

# **Indiana Economic Growth Region 7**

## **Request for Proposals For One-Stop Operator Program Years 2021-2022\* Western Indiana Workforce Development Board, Inc.**

**Service Delivery Period: July 1, 2021 – June 30, 2023\***

**\*With a possible 2 year extension, based on performance**

<b>RFP Release Date:</b>	<b>January 20, 2021</b>
<b>Bidder Questions Deadline:</b>	<b>10:00 AM, February 2, 2021</b>
<b>Proposal Submission Deadline:</b>	<b>10:00 AM, February 17, 2021</b>
<b>Award Notification:</b>	<b>On or before March 19, 2021</b>
<b>Contract Effective Date:</b>	<b>July 1, 2021</b>

<b>Package Contents:</b>	<b>Section 1 – General Information and Purpose</b>
	<b>Section 2 – Proposal Statement of Work</b>
	<b>Section 3 – General Instructions</b>
	<b>Section 4 – Proposal Instructions Attachment A -</b>
	<b>Non-Collusion Affidavit Attachment B –</b>
	<b>Assurances and Certifications</b>

## **Section I: General Information and Purpose of this Proposal**

### **Part A. - General Information**

The Western Indiana Workforce Development Board, Inc. (WDB) is a 501(c) 3 corporation. The Workforce Innovation and Opportunity Act (WIOA) authorizes and charges local workforce development boards with policy development, strategic planning, and financial stewardship of workforce development and development of the authorized Economic Growth Region (EGR) that it serves. The Western Indiana Workforce Development Board, Inc. has been designated by County Local Elected Officials to act as the fiscal agent for the WIOA programs in EGR 7. The mission of the board is; “To expand regional economic opportunity and economic growth through the availability and employment of a highly skilled workforce.”

Economic Growth Region 7 is composed of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties in Western Indiana. The population of the region in 2020 is 223,685, down 1.7% from the 2010 population count of 227,719. However, the population of Region 7 is projected to grow to 228,428 by 2030.

The region has a very diverse economy which helps ensure greater economic stability at those times when individual sectors are hit by severe economic downturns. The workers of the region are known for having a very strong work ethic, leading to employers ratings of high productivity. Regarding past WIOA performance, which very much impacts the regional economy, Region 7 is very successful, consistently meeting or exceeding both state and federal performance measures; a trend we hope to continue.

Region 7’s ten largest industries in order are; Government, Manufacturing, Healthcare and social assistance (fastest growing), Retail Trade, Accommodation and Food Services (fifth fastest growing), Construction (fourth fastest growing), Other services (except public administration), Educational Services (third fastest growing), Transportation and Warehousing (second fastest growing), and Waste Management and Remediation Services. (Chart 3) Government is listed as the number one industry in the region due in large part to the fact that Western Indiana is home to two state colleges, a regional state office building, a large air national guard base, three state prisons, and two federal prisons. However, EMSI does project a 2% decrease in the Government Sector by 2025, reducing jobs in this sector by 338.

The manufacturing sector maintains its position as the number two largest industry in Region 7. In 2003, nearly 17% of workers in the region were employed in manufacturing. Today, approximately 11% of the regional workforce is employed in the manufacturing sector. The decrease in the number of workers reflects the national trend of “right sizing” of this sector after the recession of 2008, along with increased efficiencies created by technology. It should be noted that even today,

Region 7 employs nearly 3,000 more people in manufacturing when compared to similar sized regions. Of course, since manufacturers continually strive for greater efficiency, it is projected that there will be 419 fewer jobs, or a 3% change, in this sector by 2025.

Healthcare and social assistance is a sector that is certainly not projecting any reduction in the need for workers over the next five years; indeed, the opposite is true. The healthcare and social assistance sector is projected to see the greatest increase in the need for workers. By 2025, it is estimated that in Region 7 there will be a need for 915 more skilled workers in this field. And, this number does not take into consideration the hundreds of healthcare professionals who have left the field due to the astronomical danger and stress brought on by the COVID-19 crisis. This great demand for future healthcare workers is further aggravated by students who were considering occupations in this sector, but are changing fields of study due to COVID-19 working conditions and dangers.

In Region 7, the Healthcare shortages are especially prevalent in rural areas. Rural workers experience lower wages and are more likely to be unemployed than their counterparts in urban areas. Many rural areas lack hospital facilities, and with lower reimbursement and higher insurance rates of uninsured and underinsurance, less demand for private healthcare, and fewer rural training sites. As a result, rural patients experience; longer wait time between appointments, having to travel substantial distance to find a provider, greater personal costs (both time and money), or specialized services and technology are not available at all.

One additional top ten sector in Region 7 is projected to see a sizable increase in jobs, according to EMSI, by 2025. According to the latest statistics, the region will see a 9% increase in Education Services workers; equating to 374 new jobs. Workforce projections for other top ten sectors in Region 7 between 2020 and 2025 (according to EMSI) include: a 0% change (+48 jobs) in the Retail Trade Sector, a 2% increase (+168 jobs) in the Occupancy and Food Services Sector, a 3% increase (+130 jobs) in the Construction Sector, and a 4% increase (+145 jobs) in the Transportation and Warehousing Sector.

Priority sectors that the board has identified include: Healthcare, Advanced Manufacturing, and Logistics and Transportation, Construction, and Business and IT. These of course align with and support Indiana's priority sectors. The Western Indiana Workforce Development Board was just recently approved by the Department of Labor as a registered apprenticeship intermediary. The board hopes to expand both registered apprenticeship programs and State Earn and Learn (SEAL) programs throughout the region in the upcoming years. The board has also established sector partnerships in healthcare, construction, and advanced manufacturing.

For more information regarding the region and board objectives, plans, and policies please refer to the Region 7 2020 – 2024 Workforce and Innovation Act (WIOA) Local Plan, which can be found at [www.workonewest.com](http://www.workonewest.com).

The Western Indiana Workforce Development Board also strongly supports Indiana's Department of Workforce Development (DWD) workforce vision and goal that at least 60 percent of Indiana's workforce will have the post-secondary knowledge, skills, and credentials demanded within Indiana's economy by 2025.

The state plan can be found at:

<https://wioaplans.ed.gov/sites/default/files/pdfs/state-plan/2020/IndianaPYs2020-2023.pdf>

Region 7 has one comprehensive WorkOne site located in Vigo County and five affiliate sites in each of the remaining counties. The affiliate sites are staffed by the WIOA service provider. The service delivery model is demand driven. It requires, as applicable, dual enrollment of all job seeking customers into both Wagner Peyser and the WIOA program. The delivery model also encompasses RESEA, Adult Basic Education, Trade Act Adjustment, Unemployment Insurance and Veterans' Service customers. Businesses utilize the One-Atop centers for recruitment, WorkKeys assessments, hiring, and retaining an outstanding workforce.

The selected bidder will work closely with the Executive Staff of The Western Indiana Workforce Development Board in order to ensure fruition of the Board's vision of seamless, integrated, holistic service delivery. Region 7 is always striving for continual improvement of service delivery to our customers. A great deal of value is placed on recruitment, innovation and initiative in the system. It is imperative that the system be able to respond quickly to shifts in employer and skill demands, while providing services to a large number of job seekers effectively and efficiently.

## **Part B. – Purpose of this Solicitation**

The purpose of this RFP is for the Western Indiana Workforce Development Board, Inc. to identify and select a qualified One-Stop Operator for EGR 7. The WDB defines One-Stop Operator services as the coordination of the service delivery of required partners and service providers within the One-Stop system. The coordination shall, at a minimum, include the following responsibilities:

- Coordinate the service delivery of required One-Stop partners and service providers with a focus on ensuring that all One-Stop partners and providers share common goals around access, customer- focused service delivery, and quality;
- Maintain and monitor electronic linkages of all One-Stop partners designated by the WDB in order to improve communication, referral, service delivery, and the tracking of partner performance;
- Collect any performance information the Governor may require to determine whether the providers meet the Governor's performance criteria, as outlined at 680.530 of the final regulations;
- Create a mutually agreed upon approach to ensure the provision of excellent customer services across the system;
- Facilitate the planning of and electronic transfer of information between the partners and WDB;
- Make recommendations to the WDB regarding service delivery opportunities, communication opportunities, and other opportunities to strengthen the overall system;
- Coordinate and hold meetings with all One-Stop partners as appropriate; which includes coordination, delivery, and payment of any costs related to the annual One-Stop Partner/Staff meeting;
- Coordinate the cross training of partner staff;
- Assist the WDB in the identification of appropriate language for Memorandum of Understanding with all One-Stop Partners designated by the WDB;
- Work with the WDB and applicable state agencies in order to create a strategic plan to integrate the intake, case management, and reporting of the One-Stop Partners;

NOTE: An entity serving as a One-Stop Operator, that also serves a different role within the One-Stop delivery system, may perform some or

all of these functions when it is acting in its other role, if it has established sufficient firewalls and conflict of interest policies and procedures. Those policies must conform to WIOA regulations for demonstrating internal controls and preventing conflict of interest.

One-Stop Operator Scope of Services may not include:

- Convening system stakeholders to assist in the development of the local plan;
- Preparing and submitting local plans;
- Being responsible for oversight of itself;
- Managing or significantly participating in the competitive selection of the one-stop operator.
- Selecting or terminating one-stop operators, career services, or youth providers;
- Negotiating local performance accountability measures; or
- Developing and submitting budget for activities of the WDB in the local areas.

The WDB will contract separately with an entity for the function as WIOA Service Provider, and said entity will continue to provide direct career services as defined by WIOA, and shown below. As a result, this RFPs Scope of Services does not include the One-Stop Operator providing training services or providing any of the following career services or information:

- Eligibility determination;
- Outreach, intake, orientation;
- Initial assessment of skills and support service needs;
- Labor exchange services (job search and placement assistance and career counseling) and services to business;
- Referrals and coordination with other programs;
- Providing Labor Market Information;
- Providing performance information and program cost information to training contractors;
- Providing performance information to local WDB in regard to accountability measures;
- Providing information on the availability of and referral to support services, SNAP, and TANF
- Providing assistance in establishing eligibility for financial aid for programs not funded through WIOA;

- Providing services in order to obtain and retain employment, such as comprehensive assessment, IEP development, group and individual counseling, career planning, short term pre-vocational services, internships and OJT, work preparation, financial literacy, out of area job search, etc.; and,
- Providing follow-up services.

Further, the One-Stop Operator will not function in any managerial capacity in regard to the day-to-day operations of Service Provider or One-Stop partner offices.

The funding for One-Stop Operator services shall not exceed \$30,000.00 annually.

The WDB does reserve the right to adjust this provision as needed.

### **Contractor Qualifications and Requirements**

Respondents must meet the minimum qualifications outlined below:

- **Entities Eligible to Operate One-Stop Centers:**  
One-stop operators may be a single entity (public, private, or nonprofit) or a consortium of entities. If the One-Stop Operator is a consortium of entities, it must include a minimum of three of the One-Stop partners of the WIOA regulations. One-Stop Operators may operate multiple One-Stop centers and there may be multiple One-Stop Operators in a local area. The types of entities that may be One-Stop Operators include:
  1. An institution of higher education;
  2. A nontraditional public secondary school such as a night school, adult school, or an area career and technical education school;
  3. A community-based organization, nonprofit organization, or workforce intermediary;
  4. A private for-profit entity;
  5. A government agency;
  6. An Employment Service State agency established under the Wagner-Peyser Act;
  7. A Local WDB, with the approval of the chief elected official and the Governor; or
  8. Another interested organization or entity, which is capable of carrying out the duties of the One-Stop Operator.

NOTE: Elementary and secondary schools, except as listed in #2 above, are not eligible as One-Stop Operators.

- Eligible entities must have provided services similar in nature and complexity for at least two (2) years;
- Have provided services similar in nature and complexity, for at least one organization within the past three (3) years; and,
- Have a valid Certificate of Incorporation to conduct business in the State of Indiana.

## **Section II: Proposal Statement of Work**

The Western Indiana Workforce Development Board intends to evaluate, but not reimburse, the One-Stop Operator based on performance outcomes and outputs. The WDB has not finalized specific performance indicators for the One-Stop Operator, but some examples of output indicators include:

- Traffic flow;
- Coordination of services;
- Efficient use of regional resources;
- Increase in career services across the system;
- Increase in referrals among required partners.

Some samples of outcome indicators include:

- Number of partner customers placed in employment;
- Retention rate of partner customers placed in employment;
- Wage rates of partner customers placed in employment; and,
- Credential rates of partner customers receiving services.

The One-Stop Operator will not be directly measured by One-Stop system partners' outcomes, but respondents should demonstrate how they will contribute to the Region 7 One-Stop system's ability to successfully achieve federal performance measures.

Terms of the One-Stop Operator Contract:

2 year contract, with a possible 2 year extension based on performance.

Interested organizations should follow the given outline in response to this RFP. Label each section of your proposal with the same labels that have been provided in the following outline. This will aid in the reviewing of proposals and will allow reviewers of your proposal to make more informed decisions.

### *PROPOSAL FORMAT*

Each respondent is requested to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word and typed in 12-point font, double spaced, with numbered pages at the bottom of each page. The Organization Capacity and Qualifications, Service Delivery Plan, and Budget and Budget Narrative should not exceed ten (10) pages. The page limitation does not include Proposal Cover Sheet or the requested attachments.

### *PROPOSAL COVER SHEET*

The Proposal Cover Sheet should not exceed a single page and shall include:

- The title of the proposal;
- The respondent's organization name, address, phone number and web address;
- The name of the person submitting the request, and if not the same person, the person authorized to negotiate contracts and make decisions for the organization, their direct phone number(s), and email address(es);
- The total funds requested;
- Contact information for two references that can speak to the respondent's prior experience and past performance in delivering similar services.
- The authorized signature, printed name and title of authorized person, and the submittal date.

### *ORGANIZATION CAPACITY AND QUALIFICATIONS*

The respondent must provide an overview of its organization and staff, capacity, and qualifications to successfully carry out the services described herein. The description must include:

- A brief company history, including the organization's mission, vision, governance structure, and legal status;
- The number of employees, along with the qualifications of all key management and staff conducting the proposed services.
- The experience and prior work that demonstrates expertise in executing and delivering the services described in the solicitation.

### *SERVICE DELIVERY PLAN*

The Service Delivery Plan should describe how the respondent plans to fulfill the duties of the One-Stop Operator. Where relevant, please include a timeline, schedule of activities, and services for the plan.

### *BUDGET AND BUDGET NARRATIVE*

The respondent should provide an outline of their financial management structure, including experience and/or expertise managing and accounting for Federal and/or State funds. A brief description of the staff structure and internal control system in place should be included in the narrative. A copy of the



agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the WDB option.

**3. Right to Reject**

WDB reserves the right to reject any or all proposals received through this RFP, and to re-advertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time. The WDB will not pay for costs incurred in the preparation of bids.

**4. Requirements**

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance.

**5. 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 Board will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposals. Therefore, the Board encourages bidders to contact the Board contact by email to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted. The technical assistance period ends at 10:00 AM, local time, on February 2, 2021.** The official Board 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 also be posted at the Board's website at [www.workonewest.com](http://www.workonewest.com). Answers will be posted on an ongoing basis, within three (3) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Board Contact immediately. The Authorized Board Contact is Angie Crossley. Her email address is [acrossley@workforcenet.org](mailto:acrossley@workforcenet.org) and the fax number is (812) 238-2466.

**6. Contract Requirements**

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

### Special Assurances

1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a WDB representative who is specifically authorized to do so.
2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
3. The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the WDB.
4. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Development Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
5. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) of 1990 in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not the WDB.

The bidder will comply with the provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. 794 et seq., and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified individuals with disabilities under any program or activity receiving federal financial assistance.

6. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. The approximate total program amount of funding available is up to \$30,000.00 annually. All commitments made by the Western Indiana Workforce Development Board, Inc. are contingent upon the availability of funds and the Western Indiana Workforce Development Board, Inc. reserves the right to award an amount less than the total funds available for bid contained in this RFP.
  
7. Veterans' Priority Provisions: This program, funded by the U.S. Department of Labor is subject to the priority of service requirements of 38 USC 4215 and 20 CFR Part 1010. Section 4215 of Title 38 requires priority of service by provided to veterans and spouses of certain service members and veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. See TEGL No. 10-09.
  
8. Certification on Lobbying: Certify that for the preceding contract period, if any, and for this current RFP period:
  - a. 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 an officer or an employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making 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.
  - b. If any funds, other than federally appropriated funds, have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.

- c. The undersigned shall require that the language of this certification be included in the award documents 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 disclose accordingly.
- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for such failure.

**7. Cost Reimbursement Contracting**

WDB management of the contract(s) will be on a cost- reimbursement basis. Specifically, the line item budget as required by this RFP will be negotiated and will identify the specific cost categories, and allowable costs to be reimbursed by WDB.

**8. Contract Negotiations**

Successful respondent to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

**9. Authorized Contact**

The authorized contact person for this procurement is:  
Angie Crossley  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807  
[acrossley@workforcenet.org](mailto:acrossley@workforcenet.org)  
Fax (812) 238-2466

**10. Late Proposals**

A. Proposals and modifications received at the Western Indiana Workforce Development Board, Inc. office designated in the RFP after 10:00 AM local time on the date specified therein shall not be considered unless:

1. They are received before award is made; and either,
2. They are sent by registered mail, or by certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by the WDB that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
3. It is determined by WDB that the late receipt was due solely to mishandling by WDB after receipt at the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to, WDB shall be considered at any time it is received and may thereafter be accepted.

B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.

C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:

1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

**11. Envelope for Proposals**

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:  
PROPOSAL RFP: Region 7 One-Stop Operator

**12. Alternate Proposals**

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by WDB.

**13. Time Period of Contract**

Proposals should address a two year period from July 1, 2021 through June 30, 2023, with an additional two year option at the discretion of the Board.

**14. Procedures**

Complaint, grievance, mediation procedures of Western Indiana Workforce Development Board, Inc. are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

**15. Proposals Received**

Proposals should be received in a “ready to copy” format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures, along with an electronic copy of the proposal on a data stick, are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. **All proposals must be received by no later than 10:00 AM local time on Wednesday, February 17, 2021.**

Remainder of page intentionally left blank.

Proposals should be mailed to:

Western Indiana Workforce Development Board, Inc.  
ATTN: Region 7 One-Stop Operator RFP Proposals  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807

Proposals sent by email, telegram, and facsimile (fax) will not be honored. Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Western Indiana Workforce Development Board, Inc. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

#### **SECTION IV: Proposal Package**

**All proposals are limited to 10 pages. The cover sheet and attachment pages are not included in this count.**

- 1. Proposal Cover Sheet**
- 2. Organization Capacity and Qualification**
- 3. Service Delivery Plan**
- 4. Budget and Budget Narrative**
- 5. Attachment A – Non-Collusion Affidavit**
- 6. Attachment B - Assurances and Certifications**

Remainder of page intentionally left blank.

Attachment A

**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 Western Indiana Workforce Development Board, Inc. whereby it has paid or will pay to such other respondent or officer of 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 or 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 or Type Name

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

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

County of

Commission Expiration Date

## Attachment B

### Assurances and Certifications

**Debarment, Suspension, and Other Responsibility Matters:** The undersigned certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department, agency, or the State of Indiana.

**Conflict of Interest:** The undersigned 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, or an employee of the Board;
- (3) No member of the Board, or employee of the Board owns or has control in the Proposer's organization;
- (4) No spouse of a member of the Board, or employee of the Board received compensation from the 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; and,
- (6) Should Proposer fail to abide by the forgoing 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 the contract.

**Lobbying:** The undersigned certifies that:

No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or an employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- (1) If any funds, other than Federally appropriated funds, have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (2) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-contracts, and contract under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**Drug-Free Workplace:** The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (1) Publishing a policy statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by the employee;
- (2) Establish an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Proposer's policy for maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance program, and the penalties imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Proposer's policy statement;
- (4) Notifying the employees in the Proposer'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 Proposer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace; and,
- (5) Taking appropriate personnel action against an employee violating a criminal drug statute or require such employee to participate in drug abuse assistance or rehabilitation program.

**Nondiscrimination and Equal Opportunity:** The undersigned applicant certifies that:

- (1) It will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity (WIOA) Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIOA Title I financially assisted program and activity, and to all agreements the Board makes to carry out the WIOA Title I financially assisted program and activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

**In addition:** The authorized representative assures, certifies and understands that:

- (1) The proposing organization possesses legal authority to offer the attached proposal.
- (2) A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
- (3) The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

Certified by:

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Signature of Authorized Representative

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Typed or Printed Name of Signatory

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Date