



WORKFORCE DEVELOPMENT BOARD, INC.

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

Fox Valley Workforce Development Board, Inc.

REQUEST FOR PROPOSALS

for

**Workforce Development Programs
and**

**Training and Employment
Services for Adults and Dislocated Workers**

Program Year

July 1, 2009- June 30, 2010

Proposals are due by 08 June 2009 @ 4:30 p.m.

Fox Valley Workforce Development Board, Inc.
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www.foxvalleywork.org

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SECTION I: INTRODUCTION

A. Request for Proposal (RFP)

Fox Valley Workforce Development Board (FVWDB) invites qualified providers to submit proposals for providing innovative workforce development training and services for Adults and Dislocated Workers meeting Workforce Investment Act eligibility criteria as described in this RFP. Written proposals using the required forms and format provided herein must be delivered to FVWDB by **Monday, June 8, 2009, by 4:30 p.m., Central Time**, at 1401 McMahon Drive Neenah, Wisconsin 54956 to be considered. (See page 15 for detailed instructions on submitting proposal.)

B. Fox Valley Workforce Development Board

The Fox Valley Workforce Development Area (WDA) is located in East Central Wisconsin. It is situated essentially surrounding Lake Winnebago and consists of Calumet, Fond du Lac, Green Lake, Outagamie, Waupaca, Waushara and Winnebago Counties. The area is bound on the north by Shawano County, on the east by Brown, Manitowoc, and Sheboygan Counties, on the south by Dodge County, plus parts of Columbia and Washington Counties, and on the west by Marquette, Adams, and Portage Counties.

The 2006 population estimate for the seven county area was 573,898. The highest populated county is Outagamie with an estimated 2006 population of 172,734 followed by Winnebago County with 160,593 residents. These two counties comprise 58% of the WDA population.

Calumet, Outagamie, and Winnebago Counties comprise a tri-county Standard Metropolitan Statistical Area (SMSA). Collectively, the three counties known as the Appleton, Neenah, Oshkosh SMSA accounts for approximately 65% of the WDA population. The principal communities, and major employment centers include: Brillion, Chilton, and New Holstein in Calumet Co.; Fond du Lac and Ripon in Fond du Lac County; Berlin in Green Lake County; Appleton, Kimberly, and Kaukauna in Outagamie Co.; Waupaca, New London, and Clintonville in Waupaca County; Wautoma in Waushara Co.; and Menasha, Neenah, and Oshkosh in Winnebago County.

The FVWDB is comprised of up to 35 members (with a majority from the private sector) appointed by the Chief Local Elected Officials from each of the seven counties in the Workforce Development Area. The FVWDB is comprised of the following committees: Executive, One-Stop Systems, Economic Development, Fox Valley Healthcare Alliance, and the Youth Council.

FVWDB staff oversees grants made available through federal, state and local sources for the implementation of workforce development programs for adults and youth. FVWDB services are provided to adults and dislocated workers through the One-Stop Career Centers. These centers serve the residents of the Fox Valley Workforce Investment Area. There are 11 workforce regions in the State of Wisconsin. FVWDB staff is charged with implementing programs that promote "best practice" approaches in the delivery of workforce services. The FVWDB governing boards set policy and make decisions regarding the expenditure of funds for workforce services in accordance with applicable laws and statutes.

This Request for Proposals is aligned with the FVWDB governing boards' strategic plan, Goals 3 and 4, as summarized on the following page.

Goal 3: Employers and job seekers choose the One-Stops as their first choice to meet employment needs.

Goal 4: To adjust our services to maximize employment and training opportunities for targeted populations.

C. Statement of Purpose

FVWDB is seeking providers to assist in playing a vital role in America's economic recovery by assisting workers who are facing unprecedented challenges to retool their skills and re-establish themselves in viable career paths. To accomplish this task, FVWDB is seeking to collaborate with community colleges and other education providers, registered apprenticeship, employers, business and labor organizations, civic groups, consultants, governmental, public and community-based organizations.

Initiatives funded under this RFP will be funded **on a one-time basis**. Contracts awarded under this RFP will have a contract period beginning July 1, 2009 through June 30, 2010. **Providers should not expect to be funded beyond June 30, 2010.** If additional stimulus funds are made available following the contract expiration date or if the activity funded exceeds performance and is determined in the sole discretion of FVWDB and its governing boards to be of value and need in the community, FVWDB reserves the right to continue the performing initiatives for an additional period not to exceed two (2) years or seek new projects with the funds or to allow the projects to come to a natural end pursuant to the contract term.

SECTION II: SCOPE OF WORK

A. Background: The American Recovery and Reinvestment Act of 2009

As a result of the downturn in the economy and as an element of the economic recovery efforts, under the American Recovery and Reinvestment Act of 2009 (ARRA), FVWDB has received funds in addition to its annual formula allocations. The funds are targeted to expand current services and to provide additional and new training opportunities to those affected by the economic downturn.

Pursuant to guidance from the United States Department of Labor (USDOL), FVWDB is seeking:

- (1) To fund sector strategies that will enable low-income, displaced, unemployed and under-skilled adults to acquire the knowledge and skills for success at work in key industries, including sector strategies for renewable energy, broadband and telecommunications, health care, construction, advanced manufacturing, and other high-demand industry sectors.

These strategies should include assisting adults to adapt their skills and career goals to the rapidly changing economy and employment options.

(2) To fund consultants and organizations who will be available on an as need basis to provide workshops and seminars in the FVWDB one-stop centers or at out stationed locations to be determined by FVWDB on a variety of job seeking and job retention skills.

B. Target Populations

It is the purpose of this RFP to create new programs designed to reach under-served populations for individuals 18 and over who are United States citizens or legal residents with work permit / visa documentation:

These are the WIA adult priorities for service

1. Are receiving cash assistance or food stamps.
2. Are economically disadvantaged.
3. Are unemployed or underemployed.
4. Do not have the skills to get a job in a demand occupation (this is determined through an assessment).
5. Meet the Workforce Investment Act Section 101(9) definition of an eligible dislocated worker.

Please Note:

Veterans and spouses of Veterans who meet the adult priorities above or the dislocated worker eligibility below must receive a priority in WIA eligibility determination in accordance with the Veteran's priority as defined in 20 CFR parts 1010, published at Fed. Reg. 78132 on December 19, 2008, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act

FVWDB is also interested in serving the following special populations who meet one of the characteristics of items 1 – 4 above:

1. The ex-offender population meeting one or more of the above criteria
2. Individuals for whom the command of the English language is a barrier to employment and who meet one or more of the above criteria.
3. Individuals with barriers to employment such as a documented disability.
4. Other special populations where the need is demonstrated in the proposal.

Programs must clearly define the target population to be served by the proposed program(s) and the processes to be used in participant selection and recruitment. Proposals may provide for services to both eligible adults and dislocated workers under the WIA as defined below. Proposals should demonstrate the program's ability to meet the needs of the identified populations in the common application.

Underemployed

As used above means an individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement.

Dislocated Worker

There are four categories of dislocated workers:

Category A – General Dislocated Workers.

To qualify, an individual must meet the following three criteria:

1. Has been terminated or laid off, or has received a notice of termination or layoff, from employment;
2. EITHER is eligible for or has exhausted entitlement to unemployment compensation; OR has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop Career Center referred to in WIA section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; and
3. Is unlikely to return to a previous industry or occupation.

Category B – Plant Closure.

To qualify, an individual must meet one of the following three criteria:

1. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
2. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
3. For purposes of eligibility to receive services other than training services described in WIA section 134(d)(4), intensive services described in WIA section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

Category C – Self-Employed or Unemployed.

To qualify, an individual must meet the following criteria:

Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community, which the individual resides or because of natural disasters.

Category D – Displaced Homemaker. To qualify, an individual must meet the following three criteria:

1. Has been providing unpaid services to family members in the home;
2. Has been dependent on the income of another family member but is no longer supported by that income, and,
3. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Providers must clearly define the target population to be served by the proposed program. Programs may serve adults and dislocated workers. Details should be provided about how many individuals the proposed program is expected to serve and how that number was determined.

C. Types of Projects Preferred by FVWDB

1. Class-sized training delivered by public and private not-for-profit institutions of higher education, such as community colleges, and universities.

All providers must be on the “eligible training provider” list for Individual Training Accounts. Private, not-for-profit entities of higher education, or others not on the eligible training provider list, may submit an application simultaneous with their response to this request for proposals.

Training proposed must be in occupational areas that do not duplicate those already on the FVWDB Individual Training Accounts (ITA) list. The list may be viewed by going to <http://www.wisconsinjobcenter.org/ita/presentation/SearchBy.aspx> (To receive a copy of the Application please submit a request to Ana Rivera at arivera@fvwdb.com.)

A period not longer than thirty (30) days may be built into the contract work plan for the development of curriculum that will be delivered to WIA participants. Curriculum activities should focus on adapting existing or creating new curriculum that will result in a short-term increase in training capacity, rather than long-term curriculum development activities. Training activities may include workplace training and related instruction, that traditionally utilize or are expected to draw heavily upon registered apprenticeship.

Curriculum developed may include adult education, that is, basic or English language education, as long as the training is provided in conjunction with occupational skills training.

Training must be in demand occupations or in areas of anticipated economic and job growth with a starting wage of \$14.30 an hour or are projected to meet that threshold under the “Career Laddering” concept.

Recruitment will be a joint responsibility of providers and FVWDB One-Stop Centers. FVWDB One-Stop Staff will certify eligibility of the participants and provide assessment and case management. Participants may be recruited from the one-stop centers or from applicants to the public training institution.

Public institutions may combine the program of training services with a work study component to assist in encouraging retention training and to provide additional work experience to the participants. In such instance, proposers should include the cost of the participant/student wage in the total cost of the program proposed. Work study will be limited

to individuals not receiving unemployment benefits and who are economically disadvantaged as defined by FVWDB.

Proposers may choose to follow training with an On-the-Job Training component. In such instance, proposers should include the cost of the on-the job-training wage in the total cost of the program budget proposed. Work experience will be limited to individuals not receiving unemployment benefits and who are economically disadvantaged as defined by FVWDB. On the Job Training is a hire first program and will be governed by FVWDB On-the-Job Training policies. Proposer will be responsible for recruiting employers and developing the On-the-Job Training positions.

Projects for training must result in an industry recognized certificate.

2. Class sized training delivered by providers of training that are not public or not-for-profit institutions of higher education which are on the FVWDB list of eligible training providers also referred to as the ITA (Individual Training Account) list.

A period not longer than thirty (30) days may be built into the contract work plan for the development of curriculum that will be delivered to WIA participants. Curriculum activities should focus on adapting existing or creating new curriculum that will result in a short-term increase in training capacity, rather than long-term curriculum development activities. Training activities may include workplace training and related instruction, including registered apprenticeship in key industries such as construction, health care, transportation, and other industries with emerging green jobs that traditionally utilize or are expected to draw heavily upon registered apprenticeship programs.

Curriculum developed may include adult education, that is, basic or English language education, as long as the training is provided in conjunction with occupational skills training.

Training must be in demand occupations or in areas of anticipated economic and job growth with a starting wage of \$14.30 or are projected to meet that threshold under the "Career Laddering" concept. For information on demand occupations go to: <http://worknet.wisconsin.gov/worknet/wagecomparison.aspx?menuselection=js>. For careers not on the occupations in demand list, independent data must be provided to support the conclusion that the occupation is in an area of anticipated economic and job growth into which participants can be placed at the end of training and as the recession slows.

Training institutions will **NOT** be responsible for recruitment of participants. FVWDB One-Stop staff will certify eligibility of the participants and provide assessment and case management. Participants may be recruited from the one-stop centers. FVWDB reserves the right to separately test and assess the individuals to determine the likelihood that an individual who is referred from the training provider is likely to succeed in the course of training.

Proposers may choose to follow training with an On-the-Job Training. In such instance proposers should include the cost of the On-the-Job Training wage in the total cost of the program budget proposed. On- the-Job Training is a hire first program and will be governed by the FVWDB On-the-Job Training policy. Proposer will be responsible for recruiting employers and developing the On-the-Job Training positions.

Projects for training must result in an industry recognized certificate.

3. Adult education, including basic or English language education, delivered by community organizations (ie. Literacy Coalition) in conjunction with occupational skill training provided by a training institution on the FVWDB eligible training provider list.

Training strategies for speakers of other languages that combines language, remedial skills along with the occupational skills shown to be effective for the target population will not be considered a duplication of occupational areas on the ITA list. The organization providing the training however must be able to provide an industry recognized certificate upon training completion.

A period not longer than thirty (30) days may be built into the contract work plan for the development of curriculum that will be delivered to WIA participants. Curriculum activities should focus on adapting existing or creating new curriculum that will result in a short-term increase in training capacity, rather than long-term curriculum development activities. Training activities may include workplace training and related instruction, including: registered apprenticeship in key industries such as construction, health care, transportation, and other industries with emerging green jobs that traditionally utilize or are expected to draw heavily upon registered apprenticeship.

Training must be in demand occupations or in areas of anticipated economic and job growth with a starting wage of \$14.30 an hour or are projected to meet that threshold under "Career Laddering" concept. For occupations not on the demand occupation list independent data must be provided to support the conclusion that the occupation is in an area of anticipated economic and job growth into which participants can be placed at the end of training and as the recession slows.

Projects for training must result in an industry recognized certificate.

4. Employers seeking to provide customized training for adults or dislocated workers.

Customized training is training based upon a curriculum designed to meet an employer's specific skill requirements. The employer must commit to hire the individuals who successfully complete the training. Soft skills, lean manufacturing, vocational English and safety training may be incorporated into the training, but may not be the focus of the training or encompass the majority of the time spent in training.

FVWDB will pay up to 50% of the cost of the training.

The training may be provided by an employer or a trainer selected by the employer.

5. Employers seeking to provide On-the-Job Training

On-the-job training (OJT) is occupational skills training provided by an employer in the public, private non-profit or private sector to **new employees** in exchange for the reimbursement of up to 50% of the employee wage rate. OJT is only appropriate for employees whose skills are not adequate to be hired outright into the job. If the employer would hire the person without OJT, then OJT is not appropriate. They must need training beyond normal orientation to the company and the job in order to be a productive employee.

OJT contracts may be written for **eligible employed workers** when employee(s) are not earning a self-sufficient wage as determined by FVWDB policy and the OJT relates to the

introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy.

OJT may be written for one or more employees but will be limited to six months of reimbursement depending upon the skill level of the job and the skills the employee must acquire.

Training is done at the worksite by the employer. Contracts and training plans must be fully executed before the person is hired. Please contact Ana Rivera if an application is needed at (920) 720-5600.

6. Local governmental units or public entities implementing other initiatives under the Recovery Act, which will require the employment and/or training of new workers.

Through the Recovery Act, billions of dollars will be invested in projects related to infrastructure development and improvement, healthcare, and other areas that will create jobs and opportunities for unemployed workers to rejoin the labor force. For instance, the development and implementation of a national infrastructure for electronic medical records will modernize health information technology and increase this industry's need for qualified workers. Other Recovery Act funding will focus on projects that include, but are not limited to: school renovations and construction; Veterans Affairs hospital and medical facility construction and improvements; repair and restoration of public facilities and parks; repair and restoration of Department of Defense facilities; and construction of highways, public transportation, air, and rail (including high speed rail) transportation infrastructure. Clearly, these projects create opportunities for workers nationwide.

FVWDB is interested collaborating with local government agencies and employers who are creating jobs in road and bridge projects, local food production and processing, nursing and allied health, and local conservation projects and energy efficiency programs such as the Weatherization Program. The FVWDB may be able to provide funding for training workers through any of the strategies listed in paragraphs 1 – 6 that include training by public and private providers, on the job training, customized training, employed worker training, recruitment, screening, referral of employees, the conduct of job fairs to fill positions for these initiatives, and workplace skills training for new workers.

7. Consultants and companies willing to work with individuals on a per seminar/workshop basis to provide job seeking skills seminars, workplace skills seminars, job retention seminars and other employability skills / "soft skills" on an as-needed basis to be determined by FVWDB.

These are initiatives which assist job seekers, who need assistance in being competitive in today's job market.

These services will be on as needed basis. Under this model, there would be no guarantee of a number of referrals. FVWDB will identify the individuals who will be participating and will pay consultants on an hourly or daily rate basis. In addition, if proposer operates classes in the areas listed below or similar areas FVWDB would like a unit cost for the referral of individuals on a one by one basis to proposer's classes/workshops. These services would be in addition to services the organization is already providing. FVWDB is not interested in new start ups.

Examples of the type of information that would be included in these workshops include, but FVWDB ARRA

are not limited to:

Career Trainings	Computer Trainings
New Career Exploration	Practical PC
Financial Basics I	Computer Software Basics 1
Employees Create Successful Org	Computer Software Basics 2
Teamwork	Microsoft Excel
GED (General Education Development)	Advanced Computer Basics
Career Analysis	
College and Career Success	
21 st Century Workplace Skills	

Proposers may want to familiarize themselves with FVWDB One-Stop Center assessment materials which can be accessed at your local job centers.

Method of Payment

The proposer will be reimbursed based upon submission of an invoice to the FVWDB Finance Department. 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 contractor. **Subcontracting is not allowable.**

Contracts for training will be done through cost reimbursement. Where institutions of higher learning are charging tuition as defined by PELL or by the Wisconsin Department of Education, FVWDB may elect to pay the tuition at the start of training as is the norm for such institutions.

The line item budget provided to support the proposed costs is subject to FVWDB negotiation and approval. Costs will be subject to tests of reasonableness and cost analysis as is required by the Federal Office of Management and Budget. Cost and budget calculations must be shown on the required forms.

Total overhead costs regardless, of whether they are charged to administration or the program/category may not be in excess of ten percent (10%) of the contract total.

FVWDB is required under federal rules governing the funds to review costs for reasonableness and to negotiate those costs. All budgets will be subject to negotiation.

Performance

- Completion Rate: 90% of enrolled clients will successfully complete the training/workshops provided.
- Customer Satisfaction: 80% of enrolled clients will express a high degree of satisfaction on the training/workshops provided as demonstrated through evaluations conducted by the provider.
- Occupational Specific Training: 90% of clients in job/career specific training (e.g. welding) will be employed within the first quarter of exit under WIA.

SECTION III: GENERAL INFORMATION and PROPOSAL CRITERIA

A. Who May Apply

Entities eligible to apply have been identified in the scope of services. They include governmental entities, non-profit or for-profit organizations incorporated or qualified to do business in the State of Wisconsin, consultants, educational institutions, and eligible providers of training.

All applicants for the provision of training services, including their fiscal agents, must meet the fiscal requirements as described in this section of the RFP Section. This does not apply to OJT, customized training or employed worker training.

B. Terms of Agreement

The initial term of service will be from the time the agreement has been negotiated through June 30, 2010 or longer as appropriate to the initiative.

Contract amounts and terms will be negotiated and approved prior to contract execution. **No costs can be incurred nor will be reimbursed prior to a fully executed contract.**

Contract awards may be eligible for renewal periods, contingent upon availability of funding, need for the initiative (in FVWDB's sole discretion), quality of service provision, accuracy of reporting documentation, outcome achievement, and successful negotiation of programmatic and budgetary issues as follows:

Optional Renewal Period: July 1, 2010 – June 30, 2011

The option to renew shall be at the sole and complete discretion of the FVWDB and subsequent renewal periods may be subject to renegotiated outcome measures and contractual terms.

Unsatisfactory performance as determined by FVWDB staff will result in corrective action or termination of the contract, if non-compliance persists.

C. Fiscal

General Financial Requirements

Agencies requesting funds from FVWDB must:

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 proposed program, especially as it relates to meeting objectives and ensuring quality services. In this description, please include following:

1. Supervision: Indicate supervisory level through an organizational chart with supporting narrative lines of authority and responsibility related to proposed program. Include direct program staff, supervisor(s), manager(s), and administrative support staff.
2. Fiscal Controls and Accounting: Please attach copies of policies and procedures for:

- a. Cash receipts and disbursements
- b. Purchasing
- c. Property management
- d. Payroll policy
- e. Travel policy
- f. Cost allocation, including provisions for multiple funding sources

3. Record Keeping: Indicate type and location of individual's records.

Budget Detail

Each proposal must include a detailed line item budget subdivided into two cost categories of Administrative Overhead and Program Services. Complete budget with breakout line items for WIA adult and WIA Dislocated Worker program services.

D. Multiple Contract Awards

Multiple awards are possible as a result of this solicitation. All proposals will be evaluated against all other proposals and ranked by the evaluation team(s).

E. Joint Proposals

Joint proposals or proposals which anticipate the subcontracting of components are allowable subject to the requirement that the proposer submitting this proposal must be the primary provider and must be their own fiscal agent. FVWDB reserves the option to contract directly with joint proposers based upon the best interests of FVWDB.

Joint proposals of affiliated organizations which share staff, directors or are otherwise related must be able to show the costs of both organizations. The relationship needs to be transparent and will be subject to cost analysis and cost reasonableness tests.

If offering a joint proposal, the primary provider (lead agency) must include the name and address of all parties of the joint proposal. The lead agency shall provide all bonding and insurance requirements, execute any contract(s), complete the required documentation and have overall and complete accountability to resolve any dispute arising within the contract. Only a single contract with one Applicant shall be acceptable. Lead agency responsibilities shall include but not be limited to the following: overall contract administration, oversight of preparation of reports and presentations, etc. The lead agency shall also prepare and present a consolidated invoice(s) for services performed. The lead agency shall remain responsible for performing services associated with response to this Request for Proposal.

F. Proposal Submission

Interested parties must access the RFP from the website www.foxvalleywork.org or by picking up the RFP packet at 1401 McMahon Dr. Neenah, WI 54956. Entities must have email capability to be able to respond to this RFP.

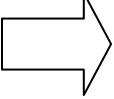
The original Proposal(s) must contain the original signature of the designated agent officially authorized to act as the contractual agent for the organization affixed to each document where a signature is required.

In the event that there is to be a Service Provider/Fiscal Agent relationship, the original proposal must also contain the original signature of the designated agent officially authorized to act as the contractual agent for the Fiscal Agent. The Fiscal Agent signature is required on the proposal.

Proposals must be prepared and sequenced in accordance with instructions outlined below and must be single-spaced, single-sided on 8.5" inch x 11" inch paper. Complete all responses in Arial, 11 point type (note that some tables may require smaller fonts). Maintain 1 inch margins; however, the left margin may be 1.25 inches to allow for binding. Number each page of the response sequentially beginning with the Agency Cover Sheet as page number 1.

1. Proposal Transmittal Form (Attachment 1)
2. Training Purpose/Target Population
3. Training Methodology – (How will applicant meet FVWDB project preferences?)
4. Training Goals and Objectives
5. Budget Detail

Proposals must be submitted in loose leaf binders only.

 **One complete proposal with original signatures and all attachments and twelve (12) complete copies with all attachments are required for a total of thirteen (13) sets. Applicants must submit all 13 sets in a sealed container. Applicants must also submit an electronic version of the proposal on a CD-Rom in Microsoft Word or Adobe PDF format. (Agency audits do not need to be submitted on the CD-Rom.)**

The original and all copies of the proposal should be securely sealed and clearly marked outside: "Proposal for Economic Stimulus Funding," individual program name if applicable, and submitted by "Name of your Agency."

Proposals must be received by Fox Valley Workforce Development Board, 1401 McMahon Drive Neenah, Wisconsin 54956 **by 4:30 Central Time on June 8, 2009.** Proposals may be sent by US Mail, Courier or hand-delivered. **Proposals may not be faxed or sent electronically.**

Proposals submitted after the due date 4:30 central time on June 8, 2009, will not be considered.

G. Type of Contract and Method of Payment

Contracts shall be cost reimbursement except for the consultant agreements and where proposer is certified to charge tuition or markets their training to the public at the same tuition rate charged to FVWDB.

No invoices will be processed for payment if required backup/support documentation has not been provided in a complete and accurate manner.

It is the policy of FVWDB not to provide advance payments. Proposals seeking advances will be considered non responsive and will not be reviewed or rated. Proposers approved for funding

who later identify the need for an advance will not be able to proceed to contract execution. Invoices are paid once a month. Proposer must be able to support the cost of the program until they are reimbursed, which typically takes three weeks because of State cash management requirements. Payment of invoices submitted without the proper documentation may be delayed. FVWDB will not pay defective or incomplete invoices.

As stated in Section III. E., if the contract is with a prime vendor/lead agency which subcontracts delivery of services to other providers, the prime vendor/lead agency shall be responsible for compiling the data necessary to submit a consolidated monthly invoice and all required data information reports.

H. Inquiries and questions about the application

Written questions about the application must be submitted to Ana Rivera via email at arivera@fvwdb.com by 4:30 p.m., Central Time, on June 1, 2009.

I. Collaboration

In order to maximize funding dollars, interested applicants are strongly encouraged to form clearly-defined, meaningful inter-agency agreements with other providers that are cost effective and provide a direct impact on the clients served. Agencies applying in collaboration must submit specific and complete Interagency/Partnership Agreements prior to contract award.

In the event that similar or complimentary service approaches are proposed by different applicants or to address geographic needs, the FVWDB reserves the right to negotiate collaborative partnerships as determined to be in the best interests of the participants to be served.

J. Application Timetable/Important Dates*

EVENT	DATE, TIME & LOCATION
RFP Open to the Public	May 7, 2009
Deadline for Receipt of Written Questions	June 1, 2009
Deadline for Receipt of Proposals	June 8, 2009 at 4:30 central time
Review Committee	June 11 – 15, 2009
FVWDB Determine Programs & Funding	June 22, 2009
Contract Negotiations Begin:	June 11, 2009
Contract start dates	July 1, 2009

***All dates set forth above are subject to change by the FVWDB with notice provided.**

K. Multiple Initiatives

1. Separate proposals must be submitted for each individual initiative proposed.
2. Applicants must submit a complete application package with all required forms, as specified in applications instructions.
3. All Proposal material must be placed in the order outlined in the table of contents of the application.

L. CURE Process

FVWDB shall not be held responsible for applicant's failure to meet date, time and location deadlines due to late delivery or omissions by the U. S. Postal services or other courier or delivery services.

FVWDB has established the option to cure minor omissions in submitted proposals within **24 hours of FVWDB notification**. The notification process is **via email** with minimal turnaround. Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided by FVWDB as a courtesy, and as such, FVWDB is not responsible for notification of any omissions or errors in any documentation submitted by the applicant agency in response to the RFP. All applying agencies are solely responsible for contact availability via e-mail during this cure period, and failure to receive FVWDB notification of cure issues is not subject to appeal.

M. Selection Criteria

All applications will be rated and scored according to a uniform set of criteria detailed in the Rating Criteria.

Note: The highest ranking numerical score does not assure a funding recommendation. Other factors which may be considered include but are not limited to: past performance of individual agencies; duplication of services; costs for services; array of services; likelihood to result in self sufficient employment; location of services; relevant experience and qualifications; or financial viability and stability of the agency.

Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of FVWDB. FVWDB retains the right to accept, modify, reject entirely, or partially reject portions of an application.

FVWDB reserves the right, at its sole and complete discretion, to invite proposers to make a presentation during the RFP Rating Committee meeting(s) as a step in the selection process. FVWDB also reserves the right, at its discretion, to conduct pre-selection site visits to any organization that is being considered for funding under this solicitation.

N. Pre-Contract Agreement Expenses

Any and all expenses involved in the preparation and submission of proposals or any work performed in connection with development and submission of proposals shall be borne by the applicant(s). No payment will be made for any effort required of or assumed by the applicant(s) prior to commencement of work as defined by a fully executed contract.

O. Appeal Process

An Applicant may appeal FVWDB funding recommendations by making a request for the Grievance Policy from the FVWDB Administrative Office.

P. Other Requirements

1. Prohibition on Lobbying

Applicants are hereby advised that, pursuant to FVWDB policy:

FVWDB will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibilities are to lobby a member of the Fox Valley Workforce Development Board, Inc. or the Local Elected Officials on behalf of the organization, person, or entity which seeks funding from FVWDB. Subject to the foregoing, an officer, director, official, principal, or bona fide employee of an organization, person or entity seeking funding may engage in lobbying without payment of any compensation or reimbursement of expenses for such lobbying, whether directly or indirectly.

No monies granted by the FVWDB shall be used by a provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist.

Any Applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any FVWDB staff or rating committee members after the issuance of a funding opportunity and until completion of contract award. A proposal from any organization will be disqualified if the Applicant or a lobbyist for the Applicant, paid or unpaid, violates this condition of the procurement process.

2. Conflict of Interest

All applicants must disclose the name of any officer, director or agency who is also an employee of FVWDB. All applicants must disclose the name of any FVWDB employee who owns, directly or indirectly, any interest in the applicants' business or any of its branches. Such disclosure must be submitted in the cover letter included with the application for funding, addressed to the FVWDB Executive Administrator, no later than the proposal deadline.

3. American Recovery and Reinvestment Act of 2009 (ARRA)

All contracts executed in connection with this Request for Proposals must meet the requirements of the *American Recovery and Reinvestment Act of 2009 (ARRA)*.

Q. Application Rating Form (See Attachment 2)

This rating instrument is attached to this RFP package. The rating instrument is intended to be a tool to assist respondents in writing a high-quality proposal. This instrument contains specific elements that the raters will utilize when scoring proposals. **Respondents are strongly encouraged to evaluate their own proposal based on the rating tool, prior to submission.**

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
TRAINING & EMPLOYMENT SERVICES FOR ADULT & DISLOCATED WORKERS
PROPOSAL TRANSMITTAL FORM**

OFFEROR

Organization _____
Address _____
City/State/Zip _____
Telephone (_____) _____
Contact Person _____
Title _____

Counties to Be Served
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Type of Program: Training and Employment Services for Adult and Dislocated Workers

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, _____, 2009

Signature

Title

Witness _____

FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
PY2009 PROPOSAL EVALUATION FORM/RATING SHEET
Workforce Investment Act (WIA)
ADULT & DISLOCATED WORKER TRAINING SERVICES

Name of Proposer _____
Reviewer _____

Proposal Review Points _____
Past Performance Points _____
Total Points Awarded _____

TO BE COMPLETED BY FVWDB OFFICE

YES NO

1. Arrived at 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:
 - Proposal is from a single or joint agency _____ _____
 - Training Purpose/Target Population _____ _____
 - Training Methodology _____ _____
 - Training Goals and Objectives _____ _____
 - Budget _____ _____

PROPOSAL REVIEW (1-12 to be completed by all reviewers)

STATEMENT OF NEED

1. Targeted population is described: 1 2 3 4 5
(5) - detailed description provided
(3-4) - degree of adequate description provided
(1-2) - degree of inadequate description provided
2. Targeted population training needs are described: 1 2 3 4 5
(5) - shows extreme need
(3-4) - degree of moderate need
(2) - little need
(1) - no need

GOALS AND OBJECTIVES

3. Proposed goals and objectives reflect exceeding performance Standards 1 2 3 4 5
(5) - exceeds all expected performance standards
(3-4) - meets minimum level of performance
(1-2) - does not meet minimum levels or performance standards not addressed

4. Objectives are quantifiable: 2 4 6 8 10
(5) - all objectives are quantifiable
(4) - > 85% of objectives are quantifiable (x2 = total possible points)
(3) - 75% - 85% are quantifiable
(2) - 50% - 75% are quantifiable
(1) - less than 50% are quantifiable

METHODOLOGY

5. Training Program design/methodology provides a clear WIA Intensive Services program focus to resolve need identified: 1 2 3 4 5
(5) - extremely clear, resolves problem
(3-4) - moderately clear
(1-2) - no clear focus, little or no relationship to problem

6. Training Program design provides clear identification 1 2 3 4 5
(5) - very clear, provides much detail on various elements of service
(3-4) - moderately clear in detailing elements of service
(1-2) - very weak, or not able to determine which agency is providing what service

7. Program design is consistent with WIA and overall WDA delivery 1 2 3 4 5
system:
(5) - excellent; shows connection to Job Center/Career Centers
(3-4) - moderately consistent
(1-2) - little or no fit

COORDINATION

8. Key staff and facility identified along with staff qualifications 1 2 3 4 5
and they are adequate to meet proposed goals and objectives:
(5) - all staff, staff qualifications, and facilities are clearly identified
(3-4) - all staff, staff qualifications, and facilities are moderately identified
(1-2) - all staff, staff qualifications, and facilities are inadequately addressed or not addressed

TO BE COMPLETED BY FVWDB FINANCE DEPARTMENT

9. Financial management system is well described and follows accepted accounting principles: 1 2 3 4 5
(5) - extremely well defined
(3-4) - adequately defined
(1-2) - poorly defined

10. All line items in budget are assigned to appropriate cost categories and seem reasonable and necessary to effectively implement training. Sufficient detail is included to demonstrate how budgeted amounts were determined: 1 2 3 4 5
(5) - extremely well-defined
(3-4) - adequately defined
(1-2) - poorly defined

11. Calculations are done accurately: 1 2 3 4 5
(5) - no errors
(3-4) - minor errors
(1-2) - major errors

12. Project administrative costs: 1 2 3 4 5
(5) - no administrative cost charges
(4) - administration less than or equal to 2%
(3) - administration 3% - 6%
(2) - administration 7% - 9%
(1) - administration 10.0%

Total Possible Points: 65

Total Points Received: _____

MINIMUM TO AWARD A CONTRACT IS 40 POINTS FOR THIS AREA!!!