



**WORKFORCE DEVELOPMENT
BOARD, INC.**

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

REQUEST FOR PROPOSALS

One Stop / Career Centers

Title I Adult & Dislocated Worker Core Services

for six centers in the Fox Valley Workforce Development Area

Fox Cities, Oshkosh, Fond du Lac, Berlin, Waupaca and Wautoma locations

Outagamie County for Bay Area Workforce Development Board (BAWDB)

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 One Stops and Career Centers should be directed to Richard Turner, One Stop Systems Officer (920) 720-5600 or dturner@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
One Stop Career/Center Core Services
July 1, 2013 – June 30, 2014

SYNOPSIS

The Fox Valley Workforce Development Board, Inc. (FVWDB) is soliciting proposals for the provision of One Stop/Career Center services in the following Fox Valley Workforce Development Area (FVWDA) centers; Fox Cities Workforce Development Center (The Bay Area Workforce Development Board will be providing for one position at this WDB through this solicitation), 1802 Appleton Road, Menasha WI; Oshkosh Area Workforce Development Center, 315 Algoma Blvd., Oshkosh WI; Fond du Lac Area Job & Career Center, 349 N. Peters Ave., Fond du Lac WI; Green Lake Co. Job Center, 237 Broadway, Suite C, Berlin, WI, the Waupaca Area Job Center 1979 Godfrey Dr., Waupaca WI, the Waushara County Job Center, 205 E. Main Street, Wautoma WI. The services provided will be for a universal population (general public) who may be unemployed, underemployed or seeking a career or employment change. This solicitation is conducted on behalf of the FVWDB (and BAWDP) and pursuant to the requirements and conditions of the Workforce Investment Act (WIA) (PL 105-220), enacted August 7, 1998, the implementing regulations, and the Policies and Procedures of the State of Wisconsin, Department of Workforce Development (DWD), Division of Employment & Training (DET).

The WIA 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 Nation's economy.

Accordingly, this solicitation shall be used to carry out core services for a universal population (adults and youth) that has the following element(s):

- Core WIA Universal Services for Job Seekers (adult & dislocated workers and youth) as well as employers

. . . Resulting in the following outcomes/objectives:

- A customer satisfaction level of at least 80% (good to excellent) in relation to services offered.
- Referral of appropriate individuals to one-stop partner intensive service & training programs.
- Job Placement

FVWDB is committed to promoting and improving the existing One Stop/Career Center System currently in place in the FVWDA. All contracted services relating to this RFP package are to be delivered through the existing six centers. This RFP is anticipated to provide the following amount of resource room staff time in the following centers; The Fox Cities WDC (two (2) full time staff (one each through the FVWDB & BAWDB); Oshkosh WDC one point six (1.60) full time positions; Fond du Lac J&CC one (1) full time position; Waupaca Area JC point sixty percent (.60%) of a full time position; and, the Berlin and Waushara Co. JC point forty percent (.40%) of a full time position each.

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- Attachment 1 – Proposal Transmittal Form
- Attachment 2 - Certifications for Federal Assistance
- Attachment 3 – Budget Spreadsheet
- Attachment 4 – 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. This RFP solicitation also includes Outagamie County, part of the Bay Area Workforce Development Board (BAWDB).

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. Outagamie County has an estimated 2012 population of 178,150.

Calumet, Outagamie, and Winnebago Counties comprise a tri-county Standard Metropolitan Statistical Area (SMSA), collectively. 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, Oshkosh in Winnebago County (Oshkosh being the largest FVWDA city, by population, with 66,325 residents), and Appleton, Kimberly, and Kaukauna in Outagamie County which is a part of the BAWDB.

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% ; and in the BAWDA, Outagamie Co. 6.0%;. 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.

The Fox Valley One-Stop System

The FVWDB, in conjunction with system partners, has established a demand driven/customer focused One-Stop System to serve the seven counties in this solicitation. This system consists of two (2)

Comprehensive One Stop/Career Centers, the Fox Cities Workforce Development Center (since October 2012 in conjunction with the BAWDB) located in Menasha, and the Fond du Lac Area Job & Career Center located in Fond du Lac. These two comprehensive centers have affiliated sites located in Oshkosh (the FVWDB has always considered the OWDC to be comprehensive, although the State DWD has not); Berlin, Waupaca and Wautoma are part time centers.

All six centers provide core services to a universal population of job seekers and employers through a one stop resource room/career center at each location. During Program Year 2011 (July 1, 2011 – June 30, 2012) the six centers received an estimated 100,826 visits by job seekers, of which 64,374 were visits to the career center/resource room. During the first two (2) quarters of PY 2012 (July 1, 2012 – December 31, 2012) the centers received an estimated 50,102 visits, of which 32,451 were in the resource room/career centers.

Many of the core services in all centers are designed to be self-service, although staff is available to assist customers as needed. Each of the centers is designed to offer a pleasant environment for customers to conduct an employment search, continue life-long learning and skills development. The FVWDB or the individual center management team has provided each center with up to date computers, software, PC based tutorials, job search and coping with unemployment DVD's, career exploration, labor market information, and financial literacy tutorials as well as an updated library of written job search material. In addition, the DWD provides soon to be updated computers in each center for job search/career exploration, as well as resource room/career center staff services in the two comprehensive centers. The center staff provides customers information/referral to One-Stop System partner services as well as support services provided by community agencies. Job seeking skills/skill building workshops are also offered at various location sites. The two comprehensive sites, as well as two of the affiliated sites (Waupaca and Wautoma), have video conferencing capability. In addition all center programs promote continuous improvement in services provided.

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 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 4** 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.

Contractors will be required to prove experience in providing One Stop/Career Center 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 will not be accepted. Proposers are encouraged to collaborate and coordinate with other agencies and should demonstrate such in the program narrative.

All proposals, in their entirety, will become the property of the FVWDB upon submission.

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

- Acceptable cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the designated committee of the FVWDB;
- 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 & understanding of:

- WIA 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 Comprehensive Plan 2010 -2011
www.foxvalleywork.org
- FVWDB labor market conditions and demographics

Successful proposers will be required to submit to the FVWDB a copy of their agency/organization's most recent audit, including any findings, prior to the development of a contract for services.

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. 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.

B. Appeals

Each proposing agency whose proposal is reviewed by the FVWDB/BAWDB staff and 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 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

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

PART III
TECHNICAL DESCRIPTIONS

A. Fund Sources and Amounts

The estimated funds available for services solicited by the One Stop/Career Center Services RFP is estimated to be approximately **\$354,305**, Of which \$294,305 from FVWDB and \$60,000 from BAWDB of which is WIA Dislocated Worker funding and is WIA Adult funding. **These figures are estimates, as the FVWDB and BAWDB at the time of the RFP release had not been notified by DWD of its PY 2013 Funding allocations.**

Funds can be used for:

- Staffing and staff support 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 and BAWDB, Inc. through Title I of WIA.

B. Participant Eligibility

The WIA defines eligible participants for One Stop/Career Center as:

A universal population (including youth, adults and dislocated workers) in need of one-stop services, who are unemployed and in need of services to find employment or who are employed but in need of services to retain or obtain employment or make a career change 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. The subcontractor will be reimbursed actual, allowable, and allocable costs not to exceed the maximums stated in the contract. The subcontractor is also responsible for maintaining documentation for all costs incurred and charged against any contract resulting from this RFP solicitation.

Individual agencies must submit one combined proposal for One Stop/Career Center services funded through Adult and Dislocated Worker Core Service funds. **Consortium proposals will not be accepted. The proposer may not enter into subcontracts for proposed services.**

It is anticipated that funds will be targeted to serve individual One-Stop centers in proportion to County population as a percent of WDA population. For planning purposes, the FVWDB has projected resource availability of approximately \$ 294,305 and the BAWDB approximately \$60,000 from **WIA Dislocated Worker, WIA Adult funds and other funds as appropriate** to cover services in seven counties:

E. Period of Performance

Services will commence July 1, 2013 and end June 30, 2014, or a twelve month period.

Contracts resulting from the issuance of this RFP may be renewed on an annual basis for a second year beginning July 1, 2014, 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.

F. Program Activities

The proposal for One Stop/Career Center services must adhere to the following broad categories to provide the required design framework for Adult and Dislocated Worker Core Service Programs:

- (1) Provide Services and Strategies that include self-sufficient employment as the ultimate goal for core service customers.
- (2) Provide Job Seeking Services that include, but are not limited to, interviewing resume writing, basic software tutorials, and job seeking workshops.

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) cannot 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 2007 and 2010 proficiency, and the ability to lead on-site workshop sessions. Not all staff needs 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.

PART V
PROPOSAL INSTRUCTIONS

General Format

Proposals must be prepared and sequenced in accordance with instructions outlined in this Part. When completed, proposals are to be assembled as follows:

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 - Certifications for Federal Assistance

Attachment 3 – Budget Spreadsheet

Attachment 4 – Proposal Evaluation

Proposal 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 and 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, and the geographic area in 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 One Stop/Career Centers, and the interaction of the two.
- D. Goals and Objectives:** Identify goals and objectives of program. Objectives must be measurable, quantifiable, and include timetables for completion.

Core Services Overview

With this procurement, the FVWDB is seeking to secure services which respond to a demand driven economy based on local employer need, which prepare the general population including economically disadvantaged adults and dislocated workers for participation in the labor force by increasing their skills, resulting in improved long-term employability, increased employment and earnings, and reduction of welfare dependency.

WIA Sec. 134(d)(2) authorizes "Core" services funds shall be available through the one-stop system to individuals who are underemployed adults, dislocated workers, or youth.

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 customers receive services that create lasting, positive change.**

E. Program Methodology

1. Program Description

Each proposer must address the following:

a) Orientation and Intake:

- Describe your organizations customer service philosophy. Include the process of customer greeting, manner and expediency. It is anticipated that every customer will be greeted personally and introduced in a timely manner (i.e. within a specific time period of entering the center) to services available with an explanation how the services will assist the customer in their job search or help build personal or work skills to reach their goals.
- Describe when and how an orientation will be provided customers (new and returning) with information pertaining to the services offered by the One Stop/Career Center, including partner agency services. Describe how customers will be provided information on center policies and describe the manner in which these policies will be implemented.
- Describe how you will determine the needs of and/or services requested by first time resource room/career center customers (emerging, current or transitioning workers) to insure customers have the knowledge and skills necessary to gain employment, change occupations or advance in their current position. Describe appropriate assessment activities which identify current skill levels, determine needed skills building and/or match customer skills to current job openings.

b.) Service Delivery:

- Describe the process for customers to access appropriate skill development services including facilitation of self-help services, staff assisted services and

access to skill building workshops. Describe the various resources, tools and services to be provided by center staff to meet the identified need of customers. Describe how/why the various services offered are “demand driven” to meet the human resource needs of area employers. Include a description of the type of skills building workshops to be offered, their frequency, location and which staff will conduct them. Indicate if video conferencing will be utilized. Indicate the locations and anticipated frequency. The FVWDB highly recommends use of video conferencing for workshops, available at both the Fox Cities WDC and the FDL J&CC.

- Describe any services designed for special populations, i.e. corrections, dislocated workers, individuals with disabilities, etc. Include center locations in which services for special populations will be provided.
- Describe the referral process for identifying individuals potentially eligible for WIA youth, adult and dislocated worker intensive services and or other center partner services.
- Describe how customer support service needs are identified and how individuals are referred to community resources.
- In addition to the quarterly customer satisfaction survey’s developed by the FVWDB; describe the process for receiving customer feedback and gauging customer satisfaction with services offered. Describe how the information is used in the continuous improvement process to improve customer satisfaction levels.
- Data collection – If data other than FVWDB required data (daily tracking reports, customer satisfaction surveys and partner agency monthly reports) will be collected, describe the collection process and use of the data.

c.) **Customer Flow:** Briefly describe the flow of customers from entry in the center, through triage system, services provided and referrals made.

2. Coordination

Describe how the proposed Core Services will coordinate with other One Stop/Career Center activities necessary to foster customer referral, 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. It is anticipated, at a minimum the following amount of career center/resource room staff time will be provided by center; Fox Cities WDC, two (2) fulltime staff; Fond du Lac J&CC, one (1) full time staff person; Oshkosh WDC one point 6 (1.6) full time staff; Waupaca JC, 60% of a full time staff person; and Berlin and Waushara Co. JC

would each have 40% of a full time staff person.

4. Facilities

Describe the extent to which services will be provided at the six One Stop/Career Centers.

F. Program Monitoring: Describe the system(s) in place to ensure customers receive the services determined necessary. Indicate how the system in place will accurately track and monitor services provided.

G. Program Administration/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 administration/management plan for the proposed program, especially as it relates to meeting objectives and ensuring quality services. In this description, please include the 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 records being kept.

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.** If you are unable to utilize the spreadsheet off the website please email arivera@fywdb.com for a copy.

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)

<u>Program Services:</u>	
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 ONE STOP/CAREER CENTER SERVICES
PROPOSAL TRANSMITTAL FORM

OFFEROR

Organization
Address
City/State/Zip
Telephone
Contact Person
Title

Type of Program:

Total funds requested: \$

Program Synopsis:

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 _____

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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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

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

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
 PY2013 PROPOSAL EVALUATION FORM/RATING SHEET
 One Stop/Career Center 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		
PROPOSAL REVIEW (1-14 to be completed by all reviewers)		

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