

# **SOUTHEAST GEORGIA** **Workforce Investment Board**



## **REQUEST FOR PROPOSAL #17**

**Service Coordination and Case Management for  
Individual Training Accounts (ITAs) & Follow-Up  
For  
Youth Ages 18-21, Adults and Dislocated Workers**

## SCHEDULE OF EVENTS

|                                      |   |
|--------------------------------------|---|
| <b>RFP Package Available</b>         | <b>January 9, 2012</b>                    |
| <b>Bidder's Conference*</b>          | <b>January 20, 2012 – 2 pm</b>            |
| <b>Deadline for Proposals</b>        | <b>February 29, 2012 – 2 pm</b>           |
| <b>Review &amp; Selection Period</b> | <b>February 29, 2012 – March 20, 2012</b> |
| <b>Notification to Proposers</b>     | <b>April 12, 2012</b>                     |
| <b>Contract Negotiations</b>         | <b>April 12, 2012 – May 29, 2012</b>      |
| <b>Program Begins</b>                | <b>July 1, 2012</b>                       |

**\*Registration is requested for the Bidder's Conference to be held at the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia. Please call Camie Boatright at (912) 285-6097 or email her at [crboatright@sgrc.us](mailto:crboatright@sgrc.us).**

***For information and/or a proposal package, contact:***

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# REQUEST FOR PROPOSAL

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## **I. INTRODUCTION AND OVERVIEW:**

### **Purpose**

The purpose of this Request for Proposal (RFP) package is to obtain proposals to provide services under the Workforce Investment Act of 1998 and its regulations. The Southern Georgia Regional Commission (SGRC), as administrative entity for the Southeast Georgia Workforce Investment Board (WIB), requests a proposal beginning July 1, 2012, to operate a program for service coordination and Individual Training Accounts (ITAs) for youth 18 to 21 years of age, adults and dislocated workers. Individual Training Accounts are accounts established on behalf of a participant to purchase training services from eligible providers they select in consultation with the case manager in a manner that maximizes customer choice in the selection of training.

The Southern Georgia Regional Commission is seeking a provider of services for Workforce Investment Act (WIA) customers in the Southeast Georgia area, which includes the counties of Atkinson, Bacon, Berrien, Brantley, Charlton, Clinch, Coffee, Pierce, and Ware.

Most participants will attend occupationally specific training programs at technical colleges, community colleges, etc. Those attending training programs will utilize Individual Training Accounts (ITAs) funded by WIA. However, service coordination will be needed for some WIA participants who do not attend training programs, but need other services such as comprehensive assessment, pre-vocational skills, and job search assistance.

Generally, the service provider will coordinate service delivery and perform the following tasks:

1. Provide numerous services to individuals, including eligibility determination, assessment, referral, Customer Service Plan development, counseling, case management, job development/job placement, coordination of enrollment into education and/or occupational skills training, payment of supportive services, etc.
2. Coordinate and collaborate with other organizations, partners or agencies to develop resources and provide the services needed by individuals, i. e., financial assistance to attend school, career counseling, guidance counseling, transportation, etc.
3. Perform programmatic tasks, such as entering data into the Georgia workforce online tracking system (GWS), maintaining participant files, tracking performance outcomes of participants, etc.
4. ITA tracking of obligations and expenditures.
5. Maintain and report financial data, including payments to participants on a biweekly basis, documentation of attendance in training by participants, documentation of expenditures, recording data in books of account, etc.
6. Complete other tasks associated with program operation, such as personnel management, etc.

## Funding Availability and Length of Project

Funding availability for **operational costs only** is approximately as follows:

|                    |                  |
|--------------------|------------------|
| Youth              | \$ 66,000        |
| Adults             | \$140,000        |
| Dislocated Workers | <u>\$160,000</u> |
| Total              | \$366,000        |

If the approximate amount available exceeds the proposer's operational costs, the remainder of the funds will be utilized for participant support payments and training costs.

The contract funded as a result of this RFP process will be for one year with the possible extension for additional years. Continuation of a contract beyond one year will be based on satisfactory performance during the previous year, resolved monitoring and/or auditing issues, successful contract negotiations, funding availability, and the Workforce Investment Board approval. *In submitting a proposal, only the budget information for operational costs for one year should be included.*

The scheduled begin date for the proposal selected for funding is July 1, 2012. However, the SGRC reserves the right to fund proposals received from this solicitation at a later date without the issuance of an additional request for proposal package. Furthermore, this RFP does not commit the SGRC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

## Proposal Review

Two levels of review will be conducted. First, proposals will be reviewed to determine responsiveness. The following criteria must be met for a proposal to be considered responsive:

- Proposal must be received by the deadline
- Proposal must be in the required format (Pages 22-24)
- The correct number of copies, seven (original and six copies), must be submitted.

Second, responsive proposals will be evaluated for competitiveness. A committee will conduct individual reviews and score proposals using the Review Criteria form provided in this RFP package, (Page 29). A total score of 65 or higher on the Review Criteria and the Past Performance Evaluation combined is necessary for a proposal to be deemed competitive. The Workforce Investment Board will only consider competitive proposals (those scoring above 65); however, proposals with the highest score may not necessarily be selected.

**A bidder's conference will be held at 2 p.m. on January 20, 2012, at the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia 31503. Please register by calling Camie Boatright at 912 285-6097 or by email at [crboatright@sgrc.us](mailto:crboatright@sgrc.us).**

## Proposal Submission

Seven (7) copies, one with original signature(s) must be submitted. Proposals are due by 2:00 p.m., Wednesday, February 29, 2012. Proposals must be officially received at the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia 31503. Proposals must be mailed or hand delivered to the SGRC. Proposals received via fax or email will not be

considered.

### **Contact Person**

Clarifying questions about this package and the RFP process may be directed to Elizabeth Baldwin, Planner/Monitor, Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, GA 31503, (912) 285-6097 or by email at [etbaldwin@sgrc.us](mailto:etbaldwin@sgrc.us).

## **II. GUIDELINES FOR SERVICE COORDINATION AND INDIVIDUAL TRAINING ACCOUNTS (ITAs)**

### **A. WIA YOUTH SERVICES INFORMATION**

Service providers are responsible for determining and documenting eligibility for WIA youth to be served. Eligibility determination must be completed in accordance with the Workforce Investment Act and regulations found in 20 CFR parts 660-671. SGRC staff will provide eligibility training for youth service provider staff.

#### **1. Youth Eligibility**

Youth must meet the following requirements/conditions to be eligible:

- a) Are between the ages of 18 and 21, meaning that they have reached their 18<sup>th</sup> birthday at the time of registration, but have not attained their 22<sup>nd</sup> birthday at the time of registration, **AND**
- b) Are in **one** of the following categories:
  - (1) Youth who are preparing to and/or participating in post-secondary education and/or advanced training/occupational skills training
  - (2) High school graduates or GED holders who are:
    - (1) Basic skills deficient, or
    - (2) Unemployed, or
    - (3) Underemployed

**AND**
- c) Is low income as defined in WIA section 101(25):
  - (1) An individual who receives or is a member of a family who receives cash payments under a Federal, State, or local income based public assistance program, OR
  - (2) An individual who received an income, or is a member of a family that received a total family income, for the six month period prior to application for the program (exclusive of unemployment compensation, child support payments, payments from public assistance programs, and old-age and survivor benefits received under section 202 of the Social Security Act 42 U.S.C. 402) that, in relation to family size, does not exceed the higher of- (i.) the poverty line for an equivalent period; or (ii.) 70 percent of the lower living standard income level for an equivalent period, OR

- (3) In accordance with the local policy established in May 2001 by the Southeast Georgia Workforce Investment Board is an individual who has reached his/her 18<sup>th</sup> birthday, is living at home with parent/guardian, but who has individual earnings in the six months prior to application that are at least \$2,500, may be considered as a “non-dependent individual” or a “family of one.” However, a customer who has reached his/her 18<sup>th</sup> birthday, is living at home with parent/guardian, and has no individual earnings in the six months prior to application, will be considered a dependent child and family income is then applicable, OR
- (4) An individual who is a member of a household that receives (or has been determined within the six month period prior to application of the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977, OR
- (5) An individual who qualifies as homeless, OR
- (6) An individual who is a foster child on behalf of whom State or local government payments are made, OR
- (7) An individual with a disability whose own income meets the above requirements but who is a member of a family who’s income does not meet the requirements of this program.

**AND**

d) Are within **one** or more of the following categories:

- (1) Deficient in basic literacy skills (assessment reflects that math and/or reading skills below ninth grade level); OR
- (2) Homeless, runaway, or foster child; OR
- (3) Pregnant or parenting; OR
- (4) Offender; OR
- (5) An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment in accordance with Southeast Georgia Workforce Investment Act Area 19 Policy.

## **2. Performance Requirements**

The required performance rates and a brief explanation of performance goals are provided below. Note that the “date of participation” is the day that an individual receives a program-funded service from WIA or Department of Labor (Employment Services, Trade Adjustment Act, Veterans’ Employment and Training Services).

The service provider must plan to meet or exceed the following performance standards:

- a) Placement in Employment or Education .....85%
- b) Attainment of a Degree or Certificate .....80%
- c) Literacy and Numeracy Gains .....38%

**Placement in Employment or Education:** *Of those who are not in post-secondary education, employment, or the military at the date of participation:*

The number of youth participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

**Operational Parameters:**

- ❑ Individuals who are in post-secondary education, employment, or the military at the date of participation are excluded from this measure (i. e., programs will not be held accountable for these individuals under this measure).
- ❑ Employment, military, and education status at the date of participation are based on information collected from the individual.

**Attainment of a Degree or Certificate:** *Of those enrolled in education (at the date of participation or at any point during the program):*

The number of participants who attain a diploma or certificate by the end of the third quarter after the exit quarter divided by the number of participants who exit during the quarter.

**Operational Parameters:**

- ❑ Education refers to participation in post-secondary school or any other organized program of study provided by provider on the Georgia Eligible Provider List (EPL) or another state's EPL.
- ❑ Diplomas or certifications can be obtained while a person is still receiving services or at any point by the end of the third quarter after the exit quarter.

**Literacy and Numeracy Gains:** *Of those **out-of-school youth** who are basic skills deficient:*

The number of participants who increase one or more educational functioning levels divided by the number of participants, who have completed a year in the program (i. e., one year from the date of program participation) **plus** the number of participants who exit before completing a year in the program.

**Operational Parameters:**

- ❑ Pre-test must occur no more than 6 months prior to and within 30 days after the date of the first Youth service.
- ❑ Post-test can be given anytime within the first year, but must be given prior to or on the anniversary date of the first youth service.
- ❑ Failure to test within the first year or prior to exit will result in a negative outcome.
- ❑ Participants are included in this measure even if they exit prior to the end of the first year.
- ❑ The same assessment tool must be used for pre-testing and post-testing (although different forms of the assessment instrument should be used in accordance with publisher's instructions).
- ❑ The assessment tool and its scores must crosswalk directly to the educational functioning levels so that educational gains can be reported in terms of increase in or more ABE or ESL levels.

- ❑ Individuals who are determined not to be basic skills deficient at pre-test are excluded from this measure (i. e., programs will not be held accountable for these individuals under this measure).
- ❑ When administering assessment tools, individuals with disabilities (as defined in 29 CFR 37.4) should be accommodated according to: (1) section 188 of WIA, and (2) guidelines associated with the assessment tool can be found in this Section under *Testing Youth with Disabilities*.
- ❑ To be included in the numerator, a participant must demonstrate through post-test that he/she has advanced one or more educational functioning levels beyond the level in which he/she was initially placed at pre-test within one year from the date of participation. (Note: the one-year time period is from the date of participation, not date of pre-test.)

### **Educational Functioning Levels**

Participants should be assessed at intake or within 30 days following the date of participation to determine their initial educational functioning levels. There are two sets of educational functioning levels – six levels for Adult Basic Education (ABE) and six levels for English-as-a-Second Language (ESL) students. The ABE levels roughly equate to two grade levels.

Each ABE and ESL level describes a set of skills and competencies that students entering at that level demonstrate in the areas of reading, writing, numeracy, speaking, listening, functional, and workplace skills. These descriptors provide guidelines for placing participants in educational functioning levels, based on standardized tests. After a participant has completed a uniform, standardized assessment procedure, programs use these descriptors to determine the appropriate initial ABE or ESL level in which to place students.

If a participant is functioning at different levels in reading, writing, numeracy, speaking, listening, functional, and workplace areas, the individual is placed in different ABE and ESL levels across the functioning areas. In the post-test assessment, if the participant demonstrates an increase to the next functioning level in any of the areas – reading, writing, numeracy, speaking, listening, functional and workplace areas – he/she has made an educational gain and should be included in the numerator. For example, an individual is placed in the Beginning Basic Education level (the second ABE level) in math and the Low Intermediate Basic Education Level (the third ABE level) in reading at pre-testing. The individual achieves an educational gain if he/she places in either the third ABE level in math or the fourth ABE level in reading at post-testing.

To measure the increase in skills of individuals, service providers must use an assessment procedure comprised of a standardized test or a performance assessment with standardized scoring protocols.

#### *Testing Interval:*

- ❑ Participants identified as basic skills deficient must be post-tested at least once by the end of one year following the individual's participation date.
- ❑ For participants who have completed one year following the participation date, if more than one assessment is administered after the initial test, the latest assessment within one year of participation will be used to determine if the participant has demonstrated an increase in at least one educational functioning level.
- ❑ Individuals who remain basic skills deficient and continue to participate after completing a full year in the program, including pre-test and post-test, should continue to receive basic skills remediation services. These participants should be included in the measure for the first year of participation. They are not included again in the measure until they have completed a second full year in the program. At the completion of the second year, these participants should be post-tested and included in the measure. To determine an increase of one or more levels, the participant's post-test scores from the second year in the program should be compared to the scores from the test that was administered at the latest point during the first

year.

### **Testing Youth with Disabilities:**

When administering assessment tools, individuals with disabilities are to be provided with reasonable accommodations, as appropriate. Such accommodations are modifications or adjustments made on a case-by-case basis, that enable a qualified individual with a disability to receive aid, benefits, services, or training equal to that provided to qualified individuals without disabilities. In the assessment context, accommodations are changes that are made to the materials or procedures used for the assessment in order to level the playing field, to ensure that the assessment tool measures the individual's skills and abilities, and not his or her disabilities. Because youth with disabilities are expected to achieve the same gains as other youth, it is critically important that appropriate accommodations be provided for the assessment process, to ensure that the gains achieved by these youth can be determined accurately.

Accommodations for the assessment process generally fall into the following categories:

- ❑ Changes to the methods of **Presentation** of the test used as an assessment tool: e. g., providing Braille versions of the test, or orally reading the directions or test questions to test-takers;
- ❑ Changes to the methods of **Response** to the test questions: e. g., having the test-taker point to a response or use a computer for responding;
- ❑ Changes to the **Setting** in which the test is provided: e. g., permitting the test to be taken at home, or in small groups, rather than in a large group or institutional setting; and
- ❑ Changes to the **Timing/Scheduling** of the test: e.g., extending the amount of time generally provided for completion of the test, permitting frequent breaks, etc.

### **B. WIA ADULTS AND DISLOCATED WORKERS SERVICES INFORMATION**

The service provider will be responsible for eligibility determination and documentation for new registrants. If an individual is to be served as an adult or dislocated worker, he/she must receive at least one core service, such as an initial assessment or job search and placement assistance, before receiving intensive services. The initial assessment provides preliminary information about the individual's skill levels, aptitudes, interests, and supportive service needs. The job search and placement assistance helps the individual determine whether he or she is unable to obtain employment, and thus requires more intensive services to obtain employment. The decision on which core services to provide, and the timing of their delivery, may be made on a case-by-case basis depending upon the needs of the participant. *A determination of the need for intensive services as established by the initial assessment or the individual's inability to obtain employment through the core services provided must be contained in the participant's case file.*

#### **Adult Eligibility**

1. Must be citizens of the United States or individuals authorized to legally work in the United States,
2. Must be in compliance with the Military Selective Service Act. Citizenship and draft registration status must be verified and documented, and
3. Must reside in the nine-county service delivery area.
4. Individuals who are **employed** at the time of registration must not be earning a "self-sufficient" wage. The Southeast Georgia Workforce Investment Board has defined self-sufficient as employed registrants with earnings at or below 175% of the poverty level.

## Dislocated Workers Eligibility

1. Must be citizens of the United States or individuals authorized to legally work in the United States.
2. Must be in compliance with the Military Selective Service Act. Citizenship and draft registration status must be verified and documented.
3. Must reside in, or have been terminated or laid off from employment in, the nine-county service delivery area.
4. If an individual is to be served as a dislocated worker, his/her status as a dislocated worker must be verified and documented. The definition of dislocated worker is outlined in WIA section 101 (9). Essentially, a “dislocated worker” is defined as an individual who:
  - ❑ Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; **and**
  - ❑ is eligible for or has exhausted unemployment compensation; **and**
  - ❑ is unlikely to return to previous industry or occupation.

or

- ❑ Has been terminated or laid off, or has received a notice of termination or layoff, from employment; **and**
- ❑ has shown attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or the employer was not covered under a State unemployment compensation law; **and**
- ❑ is unlikely to return to a previous industry or occupation.

or

- ❑ Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise.

or

- ❑ Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days.

or

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

or

- ❑ Is a displaced homemaker (an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment).

## **Performance Requirements – Adults and Dislocated Workers**

The required performance rates and a brief explanation of performance goals are provided below for adults (18 years of age and older) and dislocated workers. Note that the “date of participation” is the day that an individual receives a program-funded service from WIA or Department of Labor (Employment Services, Trade Adjustment Act, Veterans’ Employment and Training Services).

The service provider must plan to meet or exceed the following performance standards:

- ❑ Entered Employment Rate .....92%
- ❑ Employment Retention Rate .....94%
- ❑ Average Earnings ..... \$11,000

**Entered Employment Rate:** *Of those who are not employed at the date of participation:*

The number of participants who are employed in the first quarter after the exit quarter divided by the number of participants who exit during the quarter.

### Operational Parameters:

- ❑ Individuals who are employed at the date of participation are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure).
- ❑ Individuals who, although employed, have either received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or are currently on active military duty and have been provided with a date of separation from military service are considered not employed and are included in the measure.
- ❑ Employment at the date of participation is based on information collected from the individual, not from wage records.

**Employment Retention Rate:** *Of those who are employed in the first quarter after the exit quarter:*

The number of participants who are employed in both the second and third quarters after the exit quarter divided by the number of participants who exit during the quarter.

### Operational Parameters:

- ❑ This measure includes only those who are employed in the first quarter after the exit quarter (regardless of their employment status at participation).
- ❑ Individuals who are not employed in the first quarter after the exit quarter are excluded from this measure (i.e., programs will not be held accountable for these individuals under this measure).
- ❑ Employment in the first, second, and third quarters after the exit quarter does not have to be with the same employer.

**Average Earnings:** *Of those who are employed in the first, second, and third quarters after the exit quarter:*

Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of participants who exit during the quarter.

### Operational Parameters:

- ❑ Wage records will be the only data source for this measure. Acceptable wage record sources are a state’s Unemployment Insurance wage records, Federal employment wage records, military

employment wage records, and other administrative records.

- Individuals whose employment in either the first, second, or third quarter after the exit quarter was determined solely from supplementary sources and not from wage records are excluded from the measure.

### **C. FUNDS AND NUMBER TO BE SERVED**

In submitting a proposal, only the budget information for operational costs for one year should be included. Approximate funding availability **for operational costs only** is as follows: \$66,000 to serve youth; \$140,000 to serve adults; and \$160,000 to serve dislocated workers, or a total of \$366,000. The Workforce Investment Board reserves the right to increase or decrease available funds.

The number of new enrollments will be based on the funding availability and will be determined when a contract is awarded and negotiated. Currently youth, adult and dislocated workers are being served in the area. An estimated 112 adults, 65 dislocated workers and 40 youth are projected to need continuation of services on July 1, 2012. Approximately 55 adults, 15 dislocated workers, and 15 youth will continue in training services and the remainder will need job placement, career advisement or follow-up services.

The contract funded as a result of this RFP process will be for one year with the possible extension for additional years. Continuation of a contract beyond one year will be based on satisfactory performance during the previous year, resolved monitoring and/or auditing issues, successful contract negotiations, funding availability, and the Workforce Investment Board approval.

### **D. PROGRAM PERIOD**

The program period will begin July 1, 2012, and end one year later (June 30, 2013) with a possible extension for additional years.

### **E. OUTREACH AND RECRUITMENT**

Service providers are responsible for conducting outreach activities and recruiting eligible applicants. Radio spots, public service announcements, newspaper advertisements, fliers, and other methods of outreach may be used. Additionally, the area's one-stop partners must be encouraged to refer applicants.

### **F. SPECIAL POPULATIONS**

#### **Veterans' Preference**

A veteran is defined as "an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable." **Public Law 107-288, Section 4215 (a)(2)(3) requires that veterans receive priority in all WIA programs. Collection of the individual's Form DD-214 will be necessary to document veteran status.**

General provisions under this law include the following:

- Veterans' status must be captured in the registration process. Note: *The only way to document this in the GWS at this time is on the Expanded Customer Intake/Update section of the GWS.*
- Veterans' priority cannot be waived.
- Eligibility is not affected but qualified veterans must be given priority over otherwise qualified non-veterans.
- A homeless veteran is an individual who served in the active military, naval or air service, who was discharged or released under conditions other than dishonorable, and who lacks a

fixed, regular and adequate nighttime residence. Does not include individuals who are imprisoned or detained. Service of 180 days or more is not required.

### **Limited Funding for Adults**

In the event that funds allocated to the area for adult employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals. The Southeast Georgia Workforce Investment Board has determined that funds for services are “limited” when 100% of the total available adult funds for the year are obligated.

## **G. PROGRAM ACTIVITIES**

### **1. Case Management/Service Coordination/Counseling**

Whenever possible, a single individual should provide case management throughout a participant’s WIA participation period. Case management (or service coordination) is the planning, coordination, and monitoring of the steps needed for an individual to reach the desired goals stated in the Customer Service Plan. The case manager must contact participants **at least once per month** to provide counseling or other services, if needed, and to document progress and/or assist with problems. More frequent contacts are recommended. Follow-up services must be made available for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. Case management notes regarding contacts and counseling must be consistently documented in the GWS and in the customer file.

### **2. Job Development/Job Placement**

Service provider staff will assist with job development and placement. However, to prevent excessive contacts with employers, staff will coordinate all efforts related to job development and placement with staff of the local DOL career center and placement personnel at local technical colleges. The service provider will work with career center staff and one-stop partners to establish and maintain relations with area employers and facilitate the location of suitable employment sites. Issues such as hours, wages, budgeting, satisfaction, and potential for advancement will be taken into consideration.

### **3. Support Payments to Participants**

Funds for support payments to participants will be determined when a contract is awarded and negotiated. Therefore, funds for this purpose are to be excluded from the proposed budget.

The Southeast Georgia Workforce Investment Board has chosen to provide supportive payments for registrants who are attending training classes. The supportive payment may be used for childcare, transportation, meals, and any other supportive service the participant chooses.

Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the service provider by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the GWS). The service provider must maintain documentation to support the payments.

WIA participants will receive a support payment, based on attendance, while attending occupational skills training as follows:

Participant: \$15/day

Participant who has physical and legal custody of 1 child under the age of 13: \$21/day

Participant who has physical and legal custody of 2 children under the age of 13: \$27/day

Total support payments will not exceed \$135 per week.

#### **4. Assessment and Customer Service Plan Development**

A comprehensive assessment, along with the development of a customer service plan, is required for each customer served. The academic levels, skill levels, and service needs of each participant must be evaluated during the assessment process. The assessment shall include a review of basic skills, prior work experience, occupational skills and interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs (WIA Section 129(c)(1)(A)). However, if a recent assessment (or partial assessment) has been conducted prior to registration, applicable portions of the prior assessment should be utilized to prevent duplication.

Within 30 days of the date of participation, it is mandatory that youth be assessed to determine reading and math levels, or basic skills levels. The TABE may be administered to determine reading and math levels. Level 2 of the Career Decision Making System, Revised (CDM) may be used to identify interests, abilities, and values. The Career Ability Placement Survey (CAPS) will be administered to identify aptitudes. The tests may be administered during group sessions or on an individual basis. Again, if comparable tests have been recently administered, results of the comparable tests are acceptable. Requests to routinely use other testing instruments to assess reading and math levels, interests, and aptitudes will be given consideration. However, the SGRC will stock the TABE, CDM, and CAPS and furnish these testing instruments at no cost to the contractor.

During assessment and the development of the Customer Service Plan, staff of the service provider will conduct a one-on-one, face-to-face interview with the participant. Topics of discussion will include test results, employment goals, training options (WIA and non-WIA), and the participant's family/support network.

Based on the assessment outcomes, the case manager/service coordinator, and the participant will work together to develop a plan to serve as a management tool to guide, track, and document the participant's progress in attaining educational and career goals.

#### **5. Service Provider/Staff Duties**

Proposals must specify staff positions to be included in the program and outline the duties and qualifications of proposed staff members. At a minimum, each provider must have on staff one individual who will determine eligibility, provide comprehensive assessments, counseling, service coordination, job development, placement services, and post-employment services, when applicable. The individual(s) should have a high school diploma, possess excellent oral and written skills, and possess two years experience working directly with the public. The individual will be responsible for entry of participant data into the on-line Georgia Workforce System (GWS). He/she will also document all pertinent information, including attendance, in participant files. He/she must provide follow-up services for twelve months after a participant is placed in unsubsidized employment or until the end of the contract period, whichever is sooner. He/she will be responsible for collecting, compiling, and reporting requested performance data. He/she must possess the ability to collaborate and coordinate services with numerous partner agency representatives and to communicate with individuals from a variety of ethnic, cultural, and socioeconomic backgrounds. The case manager must develop a rapport with local technical and community college personnel in order to fulfill the contract responsibilities.

#### **6. Payments for Tuition, Books, and Miscellaneous Required Purchases**

Tuition and book fees for WIA participants will ordinarily be covered by the Hope fund; however, in

the absence of Hope or other financial assistance, WIA funds may cover tuition and book fees. If other funds are not available for items required by the instructor for all class participants and purchasable through the school (i. e., uniforms, lab equipment, tools, etc.), WIA funds may be used for these expenses. When and if this happens, the payment will be made by the service provider directly to the appropriate school. The service provider will be responsible for making the arrangements, ensuring that the school will bill the service provider, making the necessary arrangements for the participant, etc.

In the absence of other funding, additional costs related to a participant's employment (i. e., work boots, drug screenings, etc.) may be paid by WIA funds contracted as a result of this RFP; however, equipment required for an individual to become self-employed will not be covered by WIA funds. Funds for these purchases will be determined when a contract is awarded and negotiated.

### **7. Participant Tracking in the Georgia Workforce System (GWS)**

The service provider is responsible for the correct completion and entry of online Georgia Workforce System (GWS) forms to record eligibility, participation, and assessment results. Also, the GWS will be utilized to record case management notes and track the provision of services. Staff of the SGRC will provide GWS training for service provider staff.

### **8. Referrals**

Customers should be referred to any agency, organization, employer, etc. that offers a service needed by an individual. All referrals must be documented.

## **III. GENERAL REQUIREMENTS FOR PROPOSERS**

This section includes the requirements for proposers and contractors. Proposers should read it carefully before developing a proposal.

### **A. FUNDING**

A proposal funded under this Request for Proposal package will be funded under provisions of the Workforce Investment Act, Public Law 105-220. Funding is contingent upon the availability of WIA funds. Proposers must comply with Public Law 105-220, the Workforce Investment Act (WIA), as amended, USDOL Regulations 20 CFR Parts 626-631 and 637, and 29 CFR, OMB Circulars A-87, A-21, A-102, A-122, A-110, and/or A-133..

The Workforce Investment Board (WIB) reserves the right to fund proposals under funding sources (if available) other than the sources identified in this Request for Proposal package.

### **B. CODE OF CONDUCT**

The proposer shall avoid conflicts of interest, real or apparent, and shall adhere to the following code of conduct. No officer, employee, or agent of the proposer shall:

- 1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contractor; or
- 2) Participate in the selection, award, or administration of a procurement supported by WIA funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:

- a. the officer, employee, or agent;
- b. any member of his or her immediate family;
- c. his or her partner; or
- d. a person or organization, which employs, or is about to employ, any of the above.

Proposers found violating this code of conduct will not be funded.

### **C. FINANCIAL REQUIREMENTS**

Proposers must complete Appendix A, Statement of Financial Capability, and submit it with the proposal. The proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

Proposers must demonstrate the ability to repay disallowed costs. Proposers must provide assurance that all financial personnel are bonded. Resumes/qualifications of all financial and accounting personnel must be submitted with the proposal. Financial resources and capacity must be fully explained in the proposal. A pre-award survey of new contractors will be conducted prior to the execution of a contract.

### **D. AUDIT**

One copy of the proposer's most recent audit must be attached to the proposal with an original signature. It is not necessary to attach a copy of the audit to each copy of the proposal. Prior to contract negotiation, SGRC staff and/or the SGRC's auditor will review the audit. If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the most recently completed fiscal year.

Any proposer that is awarded a contract and expends more than \$500,000 must submit, within 90 days of the close of its fiscal year, an audit in compliance with OMB Circular A-133. This includes commercial (private-for-profit) organizations. WIA regulations 20 CFR 667.200(b) (2) (ii) require that commercial organizations that expend more than \$500,000 threshold of OMB Circular A-133 conduct either an organization-wide or a program-specific audit. The cost for the audit may be included in the proposal budget.

Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits.

### **E. PROGRAM INCOME**

Program income earned on any contract must be used to further program objectives only. Program income is defined as income received by the contractor directly generated by an activity or earned only as a result of the contract. Such earnings include fees from services performed or from conferences, sale of commodities or items fabricated, income from the use or rental of real or personal property acquired with grant funds, revenues earned by a governmental or private non-profit

contractor in excess of actual costs incurred in providing services, and interest income.

The service provider must account for program income and report this income to the SGRC monthly. The service provider may retain the program income, provided it is used only for purposes that are authorized under the contract. If contractors cannot use the program income as described above, it must be paid to the SGRC with the submission of the closeout invoice.

#### **F. INVOICES AND PAYMENT**

The proposer who is awarded a contract will submit a monthly invoice to the Southern Georgia Regional Commission (SGRC) to collect funds earned against the contract. The SGRC will provide the invoice form. The invoice is due by the 10<sup>th</sup> calendar day of the following month. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A final invoice is due to the SGRC 15 calendar days after the end of the contract period.

#### **G. ASSURANCES, CERTIFICATIONS, AND INDEMNIFICATION**

The proposer who is awarded a contract must sign a standard contract document. The document specifically outlines federal laws and regulations, along with the responsibilities of the contractor. Proposers may request a sample copy for review. Any proposed changes must be submitted with the proposal.

#### **H. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES**

Service providers shall comply with the Civil Rights Act of 1964 and its amendments which state that no person in the United States shall, on the grounds of race, color, religion, gender, national origin, age, handicap or political affiliation or belief be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity from which the recipient receives federal financial assistance.

#### **I. PREVENTION OR FRAUD/MISAPPLICATION OF FUNDS/GROSS MISMANAGEMENT**

To ensure the integrity of WIA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost participants," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of participants for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, unsuitable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be defined later. If service providers violate these abuse standards, the SGRC may cancel the contract.

#### **J. OUTREACH, RECRUITMENT, ELIGIBILITY DETERMINATION, AND ASSESSMENT OF PARTICIPANTS**

Service providers will be responsible for outreach, recruitment, eligibility determination, and assessment of participants, where applicable, in all nine counties that Area 19 encompasses. Eligibility determination shall be in compliance with the Workforce Investment Act and the Southeast Georgia area's local policies and procedures.

**K. SELECTION OF PARTICIPANTS**

Operating within the parameters of WIA eligibility requirements and local policies and procedures, the service provider will be responsible for the selection of participants.

**L. PAYMENTS TO PARTICIPANTS**

Service providers are responsible for obtaining attendance records and for paying participant support payments in accordance with the local support payment policy. Payments must be made by the proposer by check every two weeks, and participants must sign for the checks unless circumstances exist that prevent them from doing so (as outlined in the case notes in the GWS.) The service provider must maintain documentation to support the payments.

**M. GEORGIA WORKFORCE SYSTEM (GWS)**

Service providers will be responsible for entering data into the statewide online Georgia Workforce System (GWS). Service providers are responsible for collecting, verifying, and transmitting timely, accurate, and complete data including application information, registration information, customer service plan, program/activity changes, case management notes, and exit information. Statewide online forms will be utilized.

**N. MONITORING AND EVALUATION**

The SGRC staff will monitor and evaluate programs and activities throughout the contract period. A minimum of one on-site visit will occur during the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Service providers must allow SGRC staff full access to all files and records relating to WIA programs. The SGRC will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions. Service providers must develop corrective action plans and respond in writing to required corrective actions.

**O. INTERNAL MONITORING**

Service providers must periodically monitor all of their activities. Programmatic, performance, financial, and compliance monitoring must be completed and documented. Proposers must explain their monitoring plans, including how, when, and who will monitor WIA activities in their organization.

**P. RETENTION OF RECORDS**

Service providers shall maintain copies of all financial records, including cancelled checks, invoices, purchase orders, payroll register, books of account, and any other financial record. Appropriate records of a client's participation in a WIA program, including verification of eligibility, referral information, etc. must be maintained. Service providers shall retain such records for a period of six (6) years from the end of the contract and/or the end of the program year in which the participant exited.

The service provider may give participant records to the SGRC for storage at the end of the contract period. In the event of litigation or audit involving any records relative to the contract, the service provider will retain the records until resolution of the audit or litigation.

**Q. TYPE OF CONTRACT**

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.

## **R. SUBCONTRACTS**

If a proposer anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget.

## **S. FIDELITY BOND INSURANCE**

A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment for program costs is bonded to provide protection against loss. Bond coverage shall be for 15% of the total contract amount and/or \$50,000 (whichever is greater) and must be maintained during the life of the contract.

## **T. TRAINING SESSIONS AND MEETINGS**

The SGRC holds training sessions and meetings periodically. In addition to providing training, these meetings are to disseminate information, facilitate coordination among service providers, and obtain input from service provider staff about WIA programs in the local area. At least one staff member representing each service provider must attend these meetings.

## **U. APPEAL PROCEDURES**

Proposers who wish to appeal the final funding decision may do so. Proposers must document specific factors (e.g., conflict of interest, nepotism), which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Southeast Georgia Workforce Investment Board (WIB) reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

## **V. DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

Proposers must complete and include Appendix B, Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, in each proposal submitted to the SGRC.

## **W. LOBBYING**

Proposers must complete and include Appendix C, Certification Regarding Lobbying, in each proposal submitted to the SGRC.

## **X. NON-DUPLICATION OF SERVICES**

Funds provided under the Workforce Investment Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

# **IV. SUBMISSION REQUIREMENTS FOR**

## **A. ELIGIBLE CONTRACTORS**

Local boards of education, technical institutes, community-based organizations, faith-based organizations, institutions of higher learning, community action agencies, private-for-profit companies, private non-profit companies, state agencies, and governmental agencies are eligible applicants.

## **B. DUE DATE**

Proposals responding to this WIA Request for Proposal package #17 are due by 2:00 p.m.,

Wednesday, February 29, 2012. Proposals must be officially received at the Southern Georgia Regional Commission, 1725 South Georgia Parkway, West, Waycross, Georgia 31503. Proposals must be mailed or hand delivered to the SGRC. Proposals received via fax or email will not be considered.

***Proposals received after the deadline will be determined non-responsive and will not be considered for funding.*** (Proposals delivered at 2:01 p.m. on the deadline date will be determined non-responsive.)

### **C. NUMBER OF COPIES**

Seven (7) copies, one with original signature(s), must be submitted. ***If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.***

### **D. PROPOSAL FORMAT**

The proposal must be in the following format. ***If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.***

#### **1. Proposal Cover Sheet**

The first page of the proposal must be the Proposal Cover Sheet (see page 25 of this package). An official legally authorized to act on behalf of the proposing agency must sign the Proposal Cover Sheet. The signature of this individual will serve as certification that the cost data contained in the proposal is accurate and complete.

#### **2. Project Narrative**

***The project narrative section should be limited to two pages and should be double-spaced using a font size of 12.*** In narrative form, summarize and describe the project in general terms.

#### **3. Services/Activities to be Provided**

The proposal must explain the following services/activities and how service delivery will be accomplished. Specify when the service/activity will occur, how it will occur, where it will occur, who is responsible, and any other information that will clearly explain the services and activities to be provided.

- a) Outreach and Recruitment
- b) Case Management/ Service Coordination/ Counseling
- c) Job Development/Job Placement
- d) Support Payments to Participants
- e) Assessment and Customer Service Plan Development
- f) Payments for Tuition, Books, and Miscellaneous Required Purchases
- g) Service Provider/Staff Duties (including data entry into GWS)
- h) Participant Contact
- i) Referrals

#### **4. Performance and Outcomes**

Identify planned performance for the program.

#### **5. Program Management**

- a) Give a *brief* history and background of your organization. Include the purpose of your

agency and the number of years of educational or job training experience.

- b) Identify the job titles and required qualifications for staff that will be working in any aspect of the program. Attach job descriptions and the approximate number of hours annually to be spent each week in WIA activities.
- c) Explain in detail your monitoring procedures. Include those responsible for monitoring; explain which activities they will monitor, and explain when monitoring will occur. Discuss how your monitoring will ensure compliance with WIA, Federal Regulations, and the contract. Include your agency's Equal Opportunity policy.
- d) Provide a summary of your organization's past performance in the provision of similar/related services. Explain the type of service or program that was provided. List the name of the contracting agency, the dates of the contract(s), the amount of contracted funds, and the amount of expended funds. Describe the targeted population. Outline performance outcomes pertinent to the program described (i.e., number served vs. number planned to be served, completion rate, entered employment rate, retention rate, GED attainment rate, etc.). Provide the name and title of a reference with the ability to verify the past performance information. Furnish contact information for the reference, including an address and phone number.
- e) Identify local office locations and provide telephone numbers. Location at the area's comprehensive one-stop facility, Georgia Department of Labor Career Center in Waycross, is optional. If a proposer plans to use the Waycross Career Center as an office location, rent and utilities should not be included in the proposed budget, but will be discussed during contract negotiations. Also, identify the planned location of participant files during the contract period and after the contract ending date.
- f) Identify any subcontractors to be used, the service they will perform, and the cost for such services.

## **6. Financial Management**

- a) Complete Appendix A – Statement of Financial Capability and attach to the proposal.
- b) Provide information about your financial resources. Provide the qualifications and technical skills of your financial staff.
- c) Describe your financial management system, internal controls, and provisions for audit and record retention. Include your accounting procedures, type of accounting system used, and fiscal year. Identify where financial records will be maintained and who (by title) will prepare financial invoices for submission to the SGRC. Furnish business references. Include any other information that will clearly describe fiscal accountability and capacity. Include the name, address, and telephone number of the bank that will handle the program's account.
- d) Fully explain any indirect rate, cost pools, and cost allocation plans.
- e) Submit a list of owners, members of Board of Directors, and other officers of the corporation or organization.

- f) Attach a copy of your fidelity bond and a copy of your most recent audit. It is not necessary to attach a copy of the audit to copies of the proposal. Only one copy of the audit is needed, which should be attached to the proposal with the original signature. If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the most recently completed fiscal year.
- g) Attach a copy of your business license.
- h) Briefly explain your procurement practices or attach a copy of your written procurement procedures if funds will be used to purchase goods and/or services.
- i) Complete and include the applicable budget forms (pages 26-28) of this RFP.

**7. Coordination/Linkages/Collaboration**

Describe coordination arrangements with partner agencies and/or other agencies that will assist with this project. Describe how the program will interact with one-stop partners identified in the Workforce Investment Act. Include any individuals, by title, to be involved with coordinating this program to ensure success.

Other appropriate linkages that will enhance the provision of services should be established and explained. Such linkages are highly encouraged and may be established with local technical colleges, business and labor organizations, volunteer groups, and other training, education, employment, and social service programs.

The Workforce Investment Act stresses the development of a genuine local workforce development *system*. Hence, strong proposals will give careful attention to the accomplishment of the goals of coordination, no duplication, maximization of resources, and seamless service delivery. Letters of support may be attached.

**8. Certification Regarding Debarment**

Complete the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form (Appendix B of the RFP) and attach to the proposal.

**9. Certification Regarding Lobbying**

Complete the Certification Regarding Lobbying form (Appendix C of the RFP) and attach to the proposal.

**10. Sub-subcontractor Affidavit**

Complete the Sub-Subcontractor Affidavit form (Appendix D of the RFP) and attach to the proposal.

**PROPOSAL COVER SHEET**  
For Service Coordination and Case Management for  
Individual Training Accounts and Follow-Up for  
Youth Ages 18-21, Adults and Dislocated  
Contract Period: July 1, 2012 through June 30, 2013

Southeast Georgia Workforce Investment Board

Proposing Agency:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check all that apply:

- \_\_\_\_\_ Minority owned
- \_\_\_\_\_ Female owned
- \_\_\_\_\_ Less than 500 employees

**ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL PACKAGE**

(Agency name) \_\_\_\_\_ does hereby accept all the terms of the Request for Proposal Package and I certify that to the best of my knowledge and belief, the cost data in this proposal are accurate, complete, and current.

Typed or Printed Name of Authorized Person: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

## BUDGET SUMMARY

| <i>Line Item</i>        | <i>Total Cost</i> |
|-------------------------|-------------------|
| Salary                  |                   |
| Fringe                  |                   |
| Travel                  |                   |
| Office Supplies         |                   |
| Telephone               |                   |
| Postage                 |                   |
| Rent*                   |                   |
| Utilities*              |                   |
| Bond                    |                   |
| Audit                   |                   |
| Copying                 |                   |
| Indirect                |                   |
| Advertising             |                   |
| Participant Support**   | N/A               |
| Participant Materials** | N/A               |
| Other (Identify)        |                   |
| Other (Identify)        |                   |
| Other (Identify)        |                   |

NOTE: Complete pages 27-28 to explain costs on this budget page.

\*Agencies proposing to locate at the area's one-stop center, Georgia Department of Labor (Waycross Career Center) should not include rent/utilities in their budget. If payment of rent/utilities is necessary, the issue will be discussed during contract negotiation. However, proposals should reflect other anticipated expenditures for rent and utilities.

\*\*Funds for participant support and participant materials will be added during contract negotiations.

## PERSONNEL SUMMARY

| Position Title   | Hourly Wage | Hours Charged to This Project | Total Amount Charged | Will this person charge time to another fund source? |
|--|-------------|-------------------------------|----------------------|--|
|  |             |                               |                      |  |
|  |             |                               |                      |  |
|  |             |                               |                      |  |
|  |             |                               |                      |  |
|  |             |                               |                      |  |
|  |             |                               |                      |  |
| TOTAL<br>(Enter on salary line item on Budget Summary) |             |                               |                      |  |

## FRINGE BENEFITS

| Benefit  | Salary Base | % | Amount Charged To Contract |
|--|-------------|---|----------------------------|
| FICA/Medicare  |             |   |                            |
| Worker's Comp.   |             |   |                            |
| Health Insurance                                       |             |   |                            |
| Retirement   |             |   |                            |
| U. I.  |             |   |                            |
| Life Insurance   |             |   |                            |
| Other (Identify)                                       |             |   |                            |
| TOTAL<br>(Enter on fringe line item on Budget Summary) |             |   |                            |

## TRAVEL

| Mileage  | Amount Charged to Contract |
|--|----------------------------|
| ___ Miles x ___ Per Mile                               |                            |
| Lodging and Meals                                      |                            |
| ___ Nights x ___ Per Night                             |                            |
| ___ Per Diem x ___ Days                                |                            |
| TOTAL<br>(Enter on travel line item on Budget Summary) |                            |

## OTHER COSTS EXPLANATION

Explain how the amounts for line items were determined. Explain allocations, if applicable. Use additional sheets if necessary.

Office Supplies: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postage: \_\_\_\_\_

Rent: \_\_\_\_\_

Utilities: \_\_\_\_\_

Bond: \_\_\_\_\_

Audit: \_\_\_\_\_

Copying: \_\_\_\_\_

Indirect: \_\_\_\_\_

Advertising: \_\_\_\_\_

Other (Identify): \_\_\_\_\_

Other (Identify): \_\_\_\_\_

Other (Identify): \_\_\_\_\_

## REVIEW CRITERIA

Proposer Name: \_\_\_\_\_ Program: \_\_\_\_\_

Proposal # \_\_\_\_\_ Total Score \_\_\_\_\_

Financial Management Criteria \_\_\_\_\_ X 4 = \_\_\_\_\_

1. Did the proposer include all the requested financial management/budget information?
2. Does the proposer have adequate financial resources?
3. Does the proposer have acceptable internal controls?
4. Was the budget information mathematically correct?
5. Will the accounting system and procedures adequately account for and report financial data?

Program Management Criteria \_\_\_\_\_ X 4 = \_\_\_\_\_

1. Does the proposer have a history of providing employment and training services?
2. Did the proposer include all the requested program management information?
3. Does/will the staff have the necessary qualifications?
4. Do the monitoring procedures ensure that the activities and services will be in compliance with WIA and the contract?
5. Will the proposer have an office in the Southeast Georgia area?

Performance Criteria \_\_\_\_\_ X 5 = \_\_\_\_\_

1. Does the proposer have sufficient educational and job training experience?
1. Was the requested past performance information provided?
2. Does the proposer's past performance indicate the capacity to perform the activities and services described in the proposal?
3. Is the proposed performance equal to or greater than the performance requested in the RFP?
4. Will the activities/services described in the proposal lead to achievement of the required performance measures?

Program Design Criteria \_\_\_\_\_ X 4 = \_\_\_\_\_

1. Did the proposer clearly and completely describe the program design?
2. Were the planned services thoroughly explained?
3. Were the planned training activities thoroughly explained?
4. Did the program design include a combination of services/activities?
5. Did it appear that a needed service or training activity was not included in the program design?

Cost Criteria \_\_\_\_\_ X 3 = \_\_\_\_\_

1. Does the cost seem reasonable?
2. Does the cost per participant compare favorably to other similar proposals?
3. Could the services/activities be provided at the cost proposed?
4. Does the proposed cost seem adequate for the number of individuals to be served?
5. Does any line item in the budget seem unusually high?

**STATEMENT OF FINANCIAL CAPABILITY**

Proposer Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Information in this statement must be completed by an independent certified public accountant or by the financial officer of the proposer if proposer is a state or local educational agency.

A. The proposer is a corporation: Yes: \_\_\_\_ No: \_\_\_\_  
If yes, corporations and their affiliates must be listed and properly registered with the Secretary of State's office.  
A copy of the registration certification is attached: Yes: \_\_\_\_ No: \_\_\_\_  
If no, please explain: \_\_\_\_\_

B. Proposer is licensed in the county or city in which they are doing business:  
Yes: \_\_\_\_ No: \_\_\_\_  
A copy of the license is attached: Yes: \_\_\_\_ No: \_\_\_\_ (not applicable for state or local educational agencies).  
Explain if proposer does not have license attached: \_\_\_\_\_

C. Proposer has a current fidelity bond and a copy is attached: Yes: \_\_\_\_ No: \_\_\_\_  
Explain if proposer does not have a current fidelity bond attached: \_\_\_\_\_

D. Financial Condition as of the end of most recent fiscal year.

- 1. Cash \$ \_\_\_\_\_
- 2. Current Assets \$ \_\_\_\_\_
- 3. Current Liabilities \$ \_\_\_\_\_
- 4. Net Working Capital \$ \_\_\_\_\_ (number 1 + 2 - 3 = 4)

E. The proposer's Fiscal Year end is \_\_\_\_\_, 20\_\_\_\_.

F. Workmen's Compensation Current? Yes: \_\_\_\_ No: \_\_\_\_

Name of Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Period Covered by Policy: \_\_\_\_\_

Address of Carrier: \_\_\_\_\_

\_\_\_\_\_

G. Has OSHA placed a fine on proposer (civil or criminal) in the past 24 months?

Yes: \_\_\_\_ No: \_\_\_\_ if yes, explain: \_\_\_\_\_

H. Are Federal, State and Unemployment Taxes Paid and Current: Yes: \_\_\_\_ No: \_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Georgia Unemployment Insurance Number: \_\_\_\_\_

Georgia Withholding Tax Number: \_\_\_\_\_

In the past five (5) years, has the proposer had any Federal or State Tax levies?

Yes: \_\_\_\_ No: \_\_\_\_ if yes, describe the nature, circumstance of the levy, county filed, and the date paid/resolved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Circle the appropriate answer(s) to indicate the financial arrangements that are available to facilitate performance during initial phases of the contract.

1. Own Resources Yes: \_\_\_\_ No: \_\_\_\_

2. Bank Credit Yes: \_\_\_\_ No: \_\_\_\_

(If yes, name of bank and amount – include any Line of Credit):

\_\_\_\_\_ (Name of Bank) \_\_\_\_\_ (Amount of Credit)

3. Other Income Source Yes: \_\_\_\_ No: \_\_\_\_ (Specify source and amount)

\_\_\_\_\_ (Source) \_\_\_\_\_ (Amount)

\_\_\_\_\_ (Source) \_\_\_\_\_ (Amount)

J. The latest Audit statement was prepared on \_\_\_\_\_, 20\_\_\_\_ and covers the period of \_\_\_\_\_, 20\_\_\_\_, through \_\_\_\_\_, 20\_\_\_\_. Name of auditor if audit conducted: \_\_\_\_\_.

(Please attach a copy of the most recent audit with proposal.) If the same CPA firm has audited company records for the past five (5) years, please check here \_\_\_\_\_. If a different CPA firm has audited during the past five (5) years then complete the information below:

| First Year End | Firm Name and Address |
|----------------|-----------------------|
| _____          | _____                 |
| _____          | _____                 |

If no audits have been performed in the past five (5) years then explain below. (If new organization, state the date the organization began business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information confirmed by: \_\_\_\_\_  
*(CPA Firm Representative or Financial Officer of Proposer)*

K. Typed or printed name of individual authorized to act on behalf of agency:

|                       |                |
|-----------------------|----------------|
| _____<br>Name         | _____<br>Title |
| _____<br>Phone Number |                |

Signature of Authorized Person: \_\_\_\_\_  
Signature Date

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ ATTACHED  
INSTRUCTIONS WHICH ARE AN INTEGRAL PART TO THE  
CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**Name and Title of Authorized Representative**

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**Signature**

**Date**

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds are providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement of Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of *a system of records in order to render in good faith the certification required by this clause*. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his/her knowledge and belief that:

- 1) No federal appropriated funds have been paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a agency, a Member 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, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, 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 grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 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 and not more than \$100,000 for each such failure.

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Name of Proposer/Contractor Organization

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Name of Certifying Officer

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Signature of Certifying Officer

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Date

\*NOTE: "All" in the final rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

(Name of Contractor)  
Georgia Illegal Immigration Reform and Enforcement Act of 2011  
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ and on behalf of the Southern Georgia Regional Commission has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to the Southern Georgia Regional Commission. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the Southern Georgia Regional Commission. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
*Federal Work Authorization User Identification Number*

\_\_\_\_\_  
*Date of Authorization*

\_\_\_\_\_  
*Name of Sub-subcontractor*

\_\_\_\_\_  
*Name of Project*

\_\_\_\_\_  
*Name of Public Employer*

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
*Signature of Authorized Officer or Agent*

\_\_\_\_\_  
*Printed Name and Title of Authorized Officer or Agent*

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_