide a fee for service which is related to the WorkOne system services, consistent with federal requirements the revenues over expenses generated by approved fee for service within EGR 6 will be used to support the EGR 6 system. This can be achieved through remittance to WIB or application to expenses as approved by the WIB in support of the EGR 6 operations. Profits from approved fee for service within EGR 6, which is not a conflict and does not use EGR 6 resources, are not subject to remittance or use of profit in support or EGR 6 operations. Nothing in this RFP or resulting contract(s) is intended to limit the business of the contractor outside of EGR 6.

E. The Youth Staff consisting of 10 positions will be selected jointly by selected Service Provider and WIB, and candidates must pass all Service Provider pre-employment requirements. The positions currently are full time equivalent with fringe benefits and have a salary range of \$12.77 – \$17.06/hr. All youth staff positions at a minimum require two years of post secondary education. JAG positions require a Bachelor’s degree.

F. The WIB is seeking interested and qualified entities able to provide innovative, high quality services. The organization selected should demonstrate the characteristics listed below:

- a. Efficient and effective Human Resource and Payroll System
- b. Demonstrated ability to partner with others
- c. Flexibility and ability to adapt to change
- d. Commitment to the success of EGR 6 Workforce Development system and its role in supporting the economic growth of the region

G. The WIB is looking for a single organization that can assist in providing Youth staff for the counties located in EGR 6 as mentioned in B. above. The following staffing budget can be utilized for planning purposes. Directs for clients are not included in this figure.

Service Provider Planning Allocations

	PY11 Planning Allocation	PY12 Planning Allocation	Footnote
Youth	\$438,959	\$438,959	1
TOTAL			

1 Funding available to support the Workforce Investment Act In-School and Out-of School Youth staff.

- H. The WIB staff is authorized to negotiate contracts for the provision of youth staff arising from this RFP. The WIB reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the Region. The proposal process is competitive and follows government procurement rules. This Request for Proposals is not in itself an offer of work nor does it commit the WIB to fund any proposals submitted. The WIB is not liable for any costs incurred in the preparation or research of proposals.
- I. The WIB reserves the right to conduct discussions, either oral or written, with those respondents ranked as viable candidates for award. Successful bidders may be required to make a presentation to the WIB or its delegate and negotiate the proposal before a final commitment will be made.
- J. The WIB assures full compliance with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The WIB also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the WIB makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- K. The WIB is exempt from federal, state and local taxes and will not be responsible for any taxes levied on the respondent resulting from the contract based on this RFP.
- L. In addition, the bidder should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to the WIB is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the WIB. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, the WIB will advise the bidder and request further justification in support of the "proprietary" marking. If the WIB determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.
- M. The specifications in this RFP and resulting contract(s) may change based on issuance of Federal, State or Regional policy or WIA re-authorization. The WIB will work with the successful bidder to implement any changes required by the State or Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the WIB to comply with subsequent changes.

- N. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if the WIB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The WIB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- O. By submitting a proposal the bidder assures that it will provide additional services under additional grants or other state or federally funded workforce program granted to the WIB.
- P. The bidder assures that it will be the Service Provider and will not subcontract significant functions to other entities if awarded a contract to be the Service Provider in the EGR 6 without delineation in the proposal or explicit approval of the WIB.
- Q. The bidder assures that if awarded a contract by the WIB, it will comply with Regional, State and Federal program and financial regulations, policies and directives, as well as comply with any and all monitoring requirements.
- R. The bidder assures that if awarded a contract by the WIB it will comply with the Regional and State policy on marketing and branding of WorkOne. This includes an assurance that the funding provided is not used in a manner which promotes the contracted organization unless it prominently contains the WorkOne Tag line "WorkOne Partnership Agency". Products and materials prepared by the funds provided under contract shall always bear the WorkOne logo and copies of any materials prepared for public use shall be approved by the WIB prior to publication and duplication. The WorkOne logo may not be used in conjunction with fee for service initiatives which are outside of the WorkOne system.
- S. To ensure a fair and open process for all interested bidders, the following timetable will be used with this RFP process:

Questions Due – May 23, 2011
Answers to be posted on Website – May 24, 2011
Proposals Due – June 1, 2011
Presentations (if requested) – June 6 - 8, 2011
Contract Negotiations – June 13 - 15, 2011
Transition Period – June 15 - 30, 2011
Contract Start Date – July 1, 2011

PROPOSAL REQUIREMENTS

- A. Proposals must be **received** by **10:00 AM** Eastern Daylight Time on Wednesday, June 1, 2011, in person or by mail or ground delivery at the address indicated. Proposals received after that time and date may be accepted at the option of WIB. Please note that proposals must be **received**, not postmarked. Four originally signed copies of your proposal should be submitted on 8½”x 11” white bond. Your proposal may be single spaced but margins must be at least an inch and font size must be no less than 12, with the exception of RFP questions being repeated, which may be in 10 font. One copy should be submitted unfolded and unstapled. An electronic copy is requested and should be emailed to: sgoodman@asgcorp.org. Please put “Youth Service Provider Proposal” in Subject Line. Also, provide a digital copy in Word (. doc file) or PDF on an electronic storage device. This electronic copy is a required part of the submission but will not be considered official without the signed paper copies.
- B. Submit two complete copies of your audit report for the most recent two years. This report should be submitted separately. While it is not part of the proposal, it must also be provided digitally on an electronic storage device.
- C. Attachment A. A proposal cover page should be completed and used as the cover page for the proposal.
- D. Attachments B. Budget Form needs to be completed along with a budget narrative.
- E. Attachment C. Non-Collusion Affidavit needs to be originally signed and submitted.
- F. Attachment D. Assurances and Certifications needs to be originally signed and submitted.
- G. Your response to the narrative section of the proposal is limited to no more than 10 pages. The total page limitation is firm and is imposed for the sake of the reviewers of your proposal. You are encouraged to be succinct and relevant in your proposal. This limitation does not include other sections of your proposal such as: Attachments, Exhibits, the budget narrative, and organizational charts. The entire proposal, including Attachments, Exhibits, budget narrative, and letters must be numbered Page of Page and all included in the electronic document.
- H. Proposals will be submitted “Return Receipt Requested.” If hand delivered, the deliverer must have a prepared receipt for signature and time/date. The transmitting envelope will be clearly marked “proposal” and addressed as follows:

FOR GROUND DELIVERY
Stephanie Goodman, Executive Assistant
EGR 6 WIB
% Alliance for Strategic Growth, Inc.
122 E. Main Street
Muncie, IN 47305

US POSTAL SERVICE DELIVERY
Stephanie Goodman, Executive Assistant
EGR 6 WIB
% Alliance for Strategic Growth, Inc.
P.O. Box 1856
Muncie, IN 47308-1856

- I. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.
- Cover Page (Attachment A) – Required as a part of the proposal and electronic document and must be included in the page of page numbering, but does not count toward the 10 page proposal limit.
 - Exhibits – Exhibits are required as a part of the proposal and electronic document and must be included in the page of page numbering, but they do not count toward the 10 page proposal limit.
 - a. Business Entity Filing
 - b. Corporate Authorizations
 - 1. Attachment B – Budget Form
 - 2. Budget Narrative
 - 3. Attachment C (Non-Collusion Affidavit)
 - 4. Attachment D (Assurances and Certifications)
- NOTE: Attachments B-D and Budget Narrative are required as a part of the proposal and electronic document and must be included in the page of page numbering, but do not count toward the 10 page proposal limit.
- Submit two copies of your Audit Report, if applicable, for each of most recent two years (separate from the proposal). This is not a part of your proposal and should not be included in the page of page numbering. Do provide a separate electronic PDF containing this document.
 - If available, submit two copies of your independent monitoring reports for the most recent two years (separate from your proposal). This is not a part of your proposal and should not be included in the page of page numbering. Do provide a separate electronic PDF containing these documents.
- J. Questions regarding this RFP may be submitted in writing not later than 4:00 PM on May 23, 2011 to Valerie Alexander, Grant-Contract Management Director, by FAX at 765-282-6411 or e-mail at valexander@asgcorp.org . All questions will be responded to, compiled and posted on the WorkOne website which may be accessed at the following URL - www.work-one.org/index/eirwb/downloads.asp in the downloads section.
- K. After proposals are rated the WIB top proposals will be selected. An invitation may be extended to selected bidders to make a presentation to the WIB and/or its Youth Council. The tentative dates for presentations are June 6-8, 2011. If there are bidder presentations then it will conclude with questions on Bidder's proposal and/or

presentation. Both the Bidder proposal and any required presentation will be considered when discussing and making recommendations for Service Provider(s) selection. Restated, while this RFP indicates the evaluation criteria for the proposals, the final selection will be a combination of the written proposal evaluations, along with the oral presentation and responses to the WIB's questions. The final contracting decisions will be made by the WIB, considering the recommendation of the Youth Council. An award decision is expected by June 13, 2011. The new contract shall start July 1, 2011 with transition beginning immediately upon selection. The WIB will not be responsible for any cost associated with the transition.

The proposal evaluation weights are specified for each section of the RFP. The quality of the proposal will be based upon clarity and responsiveness, not number of pages. Respondents are encouraged to be comprehensive yet succinct in their response.

- 20% Organization Background, Qualifications and Performance History
- 70% Human Resource System, Staffing Plan, and Staffing Cost
- 10% Transition Plan and Activities

- L. Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the WIB. The decision of the WIB in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to:

Barbara Street
Economic Growth Region 6 Workforce Investment Board
Alliance for Strategic Growth, Inc.
P.O. Box 1856
Muncie, IN 47308-1856

PROPOSAL NARRATIVE

I. Organization Background, Qualifications, and Performance History Proposal Evaluation 20%

A. Profile of the Proposing Organization

1. Legal Status

What is the legal status of your organization?

2. Organization Description

Describe your organization, the governance structure, length of existence, tax status, vision, mission, goals and major programs currently offered and where. Please assure your description details what other business you are in including dba's and what portion this contract would represent of your overall PY11 and PY 12 annual budgets. Provide a listing of your board members and directors as an exhibit to this proposal.

3. Business Entity Status

What is your corporate status with the Indiana Secretary of State in Business Entity filings? Provide a copy of the search, date conducted and copy of the most recent filing and the date it was filed as an exhibit.

4. Authorizations

Provide assurances in the form of signed board resolution(s) which:

- i. Authorizes the submission of the proposal.
- ii. Authorizes the signatory on this proposal to sign the proposal, negotiate on behalf of the organization and bind the organization.

Copies of the resolutions may be made as Exhibits to the proposal.

5. Contract Single Point of Contact

Recognizing that the person authorized to bind and negotiate on behalf of the organization is not necessarily the same person who will be the single point of contact for this contract with the organization, identify the person who will be the single point of contact with the WIB for this contract along with his/her contact information.

B. History of Similar Services

1. Record of Success

Please outline relevant experience where you have provided staffing support during the last two years and how you believe that experience has prepared you for the services being requested under this RFP.

2. Reference

Provide three references complete with address, voice, e-mail and fax of individuals outside of your organization who are familiar with the quality of prior services provided or contracts for which you have been responsible. Briefly describe the nature of each relationship.

II. Human Resource System, Contracted Staffing Capacity, Staffing Plan and Cost Proposal Evaluation 70%

In the EGR 6 integrated WorkOne service delivery model, staff is deployed in functional teams rather than in narrowly defined programmatic “silos”. As such, staff will perform their job tasks in a specific functional area alongside other staff who have been assigned to similar functions – from both the state and the Service Provider organization that is selected through this RFP. In this environment, neither job titles nor organizational boundaries will be used to differentiate staff from one another.

Functional supervision of all WorkOne Field Operations Center staff and other Managers, whether he/she is employed by the Department of Workforce Development, Youth Service Provider or the local WIB, will be under the direct supervision of the Director of Operations of the WIB. The administrative supervision will remain with the respective administrative contact for the employer of record.

The WIB, based upon current budget estimates, has identified 10 full time youth positions to be funded through this contract. Positions could be added or deleted based upon the final funding allocations for the region and this contract.

The list of duties for the youth staff that are under the functional direction of the WIB include but are not limited to the following:

- a. Eligibility determination
- b. Financial accountability
- c. Framework – 664.405 (a)(4)
 1. Intake
 2. Objective Assessment
 3. Individual Service Strategy
- d. Case Management
- e. Attainment of Common Measures

Center Managers will be responsible for deploying staff as needed to serve customers, to ensure the overall delivery of quality services to customers, and to ensure the attainment of WorkOne outcomes. Team leaders will assist Center Managers in the management of WorkOne operations and may come from both the Service Provider and DWD State Staff.

Team Leaders have been selected based upon their experience, skills, and leadership abilities. The EGR 6 functional supervision model does recognize, however, that both the State and local Service Provider, and WIB organizations have internal human resource functions that must still be managed within their respective organization, including final hiring and firing decisions, performance appraisals, and time and mileage reports. However, it should be noted, that even in these critical human resource areas functional supervisors will have input and the opportunity to influence decisions.

Some of the specific items which must be taken into account in meeting the new role of the human resource contracted needs include:

- Because a position is funded, does not mean that the position needs to be filled immediately by the Service Provider when the opening occurs. If the position needs to be filled and if so, "In what location?" These questions will be answered by the WIB. In order to meet the required standards of communication to the WIB, the Service Provider is responsible to communicate all Service Provider EGR 6 contracted staff changes, i.e. promotion and resignation with effective date and contact information as appropriate, within three working days of action. In most circumstances human resource decisions will be made by the WIB and communicated to the Service Provider for appropriate action.
- The Youth Staff positions funded, under this RFP and resultant contract, are the employees of record of the local Service Provider. However, the final selection of the individual to be hired, with the final hiring authority not unreasonably withheld by the employer of record, is the WIB. In the interviewing and hiring process the WIB may delegate interviewing and selection to WorkOne or other Manager or supervisory staff, who may be State, WIB or Service Provider staff. As such it is the responsibility of the Service Provider to pass all qualified applicants on to the appointed Interviewing Team, which will include both functional supervisor and others as determined appropriate by the WIB, for review and recommendation for hire.

Within this context:

- A. Please describe the specific hiring process that your organization will use to ensure that job openings are quickly filled with skilled professionals consistent with the expectations of the WIB. What are the recruitment procedures supported by this budget proposal and the turnover assumptions made versus your actual experience for the past year? What will be the process for recruitment and selection from start to finish, including the qualified candidate interviewing process involving the WIB and/or other delegated Youth Staff? What screening tool(s) will be used to insure that the final selected candidate for a youth position is appropriate to work with youth between the ages 14-21? What is the estimated length of time needed to fill a vacancy? Provide the name of the position which will be responsible for all Human Resource functions and who will assure the notification timelines are met. Please provide an assurance that the three working day standard for notification of changes in status of contracted staff will be met.

- B. Describe your organization's ability to be flexible in the scheduling of staff to meet customer needs and customer flow, including shifting staff from county to county as customer needs dictate or adjustment of days or hours of work.
- C. Because the WorkOne integrated service delivery model employs both state and local merit staff, it is imperative that initial and ongoing training is provided to functional supervisors on the human resource system requirement of the Service Provider. Describe the process, time requirement and tools which will be used to train functional supervisors and the Leadership Team. Provide an assurance that this proposal provides a commitment to fulfilling the human resource training and human resource needs of the region.
- D. For EGR 6, the WIB has defined specific job expectations for all Youth Staff, including detailed job descriptions. Describe how your organization will incorporate these human resource concepts into your organizational human resource approach.
- E. In the future EGR 6 may conduct a wage and salary review. Please provide an assurance of your organization's willingness to participate in the review by providing organization wide data and consider the results in setting the wage and salary compensation of the employees who are funded under this contract in Youth Staff positions.
- F. As a condition of this RFP, the bidder must assure to honor the existing employment commitment made to the Youth Staff provided they pass all Service Provider and WIB pre-employment requirements. Please provide an assurance on your intent to honor the employment commitment already made to the Youth Staff.

G. Management Cost and Expertise

Functional direction of Service Provider Youth Staff will be provided by the functional supervisor. Administrative functions would be performed by your organization. Those administrative functions would include administrative approvals/controls required by the Service Provider in order to safeguard expenditures from disallowed costs, i.e. final review of staff time and mileage reports, human resource actions, hiring, firing, formal evaluations with input from functional supervisor, corrective action plans, and other human resource functions. There may be other activities which fall within this function which are directly in support of these contract(s) and you are encouraged to delineate if you feel important and relevant.

For this proposal there will be 10 youth staff members that are included. This is comprised of 6 Youth Career Advisors and 4 JAG staff. Location of the youth staff is subject to change based on the needs of the WIB at the direction of the Youth Council. Currently this staff is located in all 8 counties in the Region. Mileage costs will vary by location with more incurred by Advisors that travel to more than one location. For the purpose of this proposal, mileage costs are estimated to be

\$6,000 for the next program year. Currently the staff wages and benefits cost is \$438,959. This includes \$332,545 in wages and \$106,414 in benefits which is a benefit rate of 32%.

Provide a breakdown of the costs associated with being the Service Provider with 10 staff members. What is the benefit plan and cost? Please provide details such as retirement vesting schedule, healthcare plan benefit summary, etc. and a breakdown in cost as Attachment B. Are these the actual benefits or is there flexibility in the fringe benefits offered?

Detail the fee structure for providing the described service. Please detail whether this is a flat fee per person, percentage of payroll cost, or one charge. Please also list what limitations or restrictions are on this cost. Provide assurance as to what services are included in this fee.

H. Budget and Budget Narrative

1. Budget - Attachment B

The bidder should complete the PY11 budget on the included Attachment B. **Please do not deviate from the budget format or content provided, although they may be replicated in Excel worksheets.** Consistency will allow the reviewers to compare the proposed budgets. These forms are required as a part of the proposal and electronic document and must be included in the page of page numbering, but do not count toward the 10 page proposal limit.

For the purpose of this proposal, we are interested in the planned amounts for overhead and management of the Youth Staff. It should be noted that office space, furniture, supplies, and equipment for the 10 Youth Staff will be furnished by the WIB.

Definitions for Attachment B

a. Staff Costs

These costs would be the cost of wages for 10 youth staff including 6 Youth Career Advisors based on 37.5 hours per week and classified as non-exempt and 4 JAG personnel that are classified as exempt employees. For PY10 the wages are \$332,545. This cost can be entered into just the total column or can be broken down as an average per person and then also in the total column if that is how the costs will be presented.

b. Benefit Costs

Please include a total cost of the benefit package. There is a breakout sheet below to breakdown the individual categories. Please add additional ones as needed. This can be broken down by participant or just added as a lump sum as a total.

- c. Staff Mileage Costs
The mileage costs for next program year are estimated to be \$6,000 based on the current reimbursement rate of \$.40/ mile.
- d. Other Costs
This is for other costs that do not fit in any of the other categories. These costs should be detailed in the budget narrative.
- e. Management Costs/ Cost of Services
Costs can be broken down by FTE or can just be a fixed amount. Please confirm how this cost will be charged. Will it increase if more staff are added or decreased if staff is reduced? If it is a set amount, how many or fewer staff before the price point changes? Please provide details in the budget narrative.

2. Budget Narrative

The budget narrative should be used to clarify and annotate the budget. This narrative is required as a part of the proposal and digital document and must be included in the page of page numbering, but does not count toward the 10 page proposal limit.

In support of Attachments B provide:

- a. A description and cost of any other position compensation provided to your employees including eligibility.
- b. A detailed description of what is included in your employee fringe benefit package including paid time off. Costs such as background checks, drug screens, etc. should be included in cost of services/ management costs.

This information may be included as exhibits to your proposal, however please note the page number of the exhibit in this narrative. This Exhibit must be included in the digital document and must be included in the page of page numbering, but does not count toward the 10 page proposal limit.

I. Financial Management System

Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles and current federal audit standards. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the internal financial accounting and management system. Provide an explanation of special reports you generate for your own management needs or requirement of your funding sources that would be of benefit to the WIB and Leadership Team. Provide an assurance that you will participate, financially and operationally in regular reviews. This includes monthly reporting to the WIB. Bidders should address the accountability of their organization in this section.

J. Questioned Costs, Disallowed Costs or Compliance Monitoring Findings

If applicable, has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last two years? If so, how have these issues been resolved?

K. Role & Relationship

Describe how your organization envisions its role and relationship with the WIB and what expectations you have of the WIB to ensure your organization's ability to be successful.

L. Fee For Service

- a. Describe any existing or contracted and/or future planned fee for service initiatives within EGR 6 for which you are requesting approval. Also provide an assurance that all additional fee for service initiatives within EGR 6 will be submitted to the WIB for prior approval.
- b. Describe how you will keep the WIB advised of your work in the fee for service areas where approval is provided.

M. Youth Staff Costs

The functional direction of Youth Staff will be provided by the WIB Associate Director of Operations or his/her direct supervisor.

The Youth Staff structure includes those staff members employed by the Service Provider, Department of Workforce Development and WIB who will be directly supporting or providing the team functions of the integrated WorkOne service delivery system and the Youth Program services. If any of these staff members are supervisory, they will provide functional supervision for those employees (state or local) under their supervision.

Describe the role and relationship required with these employees by your organization as the employer of record in order to conduct your organization's business, i.e. new employee orientations, required training, benefits presentations, etc. Detail the annual schedule, amount of time and routine activity(ies) which will be required of these employees taking away from their assigned work duty. Please include a list of holidays provided for staff. Describe how those activities will be coordinated with the WIB in order to not disrupt day to day operations.

How many hours per week do non-exempt staff work and get compensated?
What is the rate of compensation for overtime?

How many hours per week do exempt staff work and get compensated? What is the rate of compensation for overtime?

Please discuss any assumptions you have made relative to the Youth Staff budget which is important.

III. Transition Plan and Activities Proposal Evaluation 10%

A. Funding

Funding will not be available for any activities conducted prior to 7/1/11. Whether there is a new Service Provider or the continuation of an existing Service Provider there will be many required activities prior to 7/1/11 to ensure a smooth transition to the new contracted role as EGR 6 Youth Service Provider and full transition of responsibilities to the new structure at the Management and Youth Services levels.

1. Description of Cooperative Efforts

Describe efforts that will be made to work cooperatively with the WIB, Department of Workforce Development and Service Provider staff to ensure a smooth transition into your new role in EGR 6 on July 1, 2011. Specifically detail what needs to be done, the timeframe for doing it, responsibility and the role your organization will play in getting it done. Describe past experience in making such a transition, if applicable, and what was important to making it a smooth and successful transition.

2. Youth Staffing

For open Youth Staff positions, please detail how your organization will ensure staff are hired for these positions and are ready to provide services to customers on July 1, 2011. Describe your plan for ensuring that services to customers will continue with little or no interruption during the transition. This description should specifically include the activities, the timeframe for doing it, responsibility and the role your organization will play in getting it done. Detail the process to add the Youth Staff into your personnel system by July 1, 2011.

PROPOSAL COVER SHEET – ATTACHMENT A

Organization's Legal Name			
Contact Person:			
Mailing Address			
Physical Address			
Federal ID #			
Web site			
Voice		Fax	
E-mail		Cell	
# of years potential bidder has been in business under the corporate / business structure submitting the response to this request for proposal.			
Total Amount of Funds Requested /Committed	Funding	PY 11	
	Staff Cost	\$	
	Staff Benefit Cost		
	Mileage	\$	
	Other Costs	\$	
	Fees/ Cost of Services	\$	
	Total Cost		
Signature: _____ Date: _____			
Printed Name: _____ Title: _____			

Check all applicable boxes:

For Profit Corporation	<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>
Not-for-profit Corporation	<input type="checkbox"/>	Faith-Based Organization	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	State Agency	<input type="checkbox"/>
Educational Institution	<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>
Business Association	<input type="checkbox"/>	Community Based Organization	<input type="checkbox"/>
Other Public Agency (Specify)	<input type="checkbox"/>	Minority Business	<input type="checkbox"/>
	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

Attachment B

PY'11 Budget

Program Year 2011 Budget	Per Person Cost	Number of Staff	TOTAL	Percent of Budget
Staff Cost		10		
Benefit Cost* see breakdown below		10		
Staff Mileage Cost		10		
Other Costs** details provided in narrative		10		
Management Cost/ Cost of Services		10		
TOTAL		10		

Benefit Breakdown

Benefits Budget	Per Person Cost	Number of Staff	TOTAL	Percent of Budget
Required Taxes		10		
Healthcare		10		
Retirement		10		
		10		
		10		
TOTAL		10		

Attachment C

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 Economic Growth Region 6 Workforce Investment Board whereby it has paid or will pay to such other respondent or officer or 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 of the agreement sought for by the attached response; that no inducement of any form or character other than 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 _____, 2011

Notary Public

County of

Commission Expiration Date

Attachment D

Assurances and Certifications

The authorized representative agrees to comply with all applicable Federal, State and Regional laws, regulations and policies governing the Workforce Investment Act, Workforce Investment Boards and any other applicable laws and regulations.

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

1. That it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
2. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
3. The proposing organization possesses legal authority to offer the attached proposal.
4. 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.
5. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name-

Date

WorkOne Centers

Blackford County

1301 N. High Street, Suite B
Hartford City, IN 47348
Phone: (765) 348-4928
Fax: (765) 348-9930

Delaware County

201 E. Charles Street, Suite 100
Muncie, IN 47305
Phone: (765) 289-1861
Fax: (765) 741-5853
TDD/TYY: (800) 743-3333

Fayette County

710 Eastern Ave.
Connersville, IN 47331
Phone: (765) 825-8581
Fax: (765) 825-8659

Henry County

3011 South 14th Street,
New Castle, IN 47362
Phone: (765) 529-3010
Fax: (765) 521-7779

Jay County

107 S. Meridian Street
Portland, IN 47371
Phone: (260) 726-8316
Fax: (260) 726-8431

Randolph County

325 S. Oak Street, Suite 301
Winchester, IN 47394
Phone: (765) 584-5627
Fax: (765) 584-2536

Rush County

103 N. Morgan Street
Rushville, IN 46173
Phone: (765) 932-5921
Fax: (765) 938-4127

Union County

Union County residents may seek services from any WorkOne location listed.

Wayne County

3771 South "A" Street
Richmond, IN 47374
Phone: (765) 962-8591
Fax: (765) 966-3431
TDD/TYY: (800) 743-3333