



REQUEST FOR PROPOSALS

FOR

In School (ISY) and Out of School (OSY) Youth

Funded Through

Workforce Innovation and Opportunity Act (WIOA)

Proposal Due Date:

May 1, 2017, at Noon Central Standard Time

E-Mail Proposals to:

Ms. Ana Rivera

Programs Director

Re: Youth Services RFP

arivera@fvwdb.com

RFP Issued:

March 22, 2017, at 2:00 p.m.

The Fox Valley Workforce Development Board, Inc., is an Equal Opportunity Employer and provider of employment and training programs.

Notice of Request for Proposals (RFP)

Due Date: May 1, 2017 at Noon

Submit To: Ms. Ana Rivera
Programs Director
Re: WIOA Youth Program
arivera@fvwdb.com

Services: WIOA ISY and OSY Program operator to support the Workforce Development in Waupaca and Waushara

Contract Term: July 1, 2017 – June 30, 2018 with the option to renew for an additional year.

RFP Contact: Ana Rivera
arivera@fvwdb.com
920-720-5600 x315 or 920-428-7009 cell phone

RFP Issued: March 22, 2017

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A. About the FVWDB

The FVWDB dedicates time, talent and financial resources to: collaboration, flexibility, innovation, regionalism, customer focus, fiscal integrity and valuing people.

The FVWDB is comprised of private (business) and public sector members (with a majority from the private sector) appointed by the Chief Elected Officials from each of the six counties in the FVWDA. The FVWDB is comprised of the following standing committees: Executive, One-Stop Systems, HR/Personnel, Finance and the Youth Council.

B. Purpose of Request for Proposal

The Fox Valley Workforce Development Board, Inc. (FVWDB) is soliciting proposals for the provision of employment and training services to eligible economically disadvantaged In School and Out-of-School youth (aged 14 – 24) in **two counties (Waupaca and Waushara)** of six comprising the Workforce Development Area (WDA) #4. This solicitation is conducted on behalf of the Workforce Development Board (WDB), FVWDB and pursuant to the requirements and conditions of Workforce Innovation and Opportunity Act, enacted July 2014, the implementing regulations, and the Policies and Procedures of the State of Wisconsin, Department of Workforce Development (DWD), and Division of Employment & Training (DET).

A portion (\$100,000) of the funding for this RFP is a Pilot Program for ‘work experience’ activities. This is intended to be a one (1) year project with the intent to act as seed money in PY17. The bidder awarded this contract is expected to seek additional funds (from other sources) for the *following* budget cycle (PY18) to sustain this program.

C. Overview of the Roles of the In School and Out of School Youth Programs

Each contractor will continue to serve the in-school youth. In-school youth will complete an Individual Development Plan that will identify personal goals to be achieved through the program (unless the youth are already in follow up status), steps to be achieved toward goals, and a timeline for each step, identified barriers to meeting goals, and measure their success.

The Workforce Innovation and Opportunity Act (WIOA) Youth Program provide funds whose purpose is to:

- Provide eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- Ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- Provide opportunities for year round work experience training for eligible youth;
- Provide continued supportive services for eligible youth;
- Provide result focused incentives for recognition and achievement to eligible youth and,

- Provide opportunities for eligible youth in activities related to leadership, development, decision making, citizenship and community service.
- WIOA legislation has placed a greater emphasis on year round work experience activities associated with academic and occupational education for youth. The estimated PY 17 funds available for services solicited by the WIOA Title I Year Round In-School (ISY) and Out of School Youth (OSY) RFP for Waupaca and Waushara counties are approximately **\$200,000** of which, **\$80,000 for In-School Youth and \$120,000 for Out of School Youth**, to serve Waupaca and Waushara counties.
- Projected carry in is: ISY 8 and OSY 8

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 WIOA.

Accordingly, this solicitation shall be used to carry out, for eligible youth, programs that have the following elements:

- Provide for WIOA Eligibility Determination
- Provide an objective assessment of youth needs
- Development of service strategies
- Preparation for post-secondary education and the importance of ‘lifelong education’
- Tutoring and/or Study skills
- Paid and unpaid work experiences
- Occupational skill training, as appropriate
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services for not less than 12 months after the completion of participation; and
- Comprehensive guidance and counseling to eligible youth or prepare them for employment

Agencies awarded contracts will be required to attend training sessions on the WIOA Youth Program; sessions will cover topics such as:

- Automated System Support for Employment and Training (ASSET)
- Roundtables
- Eligibility Determination
- Assessments
- Performance Measures

Participant Eligibility

OUT OF SCHOOL YOUTH: WIOA defines an eligible out of school youth (Section 129 (a) (1)(B)) as an individual who is:

- Age 16 – 24
- A low income individual, as defined under WIOA section 3 (36); and

- Within one or more of the following categories:
 - Deficient in basic literacy skills (an individual who scores less than 9.0 grade level on an accepted math or reading assessment)
 - School dropout
 - Homeless, runaway, or foster child
 - Pregnant or parenting
 - Has either graduated from High School or holds a GED, but is basic skills deficient, unemployed, or underemployed
 - Is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Offender, or
 - An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment (FVWDB definition as an individual who has been identified as lacking some or all of the “core employability skills”)

Dropout:

- A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent
- A youth attending an alternative school is not a dropout under the Act

IN-SCHOOL YOUTH - All in-school youth must meet the General Eligibility Criteria. In order to participate as an in-school youth an individual must be attending any school (as defined by State law), not younger than age 14 or (unless an individual with a disability attending school under State Law) older than age 21, a low income individual, and in one or more of the following categories:

- Basic skills deficient
- English language learner
- Offender
- Homeless, runaway, in foster care or has aged out of the foster care system, eligible for assistance under §477 of the Social Security Act, or in an out-of-home placement
- Pregnant parenting
- Individual with a disability or
- Requires additional assistance to complete an educational program or to secure or hold employment(as defined by the local board)

Note: Youth enrolled in adult education provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered out-of-school. Although there may be some exceptions to this rule.

Income Eligibility (Low -income individual) Includes:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through FoodShare, Temporary Assistance for Needy Families (TANF), or the Supplemental Security Income (SSI) program, or State of local income-based public assistance;
2. Family income that does not exceed the higher of:
 - Federal Poverty Line (FPL) or

- 70% of the Lower Living Standard Income Level (LLSIL);
 - Note: These rates are updated annually
3. Homeless;
 4. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
 5. Foster child on behalf of whom State or local government payments are made; or
 6. Individual with a disability whose own income meets the FPL or 70% of LLSIL, but who is a member of a family that does not meet those requirements.

Note: Youth living in high-poverty area are automatically considered low-income.

Each bidder will be required to determine WIOA eligibility of participants for its program. Documentation of such eligibility will be maintained by the bidder. Liability for disallowed costs due to the ineligibility of a participant shall be the sole responsibility of the provider (subcontractor). Bidders will also be required to input participant eligibility/activities into the DWD ASSET System.

C. Performance Standards:

WIOA youth performance standards are based on five measures. Successful bidders will be required to meet/exceed (90% minimum to 'meet') the performance standard levels required. WIOA Title I Youth program Performance Standards for PY 2016, as provided to the FVWDB by DWD/DET are:

Common Measures for In-School and Out of School Youth

- Employment / Education Rate (Q2) – **67%**
- Employment / Education (Q4) – **65%**
- Credential – **60%**

Services will commence July 1, 2017 and end June 30, 2018, a twelve month period (updated annually). Contracts resulting from the issuance of this RFP *may be renewed* on an annual basis for a second year beginning July 1, 2018, at the discretion of the FVWDB or its designated committee.

D. Non-Duplication of Facilities/Services

These funds shall not be used to duplicate facilities or services available in areas (with or without reimbursement) from Federal, State, or local sources.

E. 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.

The subcontractor will be responsible for the eligibility of participants in its programs as well as the accurate and timely inputting of required participant 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.

Individual agencies must submit proposals for services they wish to provide. **Consortium proposals may be accepted with responsibilities clearly spelled out and one agency designated as the lead.** Agencies and educational institutions working closely together to provide services may submit support letters.

For planning purposes, the Fox Valley Workforce Development Board Inc., has projected service levels and resource availability as listed below. However, since federal funding allocations were not available at the time of the RFP, the numbers are subject to change.

\$200,000 Estimated PY 17 WIOA In-School & Out-of-School Youth Year Round Service Strategy

County		ISY	OSY	Total	Work Experience*
Waupaca	12.50%	\$52,000	\$78,000	\$130,000	\$65,000
Waushara	5.81%	\$28,000	\$42,000	\$70,000	\$35,000
TOTAL:		\$ 80,000	\$120,000	\$200,000	\$100,000

***Minimum amount per county for 'work experience'**

It is anticipated that funds will be targeted to serve individual counties in proportion to county population as a percent of WDA population.

Note: The "Work Experience" amounts listed above are part of the total allocation for each county. They are not additional funds. Staff wages/fringe directly related to the planning or execution of Work Experience activities will be part of the calculation.

F. Program Activities

Proposals must adhere to the following broad categories to provide the required design framework (used in the ASSET system) for Youth programs. All proposals must focus on serving new enrollments who are youth that are in and/or aging out of foster care, corrections, and/or adjudicated youth, etc., as well as serve all active youth carried into PY 17. Participants exited prior to 1 July 2017 that are carried-in are considered "follow up" youth. **NOTE: Participants in follow up, have exited the program but are still eligible for services for 12 months, are not counted as participants served.**

- Provision of WIOA Eligibility Determination/Objective Assessment of each youth participant, meeting requirements of WIOA section 129(1)(B), including a review of the academic and occupational skill levels, as well as service needs of each youth;
- Development of service strategies for each youth participant, meeting the requirements of WIOA section 129 (1) (B), including both an employment goal and consideration of the assessment results for each youth; and

- Services and strategies that include preparation for post-secondary educational opportunities, linkages between academic and occupational learning, preparation for employment, and connections to intermediary organizations that provides strong links to the job market and employers. The importance of 'lifelong' education and the concept of 'career-pathways' must be emphasized.
- **For PY17, \$100,000 is being piloted specifically for Work Experience activities. For any future awards, at least 20% of the total FVWDB Youth allocation is to be put towards **year round work experience activities and incorporate academic & occupational education**.** Allowable expenditures beyond participant wages and fringe benefits can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientations for employers.
- **A Description of the 14 Mandatory Service Elements for WIOA Youth Programs**
Bidders must make the following services available to youth participants **(Per TEGL 21-16 (3/02/17))**:
 1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities
 4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
 6. Leadership development opportunities, including community service and peer centered activities encouraging responsibility and other positive social and civic behaviors
 7. Supportive services
 8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
 9. Follow-up services for not less than 12 months after the completion of participation
 10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth
 11. Financial literacy education

12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to post-secondary education and training

Objective Assessments:

Each Bidder is required to document WIOA eligibility and provide objective assessment services.

FVWDB requires successful bidders to use TABE forms 9-10. Further direction and/or updated guidance will be provided before the start of the program year if necessary. Bidders are required to use FVWDB approved assessments such as:

Basic Skill Assessment: A formal assessment will be administered for math **and** reading. The basic skill assessment provides a determination of the participants' reading and math grade level equivalency. The Dept. of Labor (DOL) requires the use of the same standardized test for both pre and post basic skill assessments (pre-test must occur within 60 days of the date of participation). DOL further requires the basic skills assessment tool must be one of the National Reporting System (NRS) cross-walked test instruments.

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.

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, or pending legal issues.

Interests: The Career Occupational Preference System (COPS) will be utilized or another approved assessment (e.g. WISCAREERS, Career Scope, etc.). The assessment provides an interest inventory, which results in percentile scores for fourteen occupational clusters.

D. Time Line for RFP Submission, Review and Awards

ACTIVITY	DATE	TIME FRAME
RFP Notice (Local Papers, FVWDB Website)	Week of March 13, 2017	March 13-15, 2017
RFP Issuance	March 22, 2017	2:00 p.m.
Bidder's Conference	March 28, 2017	10:00 a.m. Fox Valley Technical College Waupaca WI
Receipt of Proposals	May 1, 2017	Noon
Committee Review/Recommendation	May 2 – 5, 2017	TBD
Youth Council Meeting	May 11, 2017	TBD
FVWDB Board Meets/Approves	May 18, 2017	2:00 p.m.
Notification Awards	May 22, 2017	TBD
Contract Negotiated	June 1-30, 2017	TBD

***FVWDB reserves the right to make changes to the above timeline.**

E. Eligible Bidders

Eligible bidders may be a single entity or a consortium. Proposals from consortia, partnerships or other combination of organizations must identify one organization as the lead agency and prime bidder and must specify the assignment of subcontracting relationships.

F. Questions and Answers

The primary mode of communication between FVWDB and potential bidders will occur at www.foxvalleywork.org. Beginning March 22, 2017, interested parties can download the Request for Proposals from the FVWDB website. After the Bidder's Conference, scheduled for March 28, 2017, a question and answer page will be available on the FVWDB website. Please place "RFP Question" in the subject line of the e-mail and submit questions to: arivera@fvwdb.com.

G. Provisions

The chosen bidder(s) from this RFP must agree to the provisions outlined in this proposal. Successful agencies through this RFP will be required to sign and agree to additional contractual assurance as part of the contract completion and implementation process.

A. General Preparation Instructions

The RFP response is divided into eight components as follows:

<i>Section</i>	<i>Format</i>	<i>Evaluation Criteria</i>
1. <i>Transmittal Form</i>	Form	Pass/Fail
2. <i>Proposal Checklist</i>	Form	Pass/Fail
3. <i>Proposal Summary</i>	Narrative	Pass/Fail
4. <i>Organizational Experience and Past Performance</i>	Narrative	40 Points
5. <i>Design</i>	Narrative	120 Points
6. <i>Relationships and Collaborations</i>	Narrative	30 Points
7. <i>Outcomes and Indicators</i>	Form & Narrative	30 Points
8. <i>Budget</i>	Form & Narrative	20 Points
9. <i>Compliance Forms</i>	Form	Pass/Fail

The maximum number of points available is 240 points. Section 1-3 and 9 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 4-8. These sections ask the bidder what they will do, how they will do it, and how qualified they are to successfully carry out their proposal.

All sections are required to be completed. Refusal to complete all of the sections successfully will eliminate the bidder from consideration.

B. Proposal Sections Overview

The narrative section of the proposal should not exceed established page limits. The instructions for each section are provided below. Please repeat the question in your response. **Bidders are required to bid for both Waupaca and Waushara counties.**

1. **Transmittal Form** – The Transmittal Form is to be completed by the proposing organization or lead bidder if the proposal is from more than one organization. The proposal Transmittal Form must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one Transmittal Form is needed per proposal.
2. **Proposal Checklist** – Please complete this form by placing a checkmark by each item included in your proposal. It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal.

3. Proposal Summary – Maximum of 2 pages – Please provide an executive summary of your proposal.
4. Organizational Experience and Past Performance – Maximum of 3 pages –This category will evaluate past experience in overseeing services similar to those being proposed, including the ability to deliver as proposed, attain, track, and management capability of the proposing agency(ies).
5. Design – Maximum 6 pages –This category will evaluate the adequacy, creativity, and plausibility and alignment of staff and services within the of program design.
6. Relationships and Collaborations – Maximum of 2 pages –This category will evaluate how well the bidder has planned to work with the organizations needed to accomplish the proposed work.
7. Outcome and Indicators - Maximum of 2 pages - Please indicate goals and the plan to measure said goals.
8. Budget -- Maximum 4 pages
9. Compliance Forms – Please certify the statement of compliance through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal. Certification for Federal Assistance is agreed upon and signed.

C. Proposal Narrative Response

Please provide an executive summary of your proposal. (Maximum of 2 pages)

- In addition to the executive summary narrative, please include: the organization name (if consortium, list collaborators), address, proposal contact, phone, email and dollar amount requested.

Organizational Experience and Past Performance – 40 Points (Maximum of 3 pages)

- Describe your organization's experience and staff's experience related to the proposed role of the Youth program function.
- Describe your agency's vision, mission, and service expertise and how this proposal relates to your organization's goals and to FVWDB work.
- Describe your organization's experience in managing various state and/or federal funded/government programs.

Design – 120 points (Maximum of 6 pages)

If the proposal is a collaborative submission, please be sure to articulate which of the agencies will be responsible for associated elements reflected in your response.

Describe your strategies for accomplishing the proposed roles of the Youth Case Management. Include proposed staffing design, participant recruitment, participant eligibility determination, and implementation of the 14 program elements, enrollment timelines, and expected outcomes.

Describe appropriate linkages to entities that will foster the participation of eligible youth.

Describe the planned amount of youth who will be receiving work experience. Include proposed design for work experience including estimated costs per participant.

Relationships and Collaborations – 30 Points (Maximum of 2 pages)

- Please describe the partnerships necessary to serve as the Youth program provider. Please reference the current status of these partnerships in relation to this proposal. Include how these organizations will support the successful fulfillment of the roles of the Youth Services provider.
- Describe how you envision effectively collaborating with the FVWDB staff to effectively establish and maintain the role of the Youth Services Provider.

Outcomes and Indicators – 30 Points (Maximum of 2 Page)

Describe your strategies to meet or exceed the performance standards set forth by the Department of Labor and Department of Workforce Development.

Describe how you will provide follow up activities and how you plan to work with youth to retain post-secondary education or employment.

Budget/Cost - 20 Points (Maximum of 4 pages)

Please complete the Budget Summary to summarize your total budget. If you are submitting a consortium proposal, please complete the Consortium Budget Summary to articulate the funding directed toward each consortium partner. Please reflect leveraged resources, which support the proposal design. Please complete a detailed budget and provide narrative to explain costs reflected. Also describe leveraged resources that will be used.

A. Submission

FVWDB must receive all emailed proposals no later than Noon CST, May 1, 2017. Proposals received after the due date and time will not be considered. Submit proposals by email only. Faxed proposals will NOT be accepted. Untimely proposals are not eligible for appeal. The bidder is solely responsible for assuring that everything sent to FVWDB arrives completely, legibly and on time. Email proposals to:

Ms. Ana Rivera, Programs Director
Re: Youth Services RFP
arivera@fvwdb.com

Bidder must submit one combined proposal to serve both In School Youth and Out of School Youth (In School and Out of School Youth services will be combined under one contract) and must specify the counties to be served.

In a desire to minimize interruption of services to existing clients, new contractors would not be discouraged from considering the hiring of current WIOA Youth staff who may be downsized due to this RFP process.

Contractors will be required to prove successful experience in providing WIOA Youth services. Successful experience from similar programs will be considered if the contractor has not had the experience with the WIOA programs.

B. Format Requirements

Clear, thorough, concise and relevant information and answers are required. If it is necessary to repeat text within the proposal, please do so rather than referring the evaluator to another section of the proposal. Clarity and completeness are essential. Use specific details to describe activities, tasks knowledge, skills, abilities, results and leveraged resources. A journalistic approach to “who, what, when, how, why, and how much” is recommended. Charts may be inserted to communicate information and data as appropriate.

Each proposal must contain all required documents identified and physically adhere to the following:

- Must be single spaced in 12 point Times New Roman or Arial font
- Each page must have a one-inch margin
- Pages must be sequentially numbered
- Attachment 2 Proposal Transmittal form must be signed, then scanned and emailed with the proposal.
- The files must be compatible with Microsoft 2010.

Budgets must be readable in Excel and rounded to nearest dollar.

Successful bidders 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.

C. Proposal Review and Evaluation Process

Phase 1: FVWDB staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to request program criteria. The following minimum criteria will be used to determine which proposals will continue on to Phase 2:

- All required bidders will oversee the Youth program in Waupaca and Waushara Counties;
- All requested information and documentation is included in the application package; and
- The proposal is submitted in accordance with the RFP

Phase 2: Proposals that have met the minimum criteria, as stated above, will then be reviewed and by a FVWDB Review Committee. The Review Committee is comprised of FVWDB Youth Council Members and staff members who have no fiduciary interest in bidding for any of the WIOA programs. All FVWDB staff and Review Committee Members have signed a non-disclosure agreements and cannot be lobbied or share any information relating to the procurement review process and submissions.

Proposals will be scored based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. **NOTE: FVWDB retains the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.**

Phase 3: The recommendations of the Review Committee, if any, will be presented to the full FVWDB board for approval and award of contracts. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, and the successful completion of contact negotiations.

D. Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the FVWDB. If a bidder does not

withdraw a proposal by the due date, the proposal becomes the property of FVWDB and may be subject to public disclosure.

E. Disqualification

Proposals containing one or more of the following will not be considered nor will they be subject to appeal:

- Proposals and any other requested information received after the stipulated due date and or time;
- Proposals that are incomplete, not containing all required documentation stated;
- All mandatory certifications not completed and/or submitted;
- Not saved with 1" margins on each side, top and bottom;
- Not saved in 12-point Times New Roman or Arial Font;
- Not having pages sequentially numbered on the bottom right hand corner of the page;
- Not having page numbers reflected in the table of contents;
- The original proposal lacks an original signature by the bidder's authorized representative, and/or marked "original";
- Emailed to arivera@fvwdb.com by the due date and time;
- Incomplete or erroneous information, withholding material information, or falsifying information will result in disqualification or subsequent contract termination; and,
- Inappropriate contact. To avoid actual conflicts, the appearance of conflicts, or undue influence over the process, all prospective bidders, their employees, agents, sub-bidders etc. are prohibited from contacting FVWDB Proposal Committee Member, regarding the RFP.

F. Appeals

Bidders will receive written notice advising them of FVWDB's selection from this RFP. Non-selected bidders have the right to file one (1) original appeal.

To appeal, the bidder must submit a letter to the FVWDB Chief Executive Officer within three (3) business days from the date of selection notification. The letter must state that an appeal to the selection is being filed and all specific reasons for that appeal or disqualification must be based on one or more of the following:

- Clear and substantial error or misstated facts upon which the decision was made by FVWDB;
- Unfair competition or conflict of interest in the decision making process;
- Any illegal or improper act of violation of law; or
- Any other legal basis on grounds that may substantially alter FVWDB's decision.

The letter of original appeal must be received within three (3) business days from the date of selection notification via a traceable delivery system that required signature upon receipt and the address below. Letters of original appeal cannot be submitted via facsimile or electronic mail. The same person that signed the bidder submitted proposal must sign the letter of original appeal.

FVWDB's Chief Executive Officer will review the original appeal and determine whether or not the appeal meets one of the established criteria. The bidder will receive written notice advising as to whether or not their original appeal has been accepted or rejected within ten (10) calendar days from the appeal date.

Section 4: Resources and Attachments

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

- [Workforce Innovation and Opportunity Act Title I – Overview](#)
- [WIOA Final Rules](#)
- [DWD/DET ASSET Users Guide](#)
- [FVWDB, Inc. WIOA Comprehensive Plan \(Updated 2016\)](#)
- [WIOA Performance](#)
- [Uniform Guidance](#)

1. This RFP is for 12 months and is renewable at the discretion of the FVWDB.
2. FVWDB reserves the right to accept or reject any or all proposals received.
3. FVWDB reserves the right to waive informalities and minor irregularities in the proposals received.
4. This RFP does not commit FVWDB to award a contract.
5. FVWDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
6. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
7. FVWDB retains the right to request additional information from any bidder, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
8. No costs will be paid to cover the expense of preparing a proposal or procuring a contract.
9. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the FVWDB and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
10. The final award and execution of a contract is subject to FVWDB's satisfactory negotiation of the terms of the contract.
11. Any changes to the WIOA program, performance measures, or FVWDB direction may result in a change in contracting. In such instances, FVWDB shall not be liable for any damage arising from this RFP package or subsequent contract.
12. Proposals submitted for consideration must be consistent with and, if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Wisconsin policies, and FVWDB policies and procedures.
13. Bidders selected for this contract must also ensure compliance with the following, U.S. Department of Labor (DOL) regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2, and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 OR 46 CFR part 31, whichever is applicable.
14. Bidders will be expected to adhere to FVWDB procedures to collect, verify, and submit required regular reports.
15. FVWDB has the right to award a lower ranked proposal over a higher ranked proposal due to valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
16. FVWDB is required to abide by all WIOA legislation and regulations. Therefore, FVWDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
17. All bidders must ensure compliance with the State of Wisconsin Department of Workforce Development (DWD)'s Civil Rights Compliance plan and expectations and provide equal opportunity to all individuals. NO individual shall be excluded from participating in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or

activity because of race, color, religion, gender, sexual orientation, national origin, age disability, or political affiliation or belief.

18. All contactors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
19. Bidders selected for the contract must ensure equitable access to clients with limited English speaking, reading or writing ability and upon contacting will need to identify a Limited English Proficiency (LEP) coordinator as a part of the Civil Rights Compliance planning.
20. Bidders must have an established grievance and complaint process and procedure to address any customer concerns, complaints or grievance. Any such complaints or grievances must be documented and addressed and resolved, if possible, prior to the engagement of the FVWDB complaint and grievance process.
21. The contract award will not be final until FVWDB and the successful bidder have executed a mutually satisfactory contractual agreement. FVWDB reserves the right to make an award without further discussion of the proposal submitted. No oversight activity may begin prior to final FVWDB approval of the award and execution of a contractual agreement between the successful bidder and FVWDB.
23. FVWDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
24. FVWDB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
25. Bidders are advised that most documents in the possession of FVWDB are considered public records and subject to disclosure.

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY 2017 In-School and Out-of-School Youth Program
PROPOSAL TRANSMITTAL FORM**

BIDDER

Organization
Address
City/State/Zip
Telephone
Contact Person
Title

Type of Program: Waupaca and Waushara In-School and Out-of-School Youth Case Management.

Program Synopsis (paste into field):

BIDDER'S CERTIFICATION

I hereby declare that the information provided in this RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization(s) listed above and act on behalf of in all matters relating to the RFP. Additionally, I will comply with all RFP provisions and associated contract assurances upon successful award.

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, _____, 2017

Signature

Title

Witness _____

For FVWDB Internal Use Only:	Date Received:
Time Received:	Received By:

Proposal Checklist:

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms are subject to disqualification. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to arivera@fwddb.com to be answered on our website.

Before submitting your proposal, check the following:

	One (1) electronic copy of Proposal Response Package
	Proposal Response Package Requirements:
	Proposal Transmittal Form
	Proposal Checklist
	Proposal Summary
	Organizational Experience and Past Performance
	Design -- Narrative Response
	Relationships and Collaboration
	Outcomes and Indicators
	Budget
	Certifications for Federal Assistance
	Letter(s) of support (if applicable)

Attachment 4 - Budget

Budget Detail						
Grantor: Fox Valley Workforce Development Board, Inc. 1401 McMahon Drive Neenah, WI 54956 920-720-5600					Grantee / Subcontractor: Name: XXXXXXX XXXXXXX Street Address: XXXX XXXXXXX XXXXXXX City, State, Zip: XXXXXXX, WW XXXXX Phone: (XXX) XXX-XXXX	
Contract Budget Summary						
Program Name:		Enter Program Name				
Program Period:		07/01/16	to	06/30/17		
Description	WIA Adult Program (AP)	WIA Dislocated Worker (DW)	WIA Youth-Older / Out-of-School (OY)	WIA Youth-Younger / In-School (YY)	WIA State Rapid Response (SRR)	Total Funding
Program Costs:						
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fringes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage/Travel Other/Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Participant Support, Training, Wages / Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overhead Costs (not to exceed 10% of total funding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
The above contract budget summary must reconcile to the budget detail / rationale.						
I understand that reimbursement of funds expended will need to be reported by the above budget summary categories, using the prescribed invoice format, by the 10th calendar day of the following month. The FINAL report is due 30 days after the contract end date.						
Amendment of budget summary category amounts must follow contract requirements; variance from budget summary category amounts may not exceed amount specified in the contract.						
All costs budgeted meet Federal Regulations and are for the purposes specified in the contract as signed.						
I certify to the best of my knowledge that this report is correct and complete.						
Signature _____			Date _____			

*Above is a snap shot of the budget spreadsheet. For the complete document click on this [link](#) and make sure **all applicable tabs** are completely filled out and submitted with your proposal by the due date. Any missing information could prohibit a contract for PY 2017.

Attachment 5 - Performance and Fiscal Score Sheets

TO BE COMPLETED BY FVWDB OFFICE:

PAST PERFORMANCE/DEMONSTRATED EFFECTIVENESS (Total Possible Points: 10)

Demonstrated effectiveness of applicant in previous delivery of Workforce Innovation and Opportunity Act (WIOA) programs and service will be reflected in proposal evaluation. Points may be added or deleted from proposal score for rating performance based on the previous complete program year's final performance and monitoring in the WIOA Youth Program within the FVWDB Workforce Delivery Area.

PERFORMANCE GOAL EFFECTIVENESS

Proposal receives one point (+1) for each factor when actual performance exceeds performance goal stated in contract. Subtract one point (-1) for each factor when actual performance is less than goal.

Contract No. Reviewed		Program Year Reviewed:	
Agency:		Program:	
PROGRAM/PERFORMANCE MEASURE	PERFORMANCE GOAL	ACTUAL PERFORMANCE	AWARDED/DEDUCTED
All Youth			
1. Credential Attainment			
2. Q2 Employment / Education			
3. Q4 Employment / Education			
4. Participant Enrollment			
5. Monitoring issues resolved			
TOTAL POSSIBLE POINTS: 5		TOTAL POINTS RECEIVED:	

REVIEWER'S SIGNATURE(S)

Applicants who do not demonstrate effectiveness in the FVWDA will need to provide examples of effectiveness in operating similar programs.

NOTE: The FVWDB gives special consideration to Community Based Organizations (CBO's) and Local Education Agencies (LEA's). In the event of competing proposals having equal scores, CBO's and LEA's will be given preference. If necessary, a disinterested third party would be used to resolve.

For Information Only – Do Not Submit

TO BE COMPLETED BY FVWDB FINANCE DEPARTMENT					
<p>Scoring Description:</p> <ul style="list-style-type: none"> extremely detailed description provided (Highest point value) very well detailed description provided (High point value) adequate description provided (Middle point value) some degree of inadequate description provided (Low point value) inadequate description provided (No point value) 					
1. Financial management system is well described and follows accepted accounting and WIOA principles. (Maximum Points 5)	1	2	3	4	5
2. All line items in budget are assigned to appropriate cost categories and seem reasonable and necessary to effectively implement program. Sufficient detail is included to demonstrate how budgeted amounts were determined. (Maximum Points 5)	1	2	3	4	5
3. Calculations are done accurately.	1	2	3	4	5
4. Project administrative costs (Maximum Points 5) <ul style="list-style-type: none"> (5) - no administrative cost charges (4) - Program < 6% (3) - Program 7% - 8% (2) - Program 9.0% (1) - Program > 10.0% 	1	2	3	4	5
5. Project Cost Effectiveness: (Maximum Points 5) <ul style="list-style-type: none"> (5) - below \$5000 per participant (4) - between \$5001 - \$5,999 per participant (3) - between \$6,000 - \$6,999 per participant (2) - between \$7,000 - \$7,999 per participant (1) - above \$8,000 per participant 	1	2	3	4	5
TOTAL POINTS RECEIVED:					
REVIEWER'S SIGNATURE(S)					
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>					

COST ANALYSIS WORKSHEET
FVWDB FISCAL DEPARTMENT (FOR INFORMATION ONLY)

PART 1 – GENERAL	YES	NO
1. Bidder computations checked and verified. Problems/Comments: _____ _____ _____ _____		
2. All necessary cost elements included. Problems/Comments: _____ _____ _____ _____		
3. Bidder supporting documentation and justification. Problems/Comments: _____ _____ _____ _____		
4. WIOA categorization (Overhead, Youth Services, and Follow Up Services) correctly categorized. Problems/Comments: _____ _____ _____ _____		

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PART 2 – SPECIFIC COSTS			
COST ELEMENT	NECESSARY/REASONABLE		BASIS FOR JUDGEMENT (Check One or More)
1. Staff Wages	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
2. Fringe Benefits (For tax-based elements, be sure that rates and bases are current.)	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
3. Staff Travel	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
4. Materials/Supplies/ General	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
5. Equipment	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____

For Information Only – Do Not Submit

Comments/Concerns/Problems: _____			
6. Facilities	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____			
7. Communications	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____			
8. Photocopying/ Printing	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____			
9. Insurance/ Bonding	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____			
10. Consultants/ Legal Services	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____			
11. Accounting/	YES	NO	Independent Agency Estimate _____

For Information Only – Do Not Submit

Audits			Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
12. Photocopying/ Printing	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
13. Indirect Costs <small>(When proposed, be sure that audit agreement and proposal are attached; ensure that costs not duplicated in direct costs.)</small>	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
14. Other (Specify)	YES	NO	Independent Agency Estimate _____ Compared/Other Current Offers _____ Compared/Past Offers _____ Verified Market Price or Quote _____ Other (Specify) _____
Comments/Concerns/Problems: _____ _____ _____			
PART 3 – PROFIT/FEE			
Bidder is (Check one)		For-Profit _____	Non-Profit _____
If non-profit, no profit allowable.			
1. If for-profit, amount of profit proposed	_____	_____	_____
2. Profit is (check one)	_____	_____	_____

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3. If profit is deemed reasonable, describe basis for judgment (e.g., agency profit guidelines; application of profit guidelines; other) _____

4. If profit is deemed excessive, list profit objective (dollar amount) to be negotiated _____

PART 4 - CONCLUSIONS

Prepare a brief narrative citing:

- 1) Specific additional cost justifications needed;
- 2) Recommended adjustments to specific cost elements; and
- 3) Any other comments about cost/price proposal.

(Use another sheet of paper if additional writing space is needed.)

PART 5 – REVIEWER’S SIGNATURE(S)