

# **Indiana Economic Growth Region 7**

## **Request for Proposals For WIOA Title I Adult, Dislocated Worker, and Youth Service Provider for Program Years 2017-2019\* Western Indiana Workforce Development Board, Inc. Release Two**

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

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

<b>RFP Release Date:</b>	<b>March 20, 2017</b>
<b>Mandatory Bidders Conference</b>	<b>2:00 PM, April 5, 2017</b>
<b>Bidder Questions Deadline:</b>	<b>10:00 AM, April 13, 2017</b>
<b>Proposal Submission Deadline:</b>	<b>10:00 AM, April 25, 2017</b>
<b>Award Notification:</b>	<b>On or before May 19, 2017</b>
<b>Contract Effective Date:</b>	<b>July 1, 2017</b>

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## **Section 1: 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 Investment 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.

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

The purpose of this RFP is for the Western Indiana Workforce Development Board, Inc. to identify and select a qualified sub-recipient of Department of Labor (DOL) federal dollars to provide Workforce Innovation and Opportunity Act (Public Law No:113-128 (WIOA) Title 1 Adult, Dislocated Worker, and Youth services as service provider in Indiana EGR 7. WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skill needs of current employees, job seekers, and employers.

- The goal of this solicitation is to receive responses from qualified and experienced employment and training service providers that are effective and efficient and able to meet the demands of the workforce delivery system of EGR 7. Terms and conditions of the contact with the successful bidder are subject to the terms and conditions of the contract of the Western Indiana Workforce Development Board with the State of Indiana. The form of this contract will be cost-reimbursement.
- The funding for these services will come from the Federal Workforce Innovation and Opportunity Act, Title I. Funds awarded to the service area through the Indiana Department of Workforce Development suggest the following budgets could be utilized for planning purposes:
  - WIOA Adult Planning Budget: \$623,392.00
  - WIOA Dislocated Worker Planning Budget: \$344,506.00
  - WIOA Youth Planning Budget:
    - Out-of-School: \$504,455.00
    - In-School: \$168,152.00

These amounts are the total estimated amounts that the WDB will have to operate the WIOA Adult, Dislocated Worker, and Youth programs in EGR 7 in PY'17. This projected budget is based on the estimated PY'17 allocation.

The Western Indiana Workforce Development Board does reserve the right to adjust this provision as needed.

The Service Provider is responsible for performing tasks for the delivery of customer services under the customer service system in accordance with federal, state legislation and regulation, state policy, local policy, the Indiana Strategic State Plan and Local Plan. The Service Provider also provides

functional supervision of state employees through the Indiana Department of Workforce Development's strategic strategies. Programs include, but are not limited to those listed above, and may include other programs required by DWD or the Western Indiana Workforce Development Board, such as Rapid Response, NEG grants, RESEA, and WorkINdiana activities.

The WDB utilizes Jobs for America's (JAG) as its primary model to serve in-school youth. In addition to WIOA Youth funding utilized to support in-school JAG programs, the WDB receives state funding to support the current seven JAG programs in EGR 7. The successful bidder will operate WIOA programs and services in all portions of EGR 7, and JAG programs and services in all or a major portion of EGR 7.

Below is a listing of existing JAG programs in EGR 7. The expectation is that these programs will remain in place and functioning under this RFP, and that new JAG programs may be added to Region 7 over this same period. For information on the required elements of a JAG program please go to this site: <http://www.jag.org>

EGR 7 Current JAG Programs:

Northview High School  
Riverton Parke High School  
Turkey Run High School  
Cloverdale High School  
Sullivan High School  
Terre Haute North High School  
Terre Haute South High School

The Western Indiana Workforce Development Board is responsible for meeting or exceeding State and Federal required Performance Measures, referred to as Common Measures. The Title 1 Service Provider must commit to a constant improvement in performance numbers and outcome based results. Specific performance requirements are provided to contractors annually in June each year. See Attachment E – Indiana PY'16 and PY'17 performance measures.

Services and activities must observe the following restrictions and requirements when considering program design:

1. The service provider will ensure that all staff members that are in any way involved with the Western Indiana WorkOne system have passed the appropriate criminal background checks prior to the start of work.
2. The service provider will clearly identify all staff that will perform administrative duties, clearly define what those administrative duties will be, identify the percent of time said staff will dedicate to these

duties, and provide, if requested, documentation that such time is being applied as defined.

3. Sufficient staff must be provided to meet the needs of the Western Indiana Workforce Development Board and Title 1 service requirements. The selected Title 1 Service Provider must be flexible with staffing and have the ability to shift staff responsibilities/operations/hours in order to ensure effective coverage. In addition, the successful proposer must have the ability and capacity to provide activities to individuals speaking any language other than English.
  4. The Service Provider is responsible for all inventory items in their care, and must ensure that all inventory items, along with any other computers, equipment, and furniture in their care are in good repair and in working order. Maintenance of computers includes, but is not limited to, maintaining adequate software protection and software updates.
  5. Confidentiality of customer information must be maintained to meet the requirements of HIPAA regulations and specific procedures required by law. All customer information must be maintained in secured, locked file cabinets at all times with limited staff accessibility.
  6. Agree to maintain records, including case notes, in the Indiana Career Connect system or any other system approved by the state, sufficient to identify the results of the service provider for each individual, and for use to evaluate the effectiveness of the total program, enabling verification that negotiated performance standards have been met. Other retention requirements for records: Pursuant to 2 CFR 200.333.
- A proposal must address achievement of the stated purpose on a regional basis.
  - A proposal must be submitted for all of the following programs in all six counties of the region:
    - WIOA Adult Program
    - WIOA Dislocated Worker Program
    - WIOA Youth Program
  - The Western Indiana Workforce Development Board is committed to supporting activities which align workforce development and economic development activities in the region. The Western Indiana Workforce Development Board is seeking an organization that understands the relationship between workforce development and economic development and can assist in the further alignment of these activities.
  - The Western Indiana Workforce Development Board will contract with an organization that is familiar with WIOA programs and has at least two years' experience in the implementation of such programs. The selected entity

should demonstrate the following characteristics; competent management with vision, customer service oriented staff, cooperative management and staff, willingness to integrate resources with other organizations, flexibility and ability to adapt to change, an understanding of the delivery of WIOA services and corresponding guidance and regulations, data Integrity, and creativity.

- Individuals or organizations that may submit proposals include both private and public not-for-profits, for-profit entities, public and private educational institutions, and other such entities. All organizations must be legally incorporated (or organized as a Limited Liability Company) and must be able to operate a business under the laws of the State of Indiana.
- A MANDATORY BIDDERS CONFERENCE is scheduled for 2:00 P.M. local time on Wednesday, April 5, 2017. The conference will be held at the Western Indiana Workforce Development Board office- located at 630 Wabash Avenue, Suite 205, Terre Haute, Indiana. Any entity interested in submitting a proposal in response to this Request for Proposals must be in attendance at this meeting.

## **Section 2: Proposal Statement of Work**

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.

A summary of the overall scoring is as follows:

A. Experience of Organization	Maximum 20% of overall rating
B. Proposed Plan of Work	Maximum 20% of overall rating
C. Staffing Plan	Maximum 20% of overall rating
D. Innovative Programs and Services	Maximum 20% of overall rating
E. Budget and Fiscal Services	Maximum 20% of overall rating

### **A. Experience of Organization (Maximum 20% of overall rating)**

1. Profile of Proposing Organization:
  - i. What is the legal status of your organization?
  - ii. Describe your organization, the governance structure, length in existence, vision, mission, and major programs currently offered.
2. Proposal should include information to demonstrate that the bidder has a record of success operating WIOA and/or similar workforce programs or projects. Describe your experience in providing workforce services to adults, dislocated workers, and youth. Please outline all workforce

programs operated during the past two years. Provide brief program descriptions, funding sources and performance information. If your organization has not provided past WIA/WIOA programs, please outline programs that provide similar services in which you organization has been involved over the past two years.

**B. Proposed Plan of Work** (Maximum 20% of overall rating)

1. Describe your knowledge of the most significant workforce development challenges and opportunities that Western Indiana/ EGR 7 will likely face in the next two years.
2. Describe your organization's ability to meet the specific needs of each of the following populations:
  - i. The general public (the universal customer) seeking use of the facility, access to resources for job search, and other services as part of the array of career services under WIOA;
  - ii. Adults and dislocated workers (including displaced homemakers) who meet the requirements of WIOA;
  - iii. In-school and out-of-school youth who meet the requirements of WIOA.
  - iv. Individuals seeking specialized services such as Veterans, former offenders, substance abusers, non-high school/HSE graduates, individuals with multiple barriers to employment (including older individuals, people with disabilities, people with limited English-speaking and cultural barriers), individuals impacted by foreign trade who may be eligible for Trade Adjustment Assistance and people receiving RESEA services.
3. Describe how your organization envisions its role with staff to the WDB and the WDB in general.
4. Provide assurance that data will be tracked and reported to the board in accordance with all applicable requirements utilizing the state required case management reporting system. And, provide assurance that participant files will be maintained in accordance with federal, state, and local requirements and maintained in a secure location.

**C. Staffing Plan** (Maximum 20% of overall rating)

1. Describe the number of staff to be hired. Outline plans, if any, to give priority to staff of the previous service provider. Provide a staff salary range. Detail the qualifications of proposed positions
2. Describe your plan to ensure your staff is well-trained and ready to implement WIOA services in Region 7 on July 1, 2017.
3. Describe the plan to ensure that youth staff will function as part of the team in a team environment.
4. Describe anticipated staff development and training activities. Staff training may include, but not be limited to, subjects such as customer service strategies and effective case management/notes.
5. Describe how the service provider will ensure that staff are made aware of any changes to services, tools, policy, or products and that the staff are appropriately trained to apply these changes; making sure there is consistent communications from WorkOne staff to clients.
6. As part of integrated service strategies, the successful bidder will be charged with the functional supervision of all staff (both provider and state employees) working at the region's Comprehensive One-Stop center. Describe the plan to fulfill this responsibility.

**D. Innovative Programs and Services**(Maximum 20% of overall total)

1. Describe any unique or innovative services that will be implemented.
2. Describe strategies to keep customers engaged in services.
3. Describe the strategies for using technology to enhance services to customers.
4. Describe strategies to provide strong customer follow-up.

**E. Budget and Fiscal Services** (Maximum 20% of overall rating)

1. What accounting program will be used to track expenditures? Describe the organization's ability to maintain fiscal records and reporting that will be compatible with Kintera FundWare accounting software.

2. How will incentives, stipends, supportive services be determined? How will supportive services and other direct client expenses be tracked and reported by staff? What is the process for purchase orders?
3. Required accurate completion of the Attachments of this RFP.

### **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 the WDB 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 WDB 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 WDB option.

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

WDB reserves the right to reject any or all proposals received through this RFP, and to re-advertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time. The WDB 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. All proposals must contain a clear outline of all the following elements:

1. A statement that describes the goals sought to be achieved;
2. A line item budget of the services to be provided; and,
3. The number of people anticipated to be served in each program.

#### **5. Mandatory Bidders Conference**

A MANDATORY BIDDERS CONFERENCE is scheduled for **2:00 P.M. local time on Wednesday, April 5, 2017**. The conference will be held at the Western Indiana Workforce Development Board office, located at 630 Wabash Avenue, Suite 205, in Terre Haute, Indiana. Any entity interested in submitting a proposal in response to this Request for Proposals must be in attendance at this meeting.

## **6. 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 Board 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 email to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted. The technical assistance period ends at 10:00 AM on April 13, 2017.** 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 also 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, 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.

## **7. 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 WDB 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 WDB.
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 Development 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) of 1990 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 the WDB.

The bidder will comply with the provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. 794 et seq., and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified individuals with disabilities under any program or activity receiving federal financial assistance.

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. The approximate total program amount of funding available under the three programs of this RFP is \$1,640,505.00 for Program Year '17. The DWD has not finalized allocations to the regional area, and therefore this amount is subject to change. There will be no non-government funds available to finance these WIOA 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 contained in this RFP and funds available as listed on the DWD website.

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 WDB.
8. Veterans' Priority Provisions: This program, funded by the U.S. Department of Labor is subject to the priority of service requirements of 38 USC 4215 and 20 CFR Part 1010. Section 4215 of Title 38 requires priority of service by provided to veterans and spouses of certain service members and veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. See TEGL No. 10-09.
9. Certification on Lobbying: Certify that for the preceding contract period, if any, and for this current RFP period:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds, other than federally appropriated funds, have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee or member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.
  - c. The undersigned shall require that the language of this certification be included in the award

documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for such failure.

## 2. Cost Reimbursement Contracting

WDB management of the contract(s) will be on a cost-reimbursement basis. Specifically, the line item budget as required by this RFP will be negotiated and will identify the specific cost categories, and allowable costs to be reimbursed by WDB.

## 3. 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 WDB.

## 4. 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.

## 5. 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

## 8. Late Proposals

- A. Proposals and modifications received at the Western Indiana Workforce Development Board, Inc. office designated in the RFP after 10:00 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 by 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 the WDB that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
  3. It is determined by WDB that the late receipt was due solely to mishandling by WDB 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, WDB 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.

**9. 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 WIOA Adult, Dislocated Worker, Youth Provider

**10. 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 WDB.

**11. Time Period of Contract**

Proposals should address a two year period from July 1, 2017 through June 30, 2019, with an additional two year option at the discretion of the Board.

**12. 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.

**13. 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 10:00 AM local time on Tuesday, April 25, 2017.**

Proposals should be mailed to:

Western Indiana Workforce Development Board, Inc.  
ATTN: Region 7 WIOA SP RFP Proposals  
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.

#### **SECTION IV: Proposal Package**

**All proposals are limited to 18 pages. The cover sheet, audit and monitoring reports, and attachment pages are not included in this count.**

1. **Proposal Cover Sheet** (Attachment A) includes the following areas which must be completed in the entirety:
  - **Organization** – the legal entity submitting the proposal must be identified here.
  - **Address** – the legal mailing address must be identified on this line.
  - **Contact Person** – the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (\*) as a secondary contact.
  - **Phone Number** – the phone number of the contact person should be recorded on this line.
  - **Fax** – please identify the facsimile number where communications can be sent.
  - **E-mail Address** – an e-mail address for the contact person should be included on this line.
  - **Proposed Funds Requested** – in these spaces, record the portion of the total cost that will be funds requested from WDB.
  - **Authorized Signature** – the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.
  
2. **Proposal Statement of Work (Part of Attachment A)**
  - A. Experience of Organization
  - B. Proposed Plan of Work
  - C. Staffing Plan
  - D. Innovative Programs and Services
  - E. Budget and Fiscal Services Narrative
    - Budget pages

- Copies of audits for the past two years, including audit letters.
- Copies of any monitoring findings over the past three years.
- Identification of funding to repay disallowed costs, if necessary.

**3. Background and Experience Section (Part of Attachment A)**

- Profile of proposing organization
- Certificate of Existence from the Secretary of State
- Organizational Chart
- History of similar workforce programs or projects
- Two references

**4. Attachment C – Non-Collusion Affidavit**

**5. Attachment D - Assurances and Certifications**

**6. Attachment F – Leadership Resumes**

Remainder of page intentionally left blank.

# Attachment A

## PROPOSAL COVER SHEET

Organizations Legal Name:				
Contact Person:				
Address:				
Telephone:		Fax:		
E-mail:		Cell:		
Federal ID # :				
Number of years potential bidder has been in business under the corporate/business structure submitting the response to this request for proposals:				
Total Amount of Funds Requested		PY 17	PY 18	
Requested	WIOA Adult Funds			
	WIOA Dis. Worker Funds			
	WIOA Youth Funds In- School			
	WIOA Youth Out-of-School			
	Total Funds Requested			
Grand Total (PY 17 and PY 18)		\$	\$	
Total Number of Clients to be Served	Planned # PY 17			
	Adult		Cost Per Part.	
	Dis. Worker		Cost Per Part.	
	Youth In-School		Cost Per Part.	
	Youth Out-of-School		Cost Per Part.	
	Planned # PY 18			
	Adult		Cost Per Part.	
	Dis. Worker		Cost Per Part.	
Youth In-School		Cost Per Part.		
Youth Out-of-School				
Signature: _____				
Print Name: _____				
Check all applicable boxes:				
For Profit Corporation:		Sole Proprietorship:		
Not-for-Profit Corporation:		Faith-Based Organization:		
Partnership:		State Agency:		
Educational Institution:		Labor Organization:		
Business Association:		Community Based Organization:		
Other Public Agency (Specify):		Other:		

**Attachment B**  
**BUDGET ESTIMATE WORKSHEET –PY ‘17**

Line Items	TOTAL
Salaries & Benefits Executive*	
Salaries & Benefits Program	
Staff Training	
Staff Travel	
Overhead**:	
Maintenance	
Furniture & Equipment	
Information Technology	
Office Supplies	
Other Admin***	
<b>TOTAL</b>	

\*Executive functions would include, but not be limited to, fiscal, personnel, oversight, management, procurement, organizational administrative duties. Please limit to 10% of entire salary/benefit costs.

\*\* The overhead cost requested here refers to those organizational costs outside of scope of direct operations within EGR 7. This would not include rent, utilities, or data connection costs at one-stop offices.

\*\*\* Overhead may include, but not be limited to, costs such as legal, insurance, and audit.

Attachment C

**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

## Attachment D

### Assurances and Certifications

**Debarment, Suspension, and Other Responsibility Matters:** The undersigned certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department, agency, or the State of Indiana.

**Conflict of Interest:** The undersigned certifies that:

- (1) No manager, employee, or paid consultant of the Proposer is a member of the Board of Directors, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board, or an employee of the Board;
- (3) No member of the Board, or employee of the Board owns or has control in the Proposer's organization;
- (4) No spouse of a member of the Board, or employee of the Board received compensation from the Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest; and,
- (6) Should Proposer fail to abide by the forgoing affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the Board and shall immediately refund the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to the contract.

**Lobbying:** The undersigned certifies that:

- (1) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or an employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds, other than Federally appropriated funds, have been paid or will be paid to any person influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form LLL "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-contracts, and contract under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**Drug-Free Workplace:** The undersigned applicant certifies that it shall provide a drug-free workplace by:

- (1) Publishing a policy statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by the employee;
- (2) Establish an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Proposer's policy for maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance program, and the penalties imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Proposer's policy statement;
- (4) Notifying the employees in the Proposer's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Proposer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace; and,
- (5) Taking appropriate personnel action against an employee violating a criminal drug statute or require such employee to participate in drug abuse assistance or rehabilitation program.

**Nondiscrimination and Equal Opportunity:** The undersigned applicant certifies that:

- (1) It will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity (WIOA) Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIOA Title I financially assisted program and activity, and to all agreements the Board makes to carry out the WIOA Title I financially assisted program and activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

**In addition:** The authorized representative assures, certifies and understands that:

- (1) The proposing organization possesses legal authority to offer the attached proposal.
- (2) 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.
- (3) The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

Certified by:

---

Signature of Authorized Representative

---

Typed or Printed Name of Signatory

---

Date

Attachment E

<b>Measure - Indiana Negotiated Title I WIOA and Wagner Peyser Act (as amended by Title III of WIOA)</b>	<b>Standard</b>	
	<b>PY'2016</b>	<b>PY2017</b>
Adult Employment Rate 2 <sup>nd</sup> Quarter after Exit	72%	72%
Adult Employment Rate 4 <sup>th</sup> Quarter after Exit	72%	72%
Adult Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$5,250	\$5,250
Dislocated Worker Employment Rate 2 <sup>nd</sup> Quarter after Exit	73%	73%
Dislocated Worker Employment Rate 4 <sup>th</sup> Quarter after Exit	72%	72%
Dislocated Worker Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$5,800	\$5,800
Dislocated Worker Credential Attainment within 4 Quarters after Exit	46%	46%
Youth Employment Rate 2 <sup>nd</sup> Quarter after Exit	68%	68%
Youth Employment Rate 4 <sup>th</sup> Quarter after Exit	69%	69%
Youth Credential Attainment within 4 Quarters after Exit	58%	58%
Wagner Peyser Employment Rate 2 <sup>nd</sup> Quarter after Exit	62%	62%
Wagner Peyser Act Employment Rate 4 <sup>th</sup> Quarter after Exit	64%	64%
Wagner Peyser Act Median Earnings 2 <sup>nd</sup> Quarter after Exit	\$4,600	\$4,600