



**WORKFORCE DEVELOPMENT
BOARD, INC.**

An Investment in Today's Workforce for Tomorrow's Future

REQUEST FOR PROPOSALS

**Workforce Investment Act Program Year 2013
Title I Adult & Dislocated Worker Intensive Services
for Calumet, Fond du Lac, Green Lake, Winnebago,
Waushara, and Waupaca Counties
(July 1, 2013 – June 30, 2014)**

PROPOSALS DUE

electronically to: arivera@fvwdb.com

by 12.00 p.m. on

Friday, March 29, 2013

This RFP is available at www.foxvalleywork.org.

Proposals will **not** be accepted by U.S. mail, commercial delivery or hand delivered with the exception of pages that require a signature; those pages may be mailed or hand delivered to the FVWDB office rather than sending via email. Proposals received after March 29, 2013 will not be considered by the Fox Valley Workforce Development Board, Inc. Timely receipt of proposals is the sole responsibility of the Offeror.

Questions regarding the RFP package should be directed to:

Ana Rivera, Programs Director
Fox Valley Workforce Development Board, Inc.
(920) 720-5600 or arivera@fvwdb.com
Fax (920) 720-5606

Questions regarding the WIA Programs should be directed to Kim Lemieux, Program Director (920) 720-5600 or klemieux@fvwdb.com

Solicitation Schedule

ACTIVITY	DATE	TIME FRAME
RFP Notice (Local Papers, FVWDB Website)	Week of February 25, 2013	TBD
RFP Issuance	March 1, 2013	12:00 p.m.
Bidder's Conference	March 6, 2013	1:00-3:00 p.m.
Receipt of Proposals	March 29, 2013	12:00 p.m.
Committee review/recommendation	Week of May 6 th	TBD
FVWDB Board meets/approves	May 16, 2013	TBD
Notification of Awards	May 17, 2013	TBD
Contract Negotiated	June 1-30, 2013	TBD

***Calendar subject to change due to federal funding availability.**

REQUEST FOR PROPOSAL
Workforce Investment Act PY 2013
Adult & Dislocated Worker Intensive Services

SYNOPSIS

The Fox Valley Workforce Development Board, Inc. (FVWDB) is soliciting proposals for the provision of employment and training services to eligible adults and dislocated workers in the six counties comprising the Workforce Development Area (WDA) #4 (**Calumet, Fond du Lac, Green Lake, Winnebago, Waushara and Waupaca Counties**). This solicitation is conducted on behalf of the WDA by its administrative entity, Fox Valley Workforce Development Board, Inc., and pursuant to the requirements and conditions of the Workforce Investment Act (PL 105-220), enacted August 7, 1998, the implementing regulations, and the Policies and Procedures of the State of Wisconsin, Department of Workforce Development, Division of Employment & Training (DWD/DET).

The Workforce Investment Act Adult & Dislocated Worker Programs provide funds whose purpose is to:

Provide workforce investment activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nations economy.

Accordingly, this solicitation shall be used to carry out for eligible adults and dislocated workers programs that have the following elements:

- Provide for WIA Eligibility Determination for Intensive Services
- Comprehensive and Specialized Assessments
- Development of Individualized Employment Plans
- Case Management
- Individual Counseling and Career Planning
- Group Counseling
- Determine eligibility for Training Services
- Short term prevocational services to prepare individuals for employment or training, including: development of basic learning, communication, and interviewing skills (punctuality, personal maintenance skills, and professional conduct skills), and development of occupational literacy skills to complete a training program or class.
- Short-term prevocational activities for workers who possess a body of knowledge with specific skills, but lack occupational credential or require short-term continuing education or occupational training offerings.
- Adult Basic Education/ESL/Literacy as stand-alone service.
- Authorize and maintain documentation of training through On-the-Job Training, Customized Training and the issuance of Individualized Training Accounts (ITA's) (***The FVWDB, Inc. will reimburse training providers directly. No Training or Support Service funds will be contracted out.***)
- Provision of follow-up services, is for individuals receiving WIA intensive services and who are placed in unsubsidized employment, for not less than 12 months after program exit, as appropriate.
- Provision to provide for customer feedback and measure customer satisfaction would be preferred.

. . . . For the following segments of the WDA WIA eligible population:

- Eligible adults and dislocated workers who are 18 years of age or older; are unemployed and unable to obtain employment through core services provided by the Job/Workforce Development Centers; who have been determined by the WIA case manager to be in need of more intensive services in order to obtain employment. See Part III B. for specific details.

. . . . Resulting in the following WIA outcomes for adults:

- Entry into Unsubsidized Employment – 80.0%
- Retention in Unsubsidized Employment – 95.8%
- 6 Month Average Earnings - \$11,688
- Attainment of Credential or Certificate (This outcome is not measured by DWD, however is still requested by DOL for information only. Because of this we are requiring that subcontractors continue to document this information.)
- Customer Satisfaction Criteria

. . . . Resulting in the following WIA outcomes for dislocated workers:

- Entry into Unsubsidized Employment – 90.4%
- Retention in Unsubsidized Employment – 95.7%
- Average Earnings – \$18,899
- Attainment of Credential or Certificate (This outcome is not measured by DWD, however is still requested by DOL for information only. Because of this we are requiring that subcontractors continue to document this information.)
- Customer Satisfaction Criteria

FVWDB is committed to promoting and improving the existing Job/Workforce Development Center (One-Stop) System currently in place in the Fox Valley Workforce Development Area. All contracted services relating to this RFP package are to be delivered through the existing centers, which are:

- Fox Cities Workforce Development Center
- Waupaca Area Job Center
- Waushara County Job Center
- Berlin County Job Center
- Fond du Lac Career Center
- Winnebago County Job Center

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- Attachment 1 – Proposal Transmittal Form
- Attachment 2 – Budget Detail
- Attachment 3 – Program Planning Summaries
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- Attachment 5 – Signed Certification for Federal Assistance
- Attachment 6 – WIA Performance Standards
- Attachment 7 – Proposal Evaluation

PART I
BACKGROUND INFORMATION

DESCRIPTION OF THE AREA

The Fox Valley Workforce Development Area (FVWDA) is located in Northeast Wisconsin. It is located surrounding Lake Winnebago and consists of Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties.

The 2012 final census population estimate for the six county FVWDA was 414,810. The highest populated county is Winnebago with an estimated 2012 population of 167,702 followed by Fond du Lac County with 101,955 residents. These two counties comprise 65% of the WDA population.

The principal communities, and major employment centers through this RFP include in the FVWDA: Appleton, Brillion, Chilton, and New Holstein in Calumet Co.; Fond du Lac and Ripon in Fond du Lac County; Berlin in Green Lake County; Waupaca, New London, and Clintonville in Waupaca County; Wautoma in Waushara Co.; and Menasha, Neenah, and Oshkosh in Winnebago County (Oshkosh being the largest FVWDA city, by population, with 66,325 residents).

Unemployment and Eligible Population

The FVWDA has been impacted by the economic downturn which began in 2008 and the area experienced a very high level of job loss and near historic unemployment levels. The entire area has been recovering through 2012. The unadjusted unemployment rate for the FVWDA as a whole for December 2012 was 6.0%. Individual counties as follows for the FVWDA in December 2012: Calumet Co. 4.9% ; Fond du Lac Co. 6.1% ; Green Lake Co. 7.7% Waupaca Co. 7.1% ; Waushara Co. 7.8% ; and, Winnebago Co. 5.7%. The manufacturing sector had been particularly hard hit in recent years with a large number of workers being dislocated due to mass layoffs or plant closings. However, during the past year the local economy continued to make a recovery, and employers are beginning to increase their employment levels, particularly in the manufacturing sector. Even with the current unemployment level, it is expected that a number of employers in the WDA will face labor shortages as the economy continues a recovery there continues to be a shortage of skilled/highly skilled workers, particularly in the manufacturing sector. Manufacturing represents 23% of jobs and is also the largest source of unemployment claims. However, the low-income/disadvantaged population still experiences skill shortages and severe difficulties in obtaining employment. This population group historically has been the last to benefit from increases in employment opportunities.

Fox Valley Workforce Development Board Profile

The FVWDB is comprised of a minimum of 31 members (with a majority from the private sector) appointed by the Chief Local Elected Officials from each of the six counties in the FVWDA. The FVWDB is comprised of the following standing committees: Executive, One-Stop Systems, Economic Development, and the Youth Council.

PART II
CONDITIONS OF SOLICITATION

A. General Conditions

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way or obligate FVWDB to execute a contract with any Offeror. The FVWDB reserves the right to accept or reject any or all offers on the basis of evaluation factors contained in Attachment 7 of this document, budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations. The FVWDB reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

Before preparing proposals, Offeror should note that the FVWDB will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an Offeror.

Offerors must submit one combined proposal to serve both adult and dislocated workers (adult and dislocated worker services will be combined under one contract) and must specify the counties to be served. Case managers must be cross-trained to serve both adults and dislocated workers.

Contractors will be required to prove experience of WIA Case Management Services.

Proposals will be accepted from any private for profit agency, state or local unit of government, private non-profit organizations, or educational agency that can demonstrate the administrative capability to successfully provide the services identified in this RFP. Consortium proposals are not allowed. However, proposers are encouraged to collaborate and coordinate with other agencies on effective service delivery and should demonstrate such in the program narrative.

Upon submission all proposals, in their entirety, will become the property of the FVWDB.

The award of a contract for proposed services is contingent upon the following:

- Cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the appropriate Committee of the FVWDB and/or the Board;
- Successful negotiation of any changes to the proposal required by the FVWDB;
- Given the predominance of Microsoft Office in the market, FVWDB relies on Microsoft Office (2007) to conduct day-to-day operations. All agencies awarded WIA contracts are required to use software that is completely compatible with Microsoft Office 2007 as a baseline. In those cases where editing is required (e.g., draft forms) or electronic data is being provided (e.g., spreadsheet or database), compatibility means FVWDB staff will NOT have to go through extra steps to view documents from contractors nor to send documents to contractors. If a document is considered by FVWDB to be “read only”, a PDF version is adequate.

Provision of services specified in this RFP requires substantial knowledge and understanding of:

- Workforce Investment Act Title I – Public Law 105-220
www.doleta.gov/regs/statutes/wialaw.pdf
- WIA Final Rules – August 11, 2000
www.doleta.gov/usworkforce/finalrule.htm
- DWD/DET Workforce Programs Guide
http://www.dwd.state.wi.us/dwdwia/workforce_guide/pdf/wpg_toc.pdf
- DWD/DET ASSET Users Guide
<http://dwd.wisconsin.gov/asset/manual/pdf/index.pdf>

- FVWDB, Inc. WIA State Plan 2011
www.foxvalleywork.org
- FVWDB labor market conditions and demographics

Successful proposers will be required to provide the FVWDB a copy of their agency/organization's most recent audit, including any findings, prior to the development of a contract for services. It is not required for this RFP submission unless the review team feels it is necessary.

Contracts developed under this solicitation will be between the FVWDB and the Offeror for the expected time period of July 1, 2013 through June 30, 2014. All contracts are subject to change based on federal and state federal funding availability, or other factors beyond FVWDB control. The FVWDB reserves the right to renew a contract for a second year without re-solicitation.

B. Appeals

Each proposing agency whose proposal is reviewed by the appropriate FVWDB committee shall receive a written notice of approval or non-approval for the proposed project. Following the notification of awards any proposer or potential proposer who has a complaint concerning the issuance of this RFP, the evaluation of proposals received in response to this RFP or any matter relating to the method by which FVWDB secures subcontractors shall have an opportunity to discuss, with the administrative staff, the reasons for non-funding.

Any appeal or complaint must be filed in writing as a grievance with FVWDB pursuant to FVWDB's grievance procedure. Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. Any decision regarding FVWDB's resolution of the grievance may be appealed to the DWD/DET. The written appeal must be filed with and received by the FVWDB no later than five (5) working days after the notice of awards are postmarked.

C. Program/Component Combinations

Workforce Investment Act Title I Adult and Dislocated Worker funding availability related to this solicitation are detailed in Part III, A of this document.

Offerors must submit one combined proposal for Adult & Dislocated Worker programs.

PART III
TECHNICAL DESCRIPTIONS

A. Fund Sources and Amounts

The estimated funds available for services solicited by the WIA Adult and Dislocated Worker Intensive Services RFP is estimated to be approximately **\$288,597**, of which **\$171,801** is WIA Dislocated Worker funding and **\$116,796** is WIA Adult funding. **These figures are estimates, as the FVWDB at the time of the RFP release had not been notified by the State of Wisconsin Department of Workforce Development of its PY 2012 WIA Adult and WIA Dislocated Worker Funding allocation.**

Funds may be used for:

- Staffing and staff support costs
- Participant follow up/retention services costs
- Administrative overhead (not to exceed 10%)

Funding for any project accepted through this RFP process is contingent upon the actual amount of funds being available to the FVWDB, Inc. through Title I of the Workforce Investment Act.

B. Participant Eligibility

The Workforce Investment Act defines eligible participants for intensive services as Adult participants who are:

- 18 years of age or older and earning less than 200% of federal poverty level (based on family size); and
- Are unable to obtain employment through core services provided through the Job/Workforce Development Center(s), and
- Have been determined by a one-stop employee to be in need of more intensive services in order to obtain employment; or
- Unemployed and in need of services to find employment; or
- Employed but in need of services to retain or obtain employment that allows for self-sufficiency.

The Workforce Investment Act defines eligible participants for intensive services as Dislocated Workers who are:

- 18 years of age or older; and
- Terminated or laid off, or has received notice of termination or layoff from employment and is unlikely to return to a previous industry or occupation; or
- Terminated or laid off or has received notice of termination or layoff from employment as a result of any permanent closure of any substantial layoff at a plant facility or enterprise, or
- Was self-employed, but is underemployed as a result of general economic conditions in the community which the individual resides or because of natural disasters, or displaced homemakers who were dependent on a family member's income which has ceased due to one or more of the above. This target group should be coordinated with other agencies which have funding for displaced homemakers, such as the Technical Colleges and;
 - (1) are unable to obtain employment through core services provided through the Job/Workforce Development Center(s), and
 - (2) have been determined by a one-stop employee to be in need of more intensive services in order to obtain employment; or

- (3) Who are employed, but who are determined by a one-stop employee to be in need of services in order to obtain or retain employment that allows for self-sufficiency.

The FVWDB defines self-sufficiency for WIA Adults as earning more than 200% of Federal Poverty level (based on family size) and for WIA Dislocated Worker as obtaining at least 80% of dislocation wage.

C. Non-Duplication of Facilities/Services

Funds provided by this RFP shall only be used for activities which are in addition to those which would otherwise be available in the area in the absence of such funds. In addition, these funds shall not be used to duplicate facilities or services available in areas (with or without reimbursement) from Federal, State, or local sources.

D. Contract Characteristics

It is anticipated that cost reimbursement contracts will be awarded as a result of this RFP solicitation. Payments under this type of contract will be prorated among the cost categories of administrative overhead and program services. Successful subcontractor(s) will be reimbursed actual, allowable, and allocable costs not to exceed the maximums stated in contracts.

The subcontractor will be responsible for the eligibility of WIA participants in the program as well as the accurate and timely inputting of required data in the DWD computerized ASSET system. Subcontractors are also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

As previously mentioned, individual agencies must submit one combined proposal to serve both adults and dislocated workers. **The proposer may not enter into subcontracts for proposed services.** Agencies and educational institutions working closely together to provide services may submit support letters.

It is anticipated that funds will be targeted to serve individual counties in proportion to County population as a percent of WDA population. For planning purposes, the FVWDB has projected service levels and resource availability as follows:

\$288,597 – Available PY 2013

COUNTY	DISLOCATED WORKER	ADULT	TOTAL
Winnebago	\$68,720	\$46,718	\$115,438
Calumet	\$22,334	\$15,183	\$ 37,517
Waupaca	\$17,180	\$11,680	\$ 28,860
Waushara	\$12,026	\$ 8,176	\$ 20,202
Fond du Lac	\$42,951	\$29,199	\$ 72,150
Green Lake	\$8,590	\$ 5,840	\$ 14,430
TOTAL:	\$171,801	\$116,796	\$288,597

E. Performance Standards

The percent and average earning amounts are projected target numbers and could change slightly depending on final DWD guidance. Successful proposers will be required to meet/exceed the performance standard levels required.

Adults:

- Entry into Unsubsidized Employment – 80.0%
- Retention in Unsubsidized Employment – 95.8%
- 6 Month Average Earnings - \$11,688
- Attainment of Credential or Certificate (This outcome is not measured by DWD, however is still requested by DOL for information only. Because of this we are requiring that subcontractors continue to document this information.)
- Customer Satisfaction Criteria

Dislocated Workers:

- Entry into Unsubsidized Employment – 90.4%
- Retention in Unsubsidized Employment – 95.7%
- Average Earnings – \$18,899
- Attainment of Credential or Certificate (This outcome is not measured by DWD, however is still requested by DOL for information only. Because of this we are requiring that subcontractors continue to document this information.)
- Customer Satisfaction Criteria

F. Period of Performance

Services will begin July 1, 2013 and end on June 30, 2014. The period of performance for services resulting from this solicitation is anticipated to be for a twelve (12) month period. Contracts resulting from the issuance of this RFP may be renewed on an annual basis for each of the next two years beginning July 1, 2013, at the discretion of the FVWDB or its designated committee. A third year, at the discretion of FVWDB, may be awarded if extenuating circumstances arise. This option would occur only for the convenience of FVWDB.

G. Program Activities

The proposal for WIA Adult and WIA Dislocated Worker Intensive Services must adhere to the following broad categories to provide the required design framework for Adult and Dislocated Worker Programs:

- (1) Provision of WIA Adult and WIA Dislocated Worker Eligibility Determination/ Objective Assessment of each participant, meeting requirements of WIA Section 134(d)(2)I including an initial assessment of academic and occupational skill levels, aptitudes, abilities, as well as supportive service needs of each participant.
- (2) Development of service strategies for each WIA participant, meeting requirements of WIA section 134(d)(3)I(ii), including both an employment goal and consideration of the assessment results for each participant; and
- (3) Services and Strategies that include self-sufficient employment as the ultimate goal.

Proposers are required to describe how they intend to meet the required above design framework and how each of the following program elements correspond with their overall design strategy.

- Selection & Enrollment Criteria
- Intake & Eligibility Determination
- Objective Assessment
- Orientation
- Case Management
- Service Delivery
- Follow-up/Retention Services
- Customer Satisfaction

PART IV
CONTRACT PAYMENTS AND REIMBURSEMENT PROCEDURES

A. Payment/Invoice Procedures/Reporting

1. Monthly Expenditure Report Form – The subcontractor will be reimbursed based upon submission of a Monthly Expenditure Report Form. This form will be due in the FVWDB office no later than the 10th working day following the end of the month for which reimbursement is requested. Financial sanctions may be imposed for failure to meet reporting deadlines. All contract payments will be made to the subcontractor. The successful proposer (program operator) is responsible for providing services specified in proposal. **Subcontracting is not allowable.**
2. Based on TEGL 5-06 issued by DOL, any individual who is employed by the recipient or sub recipient receiving salary, wages, or bonus (no fringe benefits included, or non-monetary compensation, such as a car or cell phone) can not exceed the amount at Federal Executive Level II - \$172,200 per annum. See TEGL 5-06 for further information.

B. Reporting

1. The program operator shall keep complete and accurate records of all phases of program operation. These records are subject to review and or audit by the FVWDB and or DWD – DET.
2. The program operator is responsible for ensuring that its staff is adequately trained. Staff should possess the following skills: people/communication skills to assist customers both on-site/by telephone, high level of skill with Microsoft Internet Explorer in order to assist with creation of email accounts/internet job searches/uploading of resume materials/labor market information and research, etc., ability to assist customers with professional resume development, Microsoft Office 2003 and 2007 proficiency, and the ability to lead on-site workshop sessions not all staff need to have the capability to provide/ lead workshops as long as the bidder identifies some staff who have the ability to successfully provide workshops, either on site or through video conferencing. Staff should also possess a basic understanding of computer technology to assist with tasks such as: tutorial installation, monitoring of updates for operating system/anti-virus software, and coordination of higher level IT needs with the FVWDB office.
3. The program operator shall be responsible for completing any and all required WIA eligibility determination forms as well as gathering and maintaining all eligibility documentation. The program operator shall bear complete responsibility for any disallowed costs associated with the expenditure of WIA funds on ineligible participants.
4. The program operator is responsible for ensuring that its staff is adequately trained in the DWD ASSET reporting system. Subcontractors will be responsible for the timely and accurate reporting of participant information into ASSET. Each program operator is responsible for monitoring their own worksites. 100% of worksites must be monitored by the program operator.

PART V
PROPOSAL INSTRUCTIONS

General Format

Proposals must be prepared and sequenced in accordance with instructions outlined as follows. When completed, proposals are to be assembled as follows: (One combined proposal must be submitted for WIA Adult and WIA Dislocated Worker Intensive Services – **Separate proposals will NOT be accepted**).

1. Proposal Transmittal Form (Attachment 1)
2. Program Purpose
3. Statement of Work
4. Goals and Objectives
5. Program Methodology
6. Program Overhead/Management Plan
7. Budget Detail – Must use the attached Budget Spreadsheet
8. Attachments – Include following completed attachments with proposal:
 - Attachment 2 – Budget Detail
 - Attachment 3 – Program Planning Summaries
 - Attachment 4 – Proposed Targeted Program Service Levels
 - Attachment 5 – Signed Certification for Federal Assistance
 - Attachment 6 – WIA Performance Standards
 - Attachment 7 – Proposal Evaluation

Proposals must be received no later than 12:00 p.m. on March 29, 2013 electronically to arivera@fvwdb.com. Proposals will only be accepted by e-mail, in MS Office 2007 format. Proposals received after this time and date will not be considered by FVWDB. Timely receipt of proposals is the sole responsibility of the Offeror. Proposals will not be accepted by U.S. mail, commercial delivery, hand delivery with the exception of pages that require a signature; those can be mailed or delivered.

Statement of Work

In describing proposed program design and plan of service, please address the following:

- A. **Proposal Transmittal Form:** See Attachment 1.
- B. **Program Purpose:** Indicate the type of agency (e.g. for-profit, non-profit, etc.) proposing the program, the program services that are being proposed, the geographic area (county(ies)) in which services will be provided, and Job/Workforce Development Center from which services will be provided.
- C. **Statement of Work:** Describe problems/needs of participants to be served and how the proposed strategy will address need(s). Provide any relevant supporting labor market information data as evidence of need/and proposed strategy. Describe your agency's knowledge of the needs of area employers, services provided by local Job/Workforce Development Centers, and the interaction of the two.
- D. **Goals and Objectives:** Identify goals and objectives of program. Include geographic areas you are proposing to serve (i.e. counties and Workforce Development Centers from which services will be provided). Objectives must be measurable, quantifiable, and include timetables for completion. Objectives must include the number of participants that will receive intensive services and the number of participants that will receive training services. In addition, this section must include objectives for the achievement of the appropriate Performance Standards (see Attachment 5 for calculation of standards).

Intensive Services Overview

With this procurement, the FVWDB is seeking to secure services which prepare economically disadvantaged adults and dislocated workers for participation in the labor force by increasing their occupational and educational skills, resulting in improved long-term employability, increased employment and earnings, and reduce dependency on other supportive programs.

The Act authorizes “intensive” services for unemployed individuals who are not able to find jobs through core services alone and who do not meet the FVWDB’s definition of “self-sufficient”.

Intensive services will include comprehensive assessments, development of individual employment plans, group and individual counseling, case management and short-term pre-vocational services and adult basic education services.

In cases where qualified customers receive intensive services and are still unable to find employment, they may receive training services which are directly linked to job opportunities in their local area. These services may include occupational skills training, on-the-job training, skill upgrading and retraining, customized training, and adult education and literacy activities in conjunction with other training. For purposes of this procurement, FVWDB is not seeking to fund training providers. However, successful bidders will be responsible for the activities that lead to determination of training as an appropriate activity for an eligible individual, the issuance of an Individual Training Account (ITA) and subsequent follow-up with the participant.

WIA provides a comprehensive array of program services which can be applied to individuals, as needed, in order to achieve positive outcomes. Applicants are encouraged to use innovative methods to ensure that eligible participants receive services that create lasting, positive change.

Performance Measures also will be established relating to customer satisfaction of both participants and employers.

E. Program Methodology

1. Program Description

Each proposer must address the following:

a) Intake and Eligibility Determination: Each proposer is required to provide, and document, WIA eligibility, and objective assessment services.

- A description of who will do the eligibility determination and where it will be done is required. A personal interview of each participant is required.

Intake is comprised of three phases: Eligibility documentation gathering, assurance that core services were provided, and certification of eligibility. During the first phase it will be the WIA Case Manager’s responsibility to insure that all documents needed to substantiate WIA eligibility are gathered. In the second phase, it must be documented that the participant has received at least one core service. Documentation should be submitted to appropriate WIA staff for the second phase: review, verification, and WIA registration/certification. Enrollment cannot occur until the individual has met the WIA eligibility criteria and has been officially certified as WIA eligible. If an applicant is WIA eligible and determined to benefit from program/intensive services, then the applicant should be enrolled into the WIA system. At this point the applicant becomes a “participant.” The participant will be subject to performance criteria.

- Proposers must maintain individual participant files for eligibility as outlined in the

Fox Valley Workforce Development System (FVWDS) Case File Organizational

System model and maintain, at a minimum, the following:

- Age Verification
- Residential Verification
- Income Verification
- Selective Service Registration Verification
- Public Assistance Verification
- Disability Verification
- Foster Care/Group Home Resident verification
- Verification of Educational Status & Barriers to Employment
- Homeless Verification
- Application for Services
- Completed Eligibility Determination Form (provided by DWD)
- WIA Rights & Responsibilities Form
- Grievance Form
- Release of Confidential Information Form, and
- Any other information required by DWD/DET
- Social Security Number Verification
- Employment Authorization (Alien resident)

b) Selection and Enrollment Criteria – Describe how you will provide a continuous flow of services to participants beginning with recruitment to program exit and follow-up/retention. Describe outreach, recruitment, and selection procedures for participants and how this process will involve Job/Workforce Development Centers. Describe methods by which referrals will be selected for enrollment in intensive services including forms preparation and flow.

c) The Objective Assessment will include:

- ❑ **Basic Skill Assessment** – a formal assessment will be administered. Work Keys Math –this assessment involves applying mathematical reasoning, problem-solving techniques, addition, subtraction, multiplication, division, fractions, money, time, calculators. Work Keys Reading – this assessment involves word recognition, spelling, word forms, common information, phonograms, vocabulary, sentence parts, and text comprehension.
- ❑ **Employability Review** – The individual conducting the eligibility determination/assessment will, in conjunction with the participant, review his/her employability status, including such things as health issues/limitations, legal issues pending or imminent which may affect ones employability/ ability to get employment, and other employability issues such as family problems, transportation limitations, shift work limitations or other issues which may impact the individuals employability.
- ❑ **Occupational Skills/Prior Work Experience** – a prior work history and occupational skills form will be completed by the participant and reviewed with the individual conducting the assessment.
- ❑ **Interests** –Work keys Fit this assessment provides an interest inventory.
- ❑ **Aptitude** – Locating information: this skill involves finding, extracting, understanding and using information that is not in the form of normal text. These types of documents include charts, graphs, tables, forms, maps and drawings. This assessment is optional.
- ❑ **Supportive Service needs** – Supportive Service needs will be reviewed with participants to determine their need of such to participate in training.

In all instances, whenever acceptable assessment results are available, they should be utilized in lieu of re-testing.

The information garnered from the objective assessment will be utilized to develop individual service strategies/employment plans for each participant in intensive services.

- d) Target Group Service Levels: Indicate total number of participants planned to be served in each component; complete attached demographic chart, Attachment 3.
- e) Orientation: Describe how enrollees will be informed of program services and how their specific needs and interests will be determined. Describe when and how an orientation to non-traditional occupations is provided. The objective assessment is required prior to any service provision.
- f) Case Management: Describe your case management strategies (e.g., frequency/level of contact between case manager and participant).
- g) Service Delivery: Describe your criteria for transitioning participants from core to intensive services and the criteria for transitioning participants from intensive to training services. Explain activities used to determine appropriate training for participants.
- h) Describe additional Intensive Services you are proposing to provide to individuals.
- i) Describe your system for follow-up/retention services and the frequency of contact of participants. Describe who will conduct follow-up services.
- j) All funded projects will be required to utilize customer satisfaction information for continuous improvement of program activities. Describe how your program will include this component.
- k) Participant Flow: Briefly (using a diagram) describe the flow of participants from selection/enrollment through placement/retention and interactions with Job/Workforce Development Centers.

2. Coordination

Describe how you will provide additional employment and training services and support services for WIA participants. Describe how the proposed Intensive Services will coordinate with other Job/Workforce Development Center activities necessary to foster sharing of information and avoiding duplication of effort.

3. Staffing

Indicate key staff that will be assigned to the proposed program by title, name, qualifications (education & work experience), function, and amount of time assigned, by center location.

4. Facilities

Briefly describe facilities where program is to be principally operated; include size, location, accessibility and any special features relevant to the program. Describe the extent to which satellite sites are utilized. It is expected that services will be provided from Job/Workforce Development Centers. Describe the extent to which services will be provided from the Job/Workforce Development Centers.

- F. **Program Monitoring:** Describe the system(s) in place to ensure participants receive the services determined necessary by their employment plan assessment and Individual Employment Plan. Indicate how the system in place will accurately track and monitor services provided and participant progress.

Describe the methods and frequency with which off-site training (work experience sites, on-the-job training sites, etc.), will be monitored by staff, together with basic procedures for monitoring reports and resolution/correction action. Proposers must indicate who will be monitoring sites and how often. Attach a copy of the monitoring form to be utilized.

- G. **Program Overhead/Management Plan:** Describe if proposing agency is private for profit, private non-profit, educational institution, or public (government). In this section, offerors should describe their overall Program/management plan for proposed program, especially as it relates to meeting objectives and ensuring quality services. In this description, please include following:

1. **Supervision:** Indicate supervisory level through an organizational chart with supporting narrative lines of authority and responsibility related to proposed program. Include direct program staff, supervisor(s), manager(s), and administrative support staff.
2. **Fiscal Controls and Accounting:** Please attach copies of policies and procedures for:
 - a. Cash receipts and disbursements
 - b. Purchasing
 - c. Property management
 - d. Payroll policy
 - e. Travel policy
 - f. Cost allocation, including provisions for multiple funding sources
3. **Record Keeping:** Indicate type and location of participant records, including documentation of WIA eligibility. Proposers will be required to input participant information into the DWD ASSET computerized system as well as the maintenance of hard copies of participant case management files. Hard copy participant files must be organized using the Fox Valley Workforce Development System (FVWDS) Case File Organizational System.

- H. **Budget Detail**

Each proposal must include a detailed line item budget subdivided into two cost categories of Administrative Overhead & Program Services. **It is mandatory to use the attached budget spreadsheet (See Attachment 2).** If you are unable to utilize the spreadsheet off the website please email arivera@fvwdb.com and you will be e-mailed the spreadsheet.

BUDGET DETAIL

For Information Only (See Attachment 5 for the actual budget form)

<u>Administrative Overhead:</u>	
Staff Wages:	Indicate staff wages provided, dollar amount and percent paid for <u>each position</u> .
Staff Fringes:	Indicate type of fringe benefits provided staff, dollar amount and percent paid for each benefit, <u>by each position</u> .
Staff Travel:	Indicate total number of miles to be traveled and reimbursement rate.
Materials/Supplies:	Indicate type, amount, and cost.
Equipment:	Indicate type, purpose, and cost for each item.
Facilities:	Rent and utilities.
Communications:	Telephone expenses, postage, etc.
Photocopying/Printing:	Specify photocopying and printing expenses.
Insurance/Bonding:	Specify amount and purpose.
Consultants/Legal Services:	Specify amount and purpose.
Accounting/Audits:	Specify & itemize.
Other Costs:	Specify & itemize.
Administration Subtotal:	Sum of above items.
% of Total Costs:	Specify percent of total project costs this category represents. Administrative overhead is limited to a maximum of 10% of total program costs.

BUDGET DETAIL (continued)

For Information Only (See Attachment 5 for the actual budget form Additional lines may be added as needed)

Program Services:	
Staff Wages:	Indicate amount of time, <u>in hours, and hourly rate of reimbursement</u> incurred for <u>each position</u> (full-time and part-time positions). Identify each position for which WIA funds will be used <u>and JC location served</u> by each individual.
Staff Fringes:	Indicate type of fringe benefits provided staff, dollar amount and percent paid for each benefit, by <u>each position</u> .
Staff Travel:	Indicate total number of miles to be traveled and indicate type, amount and cost.
Materials/Supplies:	Specify cost
Equipment:	Indicate type, purpose, and cost for each item
Marketing Materials:	Specify type, purpose and cost
Communications:	Telephone expenses, postage, etc.
Photocopying/Printing:	Specify photocopying and printing expenses
Insurance/Bonding:	Specify amount and purpose
Consultants/Legal Services:	Specify amount and purpose
Program Services Subtotal:	Sum of above items
% of Total Costs:	Specify percent of total project costs this category represents.
TOTAL PROGRAM COST:	

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2013 ADULT AND DISLOCATED WORKER SERVICES
PROPOSAL TRANSMITTAL FORM

OFFEROR

Organization
Address
City/State/Zip
Telephone
Contact Person
Title

Counties to be served:

Type of Program:

Total funds requested: \$

Program Synopsis (paste into field):

OFFEROR'S CERTIFICATION

Certification and Adjustments: When a cost analysis is necessary and there is inadequate price competition, offeror must certify that to best of its knowledge and belief, cost data are accurate, complete, and current at time of agreement of price. Awards or modifications negotiated in reliance on such data should provide awarding agency (the Fox Valley Workforce Development Board, Inc.) a right to a price adjustment to exclude any significant sum by which price was increased because awardee had knowingly submitted data that were not accurate, complete and certified.

I, _____, hereby certify that I am legally and duly authorized to submit this proposal on behalf of _____ that information contained herein is true and correct to best of my (our) knowledge; and that prices for services offered herein are firm and effective through close of business on _____.

SIGNED, this ____ day, _____, 2013

Signature

Title

Witness _____

The budget posted below is a partial representation of the actual spreadsheet. In order to take advantage of the formulas built into the spreadsheet, click [here to download](#) a copy and submit it with your overall proposal electronically.

BUDGET DETAIL

Name of Subcontractor:						
Program Year:	JULY 1, 2013 -- JUNE 30, 2014					
Staff Wages:	Hourly Rate	Number of Hours	Program Services Subtotal	Number of Hours	Program Overhead Subtotal	Total
Supervisor:	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Staff	\$0.00	0.00	\$0	0.00	\$0	\$0
Wages Subtotal:		0.00	\$0	0.00	\$0	\$0
Fringe Benefits:	% Fringe Benefits	Staff Wages Total x % Fringe Benefits			Total	
Supervisor:	%		\$			\$
FICA						
Pension						\$0.00
Health						\$0.00
Disability Insurance						\$0.00
Life Insurance						\$0.00
Unemployment Insurance						\$0.00
Workers Comp. Ins.						\$0.00

INSTRUCTIONS FOR COMPLETING WIA PROGRAM PLANNING SUMMARY:

Complete Program Planning Summary for your proposal (one for the Adult program and a separate form for Dislocated Worker program).

Identify agency submitting proposal, agency address, and contact person directly involved in preparing planning summary, a telephone number, a fax number, and e-mail address where the contact person can be reached.

All numbers must be cumulative. Numbers in each succeeding quarter must be the same or larger than previous month. If no additional increases are planned in successive months, the last month's entry should be carried into each month through June 30, 2014.

Program Planning Summary definitions for enrollments, exits, global exclusions, and follow-up services can be found in the DWD WIA Adult and WIA Dislocated Worker Program Guides as well as being described in the Workforce Investment Act and the Final Regulations (see website locations on page 7 & 8 of this RFP).

- Enter planned total expenditures (\$) for each quarter. Total expenditures must equal the sum of Administrative Overhead and Program Services dollars.
- Enter planned amount of administrative overhead (\$) for each quarter.
- Enter planned amount of program services dollars (\$) for each quarter.
- Enter total enrollments (this is the sum of PY012 active carry-in and new enrollments).
- Enter the total number of WIA Adult & WIA Dislocated Worker participants to be carried in from PY12 (ending June 30, 2012) into July 2013 (PY13); this number should be entered in the July column. The number used in July 2013 is used in each succeeding reporting quarter.
- Enter the number of new enrollments.
- Number enrolled in Training Services – Enter the number of individuals enrolled in training. For the month of July this includes PY12 carry-in as well as new individuals enrolled in training for July. Each month thereafter the number is a cumulative number (individuals enrolled in training from previous quarter plus new training enrollments that quarter).
- Enter the number of individuals working in unsubsidized employment at time of exit.
- Enter other non-positive exits (individuals not employed at time of exit).
- Enter global exclusion exits.
- Enter total program exits each quarter. This number is the sum of the above three bullet lines.
- Enter the number of individuals in follow-up services carried-in from PY12 (exited in PY12).
- Enter active caseload at end of quarter. This number is the difference between Total Enrollments and Total Exits.

PY2013 WIA ADULT PROGRAM
July 1, 2013 – June 30, 2014
Program Planning Summary

Proposer Name:

Address:

Contact Name:

Telephone # () Fax # ()

E-mail Address:

	JULY 31 2013	SEPT 30 2013	DEC 31 2013	MAR 31 2014	JUNE 30 2014
Total Expenditures	\$	\$	\$	\$	\$
Administrative Overhead	\$	\$	\$	\$	\$
Program Services	\$	\$	\$	\$	\$
ACTIVE/OPEN CASELOAD					
Total Enrollments					
PY2012 Active Carry-In					
New Enrollments					
Number enrolled in Training Services					
PROGRAM EXITS					
Working in unsubsidized employment at time of exit					
Other exits (non-positives)					
Global exclusion exits					
Total Exits					
FOLLOW-UP SERVICES					
Follow-up services carry-in (exited in PY12)					
Follow-up services (new exits in PY13)					
Total in Follow-up Services					
Attainment of Credential/Certificate					
Active caseload at end of quarter					

PY2013 WIA DISLOCATED WORKER PROGRAM
July 1, 2013 – June 30, 2014
Program Planning Summary

Proposer Name:
 Address:
 Contact Name:
 Telephone # () Fax # ()
 E-mail Address:

	JULY 31 2013	SEPT 30 2013	DEC 31 2013	MAR 31 2014	JUNE 30 2014
Total Expenditures	\$	\$	\$	\$	\$
Administrative Overhead	\$	\$	\$	\$	\$
Program Services	\$	\$	\$	\$	\$
ACTIVE/OPEN CASELOAD					
Total Enrollments					
PY2012 Active Carry-In					
New Enrollments					
Number enrolled in Training Services					
PROGRAM EXITS					
Working in unsubsidized employment at time of exit					
Other exits (non-positives)					
Global exclusion exits					
Total Exits					
FOLLOW-UP SERVICES					
Follow-up services carry-in (exited in PY12)					
Follow-up services (new exits in PY13)					
Total in Follow-up Services					
Attainment of Credential/Certificate					
Active caseload at end of quarter					

TARGETED PROGRAM LEVELS
WIA TITLE I ADULT & DISLOCATED WORKER SERVICES PY 2013

Proposed Services to Significant Segments of WIA Eligible Population

Target Groups	Incidence in Population	Planned Level of Service (Adult)		Incidence in Population	Planned Level of Service (Dislocated Worker)	
		Number	%		Number	%
EPS GROUPS	%	Number	%	%	Number	%
1. FEMALES						
2. MINORITIES						
3. DISABLED						
4. HIGH SCHOOL DROPOUTS						
5. DISPLACED HOMEMAKER	NA	NA	NA			
6. TOTAL NUMBER TO BE SERVED	100%			100%		
COUNTY	NUMBER			NUMBER		
1. CALUMET						
2. FOND DU LAC						
3. GREEN LAKE						
5. WAUPACA						
6. WAUSHARA						
7. WINNEBAGO						
8. TOTAL NUMBER TO BE SERVED						

INSTRUCTIONS FOR COMPLETION OF THIS FORM

- **Complete only one (1) form for both Adult & Dislocated Worker programs**
- EPS Groups (Lines 1 – 5): Identify the number and percent of each specified target group to be served. Line 6 is the sum of lines 1 – 5, total percent served must equal 100%.
- County (Lines 1 – 8): Indicate the number of individuals proposed to be served by County. Line 8 is the sum of lines 1 – 7 and must equal the total number in line 6 from EPS Groups.

CERTIFICATIONS FOR FEDERAL ASSISTANCE

PART A: Certifications Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 25, 1988 Federal Register (pages 19160-19211). For further assistance in obtaining a copy of the regulations, contact the issuing office.

(a) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a 3-year period preceding this proposal 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 (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and (4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(b) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The prospective primary participant further agrees by submitting this proposal that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions (see Appendix A of Subpart D of 43 CFR Part 12):

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace

This certification is required by the regulations implementing the drug-free workplace requirements for Federal grant recipients under the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D). A copy of the regulation is available from the issuing office.

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon employee for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant;

Place of Performance (Name of location, street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Part D: Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements

This certification is required by Section 1352, title 31, U.S. Code, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions."

The undersigned certifies, to the best of his or her knowledge and belief, 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 an officer or employee of any 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.

(2) 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, 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.

(3) 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 accordingly. This certification is a material representation 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 imposed by 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 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Name of Organization:

Typed name and title of authorized representative:

Signature of authorized representative

Date

WIA Performance Standards – Adult

Entered Employment Rate:** The number of adults who are employed in the first quarter after exit divided by the number of adults who exit during the quarter.

Employment Retention Rate: The number of adults who are employed in the first, second, and third quarters after exit divided by the number of adults who exit during the quarter.

Average Earnings: The total participant earnings in the second quarter + total participant earnings in the third quarter after exit divided by the number of adults who exit during the quarter.

Attainment of a Certificate/Credential: The number of adults, who received a training service, were employed in the first quarter after exit and received a certificate/credential by the end of the third quarter after exit divided by the number of adults who exit during the quarter.

WIA Performance Standards – Dislocated Worker

Entered Employment Rate:** The number of dislocated workers who are employed in the first quarter after exit divided by the number of dislocated workers who exit during the quarter.

Employment Retention Rate: The number of dislocated workers who are employed in the first, second, and third quarters after exit divided by the number of dislocated workers who exit during the quarter.

Average Earnings: The total earnings in the second quarter + total earnings in the third quarter after exit divided by the number of dislocated workers who exit during the quarter.

Attainment of Certificate/Credential: The number of dislocated workers, who received a training service, were employed in the first quarter after exit and received a certificate/credential by the end of the third quarter after exit divided by the number of dislocated workers who exit during the quarter.

WIA Common Performance Measures – Adult and Dislocated Worker

Entered Employment Rate:** The number of individuals who are employed in the first quarter after exit divided by the number of dislocated workers who exit during the quarter.

Employment Retention Rate: The number of individuals who are employed in the first, second, and third quarters after exit divided by the number of dislocated workers who exit during the quarter.

** : Applies to individuals who are considered 'unemployed' at participation.

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2013 PROPOSAL EVALUATION FORM/RATING SHEET**

**WORKFORCE INVESTMENT ACT (WIA)
ADULT & DISLOCATED WORKER INTENSIVE SERVICES**

Name of Proposer:		
Reviewer:		
TO BE COMPLETED BY FVWDB OFFICE:		
	YES	NO
1. Electronically submitted to Fox Valley Workforce Development Board, Inc. (FVWDB) on or before date and time established in Request for Proposal.		
2. Proposal is signed by an individual authorized to enter into binding financial agreement, and is witnessed.		
3. Proposal follows prescribed format: <ul style="list-style-type: none"> • Transmittal Form • Proposal is from a single agency • Completed/Signed Debarment/Suspension Form • Program Purpose • Statement of Work • Goals and Objectives • Program Methodology • Budget • Attachments 		
TOTAL POINTS:	Total # of Points	
Proposal Review Points		
Past Performance Points		
FVWDB Fiscal Review Points		
Total Points Awarded for all Sections		

*The complete Evaluation Form/Rating sheet will be available March 18, 2013 via the Fox Valley Workforce Development Board Website.