

Indiana Economic Growth Region 7

Request for Proposals
For

**Financial Service Provider
Western Indiana Workforce Development Board, Inc.**

Service Delivery Period: July 1, 2025 – June 30, 2027

**With a possible 1-year extension, based on performance*

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| RFP Release Date: | February 11, 2025 |
| Bidder Questions: | Deadline:10:00 AM, March 12, 2025 |
| Proposal Submission: | Deadline:10:00 AM, March 21, 2025 |
| Award Notification: | On or before June 1, 2025 |
| Contract Effective Date: | July 1, 2025 |

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| Package Contents: | Section 1 – General Information and Purpose |
| | Section 2 – Proposal Statement of Work |
| | Section 3 – General Instructions |
| | Section 4 – Proposal Instructions |
| | Attachment A – Cover Sheet |
| | Attachment B - Non-Collusion Affidavit |
| | Attachment C – Assurances and Certifications |

Section 1: General Information and Purpose of this Proposal

Part A. - General Information

Western Indiana Workforce Investment Board, Inc. is a 501(c)(3) corporation authorized by the Indiana Department of Workforce Development to provide administration and oversight of WorkOne Western Indiana services including the Workforce Investment & Opportunity Act (WIOA) and other workforce development services in Economic Growth Region 7 (hereinafter referred to as EGR 7) which includes the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo Counties in Indiana. Western Indiana Workforce Investment Board, Inc. (hereinafter referred to as WIWIB) also serves as the fiscal agent for Workforce Investment & Opportunity Act funds for EGR 7.

There is a WorkOne office in each county in the EGR. Within this group, there is one comprehensive center, located in Terre Haute. The vision of the Indiana Department of Workforce Development is “A highly skilled and educated Hoosier workforce that can compete in the global economy.” WIWIB is actively promoting this vision by offering relevant in demand training opportunities to the citizens of EGR 7 that will result in a certification in a high demand high wage occupation.

Information on office locations, current services and offerings may be found at the WorkOne Western Indiana website at www.workonewest.com.

A goal of the Indiana Department of Workforce Development is to provide relevant, reliable and visible career development for Indiana 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. WIWIB is seeking to promote this goal through local short term training opportunities made available in our communities.

Specific business sectors have been identified as priority areas for the region. These sectors represent those business sectors in EGR 7 where there is a demand for jobs that require a high skill level, and in turn, pay higher wages. As priority areas, these sectors will be presented as premier career paths to our customers, will be highlighted in local workforce development stories and career profiles, and will be the focus, as possible, in the application for additional grant funding to the region. These sectors include:

- Advanced Manufacturing
- Healthcare
- Construction
- Logistics
- Information Technology and Business Services

Current services provided to customers include, but are not limited to:
Employer Services:

- Candidate screening
- Access to thousands of job seekers through Indiana Career Connect.
- Job fairs and other recruitment services (customized and general).
- Workshops.
- Labor market information.
- Information on grants, WorkKeys, and tax credits.

Job Seeker Services

1. Access to the State of Indiana's job matching system: Indiana Career Connect.
2. Assessment tools to identify skills and interests, such as Indiana Career Explorer
3. Training programs and workshops; including but not limited to, digital literacy, GED, on-line resources, on-the-job training.
4. Scholarship funding to attend occupational skills training.
5. Special services for Veterans and job seekers over 55, or individuals with disabilities.
6. Registration for unemployment insurance.

Youth Services

- Career development services: work experience, job shadowing, mentoring.
- Jobs for America's Graduates in-school programs.
- Training programs and workshops; including, but not limited to, digital literacy, GED, on-line resources, and on-the-job training.
- Scholarship funding to attend occupational skills training.

Part B. – Purpose of this Solicitation

The Western Indiana Workforce Investment Board is seeking proposals from organizations to provide financial services for the board. The region receives funds including WIOA Adult, Dislocated Worker and Youth, as well as state reserve WIOA and other federal funds allocated to the local workforce area. The selected organization will provide services related to general accounting and financial services, oversight of fund integrity, staff support and technical assistance

EGR 7 Annual Allocation

Funding for the program year beginning July 1, 2025 is expected to total 2.9 million dollars. Expenditures during the past two program years have exceeded 2 million dollars each year.

Section 2: Proposal Statement of Work

Part A – Statement of Work Financial Services Provider

Background Information

The selected organization will provide fiscal services for WIOA and other funds allocated to EGR 7. These include WIOA Adult, Dislocated Worker and Youth, as well as state reserve WIOA and other federal funds allocated to the local workforce area. The organization will provide services related to general accounting and financial services, oversight of fund integrity, staff support and technical assistance.

Scope of Work

1. Accounting of Funds

The financial services provider will maintain an accounting of all revenue, expenditures, program income and applicable credits associated with the WIOA funds by funding stream, for the duration of the term of the agreement.

- Ensure that all financial procedures are in compliance with Generally Accepted Accounting Procedures (GAAP), Office of Management and Budget (OMB) policies, Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and any other federal or state regulatory requirements and limit risk of questioned or disallowed cost.
- Use up-to-date fund accounting software to establish and maintain appropriate ledgers to manage obligations and expenditures of funds (Region 7 holds a preference for Financial Edge or similar software).
- The financial services provider will establish procedures and processes to ensure that all accounts payable under the grant to contractors, providers of training through Individual Training Accounts and/or vendors, are paid within the statutory and/or policy timeframes from existing funds and that proper documentation for each claim is maintained for monitoring and audit purposes.
- Establish procedures to ensure all accounts receivable due the local region are collected and recorded on a timely basis.
- Maintain a record of all financial transactions for WIOA and other funds allocated and expended in the local region
- Assist with the cost allocation planning, reporting, invoicing and documentation, as well as other fiscal management procedures. Cost Allocation Plan will include the posting of all direct expenses to the specific, appropriate grant. Indirect costs will be allocated to cost pools, based upon direct costs of each program or function as they relate to the total direct costs.
- To provide training and technical assistance when requested by WIWIB for fiscal management policies, procedures and monitoring as related to contract administration.

- The financial service provider will coordinate with program operations to establish a requisition, invoice and payment system for supportive services and other direct client services. The system will include procedures for recording and accounting for such transactions within the region's accounting software.
- Establish a bi-weekly regional payroll system which allocates payroll and benefit costs based upon time charged by the employee for the month. Responsible for the delivery of W2s for all employees annually. Employee payroll checks may be issued by the financial services provider, or a payroll service may be incorporated into the proposal.

2. Financial & Grant Reporting

- The financial services provider will support the oversight role of WIWIB by preparing and disseminating financial reports on a monthly basis in formats prescribed by the entities to identify revenues, expenditures, accounts receivable, and balances and obligations by funding stream.
- Provide specialized financial reports for the WIWIB or its staff as requested.
- Will report on an accrual basis via the Department of Workforce Development's prescribed grantee reporting system.
- Will prepare, in a timely manner, required federal and state financial reports associated with management of grants funds.
- The financial services provider will be required to prepare financial reports and grant closeouts at the direction of the funding source.

3. Deliverables

- Timely processing of WIWIB approved WIOA compliant reimbursement requests.
- Accounting of grant funds by funding stream.
- Monthly financial reports.
- Cooperation with WIWIB towards goals and objectives of EGR 7.

Section 3: General Instructions

A. Proposal initially on most favorable terms.

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although the WDB reserves the right to negotiate with an offeror(s).

B. No Disclosure

Except as to serve notice to unsuccessful offerors of the final awards by WDB for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a "need to know" basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this

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

C. 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.

D. Requirements

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFP's must contain a clear outline of all the following elements:

1. A statement that describes the goals sought to be achieved; and,
2. A line item budget of the services to be provided.

E. 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 on March 12, 2025. 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. 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 Greg Lee. His email address is glee@workforcenet.org and the fax number is (812) 238-2466.

F. 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.

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.

5. 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. 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.
6. The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with the Western Indiana Workforce Development Board, Inc. if requested by the WDB.
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.

G. 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.

H. 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.

I. Authorized Contact

The authorized contact person for this procurement is:

Greg Lee, Executive Director
900 Wabash Avenue, Suite 203
Terre Haute, IN 47807

glee@workforcenet.org

Fax (812) 238-2466

J. Late Proposals

1. Proposals and modifications received at the Western Indiana Workforce Investment Board, Inc office designated in the RFP after 10:00 a.m. Eastern time, on the date specified therein shall not be considered unless:
 - a. They are received before award is made; and either,
 - b. They are sent by registered mail, or by certified mail for which an official dated post office stamp (postmark) on the original Receipt
 - c. 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,
 - d. 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.

2. 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.
3. 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:
 - a. 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,
 - b. 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.

K. 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 Financial Services RFP

L. 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.

M. Time Period of Contract

Proposals should address a two-year period from July 1, 2025 through June 30, 2027, with an additional two year option at the discretion of the Board.

N. Procedures

Complaint, grievance, and mediation procedures of Western Indiana Workforce Development Board, Inc. are available to bidders from the office at 900 Wabash Avenue, Suite 203, Terre Haute, IN 47807, upon request.

O. 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 Eastern time on Friday, March 21, 2025.

Proposals should be mailed to:
Western Indiana Workforce Development Board, Inc.
ATTN: Region 7 Fiscal Services RFP
900 Wabash Avenue, Suite 203
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 4: 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** (Attachment A) includes the following areas which must be completed in the entirety:
 - Organization – the legal entity submitting the proposal must be identified here.
 - Address – the legal mailing address must be identified on this line.
 - Contact Person – the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (*) as a secondary contact.
 - Phone Number – the phone number of the contact person should be recorded on this line.
 - Fax – please identify the facsimile number where communications can be sent.
 - E-mail Address – an e-mail address for the contact person should be included on this line.
 - Proposed Funds Requested – in these spaces, record the portion of the total cost that will be funds requested from WDB.
 - Authorized Signature – the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.
2. **Proposal Statement of Work**
 - A. Understanding of Need
 - B. Experience/Qualifications to Deliver Services
 - C. Budget and Fiscal Services Narrative
3. **Attachment B** – Non-Collusion Affidavit
4. **Attachment C** - Assurances and Certifications

Remainder of page intentionally left blank.

Attachment A Cover Sheet

PROPOSAL COVER SHEET

| | | | |
|---------------------------|--|-------|--|
| Organizations Legal Name: | | | |
| Contact Person: | | | |
| Address: | | | |
| | | | |
| Telephone: | | Fax: | |
| E-mail: | | Cell: | |
| Federal ID # : | | | |

Signature: _____

Print Name: _____

Check all applicable boxes:

| | | | |
|--------------------------------|--|-------------------------------|--|
| For Profit Corporation: | | Sole Proprietorship: | |
| Not-for-Profit Corporation: | | Faith-Based Organization: | |
| Partnership: | | State Agency: | |
| Educational Institution: | | Labor Organization: | |
| Business Association: | | Community Based Organization: | |
| Other Public Agency (Specify): | | Other: | |

Attachment B
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 Workforce Network, Inc. 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 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 C
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:

Signature of Authorized Representative

Typed or Printed Name of Signatory

Date

Western Indiana Workforce Investment Board, Inc.

Financial Proposal Scoring Criteria

Organization_____

1. Understanding of Need Possible 20 points _____

2. Experience/Qualifications Possible 25 points _____

3. Implementation, Planning
 Development Possible 30 points _____

4. Budget Possible 20 points _____

TOTAL _____