

Genesee/Shiawassee MICHIGAN WORKS!TM

Career Alliance, Inc.

DEVELOPING A SKILLED WORKFORCE | ADVANCING EMPLOYERS

To All Bidders:

Genesee Shiawassee Michigan Works! Career Alliance, Inc. is seeking service providers to make the following services available under the Workforce Investment Act – Adult and Dislocated Worker:

*Orientation
Intake
Case Management
Staff-Assisted Secondary Core Services
Intensive Services
Training Services
Supportive Services
Placement Services*

Proposers are expected to provide a combination of services to low-income adults and/or dislocated workers throughout Genesee and Shiawassee counties. Proposers must provide all of these services - proposals should focus on seamless delivery of services in an innovative yet effective way to serve both employers and job-seekers. Bidders must demonstrate the ability to meet or exceed performance measures, comply with federal, state and local policies and partner with existing programs and services to best meet the needs of the population of Genesee and Shiawassee counties. Award of contracts as a result of this RFP will be made only to agencies or organizations legally organized to conduct business in the State of Michigan.

Bidders should estimate their proposal based on the 2010 WIA allocations, which were:

*Adult: \$1,966,884.00
Dislocated Worker: \$1,718,443.00*

Program activities will commence on July 1, 2011 and run through June 30, 2012.

Proposals must be postmarked no later than 03/14/2011, and mailed to:

*Genesee/Shiawassee Michigan Works! Career Alliance, Inc.
Attention: Workforce Training Department
P.O. Box 528
Flint, Michigan 48501*

Only proposals mailed to the post office box will be considered. The RFP packet gives specific instructions for response requirements. Please note that proposals for WIA Adult and WIA Dislocated Worker must be separate, as must proposals for services in each county, both Genesee and Shiawassee.

WIA ADULT AND DLW REQUEST FOR PROPOSAL

BACKGROUND

▪ **Workforce Investment Act**

On August 7, 1998, President Clinton signed the Workforce Investment Act of 1998 (WIA), comprehensive reform legislation that supersedes the Job Training Partnership Act (JTPA) and amends the Wagner-Peyser Act. The WIA reforms federal job training programs and creates a new, comprehensive workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers.

▪ **Michigan Works! System**

The Workforce Investment Act provides a framework for a comprehensive and integrated workforce delivery strategy for “one-stop” employment and training services. It is only one component of a multi-faceted, statewide workforce structure in Michigan known as the Michigan Works! System.

The Michigan Works! System is based on the fundamental premise that in order for state employers to be able to compete successfully in the international marketplace, they need better workers, better educated by our school systems and better trained by our public and private training providers. Through the Michigan Works! System we are able to better match employer needs with training provided to workers.

The Michigan Department of Energy, Labor and Economic Growth (MDELEG) is the lead agency in the implementation of the statewide Michigan Works! System. The Genesee Shiawassee County Workforce Development Board is the lead agency for the implementation of the Michigan Works! System for Genesee and Shiawassee Counties.

The County of Genesee is designated as the “Grant Recipient” for the Michigan Works! Agency. Genesee Shiawassee Michigan Works! Career Alliance, Inc. (GSMW/CAI) is designated as the “administrative entity” (referred to as the “Michigan Works! Agency”). These designations are made in accordance with Public Act 7, “Urban Cooperation Act of 1967”.

The goal of the Michigan Works! System is to provide quality services for our customers at every entry point. Co-location, integrated services and customer focus are priorities of this system. The focus of GSMW/CAI is to provide information and resources to enable job seekers and employer customers to achieve economic security. Services from the state’s major workforce development programs are accessible in a seamless manner with a core set of services that are available free of charge to all that seek them.

The Michigan Works! System is guided by the following principles:

- Customer-driven focus for services;
- Responsive business services for employers;
- Market awareness through private sector leadership;
- Integrated service delivery structure;
- Maximum use of resources through co-location and shared operating costs; and,
- Accountability measured by results.

▪ **System Programs and Partners**

Access to the services from the following programs is being included in the local Michigan Works! System either at the service center location or through a referral:

WIA Title I Adult, Dislocated Worker and Youth	Energy Conservation Apprenticeship Readiness (ECAR)
Jobs, Education and Training	Road Construction Apprenticeship Readiness (RCAR)
Welfare-to-Work	State Energy Sector Partnership Training
Food Stamps Employment and Training	American Recovery and Reinvestment Act Services
School-to-Work/Career Preparation System	National Career Readiness Certificate (NCRC)
Employment Services	WIA Title I Migrant Seasonal Farm Workers
Trade Adjustment Assistance	Senior Community Service Employment Program
Michigan Prisoner Reentry Initiative	WIA Title I Job Corps
Vocational Rehabilitation	WIA Title I Veterans
Vocational Education	WIA Title I Native American
Career Preparation	Community Services Block Grant Employment and Training;
Career and Technical Education (Perkins Secondary & Post Secondary)	Housing and Urban Development Employment and Training
Adult Education	Unemployment Insurance
Veterans Employment Services	Other programs as they become available

▪ **Integrated Service Delivery**

The goal for Adult and Dislocated Worker WIA Services is to provide adults with services needed to obtain employment or obtain/retain employment that allows for self-sufficiency. GSMW/CAI encourages creative and innovative projects. Projects should be individualized to fit the needs of the participants and should increase their future employability prospects. Programs should be designed to assist participants in overcoming a variety of employment barriers and developing a range of skills needed to make an effective labor market adjustment.

In addition, WIA assistance will be provided to employers seeking help in recruiting a workforce. Therefore both job seekers and employers will be able to access a full range of services and resources that will lead to employment success.

▪ **Service Area**

The service area for GSMW/CAI WIA programs encompasses Genesee and Shiawassee counties. The following Michigan Works! Service Centers for Genesee and Shiawassee Counties are the physical locations where system partners are co-located for easy access by employers and job seekers. All WIA Services will originate from these locations. Space and equipment may be provided by GSMW/CAI.

Genesee County
Michigan Works! Service Center
711 North Saginaw Street
Flint, Michigan 48503

Shiawassee County
Michigan Works! Service Center
1975 West Main Street, 2nd Floor
Owosso, Michigan 48867

All providers of services funded by the GSMW/CAI are expected to partner and work collaboratively with the Employment Services offices at the Michigan Works! Service Centers and will assist GSMW/CAI achieve the goals of its Strategic Plan:

- Promote and provide training for high-demand, high-skill jobs, including those not requiring a four-year degree.
- Promote Genesee Shiawassee Michigan Works! and its Business Services division.
- Create more opportunities for a workforce diverse in age, ability, ethnicity, and culture.
- Work collaboratively with other community partners and leverage resources.

Additionally, all providers of services funded by the GSMW/CAI must meet or exceed all performance and customer service standards. The Workforce Investment Act of 1998 provides the framework for a unique national workforce preparation and employment system designed to meet the needs of both the nation's businesses *and* of job seekers. These two groups comprise the customers of GSMW/CAI.

THE PROGRAM

▪ Summary – WIA Adult and Dislocated Worker

The Workforce Investment Act will be a three-stage process of *Core, Intensive, and Training Services*, which is formalized in WIA (<http://www.doleta.gov/regs/statutes/finalrule.htm>). Workforce Investment Act services do not constitute an entitlement. *Core services* are available to all job seekers and employers free of charge, and are designed to help customers access resources in the system. Although free of charge, *Secondary Core, Intensive Services* and *Training Services* are available only to eligible populations based on suitability for services.

▪ Target Population

WIA Adult: WIA eligibility requirements for adults are very broad. However, since funds are limited, priority for service will be given to Genesee/Shiawassee county recipients of public assistance and other low-income adults ages 18 and older. Low-income WIA adults are defined as those whose family income for the past six months falls on or below 70 percent of the currently published Lower Living Standards Income Level (LLSIL). Additionally, service providers are expected to recruit, enroll and serve eligible participants that are reflective of the demographic characteristics of the service area. Current data supports the following demographics:

Demographic	Genesee County	Shiawassee County
Female	51.9%	50.6%
Black	19.4%	0.5%
Hispanic	2.6%	2.0%
American Indian	0.6%	0.5%
Asian	1.0%	0.3%
Individuals with Disabilities	19.5%	16.7%

(2009 U.S. Census Bureau Quick Facts)

WIA Dislocated Workers: WIA eligibility requirements for DW are also broad. Since funds are limited, priority will be given to those dislocated workers who are most in need of services and who meet basic eligibility requirements: residents of Genesee/Shiawassee county who are 18 years of age and older and have been dislocated from a business.

▪ WIA Orientation

The WIA Orientation must be an overview presentation acquainting potential WIA participants to various program components (Core, Secondary Core, Intensive, Training), opportunities, program rules and requirements, and explain various activities. All WIA referrals from Employment Services (ES) must complete the orientation process.

WIA Orientation services must include, but are not limited to:

- WIA registration procedures/requirements
- Overview presentation of core/staff assisted secondary core/intensive/training services
- Description of local community and non-profit agencies/resources
- Review of the grievance procedure, Freedom of Information Act and Equal Employment Opportunity Act
- Referral process to possible other community resources
- Question and answer session

▪ **WIA Intake**

After completing orientations, all individuals must have their suitability and eligibility for WIA services assessed prior to receiving additional WIA services. The intake/eligibility determination will be treated as the initial step in WIA registration. The intake process must include:

- Verification of all documentation to identify customer's birth date, household income (if necessary), family size, citizenship, driver's license
- Ensuring that customers understand program requirements, expectations, commitments, and their responsibilities for participating in the program
- Verification that the individual can successfully meet the performance/program goals
- Identify barriers and possible solutions (supportive services)

▪ **WIA Case Management**

The essential functions and/or services to be provided by the case management staff are as follows:

- Complete enrollment and maintain documentation for regulatory and compliance purposes.
- Display knowledge of and comply with the WIA minimum requirements as they pertain to eligibility, allowable activities, service levels, education/training activities, and supportive services.
- Provide a comprehensive career assessment individually to each participant.
- Complete required assessments (at a minimum NCRC and JobFIT); additional assessments may be offered.
- Develop and complete Individual Service Strategies (ISS)/Employment Portfolio.
- Assign activities.
- Assist with resume and job readiness development.
- Communicate/follow-up with training and placement staff; make appropriate referrals.
- Follow-up for retention goals.
- Maintain master files on enrolled participants.
- Engage jobseekers with individual support and assessments.
- Provide ongoing support and service coordination to all participants.
- Ensure that the employability assessments, goals, and objectives developed in the ISS will lead to customer improvement and success.
- Coordinate with other activities/partners to utilize the dual enrollment process when appropriate
- Meet performance indicators and outcomes of each participant to assure GSMW/CAI meets/exceeds required goals and objectives according to individual funding sources.
- Communicate relevant information about jobseekers and business customers to other organizations and partners when appropriate.
- Provide all case management and counseling of all participants.
- Process emergency supportive services within 48 hours of request
- Conduct intensive follow-up and MIS documentation with the participant every 30 days after employment for the duration of one year including MIS data entry.
- Review required MIS reports to track/monitor successful achievement of contracted requirements.
 - Maintain data entry and case notes on the MIS within 48 hours of obtaining the information from the activity units.
 - Verify, document and confirm data prior to entering on the MIS.

- Indicate changes/updates to a participant's activities and/or concerns both in the case file and MIS system.
- Submit enrollment/activity information to GSMW/CAI on a monthly basis throughout the fiscal year, or whenever requested.
- Attend monthly WIA service provider meetings facilitated by GSMW/CAI staff.

▪ **WIA Staff Assisted Secondary Core Services**

Staff assisted core services involve the use of services beyond self-service and informational activities. Staff assisted core services include the following:

- Individual job development
- Advanced job club
- Advanced screened referrals
- Follow-up services, which could include, but are not limited to:
 - Additional career planning and counseling,
 - Contact with the participant's employer, including assistance with work-related problems that may arise,
 - Peer support groups, and
 - Information about additional educational opportunities and referral to supportive services available in the community.

▪ **WIA Intensive Services**

Intensive Services are intended to identify obstacles to employment through a comprehensive assessment or individual employment plan in order to determine specific services needed. The outcome goal for Intensive Services is for the participant to obtain employment and/or determine training needs.

Intensive services may include the following:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - Diagnostic testing and use of other assessment tools,
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.
- Group Counseling
- Individual counseling and career planning.
- Case management for the participants seeking training services.
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct, to prepare individuals for unsubsidized employment or training.
- Literacy activity (adult education, basic skills and/or literacy); related to basic workforce readiness.
- Out of area job search.
- Internship and work experience.

▪ **WIA Training Services**

Services beyond intensive services, including training services, may be provided to adults and dislocated workers who are unemployed or who are employed and who need training services in order to obtain or retain employment that allows for self-sufficiency and who have been unsuccessful in securing sustainable employment through intensive services. Training is available on a limited basis and only within the policies established by the Genesee Shiawassee County Workforce Development Board and the MDELEG.

Training services are available to support workforce development efforts based on program eligibility. Criteria for enrollment into training activities are as follows:

- Adult/dislocated workers who have met eligibility requirements for intensive services and still unable to obtain/retain employment.
- Adult/dislocated workers, who after an interview, evaluation, or assessment and case management, have been determined to be in need of training services and are capable of successfully participating in a selected program.
- Adult/dislocated workers who select programs of training services directly related to employment opportunities in the local area or in another area in which the adults or dislocated workers receiving such services are willing to relocate.
- Adult/dislocated workers who are unable to obtain other grant assistance for such services.
- Adult/dislocated workers who are determined eligible in accordance with the state's priority system.

There are a number of training services allowed under WIA. They include but may not be limited to the following:

- Occupational Skills Training, including training for nontraditional employment
- On-the-Job Training
- Programs combined with workplace training with related instruction
- Training programs operated by the private sector
- Skill Upgrading and Retraining
- Entrepreneurial Training
- Job Readiness Training
- Adult education and literacy education provided in combination with services described above
- Customized training conducted with a commitment by an employer or group of employers to hire an individual upon completion of the training.
- Classroom Training
- Individual Training Accounts (ITA)

GSMW/CAI will enforce the use of the State of Michigan's database of providers on the Career Education Consumer Report (CECR) when designing Individual Training Accounts (ITAs) for clients. Training funding must be leveraged through other available resources such as Pell grants, scholarships, etc. Eligible training schools must have programs and individual courses listed on the CECR in order for a participant to receive training from that particular institution. The CECR of eligible training providers is found at www.mycareereducation.org.

When a job seeker has exhausted core and intensive services, and further assessment indicates training services are appropriate, the service provider may issue an ITA voucher which can be used by the job seeker to pay tuition, books, and allowable supplies. The ITA voucher must include the participant's name, the occupational or training goal, funding level, duration, and the procedures the training institution must follow in order to receive payment.

Funds allocated to support training provided through the ITA System are available for training with agencies and organizations who have been certified as WIA eligible providers and who are on the state list of eligible training providers.

The WIA Service Provider is the "gatekeeper" for individuals assigned to Intensive and/or Training Services and is therefore responsible for the administration of the ITA System, Job development/OJT management system, and the One Stop Management Information System (MIS) tracking of activities through which training services funds will be administered.

Training services must be directly linked to occupations that are in demand in the local area. The local WDB may also approve training services for occupations determined to be in sectors of the economy that have a high potential for sustained demand or growth in their local area. Documentation linking training to demand occupations will be maintained in the participant file using Annual Planning Information Report (APIR) Occupation Employment Forecasts for Genesee and Shiawassee counties.

▪ **WIA Supportive Services**

Supportive services assist eligible participants who face specific barriers to securing employment when no other resources are available to address their needs. Supportive services are identified during the intake/assessment process and are entered onto the ISS. The ISS must be updated, through case management activities, and/or during employment/training services activities, to add additional supportive services needs as they become identified. Supportive services are services such as transportation, child care, uniforms and other work attire, work-related tool costs and clothing that is necessary to enable an individual to participate in WIA activities. *Supportive Services are available to eligible participants only – WIA is not an entitlement program.*

▪ **WIA Placement**

The placement component is designed to place job-ready participants into employment. Placement staff will also be responsible for identifying vacant employment opportunities and describe their strategy for evaluating participants, job-matching, and placement procedures. Placement staff will be responsible for, but not limited to:

- Providing direct job placement services.
- Working collaboratively with employers requesting job placements and employment opportunities.
- Functioning as a liaison with the Business Services division of GSMW/CAI.
- Preparing monthly reports for the GSMW/CAI regarding the employment or training placement.
- Participating in and providing employers for GSMW/CAI's hosted job fair utilizing local employers.
- Assuring that the Veterans Preference Governmental process is followed.
- Attending Business Solutions Professional training offered, sponsored and encouraged by the MDELEG, as appropriate.
- Meeting or exceeding the performance measures for the GSMW/CAI service area.

REQUEST FOR PROPOSAL

▪ **Contract Period**

The Contract Period for WIA programs is July 1, 2011, through June 30, 2012. All paperwork relative to the PY 2011 WIA program (including invoices) must be submitted within 15 days of the contract end date. This RFP is released with the understanding that any subsequent contract(s) may require modification due to a change in regulations and/or funding governing WIA services.

▪ **Funding and Administration**

For planning purposes, proposers should estimate budgets based on 2010 funding levels.

The 2010 WIA Adult funding level was \$1,966,884.00

The 2010 WIA Dislocated Worker funding was \$1,718,443.00

The contract will be on a cost reimbursement basis with a hold-back provision based on performance. Payment for any contract entered into as a result of this RFP will be made monthly subject to the receipt and verification of the subcontractor's request for payment. Should a subcontractor fail to meet performance objectives during the WIA program, up to fifteen percent (15%), excluding payment to participants, of the total contract may be withheld. A deobligation/reobligation procedure will be included in all contracts which result from this RFP.

▪ **Information/Clarification Requests**

Questions regarding this RFP must be submitted via email to tsnelgrove@careeralliance.org by close of business 02/24/2011. All questions and responses will be posted on our website by close of business 02/28/2011. No inquiries will be answered verbally.

GSMW/CAI may request additional or clarifying information regarding the proposal. These requests will be in writing, and all responses must be in writing. Responses must be received within (3) three days. Failure to comply with this stipulation may result in an adverse consideration of the proposal.

▪ **Required Format**

Proposals must be complete, typewritten/computer generated, and technically accurate. Proposers must use the checklist to ensure that all requirements are included. Secure proposals with a binder clip. No notebooks please. Separate complete proposals must be submitted for Adult and Dislocated Worker programs and separate complete proposals must be submitted for each county.

Proposals must be double-spaced in Times New Roman size 12 font. Proposals must use affirmative language that is easily translated to contract documentation (the proposer will/shall, etc.) Proposals must be signed by an official authorized to bind the agency/organization. The responder must include an electronic copy of the proposal on Microsoft Office 2003 or 2007 compatible CD. The responder must include one original and three blind copies. Blind copies must have eliminated ALL reference to the responder's name. This includes the program design, detailed summary, all other narratives, cover sheet and budget forms. *Failure to blind copies will result in a reduced overall evaluation score by three (3) points.*

Proposers will be notified by letter of the acceptance or rejection of their proposal within ten (10) working days of the final funding recommendations and approval by the WDB. Successful applicants will be notified of the time and place to initiate agreement implementation. Copies of the proposals not accepted for funding will be

destroyed. Originals will be retained in master files. Where vendors determine all or parts of their proposals contain proprietary or trade secret information which should be maintained as confidential information, requests should be provided in writing at the time the proposal is submitted identifying information should not be made available as public information.

All Adult and Dislocated Worker program responders must provide requested information as per the following sections:

Statement of Work

- **Program Design Summary**
 1. **Program Flowchart** (limit to one page) – Provide a flowchart of the participants from enrollment to exit. The flowchart should reflect what the Adult and Dislocated Worker programs will look like with the details provided in the narrative as outlined below.
 2. **Project Summary** (limit to two pages) – Provide a concise two-page summary of the proposed project. This summary should describe why your request should be funded and an overview of the proposed services. Identify if Statement of Work is for WIA Adults or WIA Dislocated Workers.
- **Program Design Detail Narrative**
 1. Outreach and Recruitment plan (limit to one page) – describe the outreach and recruitment activities to promote WIA services and to identify suitable, eligible WIA Adult or Dislocated Worker applicants.
 2. Orientation (limit to one page) – describe the proposed orientation process
 3. Intake/Assessment (limit to one page) – explain the process for registering clients, including eligibility determination and assessment testing.
 4. Case Management and Individual Service Strategy (limit to two pages) – describe the process and timeframe for case management and ISS completion.
 5. Secondary Core Services (limit to one page) – describe services to be provided and delivery of those services.
 6. Intensive Services (limit to two pages) – describe the design of individual and/or group activities offered as intensive services.
 7. Training Services (limit to two pages) – describe the type of training services proposed.
 8. Supportive Services (limit to one page) – identify the supportive services (if any) that will be provided and how these needs will be determined.
 9. Placement Services (limit to two pages) – describe how placement goals will be achieved.

▪ **Organizational Capability**

Provide, through an organizational chart (limit one page) **and** supporting narrative (limit to three pages) the lines of authority and responsibility related to the proposed program and its components. Identify key program and fiscal positions and explain how the proposed staff has the expertise necessary to implement, execute, and successfully complete the proposed project. Include the relevant qualifications of your agency in the narrative, such as experience and expertise in managing similar programs and contract management. Describe your system for ensuring contract compliance, fiscal and programmatic reporting. Concisely describe the methods and frequency with which components and activities will be monitored by your staff for contractual, program, and quality compliance. **All proposals MUST include a provision and system for conducting internal monitoring.**

- **Accomplished Performance** (*to be answered by new responders or past contractors only – not required for current contractors*) (limit one page)

New responders and past contractors (those who are not currently contracted for services) must provide their accomplishment history in programs that relate to this RFP. Performance will be based on information provided in the proposal and on any additional information supplied by requested references.

Note: Current contractors' performance will be evaluated based on attainment of past and/or current WIA performance measures and on past and/or current contract performance.

- **Cost Effectiveness/Budget Proposal**

Detail the cost effectiveness of the program (limit to two pages) – include a narrative to support the amount of funding requested. Analyze the number of participants served, the cost per participant, staffing costs and value-added processes that comprise the requested amount for programming. Provide a summary of the in-kind services, how the services will be provided, by whom, and the estimated value.

PROPOSAL EVALUATION/REVIEW CRITERIA

All proposals will be rated by a review team consisting of external experts and internal staff. Recommendations from this committee will be forwarded to GSMW/CAI Budget and Finance subcommittee for recommendation to the Workforce Development Board. If the Workforce Development Board approves the committee's recommendations, GSMW/CAI staff will then enter into the contract implementation stage with the selected provider(s).

The selection of a proposal for contract award will be made after a careful evaluation of the proposals. Each proposal will be evaluated for acceptability, innovation, program effectiveness and cost effectiveness. The factors listed below will be rated numerically, with consistent instructions and definitions given to all raters. These ratings will be used to formulate funding recommendations.

All proposals will be analyzed for cost effectiveness and ability to serve the identified population. GSMW/CAI staff will complete the cost/price analysis. Additionally, proposers may be subject to an on-site visit and pre-award survey conducted by GSMW/CAI staff. If the proposer is not able to successfully complete these steps, the proposal will be deemed ineligible.

Rating Metrics

<u>Criteria</u>	<u>Rating</u>
Program Design	0 – 40 points
Organizational Capability	0 – 20 points
Accomplished Performance/ Performance Measures	0 – 20 points
Cost Effectiveness/Budget Proposal	0 – 20 points
TOTAL POSSIBLE POINTS	100 points

Performance Design – will be evaluated based on the detailed information provided in the statement of work

Organizational Capability – will be evaluated based on information provided in the proposal

Accomplished Performance/Performance Measures – will be evaluated according to details in the “Accomplished Performance” section, the “Proposed Performance” commitment and past performance history

Cost Effectiveness/Budget Proposal – will be evaluated based on detailed information provided on the budget forms as well as the budget summary

CONTRACTUAL REQUIREMENTS

Limitations

This RFP and information does not commit Genesee Shiawassee Michigan Works! Career Alliance, Inc. (GSMW/CAI) or the Genesee Shiawassee Workforce Development Board to award a contract, to pay any costs incurred in the preparation of responses or to procure or contract for any services or activities whatsoever. The GSMW/CAI reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with any sources the GSMW/CAI deems qualified, to fund qualified bidders through alternative funding sources if the GSMW/CAI deems such alternative funding to be available and appropriate, or to cancel, in part or in its entirety, the request if it is in the best interest of GSMW/CAI or the Genesee Shiawassee Workforce Development Board to do so. The GSMW/CAI reserves the right to modify or add to this request for quotation and information if the Michigan Department of Energy, Labor and Economic Growth (MDELEG) recommends such modification and/or addition to the RFP documents. The GSMW/CAI may require the proposing agency to participate in implementation meetings and to submit any price, technical, or other revisions of their proposals as may result from implementation meetings.

GSMW/CAI reserves the right to purchase services, based on offers received, without further negotiation of proposal content or budget. Therefore, RFP responses submitted must be complete and correct at the time of submittal. However, GSMW/CAI reserves the right to request additional data, or oral discussion or presentation, in support of written proposals.

Funding

All programs and services to be provided under this grant will be funded under the Workforce Investment Act. Agencies and organizations will be expected to participate in the operation by contributing basic management and supervisory services to the maximum extent feasible. Once a contract is issued, full responsibility for administration of the program, activities and expenditures of funds becomes that of the service provider, according to the Federal Regulations and other policies or regulations established by the U.S. Department of Labor, the State of Michigan and GSMW/CAI. Each organization will be liable for any disallowed or illegal expenditures of funds or program operations conducted under its contract. Disallowed or illegal costs will be subject to repayment to GSMW/CAI by the service provider. Full payment for contracts will be dependent on achievement of performance requirements. Reductions of the budget level and/or expenditures may be considered during the course of the contract if and when a service provider fails to meet expenditure and/or outcome goals.

Contract

The award of any contract based on proposals received in response to this RFP is contingent upon the Grant Recipient receiving adequate funds from the Michigan Department of Energy, Labor and Economic Growth (MDELEG) for the period covered by this RFP and the ability to negotiate a contract within the financial and programmatic limitations imposed.

Contracts which are entered into as a result of this proposal will include and be bound by the General Contract Stipulations and Assurances document and GSMW/CAI Policies. Therefore, the General Contract Stipulations and Assurances and WDB Policies should be reviewed carefully before a proposal is submitted. Contracts will also include completion of the following forms.

- Budget Form (use as a cover sheet) – Attachment A
- Budget Form/Line Item Detail – Attachment B
- Certification and Signature Sheet – Attachment C
- Performance Measure Commitment – Attachment D
- Customer Satisfaction Measure Commitment – Attachment E
- Enrollment Plan – Attachment F
- Mandatory Questions – Attachment G
- Proof for Financial Liability – Attachment H
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions – Attachment I
- Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements – Attachment J
- Disclosure of Conflict of Interest – Attachment K
- Acknowledgement of Grievance and Complaint Policy – Attachment L

Allowable Costs

Only costs directly related to the operation of the program and properly supported with backup data and records will be allowable charges to the program. For shared time or facilities arrangements where staff wages, utilities, supplies, etc., are to be funded by more than one source, a cost allocation plan must be maintained. Cost allocations of personnel and other expenses must be justifiable to the degree that they will withstand an audit. No indirect costs (i.e. charges based on a percentage of the budget) will be accepted as part of any funding application.

Equipment, Furniture and Materials

Procurement guidelines as specified by the Workforce Investment Act must be followed. Organizations responding to this RFP are required to keep the purchase of large items of capital equipment and materials to a minimum. If any items or equipment, furniture, or materials which are designed to last more than one year or which cost more than \$1,000 per unit are to be included in the grant, a specific list which includes the make, model, and unit cost, should be included in the proposal. Contractors who purchase non-expendable materials or equipment will be required to maintain a separate inventory on such equipment. Items having a cost of less than \$1,000 will be considered expendable supplies and will be classified as office supplies or other expendable items as appropriate. The contractor will be responsible for these items but they need not be inventoried. Any non-expendable items, which are purchased outright with funds available through GSMW/CAI will remain the property of GSMW/CAI and may not be altered, moved, or disposed of without advance, written permission from GSMW/CAI.

Supplemental Nepotism Clause

The Proposer must assure that during the time period of the proposed program no individuals who are members of the immediate family of any WIA funded staff positions or governing board of the organization will be enrolled as program participants in the offered program. This nepotism clause also holds for an individual related to persons in an administrative capacity for Genesee or Shiawassee County, or for the Genesee Shiawassee Workforce Development Board or its subcontractors.

The term “immediate family” means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, step-parent, and step-child. This includes aunts, uncles, nieces and nephews by blood or formal adoption only, but no such relationships by marriage.

The term “administrative capacity” includes persons who have overall administrative responsibility for a program who have any responsibility for the obtaining of and/or the handling of any payments under this prospective contract, as well as other persons who have influence or control over administration of the proposer’s program, and persons who have the selection, hiring, placement or supervisory responsibilities for prospective participants. GSMW/CAI can assist in directing any of these individuals to an appropriate service provider.

Prevention of Fraud and Program Abuse

To insure the integrity of the WIA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes deceitful practices and intentional misconduct, such as willful misrepresentation in accounting for the use of program funds. “Abuse” is a general term that encompasses improper conduct which may not be fraudulent in nature. While the Workforce Investment Act law and regulations are specific, possible problem areas could include the following: conflict of interest, kickbacks, commingling of funds, charging fees to participants, nepotism, child labor, political patronage, political activities, sectarian activities, unionization and anti-unionization activities/work stoppages and maintenance of effort. Proposals which are found to violate the abuse standards will not be funded. Proposers who receive contracts will be required to report immediately any violations in these areas or in problem areas, immediately or as requested by GSMW/CAI.

Reporting

Upon approval of any program or activity for funding under the GSMW/CAI WIA grant, the agency or organization administering that program will be subject to an extensive set of reporting requirements as developed by GSMW/CAI and required by the WIA Management Information System (MIS) developed by the State of Michigan. These reports will be submitted as required by GSMW/CAI to carry out the required schedule of reporting to the State of Michigan and to carry out monitoring and evaluation of programs as mandated by the WIA and its regulations. Training on completion of forms, as well as state and federal regulations will be facilitated by GSMW/CAI.

Monitoring

GSMW/CAI will monitor, audit, and evaluate WIA-funded programs and activities throughout the funding period. Subcontractors must allow MWA staff access to all files and records relating directly to WIA funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants. Should the MWA be prohibited from monitoring, auditing, and evaluating such activities, no repayment will be made for costs incurred during time periods when such monitoring was prohibited.

Facilities

Proposers must use space at the Michigan Works! Service Centers (when space is available) for provision of services to further the integration of employment and training programs and the State’s goal of integrated services. When service delivery or system need requires such co-location, proposers should include their plans for facility location/usage in their proposals.

Appeal Process

A bidder wishing to appeal the final funding decisions of the WDB and/or GSMW/CAI must adhere to the appeal process. A bidder can request, in writing, a copy of the proposal rankings within five (5) working days after funding decisions are reached. The rankings will be mailed to the bidder. A bidder may appeal action taken on the proposal by requesting, in writing, a review. The appeal for the review shall state the basis of the appeal founded on violation of the law and regulations and/or existing contracts. The basis shall be explicitly stated and make specific reference to appropriate sections of law, regulations and/or contracts.

An appeal will not be accepted if it attempts to modify or include additional information to the original proposal. However, in the event incomplete, inaccurate or other than current data and information was entered into the evaluation process by GSMW/CAI, then GSMW/CAI may rectify such errors prior to initiation an appeal. Current is defined as data and information in the possession of GSMW/CAI at the time of the submission of the original application.

Review and Appeal Process:

Step #1 - Within five (5) working days after a funding decision has been rendered by the WDB, the applicant must submit a request in writing that the proposal receive a second review. The request for the second review must be received by GSMW/CAI no later than the close of business on the fifth day after the decision has been rendered.

Step #2 - Within fifteen (15) working days of receipt of the request for the second review, the Chief Executive Officer of GSMW/CAI (or designee) will convene:

- o Chair of the WDB;
- o Chair of the WDB Budget & Finance Committee;
- o GSMW/CAI staff member(s) who reviewed the original proposal; and
- o Representative(s) of the bidder's organization.

The Chief Executive Officer of GSMW/CAI (or designee) will chair the meeting. The purpose of this meeting is to provide a second review of the proposal on the basis of information presented in conformance with paragraphs above.

Step #3 - Within five (5) working days after the meeting in Step #2, the chair of the WDB and the chair of the Budget & Finance Committee will prepare a recommendation for the WDB.

Step #4 - At the next regularly scheduled WDB meeting following the action in Step #3, the WDB will take action on the recommendation developed in Step #3. If the appellant receives support from the WDB, the appeal will proceed to Step #5. If the appellant does not receive support from the WDB, the appeal process will end at this step. The appellant will be notified in writing, within five (5) working days following the WDB meeting, of the disposition of the appeal.

Step #5 – GSMW/CAI will enter into negotiations with the appellant to develop a satisfactory program contract.

Grievance Process

A Grievance Procedure is established and maintained for resolving any complaint or grievance alleging a violation of any program that is administered through the MDELEG/BWT. All recipients (service providers,

clients, and staff) of funding awarded by GSMW/CAI are subject to GSMW/CAI grievance procedures. All program participants shall receive a copy of these procedures. These procedures, in detail, may be found at service provider sites, at the GSMW/CAI Service Centers, and on the website at www.gsworks.org.

REQUEST FOR PROPOSAL – RESPONSE CHECKLIST

Include this completed checklist as the second page of the proposal

Program Design Summary

<i>Check to confirm included pages</i>	
	Program Flowchart
	Project Summary

Program Design Detail Narrative

<i>Check to confirm included pages</i>	
	Outreach and Recruitment plan
	Orientation
	Intake/Assessment
	Case Management and Individual Service Strategy
	Secondary Core Services
	Intensive Services
	Training Services
	Supportive Services
	Placement Services

Other Narrative Requirements

<i>Check to confirm included pages</i>	
	Organizational background, management abilities and accomplishment history
	Organizational Chart
	Cost Effectiveness/Budget Accuracy

Attachments

<i>Check to confirm included pages with signatures</i>	
	A. Budget Form – Total Program (Use as cover sheet)
	B. Budget Forms – Line Item Budget, Authorized Staff, Budget Summary and Facility Costs
	C. Certification and Signature Sheet
	D. Performance Measure Commitment
	E. Customer Satisfaction Measure Commitment
	F. Enrollment Plan
	G. Mandatory Questions
	H. Proof for Financial Liability
	I. Certification – Debarment and Suspension
	J. Certification – Lobbying
	K. Disclosure of Conflict of Interest
	L. Acknowledgement of Grievance Policy Requirements

Attachment A



Budget Form – Total Program
(use as cover sheet)

**WIA Adult
Budget Form – Total Program
(use as cover sheet)**

GENESEE SHIAWASSEE MICHIGAN WORKS! CAREER ALLIANCE, INC. FUNDING COVER SHEET PY 11-12 Proposal	Date Submitted	Date Received by GSMW/CAI
		Federal Tax/Employer ID Number:
Applicant Information		
Legal Name:	Organizational Unit:	
Address:	Name and telephone number of person to be contacted on matters involving this application	
Phone Number: Fax Number: Email Address: Web Address:	Type of applicant entity. (Check one)	
County activities will be delivered in: <input type="checkbox"/> Genesee <input type="checkbox"/> Shiawassee	<input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Township <input type="checkbox"/> Interstate <input type="checkbox"/> Inter-municipal <input type="checkbox"/> Special District	<input type="checkbox"/> Independent School District <input type="checkbox"/> State Controlled Institution of Higher Learning <input type="checkbox"/> Private University <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Profit Organization <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other (Specify)
Number to be served:	Funds requested:	Cost Per Participant:
ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this document. I also certify that the information in this application is correct to the best of our knowledge and belief, and that the completion of this application has been fully authorized. I also acknowledge that Genesee Shiawassee Michigan Works! Career Alliance, Inc. will be making changes to their system over the next year and I agree to cooperate and take part, as necessary for all Contractors, with these changes and improvements to Genesee Shiawassee Michigan Works! system.		
SIGNATURE OF AUTHORIZED OFFICIAL		DATE
TYPED NAME AND TITLE		

**WIA Dislocated Worker
Budget Form – Total Program
(use as cover sheet)**

GENESEE SHIAWASSEE MICHIGAN WORKS! CAREER ALLIANCE, INC. FUNDING COVER SHEET PY 11-12 Proposal		Date Submitted	Date Received by GSMW/CAI
		Federal Tax/Employer ID Number:	
Applicant Information			
Legal Name:		Organizational Unit:	
Address:		Name and telephone number of person to be contacted on matters involving this application	
Phone Number: Fax Number: Email Address: Web Address:		Type of applicant entity. (Check one)	
County activities will be delivered in: <input type="checkbox"/> Genesee <input type="checkbox"/> Shiawassee		<input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Township <input type="checkbox"/> Interstate <input type="checkbox"/> Inter-municipal <input type="checkbox"/> Special District	<input type="checkbox"/> Independent School District <input type="checkbox"/> State Controlled Institution of Higher Learning <input type="checkbox"/> Private University <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Profit Organization <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other (Specify)
Number to be served:	Funds requested:	Cost Per Participant:	
<p>ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this document. I also certify that the information in this application is correct to the best of our knowledge and belief, and that the completion of this application has been fully authorized. I also acknowledge that Genesee Shiawassee Michigan Works! Career Alliance, Inc. will be making changes to their system over the next year and I agree to cooperate and take part, as necessary for all Contractors, with these changes and improvements to Genesee Shiawassee Michigan Works! system.</p>			
SIGNATURE OF AUTHORIZED OFFICIAL		DATE	
TYPED NAME AND TITLE			

Attachment B



Budget Forms
Line Item Budget
Authorized Staff Salary Analysis
Budget Summary
Facility Costs

LINE ITEM BUDGET

WIA Adult

Agency/Organization Name

Program: Secondary Core Services (includes: Orientation, Case Management)	Budget Amount
Staff Salaries including Benefits	\$ -
Participant Salaries including Benefits	\$ -
Facility Costs	\$ -
Communication Costs	\$ -
Equipment Costs	\$ -
Supplies Costs	\$ -
Other including Audit Costs	\$ -
Supportive Services	\$ -
<i>Total Secondary Core Costs</i>	\$ -

Program: Intensive Services (includes: Placement)	Budget Amount
Staff Salaries including Benefits	\$ -
Participant Salaries including Benefits	\$ -
Facility Costs	\$ -
Communication Costs	\$ -
Equipment Costs	\$ -
Supplies Costs	\$ -
Other including Audit Costs	\$ -
Supportive Services	\$ -
<i>Total Intensive Services Costs</i>	\$ -

Program: Training Services (includes: Training)	Budget Amount
Staff Salaries including Benefits	\$ -
Participant Salaries including Benefits	\$ -
Facility Costs	\$ -
Communication Costs	\$ -
Equipment Costs	\$ -
Supplies Costs	\$ -
Other including Audit Costs	\$ -
Supportive Services	\$ -
<i>Total Training Services Costs</i>	\$ -

Program: Individual Training Accounts Includes: Program ITAs	
Individual Training Accounts	\$ -
<i>Total ITA Costs</i>	\$ -

TOTAL CONTRACT AMOUNT **\$ -**

LINE ITEM BUDGET
WIA Dislocated Worker

Agency/Organization Name

Program: Secondary Core Services (includes: Orientation, Case Management)	Budget Amount
Staff Salaries including Benefits	\$ -
Participant Salaries including Benefits	\$ -
Facility Costs	\$ -
Communication Costs	\$ -
Equipment Costs	\$ -
Supplies Costs	\$ -
Other including Audit Costs	\$ -
Supportive Services	\$ -
<i>Total Secondary Core Costs</i> \$ -	

Program: Intensive Services (includes: Placement)	Budget Amount
Staff Salaries including Benefits	\$ -
Participant Salaries including Benefits	\$ -
Facility Costs	\$ -
Communication Costs	\$ -
Equipment Costs	\$ -
Supplies Costs	\$ -
Other including Audit Costs	\$ -
Supportive Services	\$ -
<i>Total Intensive Services Costs</i> \$ -	

Program: Training Services (includes: Training)	Budget Amount
Staff Salaries including Benefits	\$ -
Participant Salaries including Benefits	\$ -
Facility Costs	\$ -
Communication Costs	\$ -
Equipment Costs	\$ -
Supplies Costs	\$ -
Other including Audit Costs	\$ -
Supportive Services	\$ -
<i>Total Training Services Costs</i> \$ -	

Program: Individual Training Accounts Includes: Program ITAs	Budget Amount
Individual Training Accounts	\$ -
<i>Total ITA Costs</i> \$ -	

TOTAL CONTRACT AMOUNT \$ -

BUDGET SUMMARY

WIA Adult

Agency/Organization Name

	Amount	Percent of Proposed Budget
Total Proposed Budget	\$ -	
Total Salaries	\$ -	#DIV/0!
Total Fringes	\$ -	#DIV/0!
Total Salaries & Fringes	\$ -	#DIV/0!
Total Facilities Costs	\$ -	#DIV/0!
Total Supportive Services	\$ -	#DIV/0!
Total OTJ Costs	\$ -	#DIV/0!
Total Occupational Skills Training	\$ -	#DIV/0!
Total Participant Wages & Fringes	\$ -	#DIV/0!
Total ITA Costs	\$ -	#DIV/0!
Total Direct Participant Costs	\$ -	#DIV/0!
	Number of Employees	Average Staff Cost
Total Number of Staff	-	#DIV/0!
	Total Proposed Budget	Cost per Participant
Total Number of Participants to be Served	-	#DIV/0!

BUDGET SUMMARY

WIA Dislocated Worker

Agency/Organization Name

	Amount	Percent of Proposed Budget
Total Proposed Budget	\$ -	
Total Salaries	\$ -	#DIV/0!
Total Fringes	\$ -	#DIV/0!
Total Facilities Costs	\$ -	#DIV/0!
Total Supportive Services	\$ -	#DIV/0!
Total OTJ Costs	\$ -	#DIV/0!
Total Occupational Skills Training	\$ -	#DIV/0!
Total Participant Wages & Fringes	\$ -	#DIV/0!
Total ITA Costs	\$ -	#DIV/0!
Total Direct Participant Costs	\$ -	#DIV/0!
	Number of Employees	Average Staff Cost
Total Number of Staff	\$ -	#DIV/0!
	Total Proposed Budget	Cost per Participant
Total Number of Participants	-	#DIV/0!

Attachment C



Certification and Signature Sheet

CERTIFICATION AND SIGNATURE SHEET

CERTIFICATION

This is to certify that to the best of my knowledge and belief the data presented in this application is true and correct and is responsive to the proposed specification. I understand that non-responsive applications, as determined by the Genesee Shiawassee Workforce Development Board or its representative, may not be reviewed for consideration.

I certify that the budget accurately reflects costs which will be incurred to provide the proposed services; and that budgeted costs shall be subject to full disclosure at the request of the Genesee Shiawassee Michigan Works! Career Alliance, Inc.

I accept the terms and conditions of the Request for Proposal and the subsequent format enclosed therein, including the General Proposal Stipulations.

SUBCONTRACTOR REPRESENTATION

The below named individual is authorized to negotiate and contractually bind the responder, and he/she will be available for questioning during the period of proposal evaluation.

Name

Title

SIGNATURE

The official signing this document is authorized by the proposing organization to submit this offer of services/activities as presented, and has the authority vested in him/her to bind the organization to a contractual agreement.

Signature of Subcontractor's Authorized Representative

Date

Attachment D



Performance Measure Commitment

Performance Measure Information
Adult Performance Measures

Definitions:

Entered Employment – entry into unsubsidized employment.

Six Month Retention – retention in unsubsidized employment six months after entry into employment.

Replacement Wage – per hour wage rate received in unsubsidized employment after entry into employment compared to per hour wage rate prior to entering into the program.

Credential Attainment – attainment of educational or occupational skills credential by clients who enter unsubsidized employment.

Calculations:

1. Adult Entered Employment Rate

Of those who are not employed at registration:

$$\frac{\text{\# of adults who have entered employment by the end of the 1st quarter after exit}}{\text{\# of adults who exit during the quarter}}$$

2. Adult Six-Month Retention Rate

Of those who are employed at registration or in 1st quarter after exit:

$$\frac{\text{\# of adults who are employed in 3rd quarter after exit}}{\text{\# of adults who exit during the quarter}}$$

3. Adult Replacement Wage Rate

Of those who are employed in the 1st quarter after exit:

$$\frac{\text{Post-Program Per Hour Wage}}{\text{Pre-Program Per Hour Wage}}$$

4. Adult Credential Attainment Rate

Of those enrolled in training:

$$\frac{\text{\# of adults who were employed in the 1st quarter after exit, and received a credential by the end of third quarter after exit}}{\text{\# of adults who exited services during the quarter}}$$

PERFORMANCE INDICATOR	MINIMUM STANDARD	PROPOSED PERFORMANCE
Entered Employment Rate	82%	_____
Six Month Retention Rate	80%	_____
Replacement Wage Rate/Hour	\$8,500.00	_____
Credential Attainment Rate	80%	_____

Signature

Date

NOTE: The minimum standards represent this year's requirements. These may change for program year 2011 – 2012. GSMW/CAI will inform service providers of any changes once they have been finalized by the state.

Performance Measure Information
Dislocated Worker Performance Measures

Definitions:

Entered Employment – entry into unsubsidized employment.

Six Month Retention – retention in unsubsidized employment six months after entry into employment.

Replacement Wage – per hour wage rate received in unsubsidized employment after entry into employment compared to per hour wage rate prior to entering into the program.

Credential Attainment – attainment of educational or occupational skills credential by clients who enter unsubsidized employment.

Calculations:

1. Dislocated Worker Entered Employment Rate

Of those who are not employed at registration:

$$\frac{\text{\# of dislocated workers who have entered employment by the end of the 1st quarter after exit}}{\text{\# of dislocated workers who exit during the quarter}}$$

2. Dislocated Worker Six-Month Retention Rate

Of those who are employed in 1st quarter after exit:

$$\frac{\text{\# of dislocated workers who are employed in 3rd quarter after exit}}{\text{\# of dislocated workers who exit during the quarter}}$$

3. Dislocated Worker Earnings Replacement Wage Rate

Of those who are employed in the 1st quarter after exit:

$$\frac{\text{Post-Program Per Hour Wage}}{\text{Pre-Program Per Hour Wage}}$$

4. Dislocated Worker Employment and Credential Rate

Of those enrolled in training:

$$\frac{\text{\# of dislocated workers who were employed in the 1st quarter after exit, and received a credential by the end of third quarter after exit}}{\text{\# of dislocated workers who exited services during the quarter}}$$

PERFORMANCE INDICATOR	MINIMUM STANDARD	PROPOSED PERFORMANCE
Entered Employment Rate	92%	_____
Six Month Retention Rate	90%	_____
Replacement Wage Rate	\$10,800.00	_____
Credential Attainment Rate	83%	_____

Signature

Date

NOTE: The minimum standards represent this year's requirements. These may change for program year 2011 – 2012. GSMW/CAI will inform service providers of any changes once they have been finalized by the state.

Attachment E



Customer Satisfaction Measure Commitment

CUSTOMER SATISFACTION MEASURES

Participants and employers who utilize WIA funded services must conduct customer satisfaction surveys. The service provider will be responsible for completing the survey instrument for all participants. The Michigan Department of Energy, Labor and Economic Growth will conduct the survey of employers.

Definition:

Completion of Customer Satisfaction Surveys:

of surveys completed
of exiters in the previous quarter

CUSTOMER SATISFACTION	MINIMUM STANDARD	PROPOSED PERFORMANCE
Participant	91.0%	_____
Employer	86.0 %	_____

Signature

Date

Attachment F



Enrollment Plan

ENROLLMENT PLAN – WIA ADULT

Program Year July 1, 2011 – June 30, 2012

Monthly Participants Registered for Intensive Services:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned												

Monthly Participants Registered for Training Services:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned												

Monthly Participants Expected to Exit:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned												

Monthly Exits per Category:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
To Employment												
To Other												
To Credential												

Signature

Date

ENROLLMENT PLAN – WIA DISLOCATED WORKER

Program Year July 1, 2011 – June 30, 2012

Monthly Participants Registered for Intensive Services:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned												

Monthly Participants Registered for Training Services:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned												

Monthly Participants Expected to Exit:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned												

Monthly Exits per Category:

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
To Employment												
To Other												
To Credential												

Signature _____

_____ Date

Attachment G



Mandatory Questions

MANDATORY QUESTIONS

1. Will the participants in the activity(s) be supported by any other funding sources (public or private, federal, state or local monies)?

_____ YES _____ NO (If yes is checked, please indicate in the budget the estimated amount and source of additional funds being used.)

2. Are the activity's costs the same as your agency charges other organizations or the general public?

_____ YES _____ NO (If no is checked, please attach an explanation.)

3. Has your agency been audited other than by WIA/WTW within the last three years?

_____ YES _____ NO (Include a copy of the most recent management letter and audit opinion. For all audits identified above, indicate what action has been taken in regard to the letters of opinion.)

4. Activity Management: Indicate your agency's experience over the past four years in reference to the following items. Check one for each item:

YES NO

___ ___ Grievance or complaints against the organization (not including discrimination)

___ ___ Lawsuits or judgments

___ ___ Investigation of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities

___ ___ Default or breach of contract

___ ___ Cancellation or non-renewal of contracts due to non-performance or poor performance

___ ___ Bankruptcy or receivership by this organization or parent organization

___ ___ Discrimination complaints or rulings against the organization/agency

If yes was checked for one or more of the above, information must be provided which should include at a minimum: Date item checked was initiated; Party or parties involved with specific reference to any Federal funds; Brief description of the circumstances; Final disposition and date; and Brief description if action is still pending.

5. Activity Income/Excess Revenue - Is it expected that the activity will generate income or revenue that will accrue to the organization?

_____ YES _____ NO (If the answer is yes, provide a description of how the revenue will be generated. Also include a discussion of how the income will offset costs for the program(s). All program income earned that is not spent during the period of activity operations must be returned to GSMW/CAI)

6. Rental of Facilities - If facilities will be rented, provide the following information:
- Landlord's name(s)
 - Lease(s) start/end date
 - Square footage
 - Price per square foot
 - Accessibility to participants and the disabled.
7. Non-Rental-Facilities - For facilities which will not be rented but used for this activity, please provide the following information:
- location(s)
 - square footage
 - accessibility to participants and the disabled.
 - For public organizations that are planning to charge a "use charge", please include an explanation for determining the basis for the charge.
8. If GSMW/CAI experiences reductions in funding, explain your organization's contingency plan to continue providing adequate/approved activities. (Note that reductions could be retroactive to the beginning of a program year.)

Signature

Date

Attachment H



Proof for Financial Liability

PROOF FOR FINANCIAL LIABILITY

If funded by GSMW/CAI, the bidder agrees to assume financial liability for any and all disallowed costs that occur as a result of any financial agreement. **The bidder must place a check mark next to the manner in which financial liability will be assumed and provide a written description.** It is agreed that the GSMW/CAI may require further documentation from the successful bidder prior to final execution of any agreement.

_____ Taxing Authority (Describe)

_____ Errors and omissions insurance which has been deemed acceptable to GSMW/CAI.
(Describe and attach a copy of the policy behind this page)

_____ Pledged assets in an amount sufficient to cover all disallowed costs. (Describe.)

_____ Deposit of non-Federal funds sufficient to cover all disallowed costs. (Describe.)

Signature (of Authorized Staff)

Date

Print/Type Name and Title

Attachment I



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

INSTRUCTIONS FOR CERTIFICATIONS

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification 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 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 the 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 into 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 it 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 or Non-procurement 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 7 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 DEBARMENT, SUSPENSION, INELIGIBILITY,
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 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).

This certification is also required by the regulations implementing Executive Order 12689, Debarment and Suspension, 3 CFR 1989 Comp., p. 235.

- (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 to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Attachment J



Certification Regarding Lobbying Certification for Contracts, Grants,
Loans and Cooperative Agreements

**CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

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

- (1) 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 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.
- (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, 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 grants and contracts under grants, loans, and cooperative agreements), and that all sub recipients shall certify and disclose accordingly.

This certification is a material representative 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, and 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.

Agency Name

Typed Name and Title of Certifying Official

Signature

Date

Attachment K



Disclosure of Conflicts of Interest

Attachment L



Acknowledgement of Grievance and Complaint Policy

**Acknowledgement of
GSMW/CAI Grievance Policy Requirements**

Agency/Organization Name: _____

By signing below, the proposer acknowledges receipt and understanding of the GSMW/CAI grievance policy as required by the Workforce Investment Act. (The full policy is available at www.gsworks.org. A paper copy of the grievance policy will be supplied to service providers upon contract entry.)

By signing below, I state that _____ (agency name) will abide by this policy.

Signature

Date