

WDB AREA #1

REQUEST FOR PROPOSALS FOR

YOUTH SERVICES UNDER THE WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA)

Issued by the
Workforce Development Board | Adams ▪ Brown ▪ Pike ▪ Scioto
AREA 1

RFP Conference: June 5, 2023, 2:00 p.m.

Location: 951 Vern Riffe Drive, Lucasville, OH 45648

Deadline for Proposal Registration: June 5, 2023, 4:00 p.m.

Deadline for Proposal Submission: July 7, 2023, noon

- 1. REQUIREMENTS AND SPECIFICATIONS..... 3**
 - 1.1. Overview and Purpose of the RFP 3**
 - 1.2. Fiscal Operations 3**
 - 1.3. Funding 4**
 - 1.4. Scope of Services..... 4**
 - 1.4.1. Eligibility 4**
 - 1.4.2. Program Design 6**
 - 1.4.3. Program Elements 6**
 - 1.4.4. Program Management..... 8**
- 2. PROVIDER PROPOSAL 12**
 - 2.1. RFP Submission 12**
 - 2.2. Preparation and Number of Copies 12**
 - 2.3. Proposal Content..... 13**
 - 2.4. Service and Business Deliverables 14**
 - 2.4.1. Program Components..... 14**
 - 2.4.2. System and Fiscal Administration Components 16**
 - 2.5. Budget and Cost Considerations..... 17**
 - 2.6. Customer References 21**
 - 2.7. Personnel Qualifications 22**
 - 2.8. Financial Documentation 22**
 - 2.9. Delinquent Personal Property Tax Affidavit..... 22**
 - 2.10. Fiduciary Relationships..... 22**
 - 2.11. Appropriate Use of Funds 23**
 - 2.11.1. Eligible Program Costs 24**
 - 2.11.2. Ineligible Program Costs..... 25**
 - 2.12. Civil Rights Compliance 26**
 - 2.13. Confidentiality and Security 26**

2.14. Audit Requirements	27
3. PROPOSAL GUIDELINES.....	27
3.1. Timeline.....	27
3.2. RFP Contact Person.....	27
3.3. RFP Registration	27
3.4. Proposer’s Conference.....	27
3.5. RFP Clarification.....	28
3.6. Addenda to RFO	28
3.7. Proposal Withdrawal.....	28
3.8. Prohibited Contacts	28
3.9. Proposer Disclosures	29
3.10. Subcontracting	29
3.11. Availability of Funds	29
3.12. Policy Changes	29
4. SUBMISSION OF PROPOSAL.....	30
4.1. Cost of Developing Proposal.....	30
4.2. False or Misleading Statements	30
4.3. Deadline for Submittal	30
4.4. Acceptance and Rejection of Proposals	30
4.5. Proposal Evaluation and Contract Award	31
4.6. Proposal Selection	32
4.7. Post-Proposal Meeting	33

1. REQUIREMENTS AND SPECIFICATIONS

1.1. Overview and Purpose of the RFP

Under the auspices of the Workforce Innovation and Opportunity Act (WIOA), the Workforce Investment Board | Adams ▪ Brown ▪ Pike ▪ Scioto (also known as the “Area 1 Workforce Development Board”, “WDB”, or “Board”) works in partnership with the Chief Elected Officials of Adams, Brown, Pike and Scioto Counties to set the workforce policies for the region.

The Area 1 Workforce Board is issuing this Request for Proposal (RFP) for Workforce Development Area 1, which includes Adams, Brown, and Pike Counties. Per the Intergovernmental Agreement for the Area 1 Workforce Board, the CAO of Scioto County, Inc. is designated as the fiscal agent for Ohio Local Workforce Area 1.

The purpose of this Request for Proposal (RFP) is to solicit proposals from organizations interested in developing and operating innovative Youth Programs under the provisions of the WIOA for the Area 1 Workforce Development Area of Adams, Brown, Pike, and Scioto counties. Such programs will provide comprehensive education, employment preparation, and work experience through a skills-based design to eligible in-school 14-21 and out-of-school youth ages 16-24.

Providers may choose to bid on the provision of services for one, two, three or all four counties in the Area 1 Workforce Development Area of **Entities interested in providing services to more than one county MUST ISSUE A SEPARATE PROPOSAL FOR EACH COUNTY.**

The local area is committed to preparing the local area’s at-risk and needy youth for real job opportunities. As such, proposers are encouraged to develop programs that focus on serving out-of-school youth who are high school drop-outs; youth who have received a secondary school diploma or its equivalent, but are basic skills deficient; homeless, runaway, or foster children; pregnant or parenting youth; youth subject to juvenile or adult justice system; and/or youth with a disability.

This RFP seeks proposals for youth workforce development services in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), title I, Public Law 113-128, the Workforce Investment Board | Adams ▪ Brown ▪ Pike ▪ Scioto (WDB) Plan and Policies, and the governing rules of the CAO of Scioto County, Inc. (the Fiscal Entity).

The Area 1 Workforce Board will accept and consider proposals from for-profit entities and non-profit organizations, including but not limited to, community agencies, educational institutions, and faith-based organizations.

1.2. Fiscal Operations

The Area 1 Workforce Board may decide not to fund part or all of a proposal even though it is found to be in the competitive range, if in the opinion of the Board, the services proposed are not needed or the costs are higher than the Board finds reasonable in relationship to the overall funds available.

The Area 1 Workforce Board may choose not to award a contract to the proposer(s) with lowest cost or highest rating when considering other factors in balancing services to customers.

Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the Area 1 Workforce Board staff and/or representatives. This site visit will establish, to the Board’s satisfaction, whether the selected provider is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the

Area 1 Workforce Board, that the proposer may not be able to fulfill contract expectations, the Board reserves the right not to enter into a contract with the organization.

1.3. Funding

For the purposes of this RFP, proposers may base their proposal 9-month budget on the SFY 23/24 CCMEP WIOA Youth Program Allocations:

County	Total	Out-of-School* 80% Required
Adams	\$94,900.00	\$75,920.00
Brown	\$115,000.00	\$92,000.00
Pike	\$138,766.00	\$111,013.00
Scioto	\$373,100.00	\$298,480.00

*Note – As shown in the chart, proposers must expend a minimum of 80% on out-of-school youth services.

Note: The amount reflected for the first year of operation is from October 1, 2023, to June 30, 2024, which is only a nine (9) month budget.

The ultimate goal is to provide the best services possible for the local area’s youth; therefore, proposers may propose for one county, two counties, or for the entire region. If proposing for two or more counties, proposers must submit a separate bid for each county.

This will be a Nine (9) month contract, with two (2) one-year option and possible three (3) month extension at the end, renewals will at the discretion of the Area 1 Workforce Board and consensus of the CEO Consortium. The funding amount may increase or decrease during the subsequent years of operation based on the funds available and on contractor performance. Levels of funding shall not be considered final until all proposer appeals, if any, are decided. Proposers will be notified of an award in writing as soon as the decision is known.

1.4. Scope of Services

All programs shall complete their own Ohio Workforce Case Management System (OWCMS) data entry and CFIS entry. OWCMS is the primary system by which eligibility is determined, cases are managed and performance outcomes are reported.

All selected WIOA youth Providers for Area 1 will need to have a location in the OMJ Center in the county you are proposing to serve and develop a referral system with the appropriate partners in Adams, Brown Pike and Pike Scioto OhioMeansJobs Centers (OMJ) for eligible youth.

Providers will work with the WDB and/or OhioMeansJobs Centers to fulfill state and local mandates and will be required to utilize Area 1 specific program enrollment forms, which will be utilized area wide.

1.4.1. Eligibility

The Area 1 Workforce Board is interested in serving a minimum of 80% of the expenditure on out-of-school youth. WIOA eligibility requirements for In-School and Out of School Youth are outlined

below:

A. In-School Youth means an individual who is

1. attending school (as defined by State law).
2. not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21.
3. a low-income individual; and
4. one or more of the following:
 - a. Basic skills deficient.
 - b. An English language learner.
 - c. An offender.
 - d. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-homeplacement.
 - e. Pregnant or parenting.
 - f. A youth who is an individual with a disability; or
 - g. An individual who requires additional assistance to complete an educational program or to secure or hold employment.

B. Out-of-School Youth means an individual who is:

1. not attending any school (as defined under State law).
2. not younger than age 16 or older than age 24; and
3. one or more of the following:
 - a. A school dropout.
 - b. A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter, and is not enrolled with the in-school provider with plans to return or remain in-school.
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - (1) basic skills deficient; or
 - (2) an English language learner.
 - d. An individual who is subject to the juvenile or adult justice system.
 - e. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a

runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

- f. An individual who is pregnant or parenting.
- g. A youth who is an individual with a disability; or
- h. A low-income individual who requires additional assistance to enter or complete an educational program, or to secure or hold employment.

1.4.2. Program Design

Area 1 WIOA funds for eligible youth shall be used to conduct, programs that include the following:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant. That assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants.
2. Develop service strategies for each participant that are directly linked to one or more of the WIOA performance outcomes and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant considering the assessment previously mentioned.
3. Provide the following WIOA performance outcomes:
 - a) % of Participants in Education or Training Activities, or in Unsubsidized Employment During the Second Quarter After Exit
 - b) % of Participants in Education or Training Activities, or in Unsubsidized Employment During the Fourth Quarter After Exit
 - c) Median Earnings of Program Participants in Unsubsidized Employment During the Second Quarter After Exit
 - d) % of Participants Obtaining a Postsecondary Credential or Secondary School Diploma During Participation or Within One Year After Exit
 - e) % of Participants in an Education or Training Program Achieving Measurable Skills Gains Toward the Credential or Employment
 - f) Effectiveness in Serving Employers

1.4.3. Program Elements

WIOA mandates that local areas include required activities to help youth transition successfully into adulthood and self-sufficiency, especially as they relate to youth who are at-risk of dropping out of school, have dropped out of school, or are disengaged from the educational system.

These include:

1. Pre-enrollment activities such as recruitment, intake, initial assessment, eligibility determination and referrals to other programs, as appropriate
2. Framework activities such as objective assessment, development of the Individual Service Strategy and case management.
3. The fourteen (14) required program elements as listed below.

The following 14 program elements are required under WIOA for youth programs. These elements must be available for each youth participant. However, youth should only be enrolled only in those activities that promote his or her academic/career goals as identified and supported by the individual assessment.

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 postsecondary credential.
2. Alternative secondary school services, or dropout recovery services, as appropriate.
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - a. a substantial program of summer employment opportunities and other employment opportunities available throughout the school year.
 - b. pre-apprenticeship programs.
 - c. internships and job shadowing.
 - d. on-the-job training opportunities.
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in Area 1.
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, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
7. Supportive services.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.

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 postsecondary education and training.

Providers should describe how they will deliver pre-enrollment and framework activities, as needed, in their proposal. Providers should describe how they will either deliver or make referrals for each required program element for those youth with a demonstrated need.

1.4.4. Program Management

A. Duties and Responsibilities of the Selected Provider

1. Contracting with the Area 1 Workforce Board and Area 1 Fiscal Agent and complying with the terms and conditions of that agreement for the delivery of services (Please see Attachment E: Contract Sample).
2. Cooperating with the Area 1 Workforce Board and its Youth Committee in the implementation of the Youth Program as described in the proposal.
3. Ensuring that services are readily accessible to the youth to be served.
4. Oversight and monitoring of all program subcontractors as applicable.
5. Administering all funds awarded including those issued for payment to subcontractors, as applicable.
6. Collaborating with organizations identified in the proposal via financial or non-financial agreements including, but not limited to the following:
 - Local education institutions
 - Social service agencies, public housing agencies, probation departments, foster care, community-based organizations, faith-based organizations, and other related programs.
 - Business/Industry
7. Submitting all required information, including reports to the Area 1 Workforce Board in a timely manner, which may include weekly, monthly, or quarterly reporting periods.
8. Providing stable, continuous, engaged, and competent leadership that is committed to accomplishing the program's mission.
9. Having clear, cogent minimum qualifications for individual staff positions and communicating high expectations.
10. Investing in ongoing education and training opportunities for program staff to provide opportunities to develop and practice new knowledge and skills.
11. Coordinating with collaborators (if any) to use and leverage all the resources of the community for youth. This includes providing and following through on making direct

linkages of youth to other community-based organizations and resources.

12. Commitment to a continuous improvement strategy.

13. Proposals should describe the following:

- Organizational capacity and staff qualifications.
- The criteria which ensure the hiring of staff who are committed to positive youth development and to the success of all youth who participate.
- The qualifications or experience in participating in an outcome-oriented and collaborative effort to provide services and detail evidence of program success (evidence consists of past program performance and integration of evidence-based principles and practices in program design).
- The experience of the proposer in providing services to disadvantaged special populations including foster youth, youth involved in the criminal justice system, youth dropouts, and youth who are basic literacy skills deficient.
- How reporting requirements will be met. (i.e., how will the program collect appropriate and credible data that will enable the documentation of operational effectiveness and the ability to achieve desired outcomes?)

B. Area 1 Contract Outcomes

1. Each proposal should describe the client management procedure. (i.e., how will the organization ensure that each client receives all planned services, makes appropriate progress, and reaches planned goals?)
2. Each proposal should address issues such as how youth's skills have improved, documentation of youth entering employment, post-secondary education, and the military.
3. Each proposal should describe how the requirement to spend 25% of funds on work experiences, including summer and year-round employment, pre-apprenticeship programs, internships and job shadowing, and on-the-job training will be met.
4. Each proposal should describe how the requirement to spend 80% of funds on out-of-school youth activities will be met.
5. Each proposal should describe how they will coordinate with the BRN Account Executive to aid in expansion of worksites, internships, job development with the business community.

C. Project Partnerships

Both WIOA and the local WDB encourage partnering and collaboration to assure that your participants receive the best services available in a cost-effective manner, will also coordinate and participate in the Ohio Comprehensive Case Management Employment Program (CCMEP) and Lead Agency of the CCMEP in the appropriate county.

The WDB on behalf of Local Area #1 encourages bidders to identify their collaborative efforts for serving youth with disabilities. Workforce Innovation and Opportunity Act, ensures that all local

areas will have vocational rehabilitation as an one-stop partner for aligned application, enrollment and performance measures so selected vendors will be expected to coordinate with vocational rehab services for youth with disabilities as well as coordinate with the OMJ Center/one-stop to enhance referrals and services available through the OMJ Center/one-stop.

It is recommended that partnerships providing services essential to reaching proposed outcomes be identified before the proposal is submitted. Such a proposal should include, at a minimum, a letter of agreement from each of the partners outlining what activities each partner will provide, including the program elements.

D. Requirements for Youth Services

WIOA mandates that local areas address required activities to help youth transition successfully into adulthood and self-sufficiency, especially as they relate to youth who are at-risk of dropping out of school, have dropped out of school, or are disengaged from the educational system.

These include:

1. Pre-enrollment activities such as recruitment, intake, initial assessment, eligibility determination and referrals to other programs, as appropriate.
2. Framework activities such as objective assessment, development of the Individual Service Strategy and case management.
3. The required program elements such as tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies; alternative secondary school services; paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities; occupational skill training; education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; leadership development opportunities; supportive services; adult mentoring; follow-up services for not less than 12; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and activities that help youth prepare for and transition to postsecondary education and training.

Providers should describe how they will deliver pre-enrollment and framework activities, as needed, in their proposal. Providers should describe how they would either deliver or make referrals for each required program element for those youth with a demonstrated need.

E. Performance

Regularly scheduled WDB board meetings and/or Youth Committee (Emerging Workforce Committee) meetings (at a minimum quarterly) with providers will offer a forum to discuss enrollments, performance, budget expenditures, best practices and outside audit results. Dialogue and review between the WDB and subcontractors will also keep attention on expenditure levels and allow the WDB to more accurately predict expenditure levels, adjust

spending, and manage budgets.

Administrative Entity monitoring: The WDB's Staff, and/or its designee, may complete a contract compliance review within 90 days of contract start-up for new providers and at least annually for all contracts. The WDB and/or the Administrative Entity reserve the right to monitor more frequently if the provider is found to be out of compliance. The monitoring has the following components:

- Review a sample of case files.
- Review of policies, administrative documents, procedures, and other documents related to contract compliance.
- Review of program components including interviews with participants, staff, and other observations.
- Submission of plan for continuous improvement.
- Summary of observations.
- Recommendations for improvements.
- Corrective Action Plans (if applicable).
- Follow-Up Monitoring (within 45 days, if applicable); and
- Reports sent to the Youth Committee.

There are also monitoring site visits from CAO of Scioto County, Inc., Fiscal Agent for Area #1, Ohio Department of Job and Family Services that include youth reviews and file data validations. Similarly, Local Area #1 may be selected for review or monitoring or audits by other state agencies and/or the Department of Labor.

F. Record Retention

Providers must retain all records for the contract for a period of three years after the youth has exited services, and or as required by OMB Super Circular. Records must be made available upon written request from the WDB and/or the Administrative Entity.

G. Reporting Requirements

Both the Area 1 Workforce Board and its Youth Committee members are concerned about "bottom line" issues: who is served; the number of clients served; what happens to them; and overall program effectiveness.

Therefore, the selected provider will be required to submit a quarterly statistical report, which reports the total number of currently enrolled clients, new enrollments, exits, numbers of in-school and out-of-school youth, cost per participant and a breakdown of clients based on their enrollment in the required WIOA program elements. The WDB reserves the right to request additional reports as needed and for a more frequent basis for which the proposer must comply.

This presentation will include programmatic and financial information including, but not limited to, the number of clients served, successful program activities and achievements, if the program is on track with outputs and outcomes, the amount spent to date, and if the budget is on track and correctly allocated for the remainder of the contract year.

All subcontracts between the selected provider and subcontractors must be provided to Area 1 Workforce Board staff for review and approval prior to implementation.

It will also be the responsibility of the selected provider to submit all changes to the status of each participant whether they are enrolled or exited from the program. Such information will include reporting of outcomes for skill goals; service completion; completion of specific training courses and services; and employment outcomes, which must be supported by appropriate and credible documentation. Various forms will be utilized depending on the reason for the change, such as a client who enters a Hold status or is exited, or performance outcomes on clients who have exited the program and are entered in follow-up.

H. Data Tracking

Providers are required to input all their data into the State of Ohio's WIA/WIOA records systems, known currently as the Ohio Workforce case Management System (OWCMS) and CFIS. OWCMS is the state WIA/WIOA computer-based system by which youth eligibility is determined, cases are managed, performance outcomes are reported and CFIS is the ODJFS financial system and tracks costs per individual participant.

2. PROVIDER PROPOSAL

2.1. RFP Submission

By submitting a proposal, the proposer will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations, and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to Ohio Revised Code (ORC) 149.43. Any portion of the bid to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Pricing pages of the proposal document shall be considered public information.

2.2. Preparation and Number of Copies

A. Hard Copy Requirements

Proposers must submit one (1) original proposal and one (1) exact copies of the original proposal, as well as an electronic copy of the original proposal on a USB flash drive (no CDs).

The original proposal must be marked "Original" on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal.

Print all narratives on 8 ½" x 11" plain white paper with margins of 1" on each side. All narratives must be printed in single space with Arial (or similar) font, 12-point type. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content.

Each page of the proposal must be numbered sequentially. Any narrative must contain a heading, which clearly indicates the subject matter. Proposers may use only paper clips or other removable fasteners to secure their proposal. *Do not use staples, specialized bindings or coverings of any type or form.*

Each proposal should not exceed a total of 300 pages.

B. Electronic Requirements

Budget must be presented in unlocked format.

Proposal copy on a flash drive in a pdf format and the pages must be numbered.

2.3. Proposal Content

The complete set of bid documents must be submitted in the following order:

Section 1 - Proposer Information and Quote:

This section should contain the completed Proposal Cover Sheet, (Attachment A) and Proposal Quotation Sheet, (Attachment B). Please identify the Proposal Quotation Sheet with a "TAB" for location at bid opening.

Section 2 - Qualifications:

This section should contain a brief history and description of the company with special attention given to project experience in this industry or other similar projects, the date established, and the number of employees and a table of organization. Job descriptions with pay for all positions in the budget should be included.

Section 3 - Product and Service Description:

This section should contain an item-by-item response to the following items:

- Section 2.4 – Service and Business Deliverables
 - Section 2.4.1 – Program Components
 - Section 2.4.2 – System and Fiscal Administration
- Screen captures or other brief materials that may serve to assist in describing the functionality may be attached to your response as an Appendix. Any material attached as an Appendix should be specifically referenced in the body of the response.

Section 4 - References: This section should contain a minimum of three (3) professional references from clients that are currently using the specific or similar services listed in the RFP as outlined in Section 2.6 Customer References. Contact information should include the name of the organization, contact name, telephone number, and e-mail address.

Section 5 - Cost Proposal:

This section should contain a line-item budget and budget narrative that reflects all the cost of doing business under this contract as outlined under Section 2.5 Budget and Cost Considerations of this RFP.

Section 6 - Certificates and Additional Required Forms:

- This section should include the original forms, completed as required. Only the original copy of the proposal is required to have content in this section. Failure to include these forms/items with the proposal may be reason for proposal disqualification.
- Section 2.4.2 – Certification of Liability Insurance
- Section 2.7 – Personnel Qualifications
- Section 2.8 – Financial Documentation
- Form Sub W-9
- Certification of Workers Compensation Insurance
- Copy of valid business license or certificate of good standing as proof of incorporation and authorization to do business in Ohio as issued by the Ohio Secretary of State.
- Copy of proposer’s most recent two annual reports or financial statements, including year-end balance sheets, and income statements.

Section 7 - Appendices as necessary:

The vendor should attach any additional related material that is referenced in the earlier sections of their response.

Section 8 - Implementation Plan and Timeframe:

This section should include an implementation plan outlining the significant tasks required in order to implement the services listed and a timeline indicating the amount of calendar time such deployment typically requires.

2.4. Service and Business Deliverables

The provider must describe in detail all the information set forth in Section 2.4.1 Program Components and Section 2.4.2 System and Fiscal Administration Components.

2.4.1. Program Components

Providers shall describe the following for all proposals submitted:

A. Area 1 Youth Strategies

1. The relationship of the proposed services and activities to local goals as reflected in

the vision of the Workforce Development Board Area 1 and the Area's Youth Committee.

2. How proposed services and activities will contribute to the development of a comprehensive youth service delivery system throughout the Area 1 region.
3. How proposed services and activities will lead to the attainment of Area 1's long-term workforce development goals.

B. Program Elements and Service Delivery

1. The number of in-school and out-of-school youth to be served and what strategy will be used to retain them in the program.
2. The target population, how youth will be recruited, and how selecting youth will be managed. What is the provider's plan to identify the required out-of-school population?
3. The classroom-based learning elements of the program may include work readiness training (including work ethics) and computer literacy training.
4. The employment skills elements of the program will include paid/unpaid work experience, on-the-job training, and/or summer employment opportunities.
5. The plan for a systematic approach that will be used to contact and interact with clients during follow-up services.
6. How linkages are already in place or how relationships with other organizations will be developed to provide any programmatic elements and supportive services.
7. The role of each program collaborator and/or subcontractor and describe how services will be coordinated for program participants.
8. How services will be delivered, including coordination with the OMJ/One-Stop system.
9. The criteria used to select worksites for employment experience.
10. The process for identifying occupations in demand in the local area and describe what opportunities the program provides for career exploration to help participants identify their interests and consider a variety of jobs and training.
11. How the program will gain information on local employers' needs and determine that the skills provided to program participants will meet the requirements of employers.
12. How transportation issues will be addressed to all program participants to participant in the Youth Program.

C. Outcomes and Outputs

1. The planned outcomes for each program element provided and how they directly relate to proposed services.
2. How planned outcomes are measurable and appropriate for the target population and justify how they are realistic for the time period in which services will be provided.
3. How planned program outcomes will contribute to the local goals and Area 1's long-term workforce development goals.

4. Program outputs (evidence that services were provided) and how they directly relate to services provided.

D. Assessments

1. The objective assessments to be used during the intake process.
2. The procedure for administering the objective assessment, developing the Individual Service Strategy (ISS) and the referral of youth to appropriate services.
3. The assessments and processes used to measure youth success that will cross-walk to the Department of Education's Educational Functioning Levels when measuring literacy and numeracy.
4. The process used to update the ISS.

E. Performance Measures

1. How the program design will ensure that program outcomes will lead to successful attainment of each of the WIOA measures.

2.4.2. System and Fiscal Administration Components

Please provide the following attached to the original proposal and all copies:

- A. Contact Information - Provide the address for the Provider's headquarters and service locations. Include a contact name, address, and phone number.
- B. Agency/Company History - Provide a brief history of Agency/Company's organization. Include the Agency/Company mission statement and philosophy of service.
- C. Subcontracts - Submit a letter of intent from each subcontractor indicating their commitment, the service(s) to be provided and three (3) references.
- D. Agency's/Company Primary Business - State the agency's/company's primary line of business, the date established, the number of years of relevant experience, and the number of employees.
- E. Table of Organization - Clearly distinguish programs, channels of communication and the relationship of the proposed provision of services to the total company.
- F. Insurance and Worker's Compensation - A current certificate of insurance, current endorsements, and Worker's Compensation certificate.

Proposer must note that as a contract requirement the following conditions must be met:

During the Contract and for such additional time as may be required, Provider shall provide, pay for, and maintain in full force and effect the insurance specified in the contract, for coverage at not less than the prescribed minimum limits covering Provider's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Provider or subcontractor or by anyone for whose acts any of them may be liable.

Certificates of Insurance

Prior to the effective date of the contract, Provider shall give the County and the WDB the certificate(s) of insurance completed by Provider's duly authorized insurance representative, with effective dates of coverage at or prior to the effective date of the contract, certifying that

at least the minimum coverage required is in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice. Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to this contract, as required by ORC 2744.05.

The provider must provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees.

Certificates are to be sent to *Workforce Investment Board | Adams ▪ Brown ▪ Pike ▪ Scioto Job Descriptions* - For all key clinical and business personnel who will be working with the program, to include: CFO, Director, Administrators, Case Managers and Case Management Supervisors. (Tailor these to meet the needs of services being purchased).

- G. Program Quality Documents - Attach documents, which describe and support program quality. Such documents might be the forms used for monitoring and evaluation or copies of awards received for excellent program quality. QA manual need not be included.
- H. Agency's/Company's Brochures - A copy of the Agency's/Company's brochures which describe the services being proposed.
- I. Federal Programs- Provide a description of the Agency's/Company's experience with federal programs.

2.5. Budget and Cost Considerations – the budget period is from October 1, 2023, to June 30, 2024.

A. Cost Analysis/Budget Projection

While there are no specific standards set locally, state wide, or federally relative to the average cost per client served, it is expected that the proposer carefully considers the number of clients to be served in relation to the total dollars requested. In other words, the proposer must be prepared to defend and demonstrate that the costs to be incurred are reasonable and necessary in accordance with what the Area 1 Youth Committee and Board members conclude as necessary and reasonable.

1. Provide a budget for services provided including follow-up activities. Include a budget narrative describing the estimated number of youth participants you will serve given the funds requested and include a calculation for a cost per participant (total funds requested divided by the total number of participants served). The narrative shall also explain how the costs to be incurred are reasonable and necessary.
2. Provide a budget narrative, which describes all staff, costs and fringe benefits which are the costs of all direct labor used on the program. This includes the costs for all staff salaries, wages, and fringe benefits paid to those employees whose work will benefit the proposed

program, and only that program.

3. Discuss the organization's primary funding sources and how your cash flow is sufficient to operate the program on a cost reimbursement basis.
4. Discuss how your fiscal control and accounting procedures are in accordance with generally accepted accounting procedures.
5. Describe the type of accounting system used to receive and disburse funds.
6. Describe what internal controls are in place to compare actual expenditures with the contract budget and to ensure required expenditure levels are met.
7. Describe how your organization will handle any disallowed costs.
8. Describe how WIOA funds will not supplant other state or federal funds.
9. If applicable, list federally funded programs, including funding levels, operated since January 1, 2020. Briefly state whether all funds were spent in a timely manner and in accordance with program purposes and requirements. List the dollar amount of any disallowed costs and how they were reimbursed.

Provide a proposed program budget that includes the following line items:

B. Staff Salaries

Salaries expense includes wages and salaries for which a W2 will be issued. All others are contracted services for which a 1099 is issued. List all position titles and staff costs, which are the costs of all direct labor used on the program. Also indicate the number of staff that holds the title listed. All staff who work in any capacity of the program or programs to be contracted, plus all management must be listed with the percentage of time dedicated to the program and specific amounts paid to each. When positions listed are less than full-time, a cost allocation plan, time study, or other methodology must accompany the budget. The budget narrative should include a breakdown of the hourly rate of pay, hours per week and number of weeks devoted to the program to support the salary or wages of each staff member listed on the budget.

C. Payroll Taxes/Fringe Benefits

Payroll taxes include employer contributions to social security, state and municipal retirement systems, unemployment insurance, and worker compensation. Indicate the percentage used in calculating the amount withheld for each employee whose time is allocated to the program.

When computing unemployment taxes, the percentage of time the staff devotes to the contracted program is to be used to calculate the amount of unemployment taxes attributed to the contracted program for that staff person up to the first \$9,000 per employee wages, per year.

Fringe benefits include life and health insurance plans, employer contributions to pension plans, and benefit plans. Indicate the total Program staff benefits, charged by the percentage of time to the contracted program.

D. Occupancy Costs

Occupancy costs include the rental of space and those costs associated with the rental of space (e.g., utility costs-heat, electricity, water). Indicate the program cost based on a prorating of space used and the associated utility costs. It may be necessary to actually measure the space used by the programs to achieve a proper prorating of these costs.

When space is rented, indicate the unit amount per square foot (e.g., rent = \$1,000 per month / 100 sq. feet = \$10 per sq. foot).

The budget narrative should describe how the rate per square foot is determined. It should also describe whether the facility is being used for purposes other than the WIOA youth program related services and if so, how the costs will be apportioned to the proposed services. Indicate whether the costs of utilities and maintenance of the space are included in the rent or lease payment. Lease costs associated with space that is not be actively utilized by the Youth Program is not an allowable cost.

Indicate the dollar amount for the budget period, for the contracted program based on a cost allocation plan or other methodology, which indicates an applicable percentage of total costs.

E. Utilities

Costs not included with occupancy costs, such as gas heat and electricity must be listed as a separate line item.

F. Communications

Program and other office telephone lines, including voice, fax, and data allocated to the program or calculated or prorated based on actual usage (i.e., the number of phone lines used and amount of long-distance calls). Cell phones costs are based on business use only. The narrative budget should indicate whether these costs are directly devoted to the proposed services or part of the overall organizational cost of which a portion is allocated.

G. Consumable Supplies

Indicate the amounts for items used or consumed for the purchased program. Generally, supplies are items such as stationery, paper, pens, file folders, envelopes, and specific program supplies such as assessment tools. Program and other types of supplies are items such as cleaning supplies, toilet paper, mops, brooms, paper towels and floor cleaner. The narrative budget should describe how these costs were determined and the procedures for acquisition (e.g., solicitation of three individual price quotes or use of a provider established by a competitive procurement process).

H. Travel Costs

Indicate actual travel costs incurred directly under the activity of the contracted program. The budget narrative must estimate the total number of miles to be traveled by all program staff, utilizing

historical data as necessary. Enter the mileage amount and the mileage reimbursement rate used to calculate mileage cost.

I. Staff Development

Cost of staff training which pertains directly to program services or activities.

J. Equipment Costs

Cost of personal property purchased for the program services, such as computers and other equipment lease (e.g., copier). All vehicle leases amounting in excess of \$100 must be pre-authorized in writing by the Area 1 Workforce Board. Equipment items purchased for a program, and costing more than \$100 for any single item, become the property of Area 1 Workforce Board and must be surrendered at contract termination. For computer equipment consisting of more than one component, the aggregate cost of the computer system, excluding computer software, cannot exceed \$1,000. If equipment is necessary for the effective operation of the program, the proposer must provide an analysis of lease versus purchase alternatives to support the determination of the most economical approach. Computer software is to be reported under the supplies or equipment category depending on the amount. A percentage of the total equipment cost may apply when it is utilized by more than one program area. In any case, the budget narrative must identify and describe equipment having a general program use and must describe the procedures the proposer utilized for all equipment acquired for the program.

K. Insurance

Cost of automobile liability insurance (if the operation of an automobile occurs in the performance of the program), professional liability, and commercial general liability.

L. Professional Fees & Contracted Services

Professional fees are payments for/to auditors, accountants, payroll processors, program consultants, computer support, etc. A contract service would also include maintenance costs on a building and/or equipment. These costs are used to pay for services from a company or individual who is not an employee of the proposer but who performs a service for which he/she is paid. List each contracted purchase of service professional individually. Do not report these costs in the salaries section of the projected budget.

M. Miscellaneous

Include any allowable costs not reported in any other category. Typical miscellaneous costs include, but are not limited to, items such as printing, advertising, and postage. Advertisement costs include the cost of printing fliers and placing cable or newspaper ads for recruitment purposes. All costs included must be identified in the budget narrative along with justification for all costs included and requested by the proposal budget.

N. Computer Literacy

All proposers purchasing vendor services must describe all procured costs. If Stipends are paid, they must be to participants included in the youth stipend line item. Costs shall represent the estimated number of youths expected to participate in training services.

O. Work Experience/Internships/Job Shadowing/Apprenticeship

Proposers providing compensation for subsidized work experience, including internships, job shadowing, and/or apprenticeships must describe all estimated costs. A stipend or an hourly wage payment for hours worked must be provided. (The hourly wage must not be less than the federal minimum wage.) Provide the estimated number of youths expected to participate in a work experience activity based on the funds requested.

P. On-the-Job Training

The proposers providing compensation for on-the-job training must describe all estimated costs. Hourly wages must be provided. (The hourly wage must not be less than the federal minimum wage.) Provide the estimated number of youths expected to participate in an on-the-job training activity based on the funds requested.

Q. Youth Stipends

Proposers providing stipend payments to youth participants must describe all estimated costs. An hourly amount per participant must be provided. Provide the estimated number of youths expected to participate in program activities and the number of hours for which attendance in those activities will be compensated which has been based on the funds requested.

R. Support Services

All proposers providing supportive services to youth participants must describe all estimated costs. Total charges must be broken out in a manner indicating how they were determined.

S. Profit/Management Fee

Provider must take note that “profit” will be a separately negotiated element of price pursuant to OAC 5101:9-4-07 if Provider is a for-profit organization. Proposers must describe how the amount was calculated and the specific performance indicators to be achieved in order to earn the profit/management fee.

2.6. Customer References

Providers must submit at least three (3) current letters of reference for whom services were provided similar in nature and functionality to those requested by the WDB. Each reference must include at a minimum:

- A. Company name
- B. Address
- C. Phone number
- D. Fax number
- E. Contact person
- F. Nature of relationship and service performed; and,
- G. Time period during which services were performed.

If Provider is unable to submit at least three (3) letters of reference, Provider must submit a detailed explanation as to why.

Any/All proposer(s) who in the last 12 months have operated a youth-oriented program with local, state, or federal grant funds, must request that the funding agency send any evaluation(s) or performance information *under separate cover* to the Area 1 Workforce Board to the attention of *Workforce Investment Board | Adams ▪ Brown ▪ Pike, Crystal Keaton, Executive Director, 951 Vern Riffe Drive, Lucasville, Ohio 45648* by July 7, 2023 for distribution to the designated RFP review panel.

2.7. Personnel Qualifications

Please submit resumes with the following information for key program and business personnel who will be working with the program. These positions are Agency Director, CFO, Program Director, and Administrators.

- A. Proposed role.
- B. Industry certification(s), including any licenses or certifications and, whether such licenses or certifications have been suspended or revoked at any time.
- C. Work history; and
- D. Professional reference (company name, contact name and phone number, scope, and duration of program).

The provider's program manager must have a minimum of three (3) years of experience as a program manager with a similar program.

It is the proposing agency's responsibility to redact all personal information from resumes. RFPs and all attachments are public documents and are available for general viewing. Please make sure the resume reflects the person's position title instead of their name so we can tie the position back to the budget.

2.8. Financial Documentation

Prior to contract award, a copy of the most recent independent annual audit report, most recent single audit, if applicable and the most recent Form 990 (Federal Tax Return of Organization Exempt from Income Tax). For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year- end balance sheet and income statement.

If no audited statements are available, the Provider must supply equivalent financial statements certified by Provider to fairly and accurately reflect the Provider's financial status. The provider's failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. **It is the responsibility of the Provider to redact tax identification numbers from all documents prior to submission.**

2.9. Delinquent Personal Property Tax Affidavit

Please attach assurances that all Personal Property Taxes are paid and up to date.

2.10. Fiduciary Relationships

The Area 1 Workforce Board prefers to contract with one or more entities who will operate programs directly or who will join with other organizations to deliver services in a collaborative manner and where such entities will build cooperative relationships with other organizations for

other required elements at no cost to the program (e.g., public schools providing tutoring). If a proposal is submitted by collaboration between organizations, the Area 1 Workforce Board expects one organization in the collaborative to assume the lead role in all fiscal and administrative matters. Area 1 Workforce Board also expects one organization to assume lead agency role to provide case management services and accept responsibility for program management.

The services requested in this RFP may be provided by a single entity or a collaboration of organizations. Collaboration would be a group of two or more organizations that agree to work together to deliver the required program design. In addition, the successful proposer must possess the ability to build positive and cooperative working relationships with other organizations and schools in the Area 1 region to guarantee that the WIOA program elements are easily obtainable. A lead organization will pick the collaborators from among those organizations it may know can provide some of the program design that the lead cannot. The lead is responsible for submitting the proposal on behalf of the collaboration. If collaborative relationships are part of the program delivery strategy, every proposed collaborative must identify the relationship between the collaborators and lead. Options include:

1. Financial Agreement (Lead Organization/Subcontractor) - A formal financial agreement between the entities in which the lead reimburses the subcontractor or all costs incurred on a cost reimbursement basis.
2. Non-Financial Agreement - A formal agreement between the entities in which one serves as the lead but in which no financial transactions occur between the lead and the subcontractor(s).

Proposers should be aware that funding is contingent upon the solvency of the proposing organization. Organizations or collaborations should be able to operate independent of any funding authorized under WIOA. Proposers that operate programs funded with other funding sources should be prepared to submit a cost allocation plan. Nonprofit organizations may only submit for reimbursement of actual costs.

2.11. Appropriate Use of Funds

WIOA funds are federal funds and as such are not to be used to supplant existing programs.

At least 80% of funds must be expended for out-of-school youth activities.

At least 25% of funds must be expended for paid and unpaid work experiences that include academic and occupational education, including summer and year-round employment, pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

Provider must take note that “profit” will be a separately negotiated element of price if Provider is a for-profit organization.

2.11.1. Eligible Program Costs

Program costs consist of goods and services, which directly affect program design and program participants for whom services are provided by the selected provider (and subcontractors) and include services in either a work environment or training setting. Examples of costs that could be legitimately incurred by the administration of a youth program include:

1. The compensation (salaries and fringe benefits) of individuals who instruct, coordinate, and case manage, counsel, perform outreach, recruitment, aid assessment or otherwise provide training and direct program services or support services to program participants. This includes individuals employed by the lead agency, a collaborative, and those employed by subcontractors who provide services through a financial agreement with the contractor/lead agency.
2. Equipment and supplies used by youth participants and/or individuals engaged in providing training or other services, such as computer software, books and other teaching aids, assistance with work required work attire such as uniforms, boots, etc.
3. Supportive services, which directly benefit program participants. The proposer should outline the anticipated supportive services to be provided and detail in the budget narrative. Area 1 Workforce Board/CAO of Scioto County, Inc. reserves the right to determine if the cost(s) will be considered allowable or unallowable for all contracts. Active linkages to organizations that provide other such supportive services including, but not limited to community-based services, housing assistance, and healthcare are strongly encouraged as necessary.
4. Stipends paid to youth participants must be directly tied to attendance in classroom instruction for tutoring, work readiness training, work ethics training, computer technology training, and proficiency test instruction and for any other program design activities which lead to drop-out prevention.
5. Training payments for paid work experience, including summer employment, pre-apprenticeship programs, internships and job shadowing, and on-the-job training, which is compensation for the actual number of training hours for youth participants who are placed in limited work experience activities provided by public sector, non-profit sector, and private sector employment.
6. Assistance with educational testing fees.
7. Reasonable accommodations for youth with disabilities.

All program costs must be advanced by the selected provider and will be recovered on a cost reimbursement and/or performance basis. No upfront or startup costs will be paid by the Area 1 Workforce Board. All payments by the Area 1 Workforce Board to the selected provider for work performed must be based upon what is proposed in the RFP and backed up in the contract budget, which follows the award of funding. All costs charged must be verifiable and documented before the Area 1 Fiscal Agent can make a payment for services rendered.

2.11.2. Ineligible Program Costs

For the purposes of this RFP, whether a cost is treated as direct or indirect, "unallowable" program costs include, but are not limited to:

1. Advertising costs and public relations costs with the exception of service-related recruitment needs, recruitment of personnel needed for contract performance, procurement of goods and services, and disposal of scrap and surplus materials.
2. Costs of alcoholic beverages.
3. Bad debts, including losses arising from uncollectible accounts and other claims, related collection costs, and related legal costs.
4. Donated or volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.
5. Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening.
6. Contribution or donations, including cash, property, and services, made by the vendor, regardless of the recipient.
7. Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
8. Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
9. Costs of investment counsel and staff and similar expenses incurred to enhance income from investments.
10. Gains and losses on disposition of depreciable property and other capital assets.
11. Costs of goods or services for personal use of the vendor's employees regardless of whether the cost is reported as taxable income to the employees.
12. Costs of idle facilities.
13. Actual losses, which could have been covered by permissible insurance.
14. Costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, except as provided in paragraph (n) of rule 5101:47-25 of the Administrative Code.

15. Interest attributable to fully depreciated assets.
16. The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans.
17. Costs of membership in organizations substantially engaged in lobbying are unallowable.
18. Costs of selling and marketing any products or services.
19. Losses on items and the failure to discontinue certain costs associated with the termination of other awards and contracts.
20. Fines, penalties, or costs resulting from violations of, or failure to comply with, laws and regulations.
21. Goodwill.
22. Any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds.
23. Cost of insurance on the life of any officer or employee for which the facility is beneficiary.
24. Cost of prohibited activities from section 501(c) (3) of the Internal Revenue Code.

If a proposer believes that some of the "unallowable" costs listed above would be an appropriate expense for the program, then the proposer must explain the reasoning in detail in the budget narrative. Area 1 Workforce Board reserves the right to determine if the cost(s) will be considered allowable or unallowable for all contracts.

2.12. Civil Rights Compliance

All proposers must ensure equal opportunity to all individuals. No individual in Area 1 region area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

All proposers must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

All grievances arising out of WIOA, or this RFP must be filed according to the Area 1 Workforce Board's established grievance procedures.

2.13. Confidentiality and Security

Any selected provider or subcontractor engaging in any service for Area 1 Workforce Board requiring them to come into contact with confidential information will be required to hold confidential, such data made available to them.

2.14. Audit Requirements

The selected provider shall comply with the Administrative Rules and Costs Limitations of the Federal Register, Department of Labor, Workforce Innovation and Opportunity Act upon release of the Final Rules. The provider will be required to have an A133 audit completed annually, pursuant to Workforce Innovation and Opportunity Act rules and regulations.

3. PROPOSAL GUIDELINES

3.1. Timeline

RFP Milestone	Completion Date
RFP is issued	May 15, 2023
Proposer's Conference	June 5, 2023, 2p.m.
Deadline for Receiving RFP Questions	June 30, 2023, noon
Deadline for Registering for the RFP Process	June 5, 2023, 4 p.m.
Deadline for Proposals Received	July 7, 2023, noon
RFP Evaluation	July 10-24, 2023
Selection of Provider	July 26, 2023
Start Date of Contract	October 1, 2023

3.2. RFP Contact Person

All questions related to this RFP and bid process must be sent via e-mail and should be directed to:

Crystal Keaton, Director
Workforce Investment Board | Adams ▪ Brown ▪ Pike ▪ Scioto
951 Vern Riffe Drive
Lucasville, OH 45629
WDA1RFP@gmail.com

Requests for technical assistance will not be available by phone.

3.3. RFP Registration

To solicit information and/or register for the RFP, please provide company name, contact name, company address, telephone number, e-mail address, and fax number to RFP Contact Person no later than June 5, 2023 at 4 p.m. (EST) with the information. (Attachment C)

3.4. Proposer's Conference

The Proposer's Conference has been scheduled for June 5, 2023, at 2 p.m., local time at 951 Vern Riffe Drive in the Workforce Development Board Office. All prospective proposers should plan

to attend this conference. Please bring a copy of the RFP.

Please prepare as many questions as possible in writing, in advance of the meeting to allow staff adequate time to prepare responses that provide sufficient information to ensure understanding of services desired by the Area 1 Workforce Board. The deadline for submittal of questions prior to the Proposer's Conference is June 2, 2023, noon. Questions must be submitted in writing or email to the RFP Contact Person and email above.

Additionally, the Area 1 Workforce Board will answer follow-up questions after the Proposer's Conference and will provide a written response via email to all attendees and registered parties. Follow-up questions may be submitted via e-mail to the RFP Contact Person by June 30, 2023.

Only providers who register for the RFP Process will receive copies of questions and answers.

3.5. RFP Clarification

Any prospective proposer desiring an explanation or interpretation of the RFP, or its specifications must submit a request in writing no later than seven (7) business days prior to the bid opening date. Any information given a prospective proposer concerning the RFP will be furnished promptly to all other prospective proposers through email or fax, if that information is deemed necessary for the submitting of bids or if the lack of it would be prejudicial to other prospective proposers.

3.6. Addenda to RFP

During the bid process the Area 1 Workforce Board may modify this RFP by the issuance of one or more addenda, up to five (5) business days preceding the bid opening date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be forwarded to all prospective proposers who registered for the RFP as described in this document.

3.7. Proposal Withdrawal

Proposers may withdraw their proposal(s) at any time before the proposal opening date by providing written notice to the Area 1 Workforce Board before the time and date set for the proposal opening. Withdrawal of a proposal after the opening exposes a proposer to legal liability for sanctions, including costs for re-bid, or may result in a bid being awarded to the next selected proposer.

3.8. Prohibited Contacts

The integrity of the RFP process is very important to the WDB in the administration of our business affairs, in our responsibility to the residents of our communities, and to the Providers who participate in the process in good faith.

Behavior by Providers, which violates or attempts to manipulate the RFP process in any way is taken very seriously. Neither Provider nor their representatives should communicate with individuals associated with the RFP process. If the Provider attempts any unauthorized communication, the Provider's proposal is subject to rejection.

Individuals associated with this program include, but are not limited to the following:

- A. Public officials; including but not limited to the Adams, Brown, Pike, and Scioto County Commissioners
- B. WDB Board members and employees.

Examples of unauthorized communications are:

- A. Telephone calls
- B. Prior to the award being made, telephone calls, letters, and faxes regarding the RFP process, interested Proposers, the program or its evaluation made to anyone other than the RFP Contact Person as listed in Section 3.2
- C. Visits in person or through a third party attempting to obtain information regarding the RFP; and
- D. E-mail except to the RFP Contact Person, as listed in Section 3.2.

3.9. Proposer Disclosures

Proposer must disclose any pending or threatened court actions and/or claims against the proposer, parent company, or subsidiaries. This information will not necessarily cause rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

All proposers must provide an assurance that (1) it is a legal entity, (1) it is not barred from receiving federal funding, (3) the federal dollars will not be used for lobbying on behalf of the WIOA program, and (4) Equal Opportunity laws and guidelines will be followed.

3.10. Subcontracting

The hiring or use of outside services, subcontractors, or consultants in connection with the work presented within this RFP shall be specifically described in the response to this RFP. Each entity's roles and responsibilities must be clearly listed. The lead organization must be identified.

3.11. Availability of Funds

This RFP is conditioned upon the availability of federal, state, or local funds, which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting contracting process, funds are not allocated and available for the proposed services as projected here within, the contract will terminate concurrent with the notice of reduction/termination of funding. The Area 1 Workforce Board will notify the proposers/providers at the earliest possible time if this occurs.

If additional funding becomes available during the term of the contract, and at Area 1 Workforce Board's discretion, a provider's contract may be revised to increase the contract value.

3.12. Policy Changes

This RFP is conditioned upon federal, state, and/or local policy and regulation. If, during any stage of this RFP and resulting contracting process, policy changes occur that would impact how

and what services are provided, the WDB reserves the right to terminate concurrent with the notice of the policy change. The Area 1 Workforce Board will notify the proposers/providers at the earliest possible time if this occurs.

4. SUBMISSION OF PROPOSAL

Providers must certify the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date.

4.1. Cost of Developing Proposal

No costs will be paid to the proposer to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. WIOA dollars cannot be utilized in the preparation of this document. All materials submitted in response to the RFP will become the property of the Area 1 Workforce Board and may be returned only at the Area 1 Workforce Board's option and at the proposer's expense.

4.2. False or Misleading Statements

If, in the opinion of the WDB information included within Provider's proposal was intended to mislead the WDB in its evaluation of the proposal, the proposal will be rejected.

4.3. Deadline for Submittal

In order to be considered a valid bid the entire proposal must be hand delivered, delivered via U.S. Postal Service, or other mail delivery service and received no later than noon on July 7, 2023, to the following address:

Crystal Keaton, Director
Workforce Investment Board | Adams ▪ Brown ▪ Pike ▪ Scioto
951 Vern Riffe Drive
Lucasville, OH 45648

Proposal packets are to be sealed and each shall bear on its face the Name and Address of the proposer. All packets submitted will be time and date-stamped upon receipt. Timely submission of bids is the sole responsibility of the proposer. Late proposals will not be considered for contract award. No email, fax or telephone proposals will be accepted.

It is absolutely essential that Providers carefully review all elements in their final proposals. Once received, proposals cannot be altered; however, the WDB reserves the right to request additional information for clarification purposes only.

4.4. Acceptance and Rejection of Proposals

WDB reserves the right to:

- A. award a contract for one or more of the proposed services.
- B. award a contract for the entire list of proposed services.
- C. reject any proposal, or any part thereof; and
- D. waive any informality in the proposals.

The recommendation of WDB staff and Youth Committee, the decision by the full WDB and the consensus of County Commissioners shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the Provider from full compliance with its specifications if Provider is awarded the contract.

4.5. Proposal Evaluation and Contract Award

The review process shall be conducted in four stages. Although it is hoped and expected that a Provider will be selected as a result of this process, WDB reserves the right to discontinue the procurement process at any time.

Step 1: Preliminary Review

All responses received in a timely manner will be reviewed to ensure the proposer submits all required proposal documents and attachments as specified in the RFP, (reference Proposal Checklist, Attachment D). Proposals missing any of the required paperwork listed on the Proposal Checklist will not be considered for funding. Proposals mailed, but not received at the designated location by the specified date shall not be considered and will be rejected.

Step 2: Evaluation Committee Review

Proposals will be evaluated and rated by a Review Committee using the following scale:

- Not addressed
- Mentioned, but not explained,
- Some explanation, but little specific detail or details are inconsistent,
- Some specific detail, but still has gaps,
- Clearly and thoroughly addressed.

All Proposal Evaluation Scoring Guides completed by the Review Committee will be maintained on file by the Area 1 Workforce Board. In order to be considered for participation, proposers must achieve a minimum acceptable score of 75% of the point total within each evaluation category.

Step 3: Other Materials

Review Committee members will determine what other information is required to complete the review process. All information obtained during Stage 3 will be evaluated using the scale set forth in Stage 2 Review and incorporated into the overall rating for the proposal. Review Committee may request information from sources other than the written proposal to evaluate Provider's programs or clarify Provider's proposal. Other sources of information may include but are not limited to the following:

- A. Written responses from Provider to clarify questions posed by Review Committee. Such information requests by the Review Committee and Provider's responses must always be in writing.
- B. Oral presentations. If WDB determines oral presentations are necessary, the presentations will be focused to ensure all WDB's interests or concerns are adequately addressed. The primary presentation must include Provider's key program personnel.
- C. Site visits will be conducted for all Providers as WDB deems necessary. Site visits will be held at the location where the services are to be provided.

Step 3: Evaluation Scoring

Final scoring for each proposal will be calculated. For this RFP, the evaluation percentages assigned to each section are:

- A. Program Evaluation including responses to Section 2.4.1 Questions, Section 2.6 Customer References and Section 2.7 Personnel Qualifications are worth 50% of the total evaluation score.
- B. System Evaluation including responses to Section 2.4.2 Questions are worth 10% of the total evaluation score.
- C. Fiscal Evaluation, Section 2.5 Questions, Cost Analysis and Project Budget are worth 30% of the total evaluation score.
- D. Section 4.5, Stage 3, Other Materials considered are worth 10% of the total evaluation score.

If WDB determines that it is not necessary to conduct a Stage 3 review, the evaluation percentages assigned to each section are:

- A. Program Evaluation including responses to Section 2.4.1 Questions, Section 2.6 Customer References and Section 2.7 Personnel Qualifications are worth 60% of the total evaluation score.
- B. System Evaluation including responses to Section 2.4.2 Questions are worth 10% of the total evaluation score.
- C. Fiscal Evaluation, Section 2.2 Questions, Cost Analysis and Project Budget are worth 30% of the total evaluation score.

Though it is hoped and expected that the eventual selected provider will be selected from this review process, the Area 1 Workforce Board reserves the right to discontinue the selection process at any time and begin the entire RFP process anew, or to not make any awards based on this RFP.

4.6. Proposal Selection

Proposal selection does not guarantee a contract for services will be awarded. The selection process includes:

- A. All proposals will be evaluated in accordance with Section 4.5 Proposal Evaluation and Contract Award. The Youth Committee's evaluations will be scored and sent through administrative review for final approval.
- B. Based upon the results of the evaluation, WDB will select Provider(s) for the services who it determines to be the responsible agency/company(s) whose proposal(s) is (are) most advantageous to the program, with price and other factors considered.
- C. On behalf of the WDB, the Fiscal Agent will work with the selected Provider to finalize details of the Contract, to be executed between the CAO of Scioto County, Inc. on behalf of WDB and Provider.

If WDB/CAO of Scioto County, Inc. and successful Provider are unable to come to terms regarding the Contract, in a timely manner as determined by WDB/CAO of Scioto County, Inc., on behalf of WDB/CAO of Scioto County, Inc. will terminate the Contract discussions with Provider. In such an event, WDB reserves the right to select another Provider from the RFP process, cancel the RFP or reissue the RFP as deemed necessary.

4.7. Post-Proposal Meeting

The post-proposal meeting process may be utilized only by Qualified Providers passing the preliminary Stage 1 Review, who wish to obtain clarifying information regarding their non-selection. If a Provider wishes to discuss the selection process, the request for an informal meeting and the explanation for it must be submitted in writing and received by WDB within fourteen (14) business days after the date of notification of the decision. All requests must be signed by an individual authorized to represent the Provider and be addressed to the RFP Contact Person at the address listed in Section 3.2.

Certified or registered mail must be used unless the request is delivered in person; in which case the Provider should obtain a delivery receipt. A meeting will be scheduled within 21 calendar days of receipt of the request and will be for the purpose of discussing a Provider's non-selection.