



RFP General Purpose

The purpose of this Request for Proposal (RFP) is to provide interested bidders the opportunity to submit proposals to deliver Workforce Investment Act (WIA) and Jobs for America's Graduates (JAG) youth services in Indiana Economic Growth Region (EGR 1) consisting of Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke Counties. As the Region 1 One-Stop Operator, Center of Workforce Innovations, Inc. (CWI,) is accepting these proposals to select up to two organizations that will deliver WIA and JAG model services throughout this region.

RFP Sections

General Terms, Conditions, and Assurances

Proposal Narrative

- A. Organization Description, Characteristics, & Qualifications
- B. Plan of Service
- C. Management and Organizational Plan
- D. Financial Management and Costs

Proposal Requirements

Cover Sheet and Attachments

- Attachment A - Proposal Cover Sheet and Summary
- Attachment B – Itemized Budget
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Turning Research, Relationships, and Resources into Results.

General Terms, Conditions and Assurances

- A. The Center of Workforce Innovations, Inc. (CWI) is a 501(c)(3) organization contracted by the Northwest Indiana Workforce Board (NWIWB). At the direction of the NWIWB, CWI is issuing this Request for Proposal (RFP) to procure youth programming and services in Northwest Indiana.
- B. The contract will be cost reimbursement with the successful bidder(s) receiving a one-year contract period from July 1, 2014 to June 30, 2015. Based on performance, the contract may be renewed up to an additional two years, July 1, 2015 to June 30, 2016 and July 1, 2015 to June 30, 2017.
- C. The Northwest Indiana Region also known as the Economic Growth Region 1 (EGR 1) or just Region 1 consists of Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke counties. The Region 1 website may be visited at <http://nwi.gotoworkone.com/home/index.asp> for details about WorkOne locations and levels of service.
- D. Region 1 utilizes the Jobs for America's Graduates (JAG) Program as its primary model to serve in-school and out of school youth across the region. Region 1 does acknowledge that the JAG model may not be appropriate for all youth, therefore expects providers to be equipped to deliver non JAG program models that fully conform to the WIA program elements for in-school and out of school youth. WIA youth programs under the Act are to assist an individual in obtaining credentials or diploma; provide opportunities for employment or post-secondary education; and increase literacy and numeracy skills.
- E. The successful bidder(s) will operate WIA and/or JAG youth programs and services preferably in all or a major portion of the region beginning July 1, 2014. All existing participants must be accepted and serviced while ensuring a seamless transition by coordinating services and operations with the WorkOne centers, school corporations and any providers selected by CWI. Our goal is to serve all youth continuously and effectively with the least possible disruption.
- F. Bidders have the option of writing proposals that include all service groups region-wide or propose to deliver services only one model or group type. This means bidders must clearly define if their proposal is for JAG and non-JAG services; JAG services only; or non-JAG services only. Please note that the In-School JAG programs have an enrollment goal of 40 – 45; the Out-of-School JAG program have an enrollment goal of 45; and differently the non-JAG programs have an ongoing caseload averaging 50 participants per location.
- G. Below is a listing of existing JAG Programs in Northwest Indiana. The expectation is that these programs will remain in place and functioning under this RFP. For information on the required elements of a JAG program please go to this site: <http://www.jag.org>.

Northwest Indiana – Region One Current JAG Programs:

- o In-School JAG – Gary - Lew Wallace High School (2 programs), West Side High School, Theodore Roosevelt High School, Calumet High School (Lake Ridge Schools)
- o In-School JAG – Hammond - Hammond High School
- o In-School JAG – East Chicago - East Chicago Central High School (2 programs)
- o In-School JAG – Knox (town)- Knox High School
- o In-School JAG – Michigan City - AK Smith Area Career Center
- o Out-of School JAG – Gary - Gary WorkOne

- H. While performance measures are designated for younger and older youth, costs for services are considered based on in-school and out-of-school youth.
- I. This RFP is seeking organizations that can validate proficiency in:
- Delivery of WIA youth services and related performance outcomes
 - Quality customer service
 - High quality data management with low error rates
 - Management and staff who can partner and collaborate effectively
 - Entities who are creative, innovative, and open in their dealings
- J. All commitments made by CWI on behalf of the NWIWB are contingent upon the availability of funds and CWI reserves the right to award an amount less than the total allocated funds.
- K. This Request for Proposals is not in itself an offer of work nor does it commit CWI or the NWIWB to fund any proposals submitted. CWI is not liable for any costs incurred in the preparation or research of proposals. CWI on behalf of the NWIWB reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a contract on the basis of initial proposals received. Further CWI reserves the right to conduct discussions, either oral or written, with those respondents determined to be reasonably viable candidates. Therefore each proposal should contain the bidders' best effort and pricing. Successful bidder(s) may be asked to further negotiate their proposal before CWI will make any final commitment.
- L. CWI on behalf of the NWIWB complies fully with the nondiscrimination and equal opportunity provisions of the following laws and in turn expects all contractors to comply as well:
- Section 188 of the Workforce Investment Act of 1998 (WIA), 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, or beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States for participate in any WIA Title 1 funded program or activity;
 - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
 - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age; and
 - Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - 29 CFR part 37 and all other regulations implementing the laws listed above.

These assurances apply to CWI's operation of the WIA Title 1 funded programs and activities, and to all agreements made to carry out the WIA Title 1 funded programs and activities. CWI understands that the United States has the right to seek judicial enforcement of these assurances.

As such CWI is an equal opportunity employer for all of its goods, services, programs, and relationship. WIA Title I funded programs and activities are equal opportunity programs. 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 all of the above nondiscrimination and equal opportunity provisions.

- M. CWI is exempt from federal, state and local taxes and will not be responsible for any taxes levied on the bidder resulting from a contract based on this RFP.
- N. The specifications in this RFP may change based on issuance of State or Federal policy, SWIC, or WIA re-authorization. CWI will work with the successful bidder(s) to implement any changes required by the State of Indiana or Department of Labor. By submitting a proposal, the bidder(s) agrees to work cooperatively with CWI as the One Stop Operator to comply with imposed changes.
- O. 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 proposed plan of work. 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. CWI reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- P. The bidder(s) must identify any entity it proposes to use as a subcontractor. However, the bidder must assure CWI that it will be the service provider and will not subcontract significant programmatic functions to other entities if awarded a service provider contract. CWI reserves the right for final approval of all subcontractor terms, conditions, funds, and scope of work.
- Q. The bidder(s) assures that if awarded a contract by CWI, 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.

On January 20, 2014, the RFP will be released for bids. Below is a list of key deadlines and requirements related to the RFP:

Date	ALL TIME IS CENTRAL STANDARD TIME (CST)	Requirements of RFP Process
February 3, 2014	3:00 pm CST	Electronic Submission of Letter of Intent to Bid
February 17, 2014	3:00 pm CST	Last date to submit questions regarding this RFP. Questions will be accepted only if sent electronically or by fax to the contact person(s) listed.
February 27, 2014	2:00 pm CST Deadline for Paper Submissions	Complete proposals submitted. Hard copies (2) with CD or USB drive copy (February 27 th) <i>Proposals submitted after deadlines will not be accepted.</i>

February 28, 2014	12:00 pm CST Deadline for Electronic Submissions	Electronic submission with official signature sent via email by noon CST February 28 th . <i>Proposals submitted after deadlines will not be accepted.</i>
March 7, 2014	4:00 pm. CST	Rate and Review Completed
Week of March 17, 2014		Possible interviews with organizations selected for final consideration for funding.
By First week in April		Award Announcement
Week of June 2, 2014		Contractors meeting
July 1, 2014	N/A	Contract Begins

Proposal Narrative Please Respond to the Following Items:

A. Organization Background, Qualifications, Performance History Proposal Evaluation 20% - Page Limit –2

1. **Profile the Proposing Organization (cover page)**
 - a. What is the legal status of your organization? Include as an attachment a copy of your business entity filing
 - b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered and any other business activities you are engaged in.
 - c. Should the primary point of contact be different than the authorized signatory please identify the person who will be the single point of contact with CWI for this contract along with his/her contact information.
2. **History of Similar Programs**
 - a. Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. If you provided WIA or JAG programs describe those programs and indicate your last 2 years performance and monitoring outcomes. Provide brief program descriptions, funding sources and performance information. How do you implement corrective action?
 - b. If your corporation has not provided Workforce Investment Act or JAG programs, please outline programs whereby you have provided similar services over the last two years. Include performance indicators, monitoring results, and your program results.

B. Plan of Service Proposal Evaluation 40% - Page Limit – 8

1. **General Information**
 - a. Describe how management staff will collaborate with CWI Staff, and WorkOne offices where necessary, to ensure coordinated and integrated services.
 - b. Describe how your organization will coordinate with the WorkOne System, secondary schools, and other community based partners to achieve a seamless delivery system.
 - c. Describe your approach to staff training and how you will address any training needs deemed necessary by CWI. Your budget should include a line item showing the cost of internal and external staff training.
 - d. Describe the role of management staff including how they will spend their time in relationship to daily operations. How will management operate within the Northwest Indiana Region 1 for staff supervision and day-to-day management?

- e. The WIA youth program is required to utilize the State's online case management system and the JAG program has its own online system which must be maintained. Please note these systems do not interface so dual data entry is required for JAG participants. Describe your experience with online database and case management systems. Include how data will be tracked, reported, and quality control methods to ensure conformance with all applicable requirements set forth with these two state-owned systems. Identify the role various positions will play and functions they will perform with data entry, case management, and oversight.

2. Youth Services

The answers to this section depend on if your organization is bidding on both JAG and non-JAG services or JAG only services or Non-JAG only services. Clearly label which service categories you are bidding on then identify responses using corresponding numbering. (example 2.b., 2.c. and so on relative to each response)

All proposals must address item (a.) regardless of program bidding on.

- a. Describe experience with the following categories including how they were identified and any service strategy variations unique to a particular group. Address younger youth and older youth services (WIA younger youth defined as 14-18; older 19-21) and in-school (attending regular high school or post secondary) vs. out-of-school youth (not attending regular school at the time of application, can be completer or dropout).

Respond only to those items that pertain to the youth categories you are bidding on:
(This may be one or multiple responses depending on your choice)

b. **Non JAG Model WIA services**(in and out of school youth)

How will your organization incorporate the WIA requirements including but not limited to: eligibility criteria, objective assessment, individual service strategy development, case management, counseling, and follow up services into the design of the model being proposed for implementation. For more information on Workforce Investment Act requirements go to: http://www.doleta.gov/Youth_services/

c. **Non JAG WIA program models**

How will youth in the program model you are proposing be prepared for post secondary education opportunities, use of career advising strategies, and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market, career and employment opportunities within the region.

d. **JAG WIA and State JAG services**

How will your organization incorporate the WIA requirements including but not limited to: eligibility criteria (for WIA JAG), objective assessment, individual service strategy development, case management, counseling, and follow up services into the JAG program. Be specific on JAG component alignment.

e. **All JAG program models**

How will youth in this program be prepared for post secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities. How will youth access information about the local labor market, career, and employment opportunities within the region.

- f. Based on the program models you are bidding on demonstrate knowledge of WIA youth performance and JAG performance requirements by describing how the programs will be managed to meet or exceed each of the applicable performance standards. How would you address any additional quality standards that might be established by the Board? For more information on WIA go to: http://www.doleta.gov/Youth_services/. For more information on JAG go to: <http://www.jag.org>
- g. Provide a description and simple examples of services used to provide the 10 Program Elements required by WIA. All 10 required elements must be address and realistically offered.
- h. Based on the categories you are bidding on describe how all communities in the region will be made aware of services available to the various youth targeted in this RFP. Incorporate in your response how marketing and recruitment of these populations will be achieved.

Management and Organizational Plan Proposal Evaluation 15% - Page Limit - 1

1. Staffing

- a. Identify the role and qualifications of all staff that will be involved in delivering services in the Northwest Indiana Region 1. Include (actual or proposed): 1) years of WIA or WIA-like program and case management expertise; 2) years of expertise in JAG or JAG-like program and case management; 3) level of knowledge/proficiency in client data reporting and tracking; 4) specify staffing levels and position titles; 5) status (full or part time) by location; 6) identify key management staff by name with a summary of his/her credentials and brief resume of qualifications; and 7) yearly salaries of all staff that will be attached to this grant.

2. Organizational Chart

- a. Include two organizational charts as attachments. One that illustrates the structure of your company's corporate staffing for all programs, services, and contracts you manage. The second chart should show the structure, positions, and relationship to the corporate staff for the services you are bidding on. This chart should clearly display the number of staff planned for each location along with position titles. These can be included as attachments not counted toward the page limit.
- b. Explain management and oversight plan if there are roles shared between this project and others you administer

Financial Management and Budget Proposal Evaluation 25% - - Page Limit – 2

1. Financial Management

- a. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. 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 purposes or the purposes of your funding sources for the purpose of reporting and managing the funds you receive. Provide an assurance that you will participate, financially and operationally in regular reviews of your performance, including special report generation. Bidders should address the accountability of the organization in this section and provide one copy of the audit report for the most recent two years.
- b. Has your organization had any questioned costs, disallowed costs, or compliance monitoring findings in the last three years? If so, submit documentation that these issues have been satisfactorily resolved. If you are a current government service provider, please provide copies of your fiscal monitoring reports for the last two years, along with resolution letters to clarify.
- c. Describe how funds will be managed to ensure that targeted expenditure levels are met but not exceeded within a reasonable cost per placement, and to ensure that these services remain available to clients throughout the program year.
- d. Contractors are responsible for the repayment of costs determined to be disallowed in accordance with applicable statutes, regulations, directives or mandates. Contractors must repay disallowed costs to the Board's Fiscal Agent within thirty (30) days of the final audit determination. Any disallowed costs must be repaid from nonfederal funds. If WIA costs you incurred in the Northwest Indiana Region 1 were subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source? Is your organization eligible for a fidelity bond?

2. Budget

- a. The bidder should complete the budget Attachment B. **Please do not deviate from the budget format provided.** If you propose to provide additional funding from your corporation to supplement the allocation, there is a place on the budget to provide that information. This information is required as a part of the proposal and must be included in the page of page numbering, but does not count toward the proposal page limit. **Rent, utilities, land and data lines costs will be paid by CWI and allocated to each site. For this reason, the costs are not included on the budget template**
- b. A one-page budget narrative should be attached that describes the various allocation of funds amongst programs and the bidder's philosophy with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget. In your narrative you need to identify the source and any restrictions on the use of those funds. If corporate funding is proposed to supplement the allocation, identify the source and any limitations on how it can be spent. If applicable, state what your direct client expenditure to total program costs ratio was for the past two completed program years.

Direct Client Expenditure

Total Program Costs

This information is required as a part of the proposal and must be included in the page of page numbering, but does not count toward the page proposal limit.

Definitions for Attachment B

Management Overhead includes all costs associated with management staffing within the region and located outside the region. These costs include salaries, fringe benefits, travel, staff training, supplies, accounting, audit, monitoring and all other management costs not associated with direct service to clients. Costs are assigned by model you are bidding on.

Direct Client Costs are those costs that directly benefit WIA Youth clients and JAG participants funded under the State JAG program. Such costs include supportive services, tuition, supplies, uniforms, books, work experience wages, incentives, stipends and any other cost that directly benefits the WIA youth or SJAG customer not included in the other definitions above. If providing incentives, please note what form the incentives will be given.

Totals for each column should be reflected on this sheet. The percentage column-showing costs by overhead vs. direct client costs should total 100% at the bottom. Enter the percent of overall funds considered to be Direct Client Costs. Now enter the Management Overhead Cost percentage. The total overall percentage should be entered as Overhead/Client for example: 60% Overhead/40% Direct Client Cost.

Proposal Requirements

- A. Your letter of intent to bid on this proposal must arrive at the CWI office or via email as an official signed attachment by 4:00 CST February 3, 2014, To: tstump@innovativeworkforce.com and Cc: mgrant@innovativeworkforce.com
- B. Packets containing **paper proposals** submitted in person or by mail or ground delivery containing 2 copies with a CD Rom or USB drive version enclosed and received no later than 2:00 PM CST (CST) on February 27, 2014.

Attention: Tamara Stump, Senior Associate
c/o The Center of Workforce Innovations, Inc.
2804 Boilermaker Court, Suite E
Valparaiso, IN 46383

Bidders submitting **paperless proposals** electronically as an email attachment should sent To: tstump@innovativeworkforce.com Cc: mgrant@innovativeworkforce.com and are due the next day by 12 noon (CST) February 28, 2014.

Proposals received after that time will not be considered. Please note that the proposals must be received, not postmarked. Proposals submitted in person will be given a paper receipt, those received electronically will receive an electronic confirmation within 2 hours of receipt. Up to 5 bonus points will be awarded for each 24 hour period (up to 5) proposals are received prior to these stated deadlines.

- C. Proposal format should be single spaced, with 1-inch margins and a font size no less than 12 point. All copies should be submitted unfolded and unstapled. If submitting a paper copy, please provide an electronic version of the entire proposal. (CD Rom or USB Drive)
- D. Your response to the narrative section of the proposal is limited to no more than 13 pages with specific suggested maximum page limitations provided for each section. This limitation does not include other sections of your proposal such as: Attachments, Exhibits, the one page budget narrative, organizational charts and partner letters. The entire proposal, including Attachments, Exhibits, one page budget narrative, organizational chart and letters must be numbered Page of Page and all included in the document.
- E. Assemble your proposal using the following order. Use this as a checklist to ensure all documents are included. Failure to follow RFP instructions could result in rejection of your proposal.
- Cover Page (Attachment A) – Required as a part of the proposal and must be included in the page of page numbering, but does not count toward the 13 page proposal limit.
 - Proposal Narrative
 - Budget and Narrative (Attachments B) forms need to be completed along with a one page budget narrative.
 - Attachment C (Non-Collusion Affidavit)

- Attachment D (Assurances and Certifications)
- Additional Required Forms – Additional documents required as a part of the proposal and must be included in the page of page numbering, but they do not count toward the 13 page proposal limit.
 - Business Entity Filing
 - **Submit one copy of your audit report for most recent two years, separate from the proposal and do not include in the page of page numbering. Do provide a separate Microsoft Compatible electronic file containing this document.**
 - Organizational Chart
 - Letters of References* - **Up to three letters** with address, phone number, and e-mail

*Letters from individuals on the Regional Workforce Board, the Youth Employment Council, Center of Workforce Innovations Board and staff, the Local Elected Official Board, or Department of Workforce Development employees will not be accepted.

F. Questions regarding this RFP may be submitted via email to Tamara Stump tstump@innovativeworkforce.com and Miche Grant, mgrant@innovativeworkforce.com. Questions will be accepted up to 3:00 CST February 17, 2014. All questions will be responded to within a day of receipt, and also compiled and distributed to all bidders who submitted letters of intent by February 18, 2014 by 4:00 CST.

H. Proposal review and raters will come from the Board, Youth Employment Council, CWI staff, and other independent reviewers. CWI may request a presentation to the Board. Contracting decisions will be a joint responsibility of the Board and CWI.

The proposal evaluation weights and page limits by section are specified in each section of the RFP are also listed below. ** Note bonus point option

- 20% Background, Qualifications & Performance 2 Pages
- 40% Plan of Service 8 Pages
- 15% Staffing Plan & Organizational Chart 1 Pages
- 25% Financial Management and Budget 2 Pages

**Up to a maximum of 5 bonus points may be awarded at the rate of 1 point per day for each 24 hour early submission. (5 points maximum even if greater than 5 days)

PROPOSAL COVER SHEET – ATTACHMENT A

Organization's Legal Name			
Contact Person:			
Mailing Address			
Telephone			
E-mail			
Federal ID #			
Please check below appropriate type of organization			
For Profit Corporation	Not for Profit	Educational Institution	Other (explain)
# of years potential bidder has been in business under the corporate / business structure submitting the response to this request for proposal.			
	Funding	PY 14	
Total Amount of Funds Requested /Committed	Administration	\$	
	WIA Youth Funds	\$	
	State JAG Funds	\$	
		\$	
	Total Funds Requested	\$	
	Other Funds Committed	\$	
	Total Requested/ Committed Funds	\$	
	Grand Total \$		
I _____ (print name) am duly authorized as an officer of the corporation to approve the submission of this proposal. Further I attest that the individual signing below has been given authority to sign the proposal, negotiate on behalf of the corporation and bind the corporation to its terms. (Copies of any resolutions may be made as Attachments to the proposal)			
Signature: _____		Date: _____	
Official submitter: Print Name: _____			
Signature _____		Date _____	

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 Northwest Indiana Workforce 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. Respondent further attests they have 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 there is/was 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 ____ day of _____

Notary Public

County of

Commission Expiration Date

ATTACHMENT D

Assurances and Certifications

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

ATTACHMENT E

SAMPLE LETTER OF INTENT TO BID ON SERVICES

Center of Workforce Innovations
Attn: Tamara Stump, Senior Associate
2804 Boilermaker Court, Suite E
Valparaiso, IN 46383

Dear Ms. Stump:

Our organization _____ located in _____ intends to bid on the following services in Northwest Indiana – Region One.

_____ *Bidding Area 1:* Delivering all youth services (JAG and Non- JAG) throughout Region 1

_____ *Bidding Area 2:* Delivering JAG services (In and Out of School) only throughout Region 1

_____ *Bidding Area 3:* Delivering non JAG Services (In and Out of School) only throughout Region 1

Sincerely,