

# **Indiana Economic Growth Region 7**

## **Request for Proposals For Financial Service Western Indiana Workforce Development Board, Inc.**

**Service Delivery Period: July 1, 2017 – June 30, 2019\***

**\*With a possible 2 year extension, based on performance**

<b>RFP Release Date:</b>	<b>May 15, 2017</b>
<b>Bidder Questions Deadline:</b>	<b>10:30 AM, local time, May 22, 2017</b>
<b>Proposal Submission Deadline:</b>	<b>10:30 AM, local time, June 5, 2017</b>
<b>Award Notification:</b>	<b>No later than June 16, 2017</b>
<b>Contract Effective Date:</b>	<b>July 1, 2017</b>

<b>Package Contents:</b>	<b>Section 1. General Information and Purpose</b>
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## **Section I: General Information and Purpose of this Proposal**

### **Part A. General Information**

The Western Indiana Workforce Development Board, Inc. (WDB) is a 501(c) 3 corporation. The Workforce Innovation and Opportunity Act (WIOA) authorizes and charges local workforce development boards with policy development, strategic planning, and financial stewardship of workforce Development and development of the authorized Economic Growth Region (EGR) that it serves. The Western Indiana Workforce Development Board, Inc. has been designated by County Local Elected Officials to act as the fiscal agent for the WIOA programs in EGR 7.

Economic Growth Region 7 is composed of Clay, Parke, Putnam, Sullivan, Vermillion, and Vigo counties in Western Indiana. The population of the region is 225,505. There are 109,811 workers are employed in Region 7. The region has a very diverse economy which helps ensure greater economic stability at those times when individual sectors are hit by severe economic downturns. The workers of the region are known for having a very strong work ethic, leading to employers ratings of high productivity. Regarding past WIOA performance, which very much impacts the regional economy, Region 7 is consistently very successful. In fact, Region 7 was the only region in Indiana in PY'14 to not only meet, but exceed every WIOA performance measure. This speaks highly to the partnerships and collaborative spirit of Region 7.

Income remains lower in EGR 7, when compared to Indiana or the U.S. Earnings are especially low in the population center of Vigo County, which most heavily reflects this transition from manufacturing jobs to a lower paid service economy. The combination of lower skilled and lower paying jobs, together with the availability of extensive social services in the urban hub of Terre Haute, results in a concentration of low income individuals and families that is reflected in overall lower median earnings across education levels for Vigo County compared to all other counties in Region 7, except Parke County.

The region's primary employment sector is government. While Region 7 is home to Indiana State University, which is a large public institution, the vast majority of individuals employed by the government in the region are employed in one of three state prisons and two federal prisons within the six county area. A number of employees working in the prison system serve as corrections officers. Majors in criminology are offered in area colleges and universities and many people are hired for these positions based on their military experience, which helps meet the demand for this highly needed occupation.

Nearly eighteen percent of the region's workers are employed in the diverse manufacturing base. While the percentage of population employed in the manufacturing sector in both Indiana and in Region 7 is still among the highest in the U.S., it has diminished considerably since the sector's peak (across the nation) in 1988. Even as recently as 2007 to 2013, Indiana's Manufacturing Sector lost 57,800 jobs (U.S. Bureau

of Labor Statistics). Unfortunately, this means many well-paid jobs that were accessible without the need for some form

of advanced education have also disappeared. It is therefore urgent that we continue to build a demand-driven system; one which meets the needs the business and provides workers with high wage-high demand jobs.

On July 22, 2014 President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). The WIOA supersedes the Workforce Development Act (WIA) of 1998. WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. The enactment of WIOA also provides an opportunity to reforms to ensure the One-Stop delivery system is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. WIOA took effect July 1, 2015. More information on WIOA can be found at <http://www.doleta.gov/WIOA>

Western Indiana Workforce Development Board's vision is to expand regional economic opportunity and economic growth through the availability and employment of a highly skilled workforce, based largely on creating a demand-driven regional workforce system. The EGR 7 Local Plan, along with further information about the region, can be found at [www.workonewest.com](http://www.workonewest.com).

The Western Indiana Workforce Development Board also strongly supports Indiana's Department of Workforce Development (DWD) workforce vision and goal that at least 60 percent of Indiana's workforce will have the post-secondary knowledge, skills, and credentials demanded within Indiana's economy by 2025. The state plan can be found at [http://www.in.gov/dwd/files/WIOA\\_State\\_Plan\\_2017.pdf](http://www.in.gov/dwd/files/WIOA_State_Plan_2017.pdf)

Region 7 has one comprehensive WorkOne site located in Vigo County and five affiliate sites in each of the remaining counties. The affiliate sites are staffed by the WIOA service provider. The service delivery model is demand driven. It requires, as applicable, dual enrollment of all job seeking customers into both Wagner Peyser and the WIOA program. The delivery model also encompasses RESEA, Adult Basic Education, Trade Act Adjustment, Unemployment Insurance and Veterans' Service customers. Businesses utilize the one-stop centers for recruitment, Work Keys assessments, hiring, and retaining an outstanding workforce.

The selected bidder will work closely with the Executive Staff of The Western Indiana Workforce Development Board in order to ensure fruition of the Board's vision of seamless, integrated, holistic service delivery. Region 7 is always striving for continual improvement of service delivery to our customers. A great deal of value is placed on recruitment, innovation and initiative in the system. It is imperative that the system be able to respond quickly to shifts in employer and skill demands, while providing services to a large number of job seekers effectively and efficiently.

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## **Part B. Purpose of this Solicitation**

The Western Indiana Workforce Development Board is seeking proposals from organizations to provide financial services for the board. The region receives funds including WIOA Adult, Dislocated Worker and Youth. Other funds awards to the Board may include, but not be limited to, state and federal competitive and formula awards, private donations for special projects, and foundation grants for workforce development initiatives. The selected organization will provide services related to general accounting and financial services, oversight of fund integrity, staff support and technical assistance

### **EGR 7 Annual Allocation**

The funding for these financial services will come primarily from the federal Workforce Innovation and Opportunity Act (WIOA) formula award to the region. WIOA funding for the program period beginning July 1, 2015 through June 30, 2016 was \$1,821,472.00. While funding can fluctuate, it is anticipated that the current program year budget provides a reasonable guideline for expected future funding levels, assuming there are no great changes in the funding formula at the federal level. As a guideline, a maximum of 10% of the amount of WIOA funding is allowed for administrative costs, however, smaller additional grants often have allowable administrative costs from 5% - 7%.

## **Section II: Statement of Work**

### **Scope of Work**

#### **1. Accounting of Funds**

The financial services provider will maintain an accounting of all revenue, expenditures, program income and applicable credits associated with the WIOA funds by funding stream, for the duration of the term of the agreement.

- Ensure that all financial procedures are in compliance with Generally Accepted Accounting Procedures (GAAP), Office of Management and Budget (OMB) policies, Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), and any other federal or state regulatory requirements and limit risk of questioned or disallowed cost.
- Use up-to-date fund accounting software to establish and maintain appropriate ledgers to manage obligations and expenditures of funds (Region 7 holds a preference for Fund Ware or similar software).
- The financial services provider will establish procedures and processes to ensure that all accounts payable under the grant to contractors, providers of training through Individual Training Accounts and/or vendors, are paid within the statutory and/or policy timeframes from existing funds and that proper documentation for each claim is maintained for monitoring and audit purposes.
- Establish procedures to ensure all accounts receivable due the local region are collected and recorded on a timely basis.
- Maintain a record of all financial transactions for WIOA and other funds allocated and expended in the local region.

- Perform annual sub-recipient fiscal monitoring.
- Assist with the cost allocation planning, reporting, invoicing and documentation, as well as other fiscal management procedures.
- Cost Allocation Plan will include the posting of all direct expenses to the specific, appropriate grant. Indirect costs will be allocated to cost pools, based upon direct costs of each program or function as they relate to the total direct costs.
- To provide training and technical assistance when requested by WIWDB for fiscal management policies, procedures and monitoring as related to contract administration.
- The financial service provider will coordinate with program operations to establish a requisition, invoice and payment system for supportive services and other direct client services. The system will include procedures for recording and accounting for such transactions within the region's accounting software.
- Establish a bi-weekly regional payroll system which allocates payroll and benefit costs based upon time charged by the employee for the month. Responsible for the delivery of W2s for all employees annually. Employee payroll checks may be issued by the financial services provider or a payroll service may be incorporated into the proposal.

## **2. Financial & Grant Reporting**

- The financial services provider will support the oversight role of WIWDB by preparing and disseminating financial reports on a monthly basis in formats prescribed by the entities to identify revenues, expenditures, accounts payable, accounts receivable, and balances and obligations by funding stream.
- Provide specialized financial reports for the WIWDB or its staff as requested.
- Will report on an accrual basis via the Department of Workforce Development's prescribed grantee reporting system.
- Will prepare, in a timely manner, required federal and state financial reports associated with management of grants funds.
- The financial services provider will be required to prepare financial reports and grant closeouts at the direction of the funding source.

## **3. Deliverables**

- Timely processing of WIWDB approved WIOA compliant reimbursement requests.
- Accounting of grant funds by funding stream.
- Monthly financial reports.
- Cooperation with WIWDB towards goals and objectives of EGR 7.

Terms of the Fiscal Services Contract:

2 year contract, with a possible 2 year extension based on performance.

The contract will be a cost-reimbursement contract.

Interested organizations should follow the given outline in response to this RFP. Label each section of your proposal with the same labels that have been provided in the following outline. This will aid in the reviewing of proposals and will allow reviewers of your proposal to make more informed decisions.

#### *PROPOSAL FORMAT*

Each respondent is requested to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word and typed in 12-point font, double spaced, with numbered pages at the bottom of each page. The Organization Capacity and Qualifications, Service Delivery Plan, and Budget and Budget Narrative should not exceed twelve (12) pages. The page limitation does not include Proposal Cover Sheet or the requested attachments.

#### *PROPOSAL COVER SHEET*

The Proposal Cover Sheet should not exceed a single page and shall include:

- The title of the proposal;
- The respondent's organization name, address, phone number and web address;
- Federal ID Number;
- The name of the person submitting the request, their direct phone number, and email address;
- The total funds requested;
- The authorized signature, printed name and title of authorized person, and the submittal date. The signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.

#### *ORGANIZATION CAPACITY AND QUALIFICATIONS*

The respondent must provide an overview of its organization and staff, capacity, and qualifications to successfully carry out the services described herein. The description must include:

- Length of time in business;
- Chief Executive Officer
- A statement indicating the intent of the organization to provide services described in the RFP;
- Legal status of the organization;
- Mission of the organization;
- Tax status of the organization;
- A brief company history, including the organization's mission, vision, governance structure, and legal status;
- The number of employees, along with the qualifications of all key management and staff conducting the proposed services.

- The experience and prior work that demonstrates expertise in executing and delivering the services described in the solicitation, especially as it relates to
  - A. OMB Uniform Guidance
  - B. Government Audit Standards
  - C. The Workforce Innovation and Opportunity Act and associated regulations pertaining to cost principles and audit standards.
- Contact information for two references that can speak to the respondent's prior experience and past performance in delivering similar services.

***SERVICE DELIVERY PLAN***

The Service Delivery Plan should describe how the respondent plans to fulfill the fiscal services duties described in this RFP.

- Detail the Plan for providing fiscal services.
- Provide details of on-site versus off-site WDB office fiscal services;
- Accounting software to be used;
- Services to be provided not specifically required in the RFP.

***BUDGET AND BUDGET NARRATIVE***

The respondent should provide an outline of their financial management structure, including experience and/or expertise managing and accounting for Federal and/or State funds. A brief description of the staff structure and internal control system in place should be included in the narrative.

Each proposal must include an operating budget. Please create a table to include all cost categories and the amount of funding requested for each category. The budget narrative should consist of justification of the proposed costs.

A summary of the overall scoring is as follows:

<b>A. Organization Capacity &amp; Qualifications</b>	<b>Maximum 40% of overall rating</b>
<b>B. Service Delivery Plan</b>	<b>Maximum 35% of overall rating</b>
<b>C. Budget and Budget Narrative</b>	<b>Maximum 25% of overall rating</b>

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## **SECTION III: General Instructions**

### **1. Proposal initially on most favorable terms.**

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although Western Indiana Workforce Development Board, Inc. reserves the right to negotiate with an offeror(s).

### **2. No Disclosure**

Except as to serve notice to unsuccessful offerors of the final awards by Western Indiana Workforce Development Board for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a "need to know" basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the Western Indiana Workforce Development Board, Inc. option.

### **3. Right to Reject**

Western Indiana Workforce Development Board reserves the right to reject any or all proposals received through this RFP, and to readvertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time Western Indiana Workforce Development Board will not pay for costs incurred in the preparation of bids.

### **4. Requirements**

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance.

### **5. Questions and Answers**

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, the WIWDB will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposals. Therefore, the Board encourages bidders to contact the Board contact by facsimile transmission, email, or regular mail during **the technical assistance period, which ends May 22, 2017 at 10:30 AM local time**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.** The official Board response to all questions pertaining to this RFP will be in writing and made

available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted at the Board's website at [www.workonewest.com](http://www.workonewest.com). Answers will be posted on an ongoing basis, within three (3) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, including any new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Board Contact immediately. The Authorized Board Contact is Angie Crossley. Her email address is [acrossley@workforcenet.org](mailto:acrossley@workforcenet.org) and the fax number is (812) 238-2466.

## **6. Contract Requirements**

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

### Special Assurances

1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a Western Indiana Workforce Development Board, Inc representative who is specifically authorized to do so.
2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
3. The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the Western Indiana Workforce Development Board, Inc.
4. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

5. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not Western Indiana Workforce Development Board, Inc.
6. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. There will be no non-government funds available to finance these proposed services. All commitments made by the Western Indiana Workforce Development Board, Inc. are contingent upon the availability of funds and the Western Indiana Workforce Development Board, Inc. reserves the right to award an amount less than the total funds available for bid.
7. The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with the Western Indiana Workforce Development Board, Inc if requested by the Western Indiana Workforce Development Board, Inc.

## 2. Subcontracting

Bidders may subcontract part of the services to be provided by the Service Provider, but the intention to subcontract must be clearly stated in the response to this RFP and approved by the Western Indiana Workforce Development Board.

## 3. Contract Negotiations

Successful respondent to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

## 4. Authorized Contact

The authorized contact person for this procurement is:  
Angie Crossley  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807  
[acrossley@workforcenet.org](mailto:acrossley@workforcenet.org)  
Fax (812) 238-2466

## 7. Late Proposals

- A. Proposals and modifications received at the Western Indiana Workforce Development Board, Inc office designated in the RFP after 10:30 AM, local time, on the date specified therein shall not be considered unless:
1. They are received before award is made; and either,
  2. They are sent by registered mail, or be certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
  3. It is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to mishandling by Western Indiana Workforce Development Board, Inc. after receipt at the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to, Western Indiana Workforce Development Board, Inc shall be considered at any time it is received and may thereafter be accepted.
- B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.
- C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:
1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
  2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in

the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

**8. Envelope for Proposals**

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

PROPOSAL RFP: Region 7 Fiscal Services

**9. Alternate Proposals**

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by Western Indiana Workforce Development Board, Inc.

**10. Time Period of Contract**

Proposals should address a period from July 1, 2017 through June 30, 2019. A two year extension of this contract may be authorized at the discretion of Western Indiana Workforce Development Board, Inc.

**11. Procedures**

Complaint, grievance, mediation procedures of Western Indiana Workforce Development Board, Inc are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

**12. Proposals Received**

Proposals should be received in a “ready to copy” format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures, along with an electronic copy of the proposal on a data stick, are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. All proposals must be received by no later than 10:30 AM local time on Monday, June 5, 2017.

Proposals should be mailed to:

Western Indiana Workforce Development Board, Inc.  
ATTN: Region 7 Financial Services RFP  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807

Proposals sent by email, telegram, and facsimile (fax) will not be honored.

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Western Indiana Workforce Development Board, Inc. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

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## **SECTION IV: Proposal Package**

- 1. Proposal Cover Sheet (Attachment A)**
- 2. Organization Capacity & Qualifications**
- 3. Service Delivery Plan**
- 4. Budget and Budget Narrative**
- 5. Attachment B – Non-Collusion Affidavit**
- 6. Attachment C - Assurances and Certifications**
- 7. Attachment D – Leadership Resumes**
- 8. Attachment E - Copy of Audit and Monitoring Reports  
from Similar Initiatives**

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Attachment B

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Western Indiana Workforce Development Board, Inc. whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this day \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of

Commission Expiration Date

## **Assurances and Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Western Indiana Workforce Development Board, Inc., and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

2. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
3. The individual signing this proposal is authorized to contract on the behalf of the bidding organization.
4. The individual signing this proposal assures that the bidding organization, or any member of the organization, has not in any way paid or expressed a willingness to pay any person or organization which would (1) lessen or destroy free and open competition and/or influence the outcome of this solicitation. The individual signing this proposal also assures that the price(s) in this proposal have been arrived at independently, without consultation of agreement which would have the effect of restricting competition.
5. The individual signing this proposal assures that the organization and its staff has read and is familiar with the following documents:
  - A. OMB Uniform Guidance
  - B. Government Audit Standards
  - C. The Workforce Innovation and Opportunity Act and associated regulations pertaining to cost principles and audit standards.
6. The proposing organization possesses legal authority to offer the attached proposal.
7. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
8. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

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Signature of Authorized Representative

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Print or Type Name

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Date