



**GREATER BROCKTON
WORKFORCE BOARD**

REQUEST FOR PROPOSAL
FOR
ONE-STOP CAREER CENTER OPERATOR SERVICES

ISSUED: February 22, 2021

PROPOSALS DUE: April 23, 2021

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Introduction and RFP Purpose

The Mass Hire Greater Brockton Workforce Board (hereinafter referred to as MHGBWB) is issuing this RFP for the purpose of selecting an organization with the appropriate capacity and expertise to design, administer and implement an innovative and compliant system of one-stop career center operator services for the benefit of the job seeker and business customers in the Brockton Workforce Development Area. These services must, at a minimum, include Workforce Innovation and Opportunity Act (WIOA) and related shared partner services and be delivered in an integrated model.

A copy of the WIOA regulations is available at www.doleta.gov/WIOA/.

Notice of this competitive solicitation will be distributed on a local, regional and statewide basis via email to organizations on the Workforce Board's bidders list. The RFP will be published on the MHGBWB website, www.MHGBWB.org

Eligible bidders must submit the entire proposal, via pdf format. Proposals must be submitted by the proposal due date and time.

PROPOSALS MUST MEET THE FOLLOWING REQUIREMENTS TO BE CONSIDERED VALID. PROPOSALS WILL BE REJECTED UNREAD IF NOT IN COMPLIANCE WITH THESE REQUIREMENTS.

Request for Proposals (RFP) Schedule

February 22	RFP released
March 8	Bidders Conference
March 15	Written Question Deadline
March 22	Responses issued to written questions
April 23	Proposals due
April 28-30	Proposal Presentations / Site visits Evaluation Committee Meets
May 6	Executive Committee Vote
May 10	Award notification
May - June	Appeals (if required)
July 1, 2021.	New Contracts in Place

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Background and General Information

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into Federal Law. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

One of sixteen (16) Local Workforce Areas in the state of Massachusetts, the Brockton Area Local Workforce Area comprises the City of Brockton and the 9 surrounding communities of Abington, Avon, Bridgewater, East Bridgewater, Easton, Hanson, Stoughton, West Bridgewater, Whitman. The Mayor of Brockton serves as the Chief Elected Official (CEO) and has been granted WIOA designation by the Governor of Massachusetts. The CEO has appointed the MHGBWB to function as the Local Workforce Investment Board (LWB) for the area. Incorporated as a 501(c)(3), the MHGBWB 's mission is to promote and develop a workforce system that is responsive to the needs of business and job seekers resulting in increased economic prosperity in the region and in the Commonwealth. The MHGBWB provides Board staffing and, pursuant to the WIOA, has been authorized by the Massachusetts Department of Career Services to conduct and manage the procurement of One-Stop Operator services for the local workforce area.

The purpose of the WIOA Programs is to provide allowable workforce development activities to eligible clients that will increase employment retention and earnings of participants, and increase occupational skill level attainment by participants. As a result, successful application of these activities will improve the quality of the Massachusetts workforce and enhance the productivity and competitiveness of the Commonwealth and the Nation. The Workforce Innovation and Opportunity Act of 2014 defines the required activities authorized for One-Stop Operators. Local areas may spend no more than 10% of funding on pay-for-performance contracts as stated in Section 129 (c) (1) (D) of the Act. Bidders are encouraged to read the Act to understand the scope of authorized activities. In general, these WIOA funded activities are:

- To establish a One-Stop delivery system described in section 121(e);
- To provide the career services described in section 134(c) (2) to Adults and Dislocated Workers, respectively, through the one-stop delivery system in accordance with such paragraph;
- To provide training services described in Section 134 (c) (3) to Adults and Dislocated Workers, respectively, described in such paragraph;
- To establish and develop relationships and networks with large and small employers and their intermediaries; and
- To develop, convene, or implement industry or sector partnerships.

The establishment of a One-Stop delivery system is a cornerstone of the reforms contained in Title I of WIOA. The One-Stop system is designed to enhance access to services and improve

long-term employment outcomes for individuals seeking assistance. The regulations define the system as consisting of one or more comprehensive, physical American Job Center(s) in a local area that provide the core services specified in WIOA. Services of the One-Stop service delivery system in the local workforce area are currently carried out at 34 School St., Brockton, MA 02301.

The MHGBWB, in coordination with the Chief Elected Official is seeking to establish and build a partnership with an organization which can demonstrate that it can coordinate a range of services with system partners as described in this RFP. Successful application of these activities will improve the quality of the Commonwealth's workforce and enhance the productivity and competitiveness of the region and the Commonwealth of Massachusetts.

SECTION I –

A. PURPOSE

The MassHire Greater Brockton Workforce Board (MHGBWB) has embarked upon the RFP process to fill the role of the Career Center Operator within the guidelines of the Workforce Innovation & Opportunity Act and the Workforce Development goals of the region.

The goal of this Center Operator RFP is to contract with an organization or consortium of organizations most capable of coordinating quality job training and placement services to job seekers and businesses in the Greater Brockton Workforce Region through our workforce partners. This process will secure entities with proven experience and capacity in the field, and the ability to leverage their own resources with those of the existing MA One-Stop Career Center System and its partners. The RFP processes will result in the codifying and expansion of relationships between the MHGBWB and Career Center staff, the partner agencies of the system, and the contracted providers of services, and will further develop relationships with local businesses as the providers of employment opportunities for Brockton area job seekers. State and local performance measures will be met and exceeded, and the quality of services will improve continuously, as the Greater Brockton Workforce system works to substantively improve the lives of its clients.

In July 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (“WIOA”) into law. WIOA provides new authorizing legislation for programs previously authorized under the Workforce Investment Act (WIA). WIOA is the main source of federal funds for workforce development activities throughout the nation. WIOA funding, which is distributed to states and, subsequently, local workforce investment boards (WIBs), is used to serve two primary customers— businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by Department of Labor, (DOL), the respective state oversight agency and MHGBWB.

MHGBWB, through the Workforce Innovation & Opportunity Act, envisions a high-performance workforce system that is continuously improving and delivering high quality services to its customers -- employers, workers and job seekers. The grant recipient of this

contract will focus on ensuring the coordination of WIOA partners, the MA One-Stop Career Center system, and the Board.

The successful bidder will be invited to enter into contract negotiations and resulting contracts will be negotiated with respect to cost, scope, and content in a manner that achieves the establishment of this system in the best interest of the Local Area. The period of performance will be July 1, 2021 through June 30, 2022. Any contracts entered into as a result of this RFP may be extended for three (3) additional one-year periods, if agreeable to both parties.

B. MHGBWB'S UNIQUE LOCAL STRUCTURE

As we issued this RFP, the MassHire GBWB is seeking a partner in the effective and efficient coordination of services for workforce development in the greater Brockton region. This partner will be able to demonstrate their ability to work collaboratively, consistently, and cost effectively to coordinate services to the Job Seeker and Employer customers in our region through our Partner agencies.

This operator will have the opportunity to join a dynamic partnership which includes a well-established board, Mass Rehabilitation Commission, MA Commission for the Blind, Division of Unemployment Assistance, Division of Transitional Assistance, Adult Education, Senior Corp Services and several of our community and Higher Education partners. Successful because of the collaborative interaction between agencies, the One Stop Operator is a critical component of this collaboration.

In addition to the partnerships formed to deliver services to the adult and employer population, the One Stop operator will also be required to establish a relationship with YouthWorks, the Youth One-Stop Career Center that serves youth between the ages of 14 and 24. The framework and follow up services provided to youth under the Workforce Innovation & Opportunity Act are delivered through the youth division of the MassHireGBWB, with additional components being procured through local youth serving agencies.

MHGBWB has put substantial consideration into the structure of the workforce development system it wants to create through this RFP process. With its Career Center Committee, Young Adult Initiative Committee and Executive Committee at the forefront, of policy setting, MHGBWB will ensure that the public workforce system will provide the highest quality services for the region's employers and job seekers. There are several major roles defined in the MHGBWB structure, with a large array of smaller roles under each. This section is meant to provide applicants with a basic understanding of the largest of these: MHGBWB, The Mayor of the City of Brockton and the One-Stop Center Operator.

Mayor of Brockton and MHGBWB

- MHGBWB serves as the liaison to the Mayor of Brockton, who by federal legislation sits atop the WB structure as the lead elected official for our region.
- MHGBWB exercises primary responsibility for chartering the Career Center and for holding the Career Center Operator accountable to its contracted performance obligations.

- All information, publications and communications flow through MHGBWB.
- The Mayor appoints members to the Board
- The Mayor appoints the City Auditor to serve as the Board Treasurer.

Fiscal Agent

MHGBWB, as the Sub-State Grantee for the city of Brockton’s federal workforce development funds, serves as the fiscal agent. The Fiscal/Administrative is the arm of the Service Delivery Area (SDA) providing fiscal, procurement, planning and administrative services for the Career Center and MassHireGBWB. The fiscal agent is responsible for fiscal oversight for operations and grants. The fiscal agent’s systems for accounting and procurement are monitored and certified by its funding agencies on an annual basis. Records are audited annually by an independent audit firm in accordance with OMB A-133. MHGBWB annually reviews the Career Center’s fiscal records through their fiscal agent.

Career Center Services/Title I WIOA Administrator (Adult/Dislocated Worker)

The One-Stop Career Center service provider is the primary provider of WIOA job training and placement services for Adults and Dislocated Workers in the MHGBWB workforce area, Specific duties include:

- Operate a comprehensive One-Stop Career Center in Brockton, providing walk-in “Universal” services to anyone who seeks them.
- Deliver WIOA Title I Intensive Services to qualified individuals under the WIOA Adult and Dislocated Workers funding streams, at service levels agreed to in the annual WB budget process. Work to serve populations of special emphasis and need under the WIOA eligibility guidelines, as directed by the WB.
- Provide a network of referrals for other services clients may need, available through the partner agencies of the Brockton Area One-Stop system, and with Affiliate One-Stop venues which may offer the best package of services for clients with particular needs.
- Implement required data collection and reporting mechanisms around state and local performance measures and outcomes.
- Market the One-Stop system to the residents and businesses of the MHGBWB workforce region working to increase the system’s visibility and availability to job seekers and employers.
- Cultivate relationships with local businesses, helping firms view Center clients as a trained, screened pool of qualified labor, and to utilize the One-Stop Career Center as a primary base for hiring on an ongoing basis.

In summary, the One-Stop Career Center is responsible for the effective provision of WIOA services in the MHGBWB Area at the ground level, and for maintaining the structures and relationships necessary for success with these services.

C. CAREER CENTER OPERATOR

Vision

“To provide quality and effective workforce system services in coordination with our workforce partners to the jobseekers and employers of Greater Brockton comprising the communities of Avon, Abington, Brockton, Easton, Hanson, Bridgewater, East Bridgewater, West Bridgewater, Stoughton, Whitman.”

It is intended that the One Stop Career Center (OSCC) “Operator” employ the vision, to guide innovation, accountability, efficiency, and effective utilization of the workforce system resources across the Greater Brockton workforce area.

Customers enter the system through various WIOA partner programs. Through assessment and the sharing of information, participants can be provided access to programs, services and support by the appropriate program funding streams. OSCC Operator duties will include encouraging the OSCC partners to coordinate so as to provide for an integrated service delivery system resulting in more streamlined services and reduced duplication. This includes close collaboration with the WIOA Title I service provider, MassHire Greater Brockton Career Center. As Greater Brockton encompasses a large geographic area the OSCC Operator will be expected to work with the WIOA partners to find technological and virtual solutions to make services available to job seekers and employers.

The OSCC operator will report to the MassHire Greater Brockton Workforce Board through the Executive Director.

Description of One Stop Operator Services

MHGBWB has determined that the roles and functions of the One-Stop Operator shall be that of a facilitator and coordinator. WIOA Title I services are carried out by MHGBCC or their sub-recipients. To carry out the one-stop operator duties, the entity should be familiar with the WIOA one-stop partner and program requirements.

One-Stop Operator Roles and Responsibilities

1. Serve as a Coordinator of the public One-Stop Career Center required partners pursuant to the strategy and direction of the MHGBWB as communicated through its Executive Director.
2. Familiarize themselves with the mission and performance measures of all WIOA Title I One-Stop partners including WIOA Title I.
3. Familiarize themselves with the MHGBWB local MOU with the OSCC required partners and identify any updates or improvements necessary.
4. Organize and facilitate bi-monthly One-Stop WIOA partner meetings with the partner “decision makers” to agree on continuous improvement goals and objectives to be communicated to staff through their quarterly meetings.
5. Collect information on the collaborative relationships between workforce, economic development, education and community groups. Develop a report and share best practices at

quarterly One-Stop partner meetings, including best practices for cross-training and shared referrals.

6. Develop an annual project plan to be approved by the Executive Director/Board within the first 15 days of each contract period.
7. Provide a bi-monthly report to the Executive Director of activities and accomplishments so that they can be reported to the governing board.
8. Work with the One-Stop partners to identify technological ways to connect to the partner programs with special attention to virtual services being provided.
9. Other duties as assigned relevant to local needs, emerging trends, and new initiatives.

D. PROCUREMENT TIMELINE

The following are estimated dates for various stages of this RFP process. The MHGBWB reserves the right to amend or extend these timelines as circumstances dictate. Any changes to the dates contained herein will be published on the MHGBWB website (www.MHGBWB.org) and will be e-mailed to all known recipients of this RFP.

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E. RESOURCES

The MHGBWB has developed a Blueprint that contains significant information about the One-stop service delivery area, as well as labor market information. Since the information is readily available to bidders, it will not be repeated in this RFP. The information may be accessed directly at www.MHGBWB.org/the-region. In addition, the local WIOA planning figures may be

obtained in electronic format upon request via an e-mail directed to Rachel Cherry-Adams at RADAMS@MHGBWB.org

The Commonwealth of Massachusetts WIOA and One-Stop policies may be found at <http://www.mass.gov/massworkforce/>. Proposers must be knowledgeable regarding the statutes, regulations, rules and policies for the funding streams identified in the chart in section II. C. A copy of the Workforce Innovation and Opportunity Act and regulations may be found on the U.S. Department of Labor web page at <https://www.dole.gov/WIOA/>.

F. ELIGIBLE BIDDERS

Eligible entities include [Section 121(d)(2)(B):

- An entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b) (1), of demonstrated effectiveness, located in the local area, which may include--
- An institution of higher education;
- An employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency;
- A community-based organization, nonprofit organization, or intermediary;
- A private-for-profit entity;
- A government agency; and
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

EXCEPTION. —Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

The agreement between MHGBWB and the One-Stop Operator shall specify the operator's role. That role will include coordinating service providers within the Center.

Any proposer with whom the Local Workforce Board (LWB) executes a contract for the provision of the services described in this Request for Proposals shall be a sub recipient pursuant to applicable federal laws and regulations and shall be required to comply with 2 CFR Part 200, as well as the Workforce Innovation and Opportunity Act and all other applicable federal and state laws and regulations.

G. SUBMISSION OF PROPOSALS

Proposers must submit one electronic copy in .pdf format to: Rachel Cherry-Adams, RAdams@MassHireGBWB.org.

All proposals must be received by 3:00 p.m. local time April 23, 2021.

Proposals received after this time and date will not be considered. Proposals must be marked identifying the sender and the statement: "Sealed Proposal: WIOA One-Stop Operator".

The MHGBWB is not liable for any costs incurred by organizations prior to awarding the contract.

Data contained in the proposal and all documentation provided therein, become the property of MHGBWB. The data and documentation contained therein will not become public information until a contract is approved and signed.

Emphasis should be concentrated on conformance to the Request for Proposals instructions, responsiveness to requirements, completeness and clarity of content. If the bidder's proposal is presented in such a fashion that makes evaluation difficult or overly time consuming, it is likely that points will be lost in the evaluation process. Elaborate and lengthy proposals are neither necessary nor desired.

Proposals will be evaluated by members of the Workforce Board Review Committee. This committee will consist of Workforce Investment Board members and staff with the appropriate expertise to conduct such proposal evaluations. Names of the members of the Review Committee will become public information following the award of a contract.

Prior to award, bidders are advised that only the designated point of contact can clarify issues or render any opinion regarding this Request for Proposals. No individual member of the MHGBWB, staff, or member of the Review Committee is empowered to make binding statements regarding this Request for Proposals.

H. BIDDERS' CONFERENCE & QUESTIONS

A Pre-Bid conference will be held on March 1, 2021, beginning at 11:00 am via Zoom meeting. Please contact Rachel Cherry-Adams at RAdams@MHGBWB.org or 508 584-3234 for the Zoom credentials.

Questions posed at the bidders' conference will be answered to the extent possible and allowable at that time. Any questions needing clarification as well as any written questions will be answered and provided in written format to all proposers attending the conference in a document that will be released no later than March 22, 2021.

I. GENERAL PROCUREMENT STATEMENTS

MHGBWB is an Equal Opportunity Employer and encourages competition at all levels. Any interested and qualified Proposer is encouraged to submit a bid.

Prospective Proposers should inform MHGBWB if the specifications or other proposal requirements are faulty, unnecessary, or inhibit competition. If MHGBWB agrees with the Proposer, an amendment will be issued.

All prospective Proposers must adhere to the Office of Management and Budget (OMB) uniform circular requirements.

All proposals in response to the RFP become the property of MHGBWB. The proposals will not be available for public viewing until after a contract with the new service provider is finalized.

All information not deemed PROPRIETARY and contained in bid responses will become open for public review once a contract is signed or all bids are rejected.

This Request for Proposals does not commit MHGBWB to fund any proposals submitted before execution of a contract. MHGBWB reserves the right to accept or reject any or all proposals received or to negotiate terms of the proposal with a qualified Proposer. No contracts will be awarded as a result of this RFP without approval of MHGBWB and Chief Elected Official. Further, MHGBWB reserves the right to withdraw from negotiations at any time before a contract is executed.

Funding availability is subject to change for subsequent program years; therefore, bidders should be aware that subsequent contract amounts, if any, are subject to change from year to year based upon fluctuations in Federal awards. If funds awarded for a contract year are not fully expended by a contractor by the end of a contract year (June 30), unexpended funds may revert back to MHGBWB for disposition and may or may not be available for subsequent, if any, contract year expenditures.

J. AVAILABILITY OF FUNDS

Federal funding is the primary sub-grant support for the One-Stop Center Operator. Based upon the actual amount secured by the WB, \$25,000 will be allocated for PY2022/FY22, amounts are subject to change.

It is understood that funds may fluctuate from year-to-year. The contract agreement shall be modified to increase or decrease funding as needed to reflect actual federal funds received during the contract period. The successful bidder will have a methodology in place to secure external grant funding. The successful Contractor will be awarded a cost-reimbursement contract with a pay for performance piece for work performed pursuant to this RFP. The Board may expand the scope of the contract to include other workforce programs, funding or requirements that the Workforce Board deems necessary and appropriate.

All agreements are subject to the availability of funds from the MassHire Greater Brockton Workforce Board.

K. INCORPORATION OF RFP INTO CONTRACT

All conditions contained in this Request for Proposals and completed Appendices and any statements contained in the Request for Proposals will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The contractor shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The contractor will be responsible for all material errors and omissions in the performance of the contract.

L. PAYMENT PROCESS

The Board will use a cost-reimbursement contract. The selected contractor will be reimbursed for allowable actual service delivery costs on a monthly basis after submittal and approval of payment vouchers as described in the contract.

In addition to the provisions of this request for proposals and the awarded proposal, which shall be incorporated by reference in the contract, any additional clauses or provisions required by the terms and conditions will be included as an amendment to the contract.

Proposers may not charge partners in workforce programs a fee for any basic service; however, if the proposal intends to charge fees for enhanced services to non-eligible individuals and/or businesses, the service and fee structure must be fully described in the narrative.

M. SUBCONTRACTING

MHGBWB acknowledges the need to form viable partnerships that will help to enhance outreach and recruitment efforts to benefit the WB area and/or provide strategies to engage employers, organized labor, and/or education in the One-Stop Delivery System. Proposals utilizing specialized services to deliver such activities may include subcontractors. Any subcontracting must be clearly identified in the proposal narrative and the WB, prior to contract execution must provide approval. If the proposer currently subcontracts certain functions or activities and intends to do so as part of this proposal, the subcontractor must be identified and a certification included from the subcontractor attesting to their agreement to the terms of the proposal and any resulting contract. .

N. SELECTION PROCESS

The proposal criteria provide a guideline for proposers and reviewers; however, the final decision for contract award rests solely with the WB with the agreement of the CEO. The WB is not required to approve a sub-grant/contract with the entity receiving the highest score as a result of the proposal review process. Proposals that do not meet minimum standards will be considered nonresponsive.

Minimum standards:

- The proposal must be received by 3:00 PM on April 23, 2021, via email to RAdams@MassHireGBWB.org
- Proposals must meet the proposal requirements contained in Section II.B. Proposal Narrative Requirements.
- Proposers must be eligible bidders as described in Paragraph E. Eligible Bidders above.
- The proposer's authorized signatory authority must sign the proposal and all signature forms contained therein.
- Proposers who intend to use established subcontractor(s) to provide services must include original certifications from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract.

The primary consideration in selecting agencies or organizations shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated

performance. This determination shall be in writing and take into consideration such matters as whether the organization has:

- The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals;
- Adequate financial resources or the ability to obtain them;
- A satisfactory record of past performance in operator-related activities;
- The ability to work with community partners and make referrals as needed;
- The ability to provide services that can lead to the achievement of competency standards for participants with identified deficiencies;
- A satisfactory record of integrity, business ethics, and fiscal accountability;
- The necessary organization, experience, accounting, and operation controls; and
- The technical skills to perform the work.

The Proposal Review Committee will meet to discuss the proposals and develop recommendations. The Proposal Review Committee may request additional information from any proposer prior to developing a recommendation for consideration by the Workforce Board. The top finalists will be invited to make a presentation to the Proposal Review Committee at which time, WIOA partners will have an opportunity to provide feedback on the merits of the proposal. Following the presentation, proposers will have an opportunity to respond to follow-up questions by Committee members and WIOA required partners

Upon conclusion of the review process, the Proposal Review Committee will develop a recommendation for the Workforce Board's Executive Committee to review and select the proposer during the Executive Committee meeting scheduled for June 3, 2021. The Executive Committee will authorize the fiscal agent to assist the board in entering into contract negotiations culminating in a contract.

Limitations

1. The Board is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
2. The Board reserves the right to accept or reject any or all proposal received, to cancel or reissue this RFP in part, or its entirety.
3. The Board reserves the right to award a contract for any items/services solicited via this RFP in any quantity the Board determines is in its best interest.
4. The Board reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
5. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce area.
6. The Board reserves the right to contact any individual, agency, employer or grantees listed in the proposal, to contact others who may have experience and/or knowledge of

the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.

7. The Board reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
8. The Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Massachusetts EOLWD/Department of Career Services or other funding sources or due to legislative changes.
9. Proposers shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
10. No employee, officer, or agent of the Board shall participate in the selection, award or administration of a contract supported by WIOA funds, if a conflict of interest, or potential conflict, would be involved.
11. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
12. All proposals submitted must be an original work product of the proposers. The copying, paraphrasing or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
13. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the Board as a result of a proposer's failure to contract may be recovered from the proposer.
14. A contract with the selected proposer may be withheld, at the Board's sole discretion, if issues of contract or questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. The Board may withdraw award of a contract if the resolution is not satisfactory to the Board.

O. RIGHT TO FILE A GRIEVANCE

Any organization making application under this RFP has the right to file an appeal. A bidder may file an appeal in compliance with the requirements of Mass Workforce Issuance 100.DCS 01. 102 "Procurement and Contracting", which mandates that the review and evaluation of a solicitation requires a description of the appeal/protest process. As such and for purposes of the Competitive Selection of the Lead Operator/Service Provider:

If the Local Board has made determination of award to the dissatisfaction of a bidder, that bidder may appeal/protest to the Local Complaint Officer (CO) within 10 business days of receipt of notification of non-award. The Local CO must make a written determination within 20 business days of receipt of the appeal/protest. The Local CO may choose to make a determination based solely on the information included in the case file or conduct further investigation before issuing a determination. If the CO has made a written request to the appellant (or the appellant's authorized representative) for additional information, the 20 business day period does not begin until the requested information has been received by the local CO. If the CO is unable to contact the appellant for the purposes of obtaining additional information needed to resolve a complaint, a -written request for information must be sent via certified mail or through some other form of communication where receipt can be verified. If a complainant does not respond, the CO must inform the complainant in writing that the matter is considered resolved.

The local CO may also choose to resolve the complaint by convening a local hearing. Only the designated local CO or authorized back-up may preside at a local complaint hearing. If the local CO deems that a hearing is necessary, the local CO will notify the parties (in writing) that the matter has been scheduled for a formal hearing. The notice must inform the parties of certain conditions of the hearing process that include:

- ✓ The date, time and location of the hearing,
- ✓ Instruction that the local CO will conduct and regulate the course of the hearing to assure full consideration of all relevant issues and that actions necessary to ensure an orderly hearing are followed, and
- ✓ Instruction that the local CO must rule on the introduction of evidence* and afford the parties the opportunity to present, examine, and cross-examine witnesses.

*NOTE: For clarity it must be stated that an administrative hearing is not the same as a Court of Law. Technical rules of evidence do not apply. It is up to the local CO to follow principles and procedures that are designed to assure credible evidence that can be tested through cross-examination.

The CO must provide the complainant with a written determination. The CO must include the right to appeal within the written determination. Notification must be given that the complainant may submit a request for a State level appeal and/or hearing and that it must be made in writing within 20 business days of the receipt of the local determination.

An entity that bid and was not selected under a competitive process (as required in WIOA§107(10)(A) and 20 CFR 678.605) by the Local Board as Local One-Stop Operator/Service Provider may appeal that determination to the Local Board following local procurement requirements. If the local determination to uphold the denial of the award does not resolve the appeal to the satisfaction of the appellant, the appellant may request a state-level appeal and/or formal appeal hearing in writing within **10 business days** of receiving the denial.

The request for appeal and/or formal appeal hearing must be sent to:

Director

Massachusetts Workforce Development Board
Executive Office of Labor and Workforce Development
One Ashburton Place, Suite 2112
Boston, MA 02108

If the appellant chooses to request an appeal without specifically requesting an appeal hearing, the State Board, or its' designee (Authorized State Official - ASO), may decide to either make a determination based solely on the information included in the case file or conduct further investigation and issue a written determination without scheduling a formal hearing.

In either case, the State Board/ASO must submit a written determination to the appellant within **30 days** of receipt of the original appeal request or **30 days** after having received additional information from further investigation or **30 days** after a formal hearing **request**.

If the State Board/ASO has made a written request for information to the appellant or the appellant's authorized representative, and they do not respond within the given time frame the appeal is considered **resolved**.

If the State Board/ASO deems that a formal hearing is necessary or if the appellant specifically requests such a hearing, the State Board/ASO will notify the parties (in writing) that the matter has been scheduled for a formal hearing. The notice must inform the parties of the following conditions of the hearing process:

Formal Hearing Process

- ✓ The notice must inform the parties of the following conditions of the hearing process:
- ✓ The date, time and location of the hearing.
- ✓ Instruction that the State Board/ASO will conduct and regulate the course of the hearing to assure full consideration of all relevant issues and that actions necessary to ensure an orderly hearing are followed.
- ✓ Instruction that the State Board/ASO must rule on the introduction of evidence* and afford the parties the opportunity to present, examine, and cross-examine witnesses.

* For clarity it must be noted that an administrative hearing is not the same as a Court of Law. Technical rules of evidence *do not apply*. It is up to the State Board/ASO to follow principles and procedures that are designed to assure credible evidence that can be tested through cross-examination.

In conjunction with the hearing process the State Board/ASO:

- May decide to make a determination based on the information included in the case file or investigate further prior to the formal hearing.
- May decide to conduct a hearing on more than one appellant if the issues are related.
- May permit (at his/her discretion) the participation of interested parties (*amicus curae*) with respect to specific legal or factual issues relevant to the complaint/appeal.
- May choose to conduct the hearing at a single location convenient to all parties (preferred) or, if that would represent a hardship for one or more parties, the State Hearing Official may elect to conduct the hearing by a telephone conference call.

- Must conduct the hearing *and* issue a written determination to the appellant, the respondent and any other participating interested parties within **30 days** from the date the hearing was requested. The State Board/s/ASO's written determination must include:
 - ✓ the results of the State level investigation;
 - ✓ conclusions reached on the appeal;
 - ✓ an explanation as to why the decision was upheld or not upheld;

A decision under this state appeal process is final and **may not** be appealed to the U.S. Secretary of Labor.

SECTION II. BIDDER RESPONSE- PROPOSAL CONTENT & INSTRUCTIONS

A. FORMAT REQUIREMENTS

- a) Pages: Proposals must be typed, must be double spaced, Each page of the proposal, with the exception of the cover sheet should be numbered as "page of_", with the name of the bidder on each page. Use the same topic headings, in the same order, as described in Proposal Narrative Requirements section below.
- b) Page Limit: Avoid extraneous narrative and data. While this RFP does not limit the number of pages and attachments, the successful Proposer will demonstrate its ability to communicate relevant information to the WB for objective decision-making in a clear and concise manner. Clear and concise answers are better than a flowery, rambling narrative. Do not repeat statements or ideas within the text of the proposal. Referring the reviewer to another section of the proposal for information is preferred to repeating the information.
- c) Authorized Signatory Authority: the proposer's authorized signatory authority must sign all signature documents in the proposal. This individual should typically be the Director, President or Chief Executive Officer of the organization or any individual who has the authority to negotiate and enter into and sign contracts on behalf of the proposer's organization.
- d) Responsiveness: Proposers that fail to follow the requirements set forth in this document regarding minimum requirements, number of copies and format may be considered nonresponsive. The Board reserves the right to reject any or all proposals at their sole discretion.
- e) Contact Information: Proposers will be required to provide contact information for the individual(s) who can respond to questions regarding the proposal. The contact person should be the individual(s) who are knowledgeable of the proposal and who are authorized to provide information on behalf of the proposer.
- f) Proposal Narrative: All information required to develop the proposal narrative is contained in Section II. B. of this RFP.

- g) Order of Submission: The proposal must be submitted in the order outlined below:
1. Proposal Cover Sheet - Attachment A: Cover Sheet
 2. Table of Contents, indicating the beginning page for each section and major subsection of the response, including each attachment.
 3. Executive Summary – 1-page limit
 4. Proposal Narrative - Follow the order in the Proposal Narrative Requirements describe in Section B. Proposal Narrative Requirements below, using the same titles for section headings.
 5. Budget and Budget Narrative
 6. Assurances and Certifications - Follow the order in the Appendices.
 7. Attachments - May be attached at the bidder's discretion, but bear in mind the Board's desire to limit extraneous narrative and data. Elaborate or expensive bindings, videos, colored displays, and promotional materials are neither necessary nor desired.

B. PROPOSAL NARRATIVE REQUIREMENTS

The following requirements apply:

1. Bidder Eligibility

Demonstrate your organization's eligibility to participate as a WIOA One-Stop Operator, as described in Section I. E. Eligible Bidders. Please include your organization's incorporation status and where incorporated, along with that of any partners or subcontractors included in your proposal.

2. Organizational Capacity

- a. Alignment with WIOA Program Goals. Briefly describe your organization's mission and/or vision. How does it align with this funding opportunity and its goals? Why is your organization in the best position to coordinate an innovative One-Stop delivery system? Include any existing relationships with WIOA partners.
- b. Experience. Provide examples of types of relevant contracts the bidder has previously entered into, including type of contracting entity, location of the work, and general types of services provided. Include a description of the bidder's past experience with the One-Stop service delivery model under WIA/WIOA or similar programs. Describe any major workforce development achievements the organization has experienced outside of WIA/WIOA federal performance standards.

If the organization has previously delivered WIA/WIOA services, or has overseen delivery of WIA/WIOA service contracts, please provide performance data for the most recent two program years available and most recent program monitoring report in an attachment. Cite the page number for the attachment in this portion of the narrative.

- c. Data and Performance Management. The successful applicant will be responsible for tracking services and outcomes in the state case management Massachusetts One-Stop Employment System (MOSES) as well as the local data metrics currently under development. Staff of the One-Stop Operator will be required to complete MOSES training within three months of the award announcement for the Local Workforce Development One-Stop Operator contract.

The provider will be accountable for the integrity of the data presented and responsible for ensuring that staff is appropriately trained in the use of these systems. Explain how accountability and integrity will be assured throughout the system for this automation. It is intended that the MOSES data system will serve as the primary information management system for the One-Stop Center, without external supplementation. However, if it is your intent to supplement this with any other information management system(s), please explain. Explain your understanding of automated management systems and their connection to performance standards.

The One-Stop Operator will be responsible for developing, implementing and overseeing processes to collect, manage and utilize information about the system. How do you measure success for the One-Stop delivery system? How would you track the performance measures?

- d. Program Outcomes and Deliverables of this RFP. Describe the strategies to be implemented to ensure federal and state performance standards and local objectives will be achieved through partner collaboration; describe the methods to be used to measure and track success Describe how monthly reports will be submitted. Describe your approach to identifying points in performance that would be "triggers" to take action to avoid performance failure, and how information will be used to make decisions that will improve efficiency and effectiveness. How will you ensure that providers input timely data entry on program participants and validate program eligibility? Give examples of midcourse corrections made in order to ensure successful outcomes.

Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the MOSES or applicable reporting system(s).

- e. Organizational Structure & Proposed Staff, the Operator will be required to either name an individual to act as the full-time One-Stop Operator contact, or describe the desired qualifications of a new hire. If the individual has already been identified, provide a resume. If the individual will be a new hire, list the qualifications, process for selection, and timetable you will use to identify and hire an appropriate person. Describe any other staff that the bidder believes would be necessary to the success of the operator function. The proposal must include job descriptions for all positions in the organization affiliated with the One-Stop Operator. For any positions for which no staff have been identified,

describe the qualifications sought and the process by which individuals will be selected. Address how you will comply with the right to interview requirements of Section K.

f. Organization Chart & Staffing.

Provide an organizational chart that shows how the staff will fit into the bidder's overall organization. Describe what precautions are taken to determine whether personnel are suitable to work with vulnerable populations.

How will you manage staff communications and staff satisfaction? How will you manage the process for addressing center grievances (internal and external)? Provide an overview of how you will address staff-turnover and training. How will staff development plans be created and managed?

If the entity has a board, identification of board members (this may be expressed as a link to a website that identifies board members).

3. Program Elements/ Implementation Plan

The MHGBWB has established a One-Stop Delivery system that serves as a community resource for both job seekers and employers to increase the efficiency with which the right person is matched with the right job, and to offer an abundance of career exploration and job readiness resources in a user-friendly, customer-focused, results-driven environment. This system is based on the following WIA/WIOA principles:

- ✓ Streamlining services.
- ✓ Empowering individuals.
- ✓ Universal access.
- ✓ Increased accountability.
- ✓ Strong leadership, oversight and management roles for local Workforce Boards and the private sector.
- ✓ Local flexibility.
- ✓ Improved youth programs.

a. Population Served Describe the population to be served (target population and eligibility).

Discuss the proposed philosophy, approach and implementation plan for outreach and recruitment of diverse target groups. Address how the Operator will coordinate services to people with disabilities, Limited English Proficiency, and prioritized populations (i.e., recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills deficient).

b. Assessment & Referral Process Discuss how you would manage your assessment and referral process. How would your agency supervise this function to ensure accuracy? How will you

determine appropriateness to minimize the risk of public investment? Not all customers will be determined eligible or appropriate, but the program should still address their workforce needs. Describe the process for ensuring these individuals do not "fall through the cracks."

c. For Marketing and Public Relations, describe how you will develop an overall marketing plan. Include your ideas for marketing the One-Stop delivery system and describe marketing techniques you have used in the past. How will you evaluate the effectiveness of marketing strategies? How will you assist the staff in developing a public image for the center(s) and improve public relations? Describe any abilities of the bidder's firm to develop / manage a One-Stop website.

d. For Service Integration and Coordination, the State WIOA Performance Committees have established the attached matrix of goals and metrics. One-Stop Operator Bidder responses must fully describe how their program design will support these goals so that metrics for WIOA service providers, co-located and non-co-located partners will be met.

e. For Workshops and Events, the One-Stop Operator will be expected to coordinate with the Service Provider representatives under the WIOA program and other co-located partners, as well as fulfill business service responsibilities that include developing and providing employer and job-seeker workshops, hiring events, job fairs, and other related services. Describe your related experiences in these areas. Workshops may be topical (financial literacy, parenting, etc.) or career-related (job search workshops, mock interviews, etc.). Describe the process to ensure that workshops will be relevant and beneficial to clients, as well as the process for determining frequency and timeliness of workshops/events/special programs.

f. Prepare a timeline for full operation of services, assuming full operation of a contract by July 1, 2021. At a minimum, include:

- Hiring of staff;
- Training of staff;
- Preparation of space: electronic access for all staff available, e-mail accounts assigned, moving time and readiness to begin functions; and
- Full operation in place; all services functional, all agreements in place.

g. Involvement of Local Employers, Business and Community Resources. If the proposal is from two or more organizations, whether partners or subcontractors, explain how those organizations achieved the coordination necessary to submit the proposal and how that collaborative effort will be maintained throughout service delivery. Describe how services will be coordinated if the organization applying is partnering with another entity or entities (via subcontract) to provide the required elements. The Operator will be responsible for working with all partners to create a One-Stop Dashboard. Describe your experience in creating Dashboards and how partner staff were involved. Attach an example and cite the page number of the attachment.

Discuss how you will establish business customer relationship and qualify business's needs, establish productive working relationships and minimize business customer's frustration having to deal with multiple agency contacts.

How will you communicate with the business customer, confirming which OSCC referral has been selected out or will continue in the recruitment process of hiring.

4. Program Outcomes and Deliverables

Performance Measures. MHGBWB is required to establish local performance measures in order to evaluate program effectiveness and achieve continuous improvement in the delivery of Workforce Innovation and Opportunity Act programs.

Provide an evaluation plan including benchmarks, data collection points, proposed analyses, and persons/positions accountable for the Performance Measures you propose to implement for your One-Stop Operator proposal.

The WB may negotiate quarterly benchmarks with the provider by which contract performance of the provider will be measured. The provider will report performance measures to the Career Center Committee on a monthly basis. Achievement of measurable performance outcomes is a critical expectation of WIOA funding.

Provide a description of how the One-Stop Operator will support WIOA service providers and all co-located partners in attaining their Performance Outcome goals? What metrics will allow you to evaluate your support of these goals?

Describe your approach to continuous improvement, including how you will develop additional means for "listening to the customer" beyond written surveys. These could include tools such as Customer Centered Design. How will you ensure all feedback is evaluated? How will you work with the partners to address concerns and service gaps?

5. Fiscal Accountability & Budget

a. Financial Capacity. Provide a description of the administrative and financial management capabilities of the organization. How will contracted funds be kept separate from other funds? How will financial information be made available for monitoring and auditing purposes? What are the qualifications of the organization's key program management and financial staff, and to what extent will they be involved with this project?

Describe your experience with cost reimbursement contracts. How will you provide and fund the start-up costs of the program? Describe how the Bidder's organization will financially support the costs of doing business until an invoice can be submitted and paid by the Board's fiscal agent.

Provide a copy of the two most recent audit reports for the bidding entity as an attachment. Estimate what percentage of your overall organization's work would be represented by this contract.

A Certificate of Insurance should be furnished with the proposal. In the event that a certificate of insurance cannot be furnished with the proposal, a letter from the bidder's insurance broker/company indicating that in the event the bidder is successful in obtaining this contract that the required insurance would be available for certification before the contract becomes effective.

Certification of Insurance Coverage should include:

- Statutory workers' compensation and employer's liability insurance;
- Professional Liability Insurance in the amount of \$1 million each wrongful act/\$2 million aggregate.

b. Budget. A budget must be inserted here using the on-line budget forms listed in Appendix B. Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization. Please note that while an "other" category is included, cost should be categorized as "other" judiciously. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are needed/critical to the program. Give details of the organization's cost allocation method if one is used; e.g., prorating the cost of supplies based on the number of staff, or the cost of salaries based on percentage of time spent on this contract. Please also include details of the organization's indirect cost rate, along with how it was determined, if one is used. State what contingency plans are in place to repay MHGBWB in the event that there are any disallowed costs as a result of an audit or monitoring review.

6. REFERENCES

Provide 3 references. Include: Name of organization, name of contact person, address, phone number, e-mail address, how this contact is familiar with your work, the nature of the work performed, and the start/end dates of the work delivered.

Appendix A: Cover Sheet

Response to Operator Services, MassHire Greater Brockton Workforce Board

Applicant Name: _____

Address: _____

Proposal Contact Person: _____

Proposal Contact Title: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Website: _____

I hereby certify that the information provided in this submission is accurate.

(Print Name / Title)

Signature

I hereby certify that I am duly authorized to sign contracts on behalf of this organization.

(Print Name / Title)

Signature

Appendix B: Checklist

Proposal Checklist of Materials to Be Submitted

Proposal Submission Components: One (1) electronic copy in .pdf format to Rachel Cherry Adams RAdams@MassHireGBWB.org

- Signed Proposal Cover Sheet (Attachment A) and Table of Contents
- Executive Summary
- Proposal Narrative
- Budget Form and Narrative Information (Attachment G)
- Attachments: Memorandum of Agreement (if bidder is a collaborative)
- Organizational chart
- Resumes of Principals
- Implementation Timeline

Attachments: One (1) Original copy of the following:

- Last two years of financial audits with accompanying management letters
- Certificate of Good Standing that all tax liabilities have been met
- Job Descriptions
- Signed Organizational Assurances and Certifications (Attachment F)

I certify that the above requirements are included and/or met.

_____ Authorized Signature _____ Date

Print Name & Title

<p>FOR MHGBWB STAFF USE ONLY</p> <p>This proposal meets minimum threshold requirements.</p> <p>Application received _____ Date _____ Time</p> <p>Authorized staff signature: _____</p>

CAREER CENTER OPERATIONS

ESTIMATED AVAILABLE FUNDING	Requested	Match/Leverage	Total
PERSONNEL	\$0	\$0	\$0
FRINGE BENEFITS	\$0	\$0	\$0
PREMISES LEASE	\$0	\$0	\$0
TELEPHONES	\$0	\$0	\$0
MOSES FEE	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT/CITRIX)	\$0	\$0	\$0
GENERAL SUPPLIES	\$0	\$0	\$0
POSTAGE	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0
PRINTING	\$0	\$0	\$0
TRAVEL	\$0	\$0	\$0
NON-PERSONNEL SERVICES - OTHER	\$0	\$0	\$0
SUPPORT SERVICES	\$0	\$0	\$0
TRAINING			
Occupational Skills Training (ITA)	\$0	\$0	\$0
All other training	\$0	\$0	\$0
Sub-Total TRAINING	\$0	\$0	\$0
INDIRECT / DeMinimus	\$0	\$0	\$0

	\$0	\$0	\$0
Total			

Budget Narrative: WIOA One -Stop Operator

		Budget Narrative Summary explanation for line item amounts	BASIS FOR ALLOCATING COSTS
Line Item	Amount	Please give a brief description of what you have included in each line item	Please explain the Cost Allocation Basis/Methodologies for charging direct costs and allocating shared direct costs and indirect costs in a brief summary for each applicable line item. If plan is specific to particular funding sources, please specify these funding sources and provide an explanation for each exception. Please identify costs included as part of a Resource Sharing plan.
Example: Fringe	\$ 100,000	Medical, dental, life, medicare, 5% retirement, workers compensation, unemployment insurance, payroll tax	25% of "PERSONNEL" line item amount; allocated across grants based on direct salaries charged ss per Cost Allocation Plan (CAP)
PERSONNEL			
FRINGE BENEFITS			
PREMISES LEASE			
TELEPHONES			
MOSES FEE			
INFORMATION TECHNOLOGY			
GENERAL SUPPLIES			
POSTAGE			
EQUIPMENT			
PRINTING			

		Budget Narrative Summary explanation for line item amounts	BASIS FOR ALLOCATING COSTS
TRAVEL			
NON-PERSONNEL SERVICES -			
OTHER			
SUPPORT SERVICES			
TRAINING			
Occupational Skills Training (ITA)			
All other training			
Sub-Total TRAINING			
INDIRECT / DeMinimus			
TOTAL			

- Include staff positions, percentage of time dedicated to each position, proposed wage/salary and justification for including each position in this proposal.
- Indicate the number of hours or days of vacation and sick leave that the staff are permitted.
- Justify each proposed expense included on the budget attachment in terms of it being necessary, allowable and reasonable. Show the method of computation (i.e., insurance = salary x 2.35%).
- Describe any anticipated professional development opportunities and how you estimated the costs.
- Identify any in-kind resources/support for the One-Stop work beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.
- Explain how you arrived at your estimate for dues, membership, and publications, and what memberships and subscriptions are anticipated

Appendix D: Certificate of Lobbying Activities

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

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Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal entity. Such disclosures are forwarded from tier to tier up to the grantee or sub-grantee/non-Federal entity.

Complete and attach the Certificate of Lobbying Activities (SF-LLL):

<https://www.whitehouse.gov/sites/default/files/omb/grants/sfillin.pdf>

<https://www.whitehouse.gov/sites/default/files/omb/grants/sfillin.pdf>

Appendix E: Statement of Assurances

The undersigned party acknowledges and assures that (Provider Name) _____ and all of its employees responsible for providing the services for which it has applied will abide and comply fully with all state, federal, and local, laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

- WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
- Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Debarment and Suspension (Executive Orders 12549 and 12689) –A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.52.
- 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I- financially assisted program or activity, and to all agreements the contractor makes to carry out the WIOA Title I-financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

Name and Title of Authorized Representative _____
