

**Request for Proposals  
to Provide Regional Operator Services  
for the Balance of State WIB in Indiana  
Economic Growth Region 9  
RFP-9-11-RO**

*Release RFP*  
Monday, March 7, 2011

*Bidder's Conference & Letter of Intent to Bid Deadline*  
Wednesday, March 23, 2011 10:00 a.m.

*Bidder Questions Deadline*  
Friday, April 1, 2011 4:00 p.m.

*Proposal Submission Deadline*  
Monday, April 11, 2011 4:00 p.m.

*Proposer Interviews (If Necessary)*  
Friday, April 29, 2011

*Selection of Provider (Estimated)*  
Friday, May 13, 2011

Indiana Region 9 Workforce Board  
C/O Carla Crowe  
3815 River Crossing Parkway  
Indianapolis, IN 46240  
317-225-2571

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## **I - Background**

### **A. Indiana's Workforce Investment System**

The Balance of State Workforce Investment Board (BOS WIB) is initiating this RFP to procure a one-stop operator to administer services under the Workforce Investment Act (WIA) in Economic Growth Region 9.

The BOS WIB oversees workforce investment activities, including but not limited to WIA and Wagner-Peyser Act, within a geographic area that consists of four individual economic growth regions, including Economic Growth Region 9. The Region consists of the following counties: Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jefferson, Jennings, Ohio, Ripley and Switzerland.

The BOS WIB serves as the Local Workforce Investment Board, defined in section 117 of WIA, for Balance of State Workforce Service Area, and works collaboratively with each economic growth regions' Regional Workforce Board (RWB) to perform all duties defined in WIA and any associated federal or state law, regulation, or policy, including the selection of the Regional Operator (RO) for The Region.

### **B. Regional Workforce Board**

The Region 9 Workforce Board (RWB) is responsible for assisting the BOS WIB in procuring a RO in The Region.

**The Region 9 RWB is a registered 501(c)(3) not-for-profit corporation which oversees employment and training programs on behalf of the BOS WIB in The Region. The RWB serves as an advisory and oversight entity to the workforce investment system, which provides employment and training programs in the Economic Growth Region 9 using a variety of state and federal grant resources, including those available through the Workforce Investment Act (WIA), and several other grants.**

*The RWB is a 14 member volunteer board that initiates program directives and oversees and guides program operations. As part of the Indiana workforce investment system, The RWB pursues the following strategic goals as its primary purposes:*

**1. Ensure residents of Region 9 understand and achieve occupational goals that advance The Region's economy.**

*Provide relevant, reliable and visible career development for The Region's adults and at-risk youth that includes career development, adult remedial education, occupational training, workplace-skill development, and (re)employment assistance, with a focus on high-wage or high-demand jobs.*

**2. Identify, align and connect employers with qualified workers.**

*Ensure collaborative and integrated partnerships between the workforce investment system and the employment community, focusing on high-wage or high-demand sectors, that provide reliable and visible support to employers seeking qualified workers. Reciprocally, ensure partnerships that provide input to the educational and supportive programs and services provided to youth and adult learners and workers.*

**3. Achieve a cohesive workforce investment system.**

*Provide a workforce investment system whose education and support programs articulate with the region's public, private, nonprofit and community-based institutions to insure the delivery of highest-quality opportunities for career-development and re(employment).*

**4. Deliver optimal high quality and efficiency statewide.**

*Ensure a workforce investment system delivered by professional staff who possess the knowledge and skills to support youth and adult learners in their career development and (re)employment.*

The RO will serve as the administrative arm of the RWB. RO staff will provide direct management and oversight of all workforce investment activities overseen by the RWB. The RO will provide direction to WIA service providers, fiscal agents, and any other entities procured by the RWB. The RO will also attend all RWB meetings, present performance data, discuss administrative concerns and recommend new programs that fit into the RWB's strategic plan. The RO will attend all state directed meetings. No RO staff person shall be a member of the RWB.

**C. The RFP**

The BOS WIB, working collaboratively with the RWB, is requesting proposals to secure RO services for The Region. The successful bidder will enter into negotiations for a two year contract with an optional one year extension at the discretion of the BOS WIB, based upon the recommendation of the RWB.

**Intent to Bid**

A formal letter of intent to bid is required from each bidder (see instructions on page 5).

**Funding**

The funding for these services will primarily come from Federal Workforce Investment Act, Title I funds awarded to the Region, Attachment A shows Program Year 2010 WIA funding levels for the current regions of Indiana. While funding can fluctuate, Attachment A provides a reasonable guideline for expected funding levels.

**Contract Negotiations**

Successful respondent to this RFP will participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

**Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the BOS WIB or the RWB are subject to public release upon request, except those items specifically exempt from disclosure after the selection of the winning bidder. All such proprietary or confidential material should be so marked.

**Subcontracts**

Bidders may subcontract for all or part of the services to be provided by Regional Operator, but the intentions to subcontract must clearly be stated in the response to this RFP and approved by the RWB.

**Administrative Offices**

The successful bidder will be required to maintain administrative offices within the Region.

**Proposal Format**

Proposals must be prepared and sequenced in accordance with the instructions outlined in Part IV of this Request for Proposal. All referenced attachments are included in this packet.

## **Part II - Procurement Timeline**

RFP Release	<b>Monday, March 7, 2011</b>
Bidder's Conference & Letter of Intent to Bid	<b>Wednesday, March 23, 2011, 10:00 a.m.</b>
Q&A Deadline	<b>Friday, April 1, 2011</b>
Proposal Submission	<b>Monday, April 11, 2011</b>
Bidder Interviews	<b>Friday, April 29, 2011</b>
Proposal Selection (Planned)	<b>Friday, May 13, 2011</b>
Contract Start (Planned)	<b>July 1, 2011</b>

All times shown are Eastern Standard Time (EST). The RWB reserves the right to adjust the schedule when it is in the best interest of the RWB or to extend any published deadline in this RFP upon notification to those who have requested an RFP.

Any entity wishing to make a proposal for Regional Operator in The Region is invited to attend a Bidder's Conference. The Bidder's Conference will be held on **Wednesday, March 23, 2011, 10:00 a.m.** at the following location:

**Columbus Learning Center  
4555 Central Ave.  
Room 2216  
Columbus, IN 47202**

Prior to the Bidder's Conference, questions may be faxed or e-mailed regarding the RFP or proposal process to the RWB's Contact. After the Bidder's Conference, questions may be faxed or e-mailed regarding the RFP or proposal process to the Board's Contact. No phone calls will be accepted. No questions will be accepted after 4:00 PM (EST) on **Friday, April 1, 2011.**

Answers to any questions will be posted on an ongoing basis, within three (3) business days after receipt of the questions, to the Board's website located at <http://www.indianaregion9.org>. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information. All answers issued in response to the bidder questions become part of the RFP and the RFP process.

It is mandatory that a Letter of Intent to Bid be received at the address listed below on or before 4:00 PM, **Wednesday, March 23, 2011**. Said letter does not commit bidder to submit a proposal. The Letter of Intent should contain the company name, address, contact person, and contact information. The Letter of Intent can also be e-mailed to the board contact. All of the Letters of Intent to Bid will be kept confidential and will be released upon written request and only after a selection has been made for the Regional Operator.

Letters of Intent to Bid are to be addressed to:

<b>Carla Crowe Crowe Horwath LLP 3815 River Crossing Parkway <a href="mailto:Carla.crowe@crowehorwath.com">Carla.crowe@crowehorwath.com</a> Phone (317) 225-2571 Fax (317) 706-2660</b>
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Other than as specified above, all members of the BOS WIB, RWB, RWB staff, authorized representatives, or agents of the Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.

*Potential Bidders are prohibited from making any contact related to this RFP with the BOS WIB, RWB staff or the RWB at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.*

The BOS WIB reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of the BOS WIB and the RWB's official files without further obligation. The BOS WIB or the RWB will not pay for the development or preparation of proposals.

## **Part III - Eligibility and Contract Information**

### **1. Eligible Applicants**

Eligible applicants for the Regional Operator include:

- Private or public not-for-profit organizations, including faith-based or community-based organizations.
- Private or public for-profit organizations or entities.

In accordance with Indiana state law and Indiana DWD policy, the Regional Operator **MAY NOT** provide direct client workforce development services in any region in Indiana.

### **2. Contract Information**

Funding for all activities under this RFP will be provided by the appropriate program grant. The actual amount of contract award will be based on a negotiated cost proposal and available funds and will ensure optimum utilization of funding for services to rural areas.

### **3. Period of Performance**

The period of the contract will be effective no later than July 1, 2011 through June 30, 2013. A one year extension may be granted by the BOS WIB, based upon the recommendation of the RWB.

#### **Part IV - Scope of Services**

The BOS WIB is publishing this Request for Proposals (RFP) to seek responses for a Regional Operator in The Region.

Additional details on this structure are contained in Indiana's Strategic Plan for the Workforce Investment Act and Wagner-Peyser Act. This document can be found at [http://www.in.gov/dwd/files/2005-2011\\_State\\_Plan\\_Modification-Year\\_6-Dec2010\\_Mod.pdf](http://www.in.gov/dwd/files/2005-2011_State_Plan_Modification-Year_6-Dec2010_Mod.pdf).

Regional Operator responsibilities include:

**1. *Providing executive support services for the RWB and providing operational oversight and management for the WorkOne offices in the region.***

The RWB is an active, business-led, volunteer board that establishes policy and drives the region's strategy for workforce development. Regional Operator staff must provide proactive support to this board. Staff providing direct support functions to the RWB must be approved by the RWB, and cannot be changed by the Regional Operator without the RWB's prior approval. The purpose and role of Regional Operator staff is to:

- a. Assist the RWB and the BOS WIB to think strategically regarding the development of a comprehensive workforce system and alignment of the workforce system with economic development and education;
  - b. Assist the RWB and the BOS WIB to develop into a dynamic, cooperative, and positive team with the capacity to achieve established goals;
  - c. Cultivate a climate that actively engages Regional Operator staff members as well as RWB members, so that value-added results are seen and individuals sense the benefits of participating;
  - d. Assist the RWB and the BOS WIB in developing and using an industry cluster approach to workforce, education, and economic development policy and practice;
  - e. Identify and use a local planning process that will produce both short and long-term plans, resulting in visible and efficacious results;
  - f. Ensure that the RWB and the BOS WIB meets its responsibilities with respect to contracts in force (e.g. Business Consultant contract);
  - g. Provide data-based performance reports to the RWB and the BOS WIB on a regular basis;
  - h. Compile and publish data-based performance indicators in graphic form on a regular basis;
  - i. Assist the RWB in the development and execution of a regional-based outreach and marketing plan; and
  - j. Perform other related duties as determined by the Regional Workforce Board.
- 2. *Leading and managing the delivery of an integrated client services system*** in accordance with federal and state legislation and regulations, state policy, and the Indiana Strategic State Plan. Programs include, but are not limited to the following:
- Workforce Investment Act Title I Adult,
  - Dislocated Worker,

- Youth,
  - Wagner- Peyser Act,
  - Veterans employment and training programs,
  - and Trade Adjustment Assistance.
  - Other programs will be incorporated
3. ***Ensure adherence of the system to state policies.*** Policies of the Indiana Department of Workforce Development may be found at <http://www.in.gov/dwd/2482.htm>.
  4. ***Directing and coordinating the flow and delivery of services in each WorkOne Center*** located in the region, in accordance with state policies.
    - a. Perform duties identified for the One-Stop Operator in federal and state legislation, regulations, policies and procedures.
    - b. Direct and coordinate the flow and delivery of services in each WorkOne located in the region in accordance with state policy. While the Regional Operator directs the flow and functionally supervises the staff, staff of the Regional Operator entity may ***NOT provide WIA Title 1 core, intensive or training services or other direct workforce services*** in the region where they are the Regional Operator, as provided in Indiana Code.
    - c. Provide technical assistance to the workforce service providers in the WorkOne system, including the non-procured partners in the one-stop system.
    - d. In collaboration with the RWB, determine which approved training providers are utilized to provide training programs within the Region. The state's eligible training provider policy may be found at [http://www.in.gov/dwd/files/DWD\\_Policy\\_2009-13.pdf](http://www.in.gov/dwd/files/DWD_Policy_2009-13.pdf).
    - e. Create a budget, cost allocation plan, and procurement policy for the RWB 's approval, including budgeting for the work of the RWB.
    - f. Ensure compliance with the region's procurement policy, including execution of all contracts.
    - g. Provide participant reporting and data validation functions, in conjunction with the RWB.
    - h. Coordinate / Cooperate with the Region's Fiscal Agent concerning fiscal and financial reporting formats and processes.
  5. ***Seeking additional funding sources and partnering opportunities*** that will enhance the region's ability to provide workforce development services. Staff will be expected to go beyond basic one-stop system oversight and continually look for ways to strategically grow jobs, employment and personal income in The Region. Staff must be able to form coalitions

and partnerships to achieve these results. Obtain additional funding by utilizing the existing and available resources of regional grant writers.

6. *Promoting the efforts of the WorkOne System and the Boards initiatives.*

- a. Develop strategy for keeping The Region in top quartile performance standards for all state regions or workforce service areas.
- b. Receive, along with the RWB, technical assistance and support from the Indiana Department of Workforce Development.
- c. Implement a plan to proactively recruit worker and employer participation in and utilization of the services provided within the workforce investment system.
- d. Conduct robust outreach to regional employers to ascertain their needs, and ensure services provided within The Region reflect the employer feedback.
- e. Work vigorously with regional employers to meet their recruitment and training needs.
- f. Provide direct management and supervision to regional WorkOne business consultants, ensuring business consultants proactively engage regional employers and economic development organizations, and provide information, guidance, and superlative assistance of regional and state workforce development programs, including, but not limited to, on-the-job training.
- g. Execute the RWB's outreach and marketing plan.
- h. Develop RFPs for service providers, as necessary, and all other contractors in coordination with the Fiscal Agent and oversee the evaluation and selection process with the approval of the BOS WIB.

## **Part V - Proposal and Submission Information**

### **1. Availability of RFP Packets**

Request for Proposal packets will be available beginning on and after 12:00 p.m., EST/CST, March 7, 2011, 3815 River Crossing Parkway, Indianapolis, IN 46240. Packets may be picked up in person or requested in writing to the above address. The RFP will also be available for download in PDF format from the BOS WIB's website at <http://www.in.gov/dwd/2476.htm>, and on the RWB's website at <http://www.indianaregion9.org>.

### **2. Bidder's Conference**

A Bidder's Conference will be held for this request on Wednesday, March 23, 2011, 10:00 a.m. at the Columbus Learning Center Room 2216, 4555 Central Avenue, Columbus, IN 47202.

### **3. Questions and Answers**

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the RWB, acting on behalf of the BOS WIB, will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposal. Therefore, the BOS WIB encourages bidders to contact the RWB Contact by facsimile transmission, email, or regular mail during the **technical assistance period ending April 1, 2011, 4:00 p.m.**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.**

### **4. Proposal Submission Information**

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in at least 11 point font and must be written on standard 8 ½" by 11" paper with no less than one inch margins (although foldouts containing charts, spreadsheets, and oversize exhibits are permissible.)

Starting after the cover page and the table of contents, number each page at the bottom center using the format "page x of x". The completed attachments B, C, and D and Budget Estimate Worksheet from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 30 pages.

The Proposal should contain the RFP number, name and address of bidder, and primary contact information. Bidders are encouraged to clearly identify "Proprietary" information as such. All proposal pages must be sequentially numbered and either stapled or bound together.

All information in the proposal should be relevant to a specific requirement detailed in the RFP. Any information not meeting this guideline will be deemed extraneous and will in no way contribute to the evaluation process.

When completed, proposals are to be assembled in the following manner:

- I. Proposal Cover Page (Attachment B)
- II. Table of Contents

### III. Executive Summary

Bidder should include a one to two page summary of the proposal, including key aspects of the services to be offered by the bidder, experience of the bidder, and any other pertinent information.

### IV. Organizational Section -

1. The name, address, telephone number(s), contact person and legal status of the bidder
2. Length of time in business
3. Chief Executive Officer, executives, and board members, if any.
4. The name, positions, and compensation of the five highest-paid employees of the organization.
5. A Statement indicating the intent of the organization to provide services described in this RFP
6. Mission or purpose of the Organization
7. Organization's website address

### V. Bidders Background & Experience

1. Completed table included in Attachment F, indicating the entity's previous experience overseeing, managing, directing, operating, or offering workforce development, human services, education, and/or economic development programs
2. Description of the purpose of the Organization;
3. Description of the management and structure of the Organization;
4. Brief resumes for key personnel that will provide the services;
5. Performance data for any services provided by the bidder's organization in the last two years (if any);
6. Copies of monitoring reports and audit reports for the past two years for similar services;
7. A listing of other work the bidder expects to perform during the course of the contract for other entities and an estimate of the percentage of its revenue the bidder expects to receive from each customer;
8. A listing of any service providers with which bidder has contracted and a description of services provided;

9. A description of any experience the bidder has working with the Indiana Department of Workforce Development, Indiana Department of Education, Indiana Economic Development Corporation, or other state or federal human service organizations;
10. A description of experience and success working with any human services organizations programs funded and/or established by federal or state legislation;
11. A brief description of any experience or success in:
  - Research and data analysis;
  - Report writing and distribution;
  - Grant writing;
  - Working with communities and community development;
  - Working with economic development agencies;
  - Working with K-12, secondary and post secondary agencies; and
  - Other major workforce development, human services, economic development, or education achievements

V. Plan of Service To Deliver the Scope of Work Enumerated in Part IV

1. Detail the plan for providing executive support to the RWB;
  - How the bidder will enliven and implement the goals and objectives established by the RWB in The Region's local plan. The Region's local plan may be found at: [http://www.in.gov/dwd/files/Reg9\\_swic.pdf](http://www.in.gov/dwd/files/Reg9_swic.pdf)
  - The bidder's innovative ideas for how an RWB can proactively increase jobs, employment, and personal income in a region;
  - Expectations of how the RO will work with the RWB;
  - The bidder's approach to monitoring and reporting on expenditures to the RWB;
  - Plans for interacting with the board, stakeholders, and the elected officials including member recruitment, orientation, and capacity development of RWB members;
  - The bidders approach to creating coalitions and partnerships that enhance the effectiveness of the RWB;
  - How the bidder will develop or maintain a website for the RWB and the proposed website content;
  - A description of the services provided on site versus off-site – provide details;
  - Plans for maintaining administrative offices within the region and which staff will be located in each office;
  - A description of how time will be divided between RWB support and the biographies and resumes of individuals assigned to this activity;
  - The roles and titles of individuals who will perform the work; and
  - A succession plan for the chief executive and other key officers.

2. Detail the plan for leading and managing the delivery of an integrated client services system in accordance with federal and state legislation, state policy, and the Indiana Strategic Plan.
  - The bidder's approach to leadership development and management;
  - The bidder's approach to performance management, including philosophy on measuring a human service organization's performance; and
  - The bidder's approach to budgeting – what information is used to determine how to budget resources;
3. Detail the plan for ensuring adherence to state policies.
  - The bidder's plan for disseminating state policies to the RWB and regional service providers and partners; and
  - The bidder's approach to monitoring and reporting program compliance.
4. Detail the plan for directing and coordinating the flow and delivery of services in each WorkOne Center
  - The bidder's approach to providing the required duties as a "One-Stop Operator" as enumerated in the Workforce Investment Act of 1998;
  - The bidder's understanding and vision for "seamless" service delivery, integration, and coordination and how it will be accomplished in a collaborative atmosphere;
  - How the bidder will manage staff communications and staff satisfaction;
  - How the service provision will be monitored for quality control;
  - Ideas for better utilization of technology in the delivery of services;
  - The bidder's approach to continuous improvement;
  - How the bidder will benchmark the practices of the WorkOne system against the industry leader; and
  - How the bidder will assist the RWB and service provider in identifying points in performance that would be "triggers" to take action to avoid performance failure.
5. Detail the plan for seeking additional funding sources and partnering opportunities.
  - The bidder's approach to revenue generation to expand the resource of the RWB to accomplish the RWB's work.
6. Detail the plan for promoting the efforts of the WorkOne System and the Boards' initiatives.
  - The bidder's approach to promoting the need for life long learning, educational attainment, and career aspirations within The Region
  - The bidder's approach to conducting outreach to recruit worker and employer participation in the WorkOne system;
  - The bidder's plans to market the WorkOne system and evaluate the efficacy of the plan; and
  - The bidder's approach to assisting the RWB in developing a public image for itself and how to improve its public relations.

7. Detail the plan for any services provided by the bidder that are not specifically required in the RFP.

VI. Budget/Cost – Bids will be evaluated based on respondents’ proposals to the RFP. Bidders must use the attached Budget Estimate Worksheet (Attachment E) to identify proposed costs.

VII. Non-Collusion Affidavit (Attachment C)

VIII. Assurances and Certifications (Attachment D)

IX. Required Insurances/Bonding: General Liability, Workers Compensation, Employee Fidelity Bonding

X. Exhibits

1. Budget Narrative and Budget Estimate Worksheet, including:

- Total salaries for each position;
- Travel costs;
- Rent and utility costs;
- Furniture and equipment;
- Supply and postage costs;
- Memberships and subscriptions; and
- Services the bidder intends to procure for the board rather than provide through its own staff.

2. Bidder’s Annual Report/Financial Statement

3. Resumes of the Key Staff to be involved

4. Organizational Charts

5. Recent Audits and Monitoring Reports from similar workforce development, human services, education, or economic development initiatives

Each section and exhibit must be clearly labeled.

Submittals must include one (1) original, five (5) copies, and one (1) electronic version (either PDF or Microsoft Word format). **An electronic version must also be e-mailed directly to the Board’s Contact.** No electronic versions will be accepted as the official submittal. The original must clearly be marked “**ORIGINAL**” on the cover sheet and contain original signatures, where applicable. . The original must have original signatures in (blue ink).

All responses become the property of the BOS WIB and the RWB.

## **6. Submission Dates and Times**

The closing date for receipt of proposals under this request is **Monday, April 11, 2011**. Proposals must be received at the address below no later than 4:00 PM EST. Proposals sent by e-mail, telegram, or facsimile (fax) will not be honored. No exceptions to the mailing and delivery requirements set forth in this request will be granted. It is the responsibility of the bidders to ensure delivery of the proposal by the required time and date.

Proposals are to be addressed to:

<p style="text-align: center;"><b>Jennifer Biddle, Planning Analyst</b> <b>Indiana Department of Workforce Development</b> <b>10 North Senate Avenue</b> <b>Indianapolis, IN 46204-2277</b> <b>jbiddle@dwd.in.gov</b> <b>FAX: 317-233-6081</b></p>
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**Any proposal not following these guidelines, or submitted after the deadline will not be accepted for consideration under this RFP.**

#### **7. Other Submission Requirements**

**Withdrawal of Proposals.** Proposals may be withdrawn by written notice, including letter, facsimile, or email received by the Board Contact at any time before an award is made. Proposals may be withdrawn in person by the applicant or by an authorized representative thereof, if the representative signs a receipt for the proposal.

**Changes, Amendments, and/or Re-Issuance of this Proposal.** Unless specifically requested by the Board, changes and/or amendments to the originally submitted proposal will not be considered. In addition, the Board reserves the right to: (1) Amend or withdraw this RFP at any time; (2) Reject any and all proposals; and (3) Re-issue this RFP.

**Assurances and Certifications.** The individual having Contract Signature Authority must sign the Assurances and Certification Document. **Note:** Do not re-type this document; use the copy provided with this RFP. (**Attachment D**).

## **Part VI. Selection Process**

Procurement will be conducted in a manner that provides for full and open competition. Award will be made only to individual(s) or organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and that is in line with the scope of services listed in this RFP.

The selection process will consist of:

- a. An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- b. Only *responsive* proposals will be evaluated and scored by a proposal evaluation team. Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- c. Proposals will be deemed non-responsive for:
  - 1) Failure to follow the prescribed format for submitting the proposal.
  - 2) Failure to provide information required by this RFP.
- d. Review and scoring by evaluators at the Regional Level (see Part VII below for details);
- e. Oral discussions of proposals with bidders as needed;
- f. On-site interviews and/or request for additional information with top selected bidder(s) (price will be considered and discussed with bidders in this or the previous step);
- g. Presentation of evaluations, scoring and recommendations of proposal review team to the RWB;
- h. Recommendation for selection provided by RWB to BOS WIB for final approval;
- i. Discussion and appropriate action by the RWB in selecting proposed contractor(s) for contract negotiations;
- j. Successful bidders may be subject to an on site visit to evaluate administrative and financial management systems. Additionally, they may be required to attend a contractor training session to ensure they are cognizant of RO responsibilities, reporting requirements, payment methods and performance measures to ensure successful contract performance.

## **Part VII - Evaluation Process and Rating Criteria**

There are 100 points available under this RFP.

The RWB may, at its sole discretion, waive minor errors or omissions in a Technical Proposal and/or a Cost Proposal when those errors do not unreasonably obscure the meaning of the content. Further, the RWB or the BOS WIB, where appropriate, reserves the right to request clarifications from bidder of any information in their proposals/forms, and may request such clarification as it deems necessary at any point in the proposal evaluation process.

### ***Rating Criteria***

The applicants' bids will be evaluated on 5 criteria each carrying a unique weighting:

	Possible points
• Experience of Bidding Organization and Staff	25
• Plan of Service	40
• Partnerships and Coordination	15
• Staffing Plan and Organization	10
• Budget and Financial Management	10

### **Experience of Bidding Organization and Staff (25 Points)**

The Regional Operator must have the requisite experience working in a workforce development, human services, education, economic development, or other similar setting in order to successfully perform the duties required by the RWB and the BOS WIB.

Scoring of this criterion will be based on:

- Demonstrated previous experience directly managing, coordinating, overseeing, and/or developing workforce development, human services, education, or economic development programs;
- Demonstrated previous success in the management, coordination and/or oversight of workforce development, human services, education, or economic development programs;
- Demonstrated knowledge and understanding of state and regional policies and priorities for workforce investment programs;
- Quality and relevance of the bidder's previous experience included in the table located in Attachment F.

### **Plan of Service (40 points)**

The Regional Operator must have a detailed plan for successfully completing the many duties of a Regional Operator, as outlined in Section IV of this RFP. It is of key importance that the Regional Operator's plan strongly coheres to the goals and objectives established by the RWB within its local plan.

Scoring of this criterion will be based on the following:

- The efficacy, relevance, and quality of the bidder's responses to the requirements identified in Part IV, entitled "Scope of Services" and Part V, Section 4, subsection V, entitled "Plan of Service To Deliver the Scope of Work Enumerated in Part IV," of this RFP.

**Partnerships and Coordination (15 points)**

The Regional Operator serves a key role in serving as the partnership liaison for the RWB and the BOS WIB, and the primary facilitator and coordinator of regional workforce development, education, and economic develop partnerships within The Region.

Scoring of this criterion will be based on the following:

- Demonstrated knowledge and understanding of the required role of a "One-Stop" Operator;
- The efficacy and relevance of the bidder's plan and approach to promoting the need for life long learning, educational attainment, and career aspirations within The Region; and
- The efficacy of the bidder's approach towards providing the necessary outreach to employers within The Region.

**Staffing Plan and Organization (10 points)**

The Regional Operator will be providing executive staffing to the RWB and will be directing and coordinating the delivery of workforce services in the WorkOne Centers and Express sites located in the region. In order for the Regional Operator to be successful, it must organize its staff in order to maximize the quality of services it provides to the RWB and to the WorkOne system.

Scoring of this criterion will be based on the following:

- Appropriate number of staff and organizational plan to achieve the required roles of a Regional Operator;
- Appropriate staff and/or organizational credentials and experience; and
- Demonstrated understanding and vision for "seamless service delivery;" and
- Quality of plan for managing communications and disseminating information to the RWB, BOS WIB, and Service Providers.

**Budget and Financial Information (10 Points)**

The Regional Operator must possess the requisite ability to develop, implement, and manage budgets on behalf of the RWB. These budgets can fluctuate year-to-year and often consist of a variety of funding/revenue streams.

Scoring of this criterion will be based on the following:

- Quality of completed budget worksheet, located in Attachment E;

- Demonstrated plan for providing high quality service, while maximizing efficiency;  
and
- Efficacy and relevance of bidder's approach to budgeting.

## **Part VIII - Award Administrative Information**

### **1. Administrative Program Requirements**

All contractors will be subject to all applicable Federal and State laws (including provisions in appropriations law), regulations, and the applicable Office of Management and Budget (OMB) Circulars. The applicants selected under the RFP will be subject to the following administrative standards and provisions, which include, but are not limited to:

- a) Workforce Investment Boards - 20 Code of Federal Regulations (CFR) Part 667.220 (Administrative Costs).
- b) Non-Profit Organizations - Office of Management and Budget (OMB Circulars A-122 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- c) Educational Institutions - OMB Circulars A-21 (Cost Principles) and 29 CFR Part 95 (Administrative Requirements).
- d) State and Local Governments - OMB circulars A-87 (Cost Principles) and 29 CFR Part 97 (Administrative Requirements).
- e) All entities must comply with 29 CFR Parts 93 and 98, and where applicable, 29 CFR Parts 96 and 99.
- f) In accordance with Section 18 of the Lobbying Disclosure Act of 1995, Public Law 104-65 (2 U.S.C. 1611) non-profit entities incorporated under Internal Revenue Code Section 501(c) (4) that engage in lobbying activities will not be eligible for the receipt of Federal funds and grants.
- g) 29 CFR part 2, subpart D--Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.
- h) 29 CFR part 30--Equal Employment Opportunity in Apprenticeship and Training.
- i) 29 CFR part 31--Nondiscrimination in Federally Assisted Programs of the Department of Labor--Effectuation of Title VI of the Civil Rights Act of 1964.
- j) 29 CFR part 32--Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.
- k) 29 CFR part 33--Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Labor.
- l) 29 CFR part 35--Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.
- m) 29 CFR part 36--Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
- n) 29 CFR part 37--Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA).
- o) Indiana Code IC **22-4.5-7**, Regional Workforce System

In addition, an individual having Contract Signature Authority must sign the Assurance and Certification Document (Attachment D). **Note:** Do not re-type this document; use the copy provided in the RFP.

### **2. Inquiry/Protest Procedures**

Bidders who desire a debriefing must submit a written request within ten (10) business days of the receipt of the BOS WIB's notification of the procurement decision. In the debriefing, the bidder will obtain information on the procurement process and how their proposal or offer was reviewed and ranked.

If after the debriefing, the appealing party wishes to continue with the appeal process, they must submit to the BOS WIB, a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. Inquiries shall be directed to:

**Nate Klinck, Director of Policy  
Indiana Department of Workforce Development  
10 North Senate Avenue  
Indianapolis, IN 46204-2277**

The appeal must indicate the specific grounds and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. Hearings shall be conducted in accordance with Board procedures.

**3. Authorized Regional Workforce Board Contact**

The authorized contact person for this procurement is:

<p><b>Carla Crowe, Fiscal Agent Crowe Horwath LLP 3815 River Crossing Parkway Indianapolis, IN 46240 <a href="mailto:carla.crowe@crowehorwath.com">carla.crowe@crowehorwath.com</a> Phone 317-225-2571 Fax 317-706-2660</b></p>
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Please address all questions pertaining to this RFP, in writing, to the Authorized Regional Workforce Board Contact. Questions will not be accepted after 4:00 PM EST Friday, April 1, 2011. The official response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted to the RWB's website at <http://www.indianaregion9.org> within three (3) working days after the date of receipt. Bidders are encouraged to check the RWB's website daily for additional questions and answers, any changes to the RFP, or any additional information regarding the RFP. Should you encounter problems accessing the RWB's website, contact the Authorized Contact immediately for assistance.

**Other than as specified above, all members of the BOS WIB, RWB, Board staff, authorized representatives, or agents of the Board are precluded from entertaining or responding to questions concerning this RFP or the procurement process.**

**Potential Bidders are prohibited from making any contact related to this RFP with Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending Bidder.**

The BOS WIB and the RWB reserve the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of the RWB and the BOS WIB's official files without further obligation. The RWB or the BOS WIB will not pay for the development or preparation of proposals.

# ATTACHMENTS

## Attachment A

<b>Program Year 2010</b>	<b>Adult</b>	<b>Youth</b>	<b>DW</b>	<b>Total</b>
<b>Catalog of Federal Domestic Assistance Number</b>	<b>17.258</b>	<b>17.259</b>	<b>17.260</b>	
<b>State Allotments</b>	<b>\$17,396,927</b>	<b>\$19,697,136</b>	<b>\$27,257,656</b>	<b>\$64,351,719</b>
>State Admin	\$ 869,846	\$ 984,857	\$ 1,362,883	\$ 3,217,586
>Governor's Discretionary	\$ 1,739,693	\$ 1,969,714	\$ 2,725,766	\$ 6,435,172
>Rapid Response	-	-	\$ 6,814,414	\$ 6,814,414
>Amount to be allocated to the workforce investment boards	<u>\$14,787,388</u>	<u>\$16,742,566</u>	<u>\$16,354,594</u>	<u>\$47,884,547</u>
Workforce Investment Boards				
Marion County	\$ 2,807,355	\$ 2,738,742	\$ 2,533,458	\$ 8,079,555
Balance of State	\$11,980,033	\$14,003,824	\$13,821,136	\$39,804,993
Total	\$14,787,388	\$16,742,566	\$16,354,594	\$47,884,548
Balance of State				
Region 1	\$ 1,899,167	\$ 1,997,739	\$ 1,648,406	\$ 5,545,312
Region 2	\$ 1,757,640	\$ 2,101,286	\$ 1,853,715	\$ 5,712,641
Region 3	\$ 1,839,794	\$ 2,140,819	\$ 2,222,014	\$ 6,202,627
Region 4	\$ 1,084,506	\$ 1,502,994	\$ 1,547,272	\$ 4,134,772
Region 5	\$ 1,291,009	\$ 1,372,959	\$ 2,260,034	\$ 4,924,002
Region 6	\$ 899,346	\$ 1,111,870	\$ 1,102,489	\$ 3,113,705
Region 7	\$ 579,578	\$ 673,407	\$ 467,163	\$ 1,720,148
Region 8	\$ 631,387	\$ 889,477	\$ 538,678	\$ 2,059,542
Region 9	\$ 671,869	\$ 700,156	\$ 932,249	\$ 2,304,274
Region 10	\$ 569,274	\$ 573,541	\$ 518,995	\$ 1,661,810
Region 11	\$ 756,463	\$ 939,576	\$ 730,121	\$ 2,426,160
Balance of State Total	\$11,980,033	\$14,003,824	\$13,821,136	\$39,804,993

# Attachment A.1

## PROGRAM YEAR 2010 FUNDING

<b>Program</b>	<b>Program</b>	<b>Admin.</b>	<b>Total Contract</b>
WIA Adult	604,682	-	604,682
WIA Dislocated Worker	839,024	-	839,024
WIA Youth	630,140	-	630,140
WIA Admin	-	230,428	230,428
Business Consultant	120,000	-	120,000
WAG-Adult	299,476	26,042	325,518
WAG-Dislocated Worker	299,476	26,041	325,517
TAA	245,760	-	245,760
Adult Basic Education	105,825	11,758	117,583
VWIP	60,556	-	60,556
JAG	54,643	6,071	60,714
<b>Totals</b>	<b>3,259,582</b>	<b>300,340</b>	<b>3,559,922</b>

<b>PY2010 Funds</b>			
	<b>Program</b>	<b>Administration</b>	<b>Total</b>
Regional Operator	596,167	131,309	727,476
Service Provider	1,400,231	-	1,400,231
Other RWB Activities	1,263,184	169,031	1,432,215
<b>Total Funding</b>	<b>3,259,582</b>	<b>300,340</b>	<b>3,559,922</b>



# 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 RWB or BOS WIB whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than 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 of Type Name

Subscribed and sworn to me this day \_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of

Commission Expiration Date

## Attachment D

### ASSURANCES AND CERTIFICATIONS

Workforce Investment Act (WIA) recipients are obligated to maintain the following assurance for the period during which WIA Title I financial assistance is extended as stated in 29 CFR 37.21. Each request for proposal, proposal and application for financial assistance under WIA Title I shall contain the following assurances as required by 29 CFR 37.20.

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

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

The recipient also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

<p><b>Debarment, Suspension, and Other Responsibility Matters:</b> This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).</p>
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**The undersigned applicant certifies that neither it nor its principals:**

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

- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Nondiscrimination:** The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIA of 1998 including Title I, Sec. 184 (f) and Sec. 188 (a); 20 CFR 667.266 (a) and 45 CFR 80 and 84.

**Conflict of Interest:** The undersigned applicant certifies that:

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

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

The undersigned applicant certifies that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.

- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

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

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

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

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

**WIA Sec. 184 (f): Discrimination Against Participants:** -- If the Secretary determines that any recipient under WIA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**WIA Sec. 188 (a):**

- (1) **Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex

under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

- (2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship.** -- Participants shall not be employed under WIA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).
- (4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**20 CFR §667.266 (a): WIA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

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

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

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIA Title I-financially assisted program or activity. The applicant understands that the United States, Indiana Department of Workforce Development, and the Board have the right to seek judicial enforcement of this assurance. NOTE: WIA non-discrimination regulations are published at 29 CFR 37.

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

**Reporting Requirements:** The undersigned applicant certifies that it shall comply with the provisions of Sec. 122 of the Workforce Investment Act of 1998 and the reporting and procedural requirements issued by the Indiana Department of Workforce Development.

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

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

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

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

Certified by:

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**Signature of Authorized Official**

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**Typed/Printed Name of Signatory**

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**Signatory's Official Title**

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**Proposer's Name**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

**Attachment E**  
**BUDGET ESTIMATE WORKSHEET**

Line Item	Regional Operator		Total Budget
	Regional Workforce Board Staffing	One-Stop Operator Staffing	
Salaries			
Fringe Benefits			
Rent			
Utilities			
Maintenance			
Furniture and Other Equipment			
Information Technology			
Office Supplies			
Staff Development and Travel			
Contracted Admin			
Other Admin			
Program Contracts			
<b>TOTAL</b>			

## Attachment F

### Applicant's Previous Experience

Program/Project Name	Begin Date/ End Date	Brief Description of Program/Project	Brief Description of Bidders Involvement in Project	Type of Individuals Served	# of Individuals Served	Funding Source and Amount of Funding	Outcomes Achieved (Include specific performance metrics)