Request for Proposals

Workforce Investment Act, Title 1

Adult, Dislocated Worker and Youth Activity Programs

Release Date: April 28, 2014

Due Date: June 6, 2014

Contract Period: August 1, 2014 through June 30, 2016

Funded by:
The Workforce Investment Act of 1998, P.L. 105-220, 20 USC 9201
Through the State of Indiana

Issued by:
Grow Southwest Indiana Workforce Board for Region 11

Serving Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties

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Memorandum

TO: Prospective Bidder

FROM: Grow Southwest Indiana
Workforce Board for Region 11

SUBJECT: Request for Proposal (RFP) for Program Years 2014 and 2015
Workforce Investment Act, Title I
Adult, Dislocated Worker and Youth Activity Programs

DATE: April 28, 2014

Request for Proposal

Grow Southwest Indiana Workforce Board, Inc. (BOARD) for Region 11 is requesting proposals to provide employment and training services for Adults, Dislocated Workers and Youth activities under the Workforce Investment Act (WIA) in Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties of Indiana. The programs and activities will be funded under the Workforce Investment Act of 1998, P.L. 105-220, 20 USC 9201. The award will be made for a two-year contract beginning August 1, 2014 and ending June 30, 2016 with an option at the Board's discretion to extend an additional year to end June 30, 2017.

The Board strongly encourages bidders to create innovative programs specifically designed to meet the current and emerging workforce demands of the region's businesses.

Due Date
Proposals are due no later than 4:00PM Central Time on June 6, 2014. Bidders should submit one (1) original and (3) three copies and one (1) electronic copy of the proposal to the address below:

Angie Sheppard
Grow Southwest Indiana Workforce Board, Inc.
318 Main Street, Suite 504
Evansville, IN 47708

Proposals received after the specified due date and time will not be accepted.

We encourage all interested parties to prepare proposals for consideration for WIA funded services by THE BOARD.

The following chart is presented to advise all prospective WIA (Adult, Dislocated Worker and Youth Activity Program) bidders of the timelines for the bid, review and selection processes.

Timeline for Request for Proposals (RFP)

Bidders Conference	May 9, 2014	10:00AM
Proposal Due Date	June 6, 2014	4:00PM Central Time

Proposals Opened	June 9, 2014	8:00AM Central Time
Planned Decision Date of Contract Award	June 27, 2014	8:30AM Central Time
Planned Contract Start Date	August 1, 2014	

Lobbying is strictly prohibited. No bidder (including Board Members, employees, or other agents) shall contact the Board members or staff after the release of the RFP to secure favorable treatment with regard to the awarding of a contract. Should such contact occur, the Board reserves the right to reject the offending bidder.

THE BOARD reserves the right to reject any and all bids. Receipt of a bid does not constitute a binding contract.

Section I

Background

Grow Southwest Indiana Workforce Board, Inc. hereinafter "the Board", is a volunteer body certified by the Governor of Indiana in accordance with the Workforce Investment Act of 1998 (WIA). The Staff to the WIB serves as the Administrative Entity and staff for the funds received by the Board under WIA Title I from the Governor of the State of Indiana and the U.S. Department of Labor for the Board. The functional responsibility of the Board is to provide policy guidance and exercise oversight with respect to Workforce Development activities in Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties. Grant funds for this RFP are allocated under WIA and distributed to the Board from the State of Indiana (Department of Workforce Development) by formula allocation. Contractor responsibilities are subject to change pursuant to direction from the Governor, the State Workforce Investment Board and Indiana Department of Workforce Development (DWD) or other oversight agencies.

The Board is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, and educational agencies. Representatives of the private sector constitute a majority of the Board membership. Board meetings are open to the public and all are welcome to attend.

On behalf of the Board, issuance of the Request for Proposal is coordinated by, Jim Heck, Executive Director.

A. Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the delivery of services under the Workforce Investment Act (WIA) Title I Adult, Dislocated Worker and Youth Activity programs under WIA, in the nine county Region 11 service area. Bidders may propose to deliver Adult and Dislocated Worker Services only, Youth services only or Adult, Dislocated Worker and Youth services jointly. WIA requires selection of providers, in part, as follows:

Workforce Investment Act Section 117 (d):
Selection of WIA Title I Adult and Dislocated Workers providers.—

(D) Identification of eligible providers of intensive services.--If the one-stop operator does not provide intensive services in a local area, the local board shall identify eligible providers of intensive services described in section 134(d)(3) in the local area by awarding contracts.

Workforce Investment Act Section 123:
Selection of WIA Title I Youth Activity providers.—

From funds allocated under paragraph (2) (A) or (3) of section 128(b) to a local area, the local contracts on a competitive basis, based on the recommendations of the youth council and on the criteria contained in the State plan, to the providers to carry out the activities, and shall conduct oversight with respect to the providers, in the local area.

The Board anticipates awarding one or more WIA Title I Adult, Dislocated Worker and/or Youth Activity contracts for the delivery of WIA Title I Adult, Dislocated Worker and Youth Activity programs in its nine county region in Southwest Indiana.

The Board reserves the right to award contracts that best serve the needs of the customers in our workforce area and that achieve other strategic objectives for economic and workforce development in the region. The Board reserves the right to award either performance based contracts or cost reimbursement contracts to any or all of the winning bidders.

Contracts resulting from this RFP are anticipated to commence on August 1, 2014 and end June 30, 2016. The Board reserves the right to re-negotiate the terms and conditions of a contract for bona fide reasons including, but not limited to, changes in funding levels, economic conditions or workforce characteristics and adjustment in program designs dictated by program evaluations and state and/or federal regulatory requirements. The Board at its discretion may extend the contract for an additional year.

The Request for Proposal (RFP) is to ensure the following:

The needs of businesses and its employees in the Region 11 Area are met by the workforce system; and

WIA Title I Adults and Dislocated Workers are provided the appropriate employment and training activities and services as described in WIA Title I Adult and Dislocated Workers Section 134 (d)(2); (d)(3) and the WIA Regulations at 20 CFR Part 652 – Final Rules; to assist in meeting their employment goals and attaining self-sufficiency through the One-Stop delivery system; and

A consortium of organizations responsible for implementing and maintaining a comprehensive and integrated workforce development system within a workforce area through collaborative activities and community partners; providing support to the Board; and

Coordination of the needs of both customer groups (jobseeker and business) to ensure the economic well being of the Region 11 Area; and

Assistance for economically disadvantaged youth, aged 14 – 21, with education, training, and work experience, to create life-long learners who can obtain successful and satisfying careers. Create partnerships that demonstrate measurable, positive impacts on youth.

Successful contractors must be willing to enter into contracts with the understanding that funding for contracts may be adjusted up or down based upon the final allocation and the Board's discretion. It is planned that approximately $1,850,000 of WIA funds will be available for August 1, 2014 – June 30, 2015.

NOTE: The Staff to the WIB is responsible for planning and providing programmatic and fiscal oversight for all Board acquired grants. The Board appointed Fiscal Agent will maintain and manage these funds and make these payments.

B. Workforce System

The cornerstone of the WIA is one-stop service delivery that unifies numerous training, education, and employment programs into a single, customer-friendly system in each community. In the State of Indiana, this one-stop initiative is called WorkOne. WorkOne exists to serve two customers: job seekers/workers and the business community.

All responses to this RFP must coordinate and provide linkage to the following goals of our workforce delivery system, WorkOne:

Universality– Efficient and timely access to a wide variety of job-seeking and employment services provided to any job seeker on the basis of need.

Integration– Utilizing the customer flow policy, a seamless, functional coordination of services through joint development of the system's vision, goals, service strategies, resource allocation and team-based management.

Customer Choice– Customers can choose where and how they get information and services. Information and guidance is available to help them make choices, such as performance information on training programs.

Accountability– Performance-driven, outcome based system that uses data collection, customer feedback and other tools to assess program success.

The Board oversees the WorkOne system in Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh and Warrick Counties and provides a portion of the funding necessary to operate the system. The Board designates and sets the performance standards for the Workforce Operators, defined as the organization or partnership of organizations responsible for implementing and administering the WorkOne system.

The Board ensures WorkOne and its providers are compliant with federal, state and local regulations and policies. The Operators are responsible for implementing and managing the Workforce system under guidelines and rules established by the Board. The Operators oversee the management of Workforce centers and affiliates, accomplish the objectives set for the Workforce system, work closely with the Board and its staff to coordinate the financial management of the system, and ensure that system-wide standards are developed and maintained.

The Board is committed to ensuring that the one-stop system operates at a high level of quality and meets the expectations of our customers. Both federal and state performance measures include customer satisfaction standards that are collected through independent surveys of job seekers, workers, and employers.

C. WIA Services

The Workforce Investment Act of 1998 is the nation's principle workforce development legislation. Key components include: streamlining services through a WorkOne service delivery system; empowering individuals through information and access to training resources; providing universal access to core services; increasing accountability results; ensuring a strong role for local Workforce Board and the private sector in the workforce investment system; and facilitating state and local flexibility.

WIA formula funds allocated to local Workforce Boards for Adult, Dislocated Worker and Youth programs must be used to provide services through the Workforce delivery system. Local agencies may use grant funds to provide services to individuals who are 14 years of age or older and meet the local, state, and federal WIA Adult, Dislocated Worker and Youth eligibility definitions. The goal is to provide workforce investment activities that increase the employment, retention, earning, and occupational skill attainment of job seeking customers and also provide business services as defined by the Board. The needs of the current and future workforce have created challenges for the education, training and employment community.

Adult

To prepare adults for the transition to successful participation in the workforce, the following strategies have been identified to assist adults with the employment and training opportunities to attain and retain employment to achieve self-sufficiency:

Expand access to and provide the necessary intensive services, as appropriate, to include childcare assistance, transportation, substance abuse counseling, work skill training and other services that will remove barriers to employment;

Focus services on the retention of jobs and wage progression;

Increase access and opportunities in basic skills and English as a Second Language instruction;

Offer incentives to employers for hiring and training low-income workers to increase employment and training opportunities; and

Provide the full range of services to the adult customer through the WorkOne System.

WIA Adult Eligibility:

In accordance with WIA Section 132; an eligible adult is defined as an individual who at the time of application:

Is not less than age 18 and not more than age 72; and

Is a United States citizen or eligible non-citizen; and

For males born after December 31, 1959, is registered for Selective Service.

WIA Adult Priorities for Service:

In the event that funds allocated to a local area for the adult employment and training activities are limited, first priority shall be given to recipients of public assistance, other low-income individuals, veterans and/or spouses of certain veterans for intensive services and training services; with priority given to those individuals who possess one or more of the following barriers to employment: Basic Skills Deficient, School Dropout, Offender, Individual with Disability, Homeless, and other barriers as defined in local policy.

Dislocated Worker (DW)

Dislocated workers must compete in an already challenged labor market. Any service that provides these workers with job seeking skills, placement assistance or occupation skills will be of clear benefit to the worker as well as the community workforce. The Rapid Response service to community businesses and workers affected by business closures, downsizing or other forms of displacement that lead to permanent job loss, will emphasize early intervention to accelerate the employment of all those affected.

The emphasis on Rapid Response to businesses and workers incorporates the following strategies:

Provide the full range of services to dislocated workers through the WorkOne system;

Continue exemplary best practices such as a community response to displacement involving public service employment, the career technology system, the community college system and labor; and

Prioritize dislocated workers' return to work at comparable wages in as short a time as possible.

Dislocated Worker Services

Dislocated Worker (DW) services under WIA are organized in core, intensive and training services, as described above. However, unlike those in the general adult program, DWs are not subject to priority group criteria for intensive and training services. The DW Program complies with the Jobs for Veterans Act as amended and provides the appropriate priority of services to covered veterans who are eligible for DW Services. Veterans will be given priority over non-veterans in the event that spending limits are in effect. For more information see Section VI on DW Administrative Policies (registration and eligibility policies).

In addition, adults are only eligible as DW if they:

Recently lost a job through no fault of their own and are unlikely to return to their previous occupation or industry; or

Are about to be laid off due to a plant closure or mass layoff; or

Are formerly self-employed but now unemployed because of general economic conditions or natural disaster; or

Meet the definition of a displaced homemaker. Displaced homemakers are equally eligible for Dislocated Worker Services if they have been dependent on the income of a family member but are no longer supported by that income and if they are experiencing difficulty obtaining or retaining employment; or

Were qualified by working for a company located in the Region 11 Area included in a National Emergency Grant.

Rapid Response Services (DW ONLY)

Rapid Response activities are provided to enable DW to transition to new employment as quickly as possible, following either a permanent closure or mass layoff. These services are coordinated by the Staff to the WIB and are provided by the WorkOne staff representing the center partners. The successful contractors of Adult and Dislocated Worker Services will be required to have staff on the local rapid response team.

Rapid Response activities as defined in the Workforce Investment Act Final Rules, Section 665 Subpart C, include but are not limited to:

On-site contact with employers, representatives of the affected workers and the local community;

Assistance with application for Unemployment Insurance;

Job search workshops; and

Referral of affected workers to appropriate short- and long-term resources for finding new jobs and/or upgrading their skills.

Business Services

It is essential that a delivery system be established that facilitates the connection between local businesses and their prospective employees.

The following points should be incorporated into the bidder's service matrix:

Delivery of services through a system of WorkOne centers;

Businesses are equal customers to jobseekers;

Support and involvement of the business community in the workforce development and delivery system;

Coordination of business skill requirements with training opportunities for jobseekers; and

Non-Duplication of the Workforce System Partners current services.

Youth

A cornerstone of the Board's mission includes a strong focus on youth. The priorities of the mission serve as important guidance to help youth succeed in school, at work, and as members and leaders of their communities.

The Board's mission is to:

Build strong partnerships with education (K-12, post-secondary, technical colleges) and with other workforce organizations; and

Strengthen worker readiness through education and attainment of work maturity and job skills

The major components of the WIA youth program offer guiding principles to ensure the needs of young people are met. Since the target population of WIA Youth includes both in-school and out-of-school, services provided will need to reflect the priorities of each of these unique populations.

In-school priorities will include comprehensive and integrated services that promote enhanced academic achievement; successful graduation; awareness of post-secondary and technical education; work readiness; and connections to the world of work. The focus will be on drop out prevention; preparation for post-secondary college or technical schools; and assistance with work related goals. These priority services should be delivered as a result of a partnership with the school system in which the youth is enrolled. The WIB maintains Memoranda of Understandings with 6 School Corporations covering 8 schools to provide the Jobs for America's Graduates (JAG) dropout prevention program there. These programs will be maintained and increased as funds are available.

Out-of-school priorities for younger youth (ages 14 – 18) include returning the youth to school for secondary education completion; awareness of post-secondary and technical education; work readiness; and connections to the world of work. For those who are 19 -21 years old, primary emphasis will be on completing their secondary-education and on building connections to advanced training and/or post-secondary education tied to the completion of a WIA approved credential. For older out-of-school youth, a plan for financial self-sufficiency should be the backbone of the service strategy. The JAG model can be used to meet these criteria.

Youth Services holistic approach begins at the initial registration and continues through the post-exit follow-up. Bidders must provide, at a minimum, the following basic services:

Outreach and Recruitment: Includes, but is not limited to, identifying potentially eligible youth, working with parents or guardians to secure necessary documentation, and communicating with schools and community organizations to facilitate outreach and recruitment.

Orientation: Included in the orientation, youth must receive information on all available services through the bidder, as well as information on other youth service providers and WorkOne services. This process would also include an introduction to the responsibilities of the youth and the System's expectations with regards to drug and alcohol abuse, governing policies, behavior and attendance.

Eligibility Determination and Registration: This process includes the use of the State's TrackOne system. It also includes the maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of documents used to determine and verify eligibility. Registration is the process of collecting information to support a determination of eligibility. Equal opportunity data must be collected during the registration process.

Objective Assessment: For each youth participant, an objective assessment must be provided that meets the requirements of WIA section 129(c)(1)(A) and that incorporates a review of the youth's skill levels including basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive services needs, and developmental needs.

Individual Service Strategy (ISS), or its equivalent : For each youth participant, an individual service strategy must be developed that meets the requirements of WIA section 129(c)(1)(B) and includes the identification of an age-appropriate career goal, taking into consideration the youth's assessment results and preparation for post-secondary educational opportunities. The ISS information is to provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to intermediary organizations that provide strong links to the job market and employers.

Case Management: Through individual connection with participants, Case Managers will serve as the youths' advocate within the education, training, and employment arenas.

System Building: Working together as a system, case managers will be goal oriented and customer driven by motivating participants and coordinating services. WIA Case manager will bring community resources together to leverage funds and develop opportunities for youth.

Health and Safety: All participants will be provided with information and instruction, as a curriculum or part of a curriculum, on the subject of health and safety. In addition, orientations will be provided to all work-related site supervisors regarding worker health and safety issues.

Referral Services: In addition to the information shared at the orientation level, participants should receive referral information regarding the full array of applicable and appropriate services. To best meet the needs of youth, organizations are strongly encouraged to network and partner with other youth serving agencies.

Supportive Services: Intended to enable an individual to participate in program activities and to secure and retain employment, examples include assistance with local transportation costs; childcare and dependent care costs; housing and food; and relocation and out-of-area job search expenses.

Retention Services (Follow-Up Services): Post-exit services that may include continued case management; employment retention services; supportive services; counseling; and training, are allowable under WIA. These services are intended to assist customers in maintaining and succeeding in their jobs, as well as progressing in wage levels to achieve self-sufficiency.

Performance: performance benchmarks set forth by the state and federal government. Both state and common measure performance measures must be met or exceeded by the service provider.

WIA Youth Eligibility

To be eligible for enrollment, applicants must be:

14 – 21 years of age,
Low income,
A US citizen or eligible non-citizen,
Registered for Selective Service (males age 18 and older), and
A resident of the 9-County Region 11 Area.

And at least one of the following:

Deficient in basic literacy skills,
A school dropout,
Homeless, a runaway, or a foster child,
Pregnant or parenting,
An offender, or
In need of additional assistance to complete education or to secure and retain employment.

Not less than 95% of all enrollees must be economically disadvantaged. For those non-economically disadvantaged enrollees, priority must be given to the following:

Dropouts
Those who are basic skills deficient
Those who are below grade level
Pregnant or parenting youth
Individuals with disabilities
Homeless or runaway youth
Offenders
Those with other barriers defined by the Board.

WIA Reauthorization may change the requirement of the current eligibility components, including age range, priority to dropouts, foster care, basic skills deficient, and court involved youth. Due to the uncertainty of this change, successful bidders must be willing and able to provide outreach, registration, and WIA services in compliance with the new requirements.

The Ten (10) Elements of Service

- Participant services and training are to be delivered by eligible providers consistent with WIA Section 129. To ensure compliance with WIA and the delivery of superior service, bidders must make the following “ten elements” available to youth participants:
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- Adult mentoring for the period of participation, plus a subsequent period, for a total of not less than 12 months;
- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies;
- Alternative secondary school services, as appropriate;
- Summer employment opportunities that are directly linked to academic and occupation learning;

- Paid and unpaid work experiences, including internships and job shadowing, as appropriate;
- Occupational skill training, as appropriate;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive service behaviors during non-school hours, as appropriate;
- Supportive services as defined in the Workforce Investment Act; and
- Follow-up services for not less than 12 months after the completion of participation, including updated personal data information for the customer satisfaction survey.

D. Scope of Services

Core Services are available to all Adults and Dislocated Workers and include, but are not limited to, the following:

The goal of the initial intake process is to collect customers' basic demographic information and to help them understand the options and services available to them. It should not be a cumbersome process, but rather one that aids customers in gaining quick access to services while collecting required information.

DWD anticipates that the "Welcome Team" will perform the initial intake and verification of demographic information as well as provide other Core services. Staffing requirement may necessitate adjustments, including members of other Work One teams providing Core services, particularly workshops. Consequently, Workforce Investment Boards and Regional Workforce Boards have the discretion to make adjustments to their staffing levels and teams as they deem necessary and appropriate.

When implementing the initial intake process, the subsequent guidance should be followed:

- As much as possible, customers should be encouraged to enter their own information into the case management system.
- Staff should verify that a customer's information is in the case management database and is correct.
- Staff should encourage customers to take advantage of the Work One's services as appropriate to their educational and employment needs as indicated by demographic information.
- Staff will determine what level of services a customer might need.
- All full-service Work One Centers must offer an orientation workshop that includes information on all services available to customers a minimum of once a week.
- All Work One Centers and Express offices should provide an informational packet about Work One services that includes information on workshops, services, and other programs at Work One offices.
- Informational workshops should be offered on a number of topics that include resume writing, interview skills, discovering career interests, job search, unemployment insurance, digital literacy, healthy lifestyles, financial literacy, and work readiness.

- Customers who indicate that they would like to improve their skills and who have adequate computer literacy should be provided a license to Mind Leaders.
- Customers who indicate that they would like to explore their career interests should be encouraged to utilize Indiana Career Explorer (ICE).
- For customers who are applying to a Work Keys employer and need to take an assessment for job matching purposes, Work Keys can be considered a Core informational service.

Intensive Services are available to Adults and Dislocated Workers who are eligible for WIA Adult and/or Dislocated Worker services and have received at least one core service and are:

- Unemployed and are unable to obtain employment through core services and who have been determined to be in need of more intensive services in order to obtain employment; or
- Employed but who are determined to be in need of such intensive services in order to obtain or retain employment that allows for self-sufficiency.

Intensive services include, but are not limited to, the following:

- Customers who need further assistance with workforce development services should be given the opportunity to meet with a case manager to determine their eligibility for and the benefit of receiving additional services.
- The case manager should conduct an informational interview during which both eligibility for further services as well as the customer's needs, goals, and barriers are assessed and determined.
- Additionally, the case manager, together with the customer, should develop an Academic and Career Plan (ACP), which details the steps the customer should take to gain employment.
- Depending on the customer's intentions and needs (reemployment or occupational training), case managers should recommend appropriate next steps of either Reemployment Track or Education Track. Reemployment Track may include in-depth workshops, job clubs, supportive service referrals, use and interpretation of Indiana Career Explorer (ICE), or WorkKeys for foundational skills; the Education Track may include completion of TABE full battery; ICE; and referral to Academic and Career Counselor.
- Case managers will develop on-going relationships with their customers and act as a resource
- Case managers will communicate with the customer's Academic and Career Counselor and, if appropriate, Adult Education instructor.
- Case manager will help customers understand and act on customer's Academic and Career Plan, making adjustments if necessary.
- Case managers will perform regular check-ins with customers at least every 30 days.
- Customers will see the same case manager for check-ins and return visits/appointments until the customer finds employment or otherwise exits the system.

- Every customer who enters Intensive services shall have an ACP, which shall be jointly developed by the customer, the case manager, as well as the Academic and Career Counselor, if appropriate. An evolving strategy, the ACP shall provide clear action steps that the customer can take to achiever his/her employment goal.
- The customer must “sign off” on the ACP before it is considered complete.
- The customer must receive a copy, signed by both the case manager and customer.

The Department of Workforce Development has procured the Tests of Adult Basic Education as the assessment for education attainment.

- In most cases, a customer’s score should be 11-2.9 before such a referral.
- Customers who do not score high enough to enter credit bearing courses should be referred to an Adult Education provider for remediation.
- Ability to benefit scores on the TABE should be determined by the Academic and Career Counselor for pre-post-secondary study such as Career Pathways, Certified Nurse Aide, or Commercial Drivers Licenses programs.
- WorkKeys scores may also be utilized to determine if an individual is prepared to enter occupational training.

Indiana Career Explorer provides three assessments on career interests, skills, and values.

- Any customer who is interested in pursuing occupational training and/or post-secondary education must take all three components prior to speaking to a case manager.
- Any customer who is interested in conducting career exploration and development may take any combination of the assessments and should not be required to take all three.
- Any outcomes and guidance that result from ICE should be included in a customer’s Academic and Career Plan.

WorkKeys assessments requiring interpretation should only be administered at the Intensive level for the purpose of identifying current foundational workplace skills.

- Quick Guide must be used as a locator.

With a new comprehensive regional approach in place, WorkOne Centers and Express offices should play a critical role in providing academic and career counseling to Adult Education clients who have identified employment goals.

- Customers should take the TABE locator and the appropriate full TABE battery prior to enrolling in Adult Education.
- When a customer self-discloses or is determined to need Adult Education services, a referral to an Adult Education provider should be made.
- Academic and Career Counselors must meet with Adult Education students who have either reached or tested at or above an 8th grade level within 30 days of reaching that level.

- At a minimum, ABE vouchers should be issued for Adult Education customers who score at or above a 4th grade level and identify employment as a goal.
- Customers who score below a 4th grade attainment level should be referred to an appropriate literacy service provider, where available.

Check-ins are intended to be a means by which a case manager can both keep a customer engaged in the process and ascertain how a customer is progressing toward his/her goals. Check-ins are defined as reciprocal communication between the WorkOne staff member and customer.

- Check-ins can occur via phone, e-mail, or in person.
- Check-ins are not a reportable service, but should be recorded for case management purposes.
- Check-ins should occur a minimum of every 30 days.
- Additional services should be offered or recommended either over the phone or in-person, as needed; this is an opportunity to provide an intensive service.

Training services for eligible individuals are provided through Individual Training Accounts (ITA) that can be used at any eligible INTraining provider. Training includes:

- Occupational skills training
- Drug Screen Policy must be followed.
- Maximum of $4500 for tuition per program year.
- FAFSA to be completed and Pell grant award applied before ITA utilization.
- Cost of books is supportive service.
- On the Job Training
- Drug Screen Policy must be followed.
- Maximum of 6 months or $13,000 or 499 hours.
- Programs that combine workplace training with related instruction
- Incumbent worker training
- Skills upgrading and retraining
- Adult education provided in combination with other training services
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

While the above defines current Core, Intensive, and Training services, the service provider would be required to follow any changes made in the future.

E. WIA Performance Measures and Targeted Outcomes

The Workforce Investment Act (WIA) measures the success of services based on a comprehensive performance accountability system in order to optimize the return on investment of federal funds and

to assess the effectiveness of local areas in achieving continuous improvement of workforce investment activities funded under Title I.

The common measures are an integral part of ETA's performance accountability system. Four common measures apply to programs serving adults and four common measures apply to youth programs:

Adult Measures	Youth Measures
Entered Employment	Placement in Employment or Education
Retention	Attainment of a Degree or Certificate
Average Wage	Literacy and Numeracy Gains
Efficiency	Efficiency

It is expected that, at a minimum, the successful bidder(s) will agree to meet and/or exceed the region's negotiated performance levels for each of the standards required by the State of Indiana and the US Department of Labor.

Finally, due to the uncertainty of WIA Reauthorization, successful bidders must be willing and able to provide outreach, registration, and WIA services in compliance with any new legislative and/or regulatory requirements.

F. Individual Training Account (ITA) and Supportive Service Expenditures

The successful bidder will be allocated an amount for ITA and supportive service expenditures. It will be the responsibility of the successful bidder to utilize the State's TrackOne system.

G. Integration

WorkOne Southwest has developed an integrated service delivery model which will provide quality integrated services and products to each customer who uses the system. In order to achieve this system, all services and products are integrated into functional units as opposed to program and/or funding streams. The bidder should explain their knowledge of this system, their experience in operating in this environment and the strengths they have in this area.

H. Hours of Operation

Normal office hours will be 8 a.m. – 4:30 p.m. State holidays will be observed.

Section II – Proposal Format

A. Instructions: This section is to be completed by the lead applicant organization.

One original of the proposal in a sealed envelope marked by identifying what program(s) and Labor Market Area(s) this Proposal covers, for example "Proposal – Adult and Dislocated Worker Program" or "Proposal – Youth Services Program", or "Proposal - Adult, Dislocated Worker and Youth Program" and three (3) single-sided copies of the proposal, marked "COPY" are to be submitted in accordance with the terms, conditions, and procedures stated in this RFP and must be received no later than 4:00PM Central Time on June 6, 2014. All proposals must be submitted to:

Angie Sheppard
Grow Southwest Indiana Workforce Board, Inc.
318 Main Street, Suite 504
Evansville, IN 47708

Any proposal received that is not received by the due date and time, is not clearly marked on the sealed envelope as indicated above, and/or lacks one (1) original, and three (3) copies will be rejected without consideration.

B. Requirements:

Proposals must be received at the above address by 4:00 PM Central Time on June 6, 2014. **An electronic copy must be included in the mailed proposal.** Proposals not received by this time will be automatically disqualified from competition – no exceptions. Faxed or emailed proposals will not be accepted. A postmark of June 6, 2014 will not be accepted if the proposal does not arrive by 4:00PM Central Time.

Bidders are urged to submit their proposals before the last day. No deviation from announced deadlines, regardless of circumstances, is possible.

All proposals must be submitted as described in Index of Instructions.

The information should be supplied in the order specified. Start a new page for each of the elements listed in the Index of Instructions. Bidders are required to use the attached forms.

All proposals must be complete with page numbers. Narrative sections must be double spaced on 8 ½ x 11 inch paper, using 12 point type or larger.

Bidders must supply all requested information and must not exceed page limitations. Failure to do so may disqualify your proposal from competition.

Do not use hard covers or binders. Removable clips are accepted. Do not include extraneous materials such as agency promotion brochures, slides, film clips, CDs, tapes, etc.

If your proposal has been prepared by a non-permanent employee or outside consultant or firm, indicate this on the cover sheet of the proposal.

C. Index of Instructions:

Proposal Cover Sheet – (1 page maximum) Include the name of your agency, contact person, title of project, area served, amount proposed, and author of proposal if other than permanent employee.

Table of Contents – Index proposal contents and number all pages consecutively (page 1 of 45, page 2 of 45, etc).

Purpose - (1 page maximum) Summarize your proposal. Provide a short overview of your project, and clearly identify the subregions you are proposing to serve.

Business / Organization Description and System Experience- (3 page maximum) Include the following elements:

- Provide information about your business/organization including vision, mission, current customer base, staffing and service expertise.
- Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals.
- Explain your organization's administrative and management background.
- Detail your organization's stability for the last two years at a minimum.
- Detail the sources and usage of other funding your agency accesses.
- Include a list of board members, if applicable, and describe their participation and length of service.
- Describe key staff members' length of service, education and relevant work experience. Describe staff qualifications to deliver your proposed design and your understanding of the State's staff integration initiative.
- Describe your business/organization's experience in working as a partner within a system (does not necessarily mean WorkOne, but rather any system).
- Describe how your organization integrated services or shared customers in a way that added value.
- Describe your role in the process and what you brought to the system.
- Describe your experience in administration and contract management.
- Indicate how your prior or current record of performance relates to performance within your current design.

Program Information Summary – (30 pages maximum) Describe the proposed Project, Goals, Service Levels, Target Groups, and Planned Outcomes.

Budget – Complete a detailed budget using the forms provided. The budget must include a summary, staffing costs, budget details, and other resources. Prior to any award, the Board may schedule an onsite fiscal review.

Disclosures and Assurances Attach the following disclosures and assurances: Lobbying, Drug Free Workplace, Conflict of Interest, Debarment and Suspension, and Certification of Bidder. See Section III Technical and Regulatory Guidance for additional information.

Enclose one (1) copy each of the current financial statement and the last two years' fiscal year-end Audit and Management Letters received before proposal deadlines.

Enclose one (1) copy of the last two years' performance reports and monitoring reports from your primary and most relevant funding sources for work performed in the previous year.

Enclose company's Accounting Procedures and Cash Management Procedures.

Enclose company's Procurement Policy.

Enclose company's Cost Allocation Plan.

Enclose company's Employee Handbook.

Enclose company's Organizational chart and linkage agreement(s), as applicable.

Optional exhibits

D. Programmatic Information

Adult and/or Dislocated Workers Business Plan (Program Design)

Please include the following elements using this outline to summarize your program in narrative format:

- Goal(s)
- Program Design
- Creativity and innovation in the delivery of services
- Outcomes should include:
- WIA performance measures;
- Customer satisfaction;
- Progress toward family self-sufficiency (Adult Only); and
- Impact on workforce retention and wage progression.
- Identify the location of your facilities, the characteristics, the need for service and your experience in working with the Adult, Dislocated Worker, Youth and Business customers.

- Provide a business plan that describes your strategy to case-manage job seekers beginning with assessment and leading to successful job placement and retention.
- Include, where appropriate, any services leveraged or provided by partners.
- Describe how staff will be involved in the coordination and delivery of business services to employers.
- Describe how you would provide continuing education units for business seminars.
- Describe how you will become part of the WorkOne partnership implementing and maintaining a comprehensive and integrated workforce development system.
- Describe your plans to coordinate with other Federal, State, Local Programs and local organizations, public and private, to avoid duplication and enhance the delivery of services.
- Describe the customer service roles and responsibilities of the consortium partners and/or those roles and responsibilities of the subcontractor if you are applying as part of a consortium or subcontracting any part of the proposal.

Planned Customer Service Strategies

Describe how you plan to:

- Provide WIA Adult and Dislocated Worker services, including core, intensive, supportive services and training (ITA);
- Facilitate customer referrals to needed non-WIA services
- Assess customer's skills and needs throughout the process;
- Facilitate customer decision-making regarding WIA services;
- Develop and maintain the Academic and Career Plan (ACP);
- Facilitate customer transitions between various WIA services;
- Offer job readiness and life skills services;
- Collaborate with WIA youth service providers to provide transition services to 18 – 21 year olds (Adult only); and
- Integrate Trade Act Services with WIA Services (Dislocated Worker only).
- Job Placement and Retention Strategy - Describe your program
- Strategy for job placement and retention including:
- Support systems, including supportive services, peer support, etc.;
- Strong employer connections – reaching and working with employers to collaborate with WorkOne partners.
- Follow-up services that are of mutual benefit to employers and job seekers that result in continued success on the job and wage progression.

Dislocated Worker Coordination. .

Describe how your program will integrate with Rapid Response services and transition Rapid Response customers to Workforce services.

Workforce Linkages and Benefits

Describe your proposed role as a WorkOne partner including the proposed staffing at each WorkOne location your proposal covers

- Include titles of staff you are proposing;
- Describe how your plan adds value and benefits the WorkOne system and its customers.
- Detail how you will meet the system's expectations of partnership.
- Describe your plan for linking and referring customers, including older youth (18 to 21).
- Describe how your proposed staff will be integrated into
- the region's Business Services Team.
- Describe how your staff and organization will add value
- To the region's business community.

Financial

Describe the source/usage of non-WIA leveraged funding in your proposal.
Justify your cost per client and explain your methodology.

Youth Activities Services Business Plan (Program Design)

Using the following outline to summarize your program in narrative format, please incorporate the following elements:

A Program Design Unique to:
In-School
Out-of-School
Younger Youth
Older Youth
Goal(s)
Outcome, including
WIA performance measures, including common measures;
Customer Satisfaction; and
Follow-Up

Provide a business plan that describes your strategy to provide youth services through case-management, beginning with outreach, assessment and registration.

- Describe specific information regarding outreach and services to the rural areas of Region 11.
- Identify the location of your facilities, the characteristics, the need for service and your experience in working with youth.
- Articulate the methodology in using the Individual Service Strategy or its equivalent and leading to successful education, job placement and retention.
- Include, where appropriate, any services leveraged or provided by partners.
- Describe how you will become part of the WorkOne partnership implementing and maintaining a comprehensive and integrated workforce development system.

- If you are applying as a partnership or subcontracting any part of the proposal, clarify the customer service roles and responsibilities of the partners and/or those roles and responsibilities of the subcontractor.
- Describe your plans to coordinate with other federal, state and local organizations, public and private, to avoid duplication and enhance the delivery of services.

Include a Service Matrix indicating all available services/resources that includes specific information of the agencies (name, address, contact name, etc.)

Planned Youth Service Strategies

Describe how you plan to:

- Develop and maintain the Objective Assessment and Individual Service Strategy or its equivalent;
- Provide WIA Youth services, including the basic service requirements, ten elements, supportive service and follow-up;
- Facilitate youth referrals to needed non-WIA services;
- Assess youth skills and needs throughout the process;
- Facilitate youth transitions between various WIA services; and
- Collaborate with WIA Adult service providers to provide transition services to 18 – 21 year olds.

Planned Outcome Strategies

Describe how you plan to:

- Ensure successful graduation for in-school youth;
- Attain basic, work readiness and occupational skill achievements for younger youth;
- Facilitate younger youth connections with post-secondary or advanced training;
- Support credential achievement though labor market connected training, when applicable;
- Support Youth-focused job search activities;
- Facilitate employer connections – reaching and working with employers to match job openings with job seekers;
- Offer occupational training that moves youth from job seeker to employee;
- Provide follow-up services that ensure longevity on the job;
- Assist employed Youth in achieving wage gain;

<u>WorkOne Linkages and Benefits</u>

- Describe your proposed role as a WorkOne partner including the location from which you will provide services;
- Describe how your plan adds value and benefits to the WorkOne system and its customers;
- Detail how you will meet the system's expectations of partnership;
- Describe your plan for linking and referring older youth (ages 18 – 21).

Special Components

- Describe any special component or demonstration project contained in the proposal.
- Examples; Include projects and county or city initiatives.
- Financial; Describe the use and sources of non-WIA leveraged funding in your proposal; and Justify your cost per youth customer and explain your methodology.

E. Contract Award Process

The Operations and Finance Committees of the Board will review proposals for responsiveness to the RFP and will analyze proposed costs. Proposals that meet the administrative selection criteria will then be evaluated according to the proposal evaluation criteria. The Workforce Board will have final approval of the management staff.

Selected Bidders may be required to attend an oral interview, participate in negotiation, and/or to modify their statements of work as agreed upon during the negotiations.

The Committees will recommend contract awards to the Board. The decision of the Board shall be final.

The contract award will not be final until the Board and the bidder have executed a mutually satisfactory contractual agreement.

F. Selection and Evaluation Criteria

I. **Administrative Selection Criteria**

The Staff to the WIB will pre-review each proposal received within the closing date and time. Proposals that do not meet the closing date and time requirements will be returned unopened to the bidder.

II. **Proposal Evaluation Criteria**

Each proposal received will be objectively evaluated and scored by the Operations and Finance Committees based on, but not limited to, the following weighted criteria:

Format and Completeness: The bidder must comply completely with proposal instructions, including but not limited to page restrictions, required information, and formatting instructions. **5 points**

Quality of approach to providing services and meeting or exceeding the Board's Performance Measures for WIA: A bidder must demonstrate an understanding of the kinds of services offered the individuals who will benefit from those services, and eligibility requirements for each level of service. The proposal must demonstrate an understanding of the Board's Performance Measures for WIA by projecting the number of WIA customers that will be served along with a projected performance level for each of these measures. This includes showing that the offered project includes sufficient core services, intensive services, and training services, which include both services to unemployed and employed workers and include projected numbers served by Individual Training Contracts; also supportive, follow-up services, and other services including those provided by WorkOne partners; and that the project has

sufficient staffing. Proposals should demonstrate the bidder's understanding of the State's staff integration initiative. Proposals must demonstrate that the design of its offered project is complete and adequate to deliver services effectively as planned, and meet the current and emerging workforce needs of the region's businesses. The proposal itself must demonstrate how these services will be delivered and who will receive them taking into account the requirements in this program design.
25 points

Demonstrated experience in providing services: The bidder must show, in the proposal, that it has prior experience in delivering workforce or related services to the individuals to be served in the region. This includes demonstrating delivery in other projects or contracts. The proposal must demonstrate that the organization has, or can effectively recruit, sufficient staff members with required skills and experience. The bidder should demonstrate an understanding and describe its philosophy regarding the States Customer Flow initiative. The proposal must also show that the organization itself has a satisfactory record of fiscal accountability and management capacity as well as the necessary accounting systems, operational controls and financial resources. The audits and financial statements submitted will be a part of this review.
30 points

Community Presence, Relationships and Collaboration: The Board recognizes that relationships with others in the community are very important to achieving the collaboration necessary for both delivery high quality WIA services and achieving the broader strategic objectives of the Board.

The bidder must describe its presence in the major communities within the region, including but not limited to:

- Educational, training, or similar facilities that it owns, occupies, or operates in the community or communties;
- Educational, training, or similar programs that it currently provides, or has recently provided in the communties
- The bidder's relationships with providers of services to those individuals or businesses who are the primary customers of the WorkOne system; and
- The bidder's involvement in community and civic affairs.
- The bidder should describe its current or planned involvement in the strategic initiatives of the Board.

2**0 points**

Cost: The bidder must show that its cost for providing proposed services is necessary, reasonable, and allowable including details of indirect costs. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison of individual cost items with market prices. Proposals that may rank well against program design and effectiveness criteria may not be funded because of unreasonable, excessive unexplained or unallowable costs. In addition to cost bidders must have a proven financial stability and structure to be given consideration.
20 points

III. **Notification, presentations, and Protest Process**
All bidders will be notified in writing of (1) the date, place and time of the Board meetings and; (2) the final outcome of the proposal review process.

G. Appeal Process

I. Bidders who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. All bidders will receive a copy of the completed evaluation within fifteen (15) working days of final decision. The bidders whose proposals are rejected will receive a letter of notification. Letters of inquiry must be submitted and arrive within fifteen (15) calendar days of the date of the notice of rejection. Letters must be specific as to the inquiry. Inquiries not submitted in writing, or not specific in nature, or which arrive late may not be considered. Letters must be addressed as follows:

Angie Sheppard
Grow Southwest Indiana Workforce Board, Inc.
318 Main Street, Suite 504
Evansville, IN 47708

II. Upon receipt of letter, WIB Executive Director will contact the bidder to arrange for an appeals conference. The Executive Committee of the BOARD will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is sufficient reason to have the Board reconsider the decision in question.

Section III: Technical and Regulatory Guidance

Technical Guidance

- Adult and Dislocated Workers Services
    - Assessment and Development of Academic and Career Plan
    - Initial assessment of customer interests, skills, abilities and support services needs are crucial to the development of a meaningful Academic and Career Plan (ACP) for long-term success. ACPs are developed by staff and client, and are an on-going process.

- Clear, consistent assessment helps customers to make appropriate decisions regarding WIA services needed for future employment, including choices in training programs and/or job search activities. At a minimum, customers should be assessed for the following: review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), and supportive service needs.

- Proposals must demonstrate a strategy that begins with assessment and leads to referral and/or to development and implementation of the ACP.
    - Job Readiness and Life Skills: These skills assist customers with skills they will need to obtain and retain employment.
    - Placement, Retention, and Wage Progression

- Bidders must demonstrate how they will ensure high job placements, retention, and wage progression which will meet or exceed state standards.

- Successful proposals for WIA Adults and/or Dislocated Worker services must demonstrate a well-developed and intuitive post-employment strategy that includes employer connections and strong support systems.

- Successful proposals will show a strong connection and experience in working with employers in order to match qualified job seekers with job openings.

- Demand Driven Workforce System
    - The Board has embarked on a movement to address employer driven workforce services.
    - Proposals will demonstrate the ability to deliver sector driven workforce training and other services through a special initiative or a component of their program design.

- Partnership in the WorkOne System

  In describing their program designs, bidders must show a clear understanding of the one-stop principles and the requirements of WorkOne partners.

  - In addition, successful bidders must describe how their proposal will enhance the current WorkOne system; specifically, how their program design will add value to the system.
  - Proposals should incorporate a description of current involvement or future implementation plans for becoming a WorkOne partner.
  - Requirements for becoming a partner may include:

    1. A portion of WIA staff time provides services for employer and jobseeker customers at the site(s) where staff are located;

    2. Attendance at partnership meetings;

    3. Participation in or leading various workgroups agreed to by the partnership;

    4. Participation in Continuous Quality Improvement efforts;

    5. Successful contribution to overall WorkOne system performance measures;

6. Compile reports and track data relating to system performance compared to pre-determined criteria;

7. Establish and maintain key relationships with local service providers to collaboratively integrate the workforce development system in the local workforce area;

8. Coordinate the provision of standardized core services across all service providers;

9. Coordinate service delivery strategies for a diverse customer base;

10. Sharing best practices and innovative service delivery strategies with partners;

11. Staff demonstrates a visible and reliable presence, which includes co-location at a WorkOne Center during the entire duration of the contract;

12. Ability and capacity to use the State's TrackOne system; and

13. Bidders must be prepared to sign a Memorandum of Understanding with relevant WorkOne partners.

- Transition Services for Older Youth (Adult only)
  - For low-income young adults between 18 and 21 years old, the WIA youth and adult system overlap.
  - Traditionally, WIA youth programs terminate youth enrollees in this age group rather than plan a program transition for those who could benefit from WIA adult services.

The Regional Workorce Board would like to increase Workforce collaboration between WIA Youth and Adult programs for these older youth.

- Rapid Response Services (Dislocated Worker only)
  - An important component of Dislocated Worker services is Rapid Response, a service provided to companies who are laying off workers. While some workers served through Rapid Response later find their way to WorkOne to take advantage of services there, many do not
  - Successful bidders for Dislocated Worker dollars must describe how they will engage these customers to ensure that they are fully aware of the services available and have access to those services.

- Youth Activities and Services

Objective Assessment - Provide an objective assessment of the academic levels, skill levels, and service needs of each youth;

The assessment shall include:

- A review of basic skills;
- Occupational skills;
- Prior work experience;
- Employability;
- Interests;
- Aptitudes (including interests and aptitudes for nontraditional jobs);
- Supportive service needs;
- Prior wage earnings; and
- Developmental needs of the participant.

➢ Individual Service Strategy or its equivalent : Develop an Individual Service Strategy or its equivalent for participants receiving intensive training services that shall identify:
- An employment goal (including, when appropriate, non traditional employment), Suitable achievement objectives, and
- Appropriate services for the participant, taking into account the assessment conducted through the Objective Assessment process.

➢ The Service Strategy or its equivalent developed shall provide for:
- Preparation for post-secondary educational opportunities;
- Strong linkages between academic and occupational learning;
- Preparation for unsubsidized employment opportunities; and
- Effective associations to intermediaries with strong connections to the job market and local/regional employers.
- Individual Services based on in-school or out-of school, younger or older Youth:

In-School
The term “in-school youth” means an eligible Youth that is attending the secondary school system, including alternative school.

Out-of-School
The term “out-of-school youth” means an eligible youth who is:
- a school dropout: or
- who has received a secondary school diploma or its equivalent but is basic skills
- deficient, unemployed, or underemployed.

Younger Youth
An eligible youth between 14 and 18 years of age.

Older Youth
An eligible youth between 19 and 21 years of age.

Summer Activities

Summer youth employment components must provide direct linkages to academic and occupational learning and may provide other elements and strategies, as appropriate, to serve the needs and goals of the participants.

- Placement, Retention, and Wage Progression:

Bidders must demonstrate how they will ensure job placement, job retention, and wage progression.

Successful proposals for WIA youth services must demonstrate a well-developed and intuitive post-employment strategy that includes employer connections and strong participant support systems. Successful proposals will also demonstrate experience in working with employers to match qualified job seekers with job openings.

- Partnership in the WorkOne System:

In describing their program designs, bidders must indicate a clear understanding of the one-stop principles and the requirements of WorkOne partners.

In addition, successful bidders must describe how their proposal will enhance the current WorkOne system specifically, how their program design will add value to the system.

Proposals should incorporate a description of current involvement as or future implementation plans for becoming a WorkOne partner.

Requirements for becoming a partner include the following:

Dedication of WIA staff time to providing services for employer and job seeker customers at the site(s) where staff are located;

Attendance at partnership meetings;

Participation in or facilitation of various workgroups assigned by the Staff to the WIB;

Participation in Continuous Quality Improvement efforts;

Successful contribution to overall WorkOne system performance measures;

Establish and maintain key relationships with local service providers to collaboratively integrate the workforce development system in the Region 11 area;

Coordinate the provision of standardized core services across all service providers;

Coordinate service delivery strategies for a diverse customer base;

Sharing best practices and innovative service delivery strategies with partners;

Demonstration of visible and reliable staff presence, which includes co-location at the WorkOne Center(s) during the entire duration of the contract;

Ability and capacity to implement the tracking/case management system;

Willingness to sign the required Memorandum of Understanding with relevant WorkOne partners.

Adult Transition Services for Older Youth age 18 – 21:

For low-income youth between 18 and 21 years of age, the WIA youth and adult systems overlap.

The Board would like to increase collaboration between WIA Youth and Adult programs.

Regulatory Guidance

All activity will be in accordance with all applicable current or future federal, state and local laws, rules and regulations and shall be conducted in accordance with the existing or hereafter amended Workforce Investment Act (WIA), the U.S. Department of Labor's regulations relating to WIA, and the State of Indiana WIA Policies, Grow Southwest Indiana Regional Workforce Board Policies and Procedures, Contract Provisions, Americans with Disabilities Act, as well as:

Department of Labor Assurance Statement:
As a condition to the award of financial assistance from the Department of Labor, under Title I of WIA, the grant applicant assures 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 (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, 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 WIA Title I financially assisted program or activity;

Title IV 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 prohibit discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis 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 grant applicant 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 grant applicant’s operation of the WIA Title I financially assisted program or activity, and to all agreements the grant applicant makes to

carry out the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of the assurance.

Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652 and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, and A-133 as applicable. Bidders must comply with government-wide requirements for a drug-free workplace, codified at 29 CFR part 98.

Line Item Budget EXHIBIT A	Adult	Dislocated Worker	Youth	Total Cost
Staff				
Operations				$ -
				$ -
				$ -
				$ -
Finance				$ -
				$ -
				$ -
Customer Service				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Fringe Benefits				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Staff Subtotal	***$ -***	***$ -***	***$ -***	***$ -***
Operating Costs				
Travel				$ -
Supplies				$ -
Telephone				$ -
Facility Cost				$ -
Equipment Rental				$ -
				$ -
Contractual				
Other				$ -
				$ -
Operating ***Costs Subtotal***	***$ -***	***$ -***	***$ -***	***$ -***
Training				***$ -***

					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
Training ***and Support Subtotal***	***$ -***	***$***	**-**	***$ -***	$	-
Other						
					$	**-**
					$	-
					$	-
					$	-
					$	-
Other ***Subtotal***	***$ -***	***$***	**-**	***$ -***	$	-
Total	***$ -***	***$***	**-**	***$ -***	***$***	**-**