

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD

Request for Proposal

RFP-YOUTH 2018

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

PY 2018 YOUTH PROGRAMS AND SERVICES

**Services To Be Delivered
July 1, 2018 – June 30, 2019
With a board approved option
to renew for an additional two
one-year periods (Maximum
contract – 3 years)**

Northeast Missouri Workforce Development Board

NEMO WDB

111 East Monroe Street, Paris MO 65275

660-327-5125

*The Northeast Missouri Workforce Development Board is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to persons with disabilities. Relay 7-1-1*

RFP Release Date
February 9, 2018

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Northeast Missouri Workforce Development Board

Request for Proposals Timeline

PY 2018

WIOA Youth Program Services

EVENT	DUE DATE
RFPs Released	February 9, 2018
Intent to Bid Letter to diane.simbro@nemowib.org	February 23, 2018
RFP Q & A via email to diane.simbro@nemowib.org	February 13, 2018 through March 20, 2018
Q & A Responses posted on Request for Proposal page of website www.nemowib.org	February 28, 2018
Proposals Due	March 23, 2018 at 12:00 PM CDT (Noon)
Public Opening of Proposal(s) Received	March 23, 2018 at 12:15 PM CDT at NEMO WDB Office in Paris MO
Bid(s) Awarded	April 16, 2018 @ WDB Meeting
Award/Non-award Notification Sent to Proposers	April 17, 2018
New Contracts Established/Service Delivery Begins	July 1, 2018
Questions will not be accepted after COB March 20, 2018	Package Must Be Clearly Labeled: PY 18 WIOA Title I Youth Program

All times noted are Central Daylight Savings Time

Northeast Missouri Workforce Development Board
111 East Monroe Street
Paris MO 65275 (660) 327-5125

Section I: Background and General Information

The Northeast Missouri Workforce Development Board (NEMO WDB) is soliciting proposals from qualified sources with expertise and capability to deliver Workforce Innovation and Opportunity Act (WIOA) Title 1 Youth Program Services in the Northeast Missouri Workforce Development Region's 16 county region. WIOA provides funding to local workforce development areas to create a comprehensive employment and training system.

In keeping with the intent of WIOA, the NEMO WDB is committed to helping economically disadvantaged youth achieve success in school, access job training, higher education and technical opportunities, and gain the knowledge and skills required to progress in well-paying careers.

The WDB is seeking partnerships with organizations that can demonstrate measurable, positive impact on youth. Youth-serving organizations are invited to respond to this Request for Proposal (RFP) as an important step toward building a network of integrated youth services, one that helps youth succeed in school, at work, and as members and leaders of their communities as well as serving business customers in meeting their workforce and talent needs.

The NEMO WDB is seeking interested organizations that demonstrate the critical characteristics listed below:

- Competent and cooperative management with a vision for creating innovative learning activities to develop and support true youth development;
- A commitment and ability to ensure that youth oriented staff are available to recruit and serve an increased number of youth over the next year;
- A willingness to work with the WDB, community partners and educational organizations in the planning and implementation of these innovative approaches to youth development.

The WIOA Youth Program Contractor(s) must provide services to individuals who meet the eligibility criteria for out-of-school youth and in-school youth established under Section 129(a)(1) of the Workforce Innovation and Opportunity Act.

Out-of-School Youth

An individual is eligible to participate in the Out-of-School Youth program under the following guidelines:

- Not attending any school
 - Attending Title-II funded AEL, Job Corps, Youth Build activities, high school equivalency programs, or dropout re-engagement programs are not recognized by DOL as schools. Participants in these activities are considered Out-of-School.
 - Exception: Youth attending high school equivalency (HSE) programs, including those considered to be dropout re-engagement programs funded by the public K-12 school system that are classified by the school as still enrolled in school are considered In-School Youth (ISY).
- 16-24 years of age
- At least one of these Barriers:
- A school dropout
 - Supposed to be in school but did not attend the last calendar quarter (Compulsory Attendance)
 - Low Income high school graduate, and is an individual who is basic skills deficient or an English language learner
 - Offender

- Homeless or a runaway,
- Foster child, or aged out of foster system
- Pregnant or parenting
- Individual with a disability
- Low Income individual who needs additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)

In-school youth

An individual is eligible to participate in the In-School Youth program under the following guidelines:

- Attending any school
- 14-21 years of age
- Low Income
- At least one of these Barriers:
 - Basic skills deficient or English language learner
 - Offender
 - Homeless or runaway
 - Foster child, or aged out of foster system
 - Pregnant or parenting
 - Individual with a disability
 - Individual who needs additional assistance to enter or complete an educational program or to secure or hold employment (as defined by the Local Board)
- **Consistency with Compulsory Attendance Laws:**
 - In providing assistance, under this section, to an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.
- **Special Rule:** Low Income includes youth living in a high-poverty area.
- **Exception and Limitation (Refer to NEMO WDB Local Plan VIII-Section C at www.nemowib.org)**
 - Exception for persons who are not low-income individuals: Up to 5 percent of people in barriers that require low income may be over-income (5% Window).
 - Limitation: No more than 5 percent of the In-School Youth may be made eligible under the Needs Additional Assistance barrier.
- **Percent of Youth Funding Allocation:**
 - At least 75 percent of the local area's total youth funding allocation must be used to provide activities to out-of-school youth, and 20 percent must be spent on work experiences.

A waiver request to serve an individual under this 5% window must be approved by the NEMO Workforce Development Board prior to registration and enrollment into the youth program.

A minimum of 75% of program expenditures must be used to provide activities to out-of-school youth as defined by the Act. Additionally, a minimum of 20% of program expenditures must be used to provide work experience activities as defined by the Act.

The overall goal of the WIOA Youth program is to connect eligible young adults to skill development and other educational activities and then to the local labor market. To accomplish this, strategies must be developed to help interested young adults enroll in and successfully complete critical skill development activities AND successfully transition to employment.

It is the Respondent's responsibility to be familiar with all laws, statutes, rules, regulations, and policies, scopes of work and procedures that are applicable to the above-referenced services. Further, proposals shall sufficiently articulate the Respondent's plan of action to deliver the solicited services, demonstrate a successful performance track record of delivering the solicited (or comparable) services, and include past performance history with their proposal.

Resources for U. S. Department of Labor (USDOL), Missouri Division of Workforce Development (DWD), and the NEMO WDB guidance can be found at the following links:

Department of Labor Employment and Training Administration Training and Employment Guidance Letters (TEGLs) https://wdr.doleta.gov/directives/All_WIOA_Related_Advisories.cfm;

Missouri Division of Workforce Development Issuances may be found at:

<https://jobs.mo.gov/dwdissuances>;

NEMO WDB Policies, Procedures and Issuances may be found at: www.nemowib.org.

A. Method of Solicitation

This Request for Proposal is a competitive solicitation method being used by the Northeast Missouri Workforce Development Board to maximize the likelihood of selecting high performing, competent provider(s) of workforce development to our youth.

Notice of this RFP will be distributed to organizations on the NEMO WDB Bidder's List and will be published on our website www.nemowib.org under the "Request for Proposals" tab. The Request for Proposal will be available for download from the website and shall be submitted to at least two (2) newspapers of general circulation to make prospective bidders aware of the service(s) requested. To keep the size and cost of bid advertisements to a minimum, RFP advertisements will reference a specific website address to obtain full bid information.

B. Respondents Eligible to Bid

Any public, private, nonprofit or consortium of entities properly organized in accordance with applicable Federal or State laws is eligible to submit a proposal. To be eligible, Respondents must be authorized to do business in the state of Missouri and must not be suspended, debarred or otherwise prohibited from entering into a legal contract for WIOA Youth Funding. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Both the Act and the NEMO WDB encourages partnerships and collaboration to deliver the most effective services to have the greatest possible community impact. If your proposal involves a partnership or subcontract, you should provide a letter of commitment generally outlining the partnership and the activities or services of each of the partners. Before funding, partnerships must be firmly established by means of a formal Memorandum of Understanding (MOU). The MOU, whether developed, as an umbrella agreement with a variety of agencies, or independently with a particular partner must contain, at a minimum, the following information:

- A description of what customer services will be provided by each partner
- How the costs of services and operating costs of the partnership will be funded
- Method of referral between partners
- Duration of the Memorandum and procedures for amending the Memorandum
- Other provisions as agreed upon by the parties of the MOU

All respondents must accept liability for all aspects of any WIOA program conducted under contract with the NEMO WDB. Respondents will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. These disallowed costs and expenditures cannot be paid with Federal WIOA funds. All respondents must show proof of bonding, worker compensation insurance, and accident and liability insurance coverage

As a condition of the award of financial assistance from the Department of Labor under Title I of WIOA, the Respondent ensures that it will comply with the nondiscrimination and equal opportunity provisions under Section 188 of WIOA.

C. Contract Term and Amount

The expected contract term under this solicitation will be from July 1, 2018 through June 30, 2019. Based on future funding availability and contractor’s performance, NEMO WDB reserves the option to extend the contract(s) for up to two (2) additional one-year periods with re-negotiation to be initiated by the Board prior to the expiration of the first year’s contract as follows:

- * Optional Renewal One – July 1, 2019 to June 30, 2020
- * Optional Renewal Two – July 1, 2020 to June 30, 2021

Note: *the option to renew is not guaranteed and the initial award of the initial contract does not imply an exercise of the option to renew. In order for the NEMO WDB to exercise the Optional Renewal One and Two, the contractor must meet the performance requirements outlined in the contract. NEMO WDB is not bound to exercise a renewal contract solely on stated performance outcomes.*

Current PY17 Funding	
WIOA Services for In-School Youth	\$ 95,862
WIOA Services for Out-of-School Youth	<u>\$287,589</u>
Total PY 17 Youth Funding	\$383,451

Note: This amount is provided as a planning figure only and does not commit NEMO WDB to award a contract for this amount. The Northeast Missouri Workforce Development Board reserves the right to modify the budget and slot levels pending the finalization of the state issued performance and budgets. The Respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in funding received by NEMO WDB.

Respondents shall provide their Proposed Cost per Participant as well as proposed target numbers. The respondents must submit pricing based on the initial contract period of July 1, 2018 to June 30, 2019.

A **maximum** of 57% of program funds may be budgeted for operational costs. *WIOA requires that a minimum of 75% of a local region’s youth funds be allocated to Out-Of-School Youth Programs.

Contracts issued from this RFP may also include additional funds to serve youth as they become available such as special grants and projects, i.e. SPYC, Summer Jobs Program.

D. Contract Type

This cost-reimbursement contract will be based upon actual costs and performance delivery outcomes. The expected performance delivery outcomes for the WDB will be linked to the Federal common measures, job placements, State performance criteria, quality assurance error rate, customer engagement and follow-up, and other criteria as determined and negotiated between the NEMO WDB and the Contractor(s).

Section II: Overview

A. Contractor Responsibility and Restrictions

Each Respondent is advised that NEMO WDB will hold the Contractor(s) totally responsible and accountable for effectively and efficiently managing and delivering the services and activities described in this RFP while providing excellent customer service and achieving the contracted performance outcomes.

B. Customer Service Levels

The following numbers of WIOA Youth customers in the Northeast Region were provided services during program year 2016. Figures are presented in the charts below for the entire NEMO WDB region and the three job centers individually. **Note:** *The historical data shown below is provided for planning estimates only.*

PY16 – July 1, 2016 – June 30, 2017 (Results for PY17 are not available at this time)	New Registrant	Exited	In Program	Served	Carry Overs
HANNIBAL JOB CENTER	6	6	15	21	15
KIRKSVILLE JOB CENTER	48	25	94	119	71
WARRENTON JOB CENTER	17	12	46	58	41
NORTHEAST REGION	71	43	155	198	127

C. Contractor Orientation/Competency

NEMO WDB, along with Missouri DWD will offer the necessary training to Contractor(s) on the documents, operating procedures, and the State Case Management System requirements that are specific/unique to workforce development services solicited in this RFP, within certain limitations. Most trainings are offered at no cost, but Contractor will be responsible for travel, lodging, and meals, if needed. DWD's Learning Management System and Workforce GPS offer many free and helpful webinars for training purposes. As WDB administrative staffing and funding are limited for training and technical assistance, Contractor(s) with prior WIOA experience may be given additional consideration for documented exemplary performance and understanding of workforce development programs as previously delivered.

D. Management Capability

Respondents must clearly and completely describe their organizational and management capacity to ensure that services and/or outcomes to be provided are achieved during the contract. These include but are not limited to:

- Delivering high quality, timely, complete, consistent, and contract compliant services.
- Meeting or exceeding the contract objectives and performance goals.
- Working effectively with WDB staff, other service providers and community partners.

Under contract award, the Contractor(s) shall designate a knowledgeable primary point of contact that shall have optimum management and operations authority and be available to NEMO WDB during normal business hours.

E. Performance Expectations

The Contractor(s) will be held to specific performance deliverables as prescribed by NEMO WDB. Each Respondent must have a clear understanding of the performance measurement tools used in Missouri, as well as any local performance criteria established by NEMO WDB. Further, Respondents must understand that NEMO WDB has an expectation of excelling in all measures to ensure that NEMO WDB is not subject to corrective action by the State. The Contractor(s) must be able to commit to ensuring the appropriate internal processes and staffing are in place to meet the contracted/expected levels of performance. Below are the current performance benchmarks:

PY17 Performance Benchmarks	WIOA Youth Program
Employment Rate <i>measured second (2nd) quarter after exit</i>	74%
Employment Rate <i>measured fourth (4th) quarter after exit</i>	63%
Median Earnings <i>measured second (2nd) quarter after exit</i>	TBD
Credential Attainment <i>attained up to one (1) year after exit</i>	77%
Measurable Skill Gain <i>during program participation</i>	TBD
Repeat Employer Customers	TBD
Employer Penetration Rate	TBD

Note: *Due to transitioning to a new State Case Management System new performance measures have not yet been negotiated. These objectives are provided as an example of the performance measures and required levels of performance that may be required. Actual performance levels and standards are subject to change and will be established through contract negotiations.*

Section III: PROPOSAL TERMS AND CONDITIONS

A. General Conditions

Applicants are fully responsible for all costs (directly or indirectly) associated with the development and submission of a proposal. Once submitted, all proposals and associated materials become the property of the NEMO WDB. This Request for Proposal is not in itself an offer for work, nor does it commit the Workforce Development Board to fund any proposal submitted. The Board reserves the right to accept, reject, or modify any or all proposals as a result of this RFP, or to negotiate with all qualified sources; or to cancel, modify or reissue this RFP in part or in its entirety.

This is a negotiated procurement utilizing the Competitive Request for Proposal method. As such, the award does not have to be made to the proposer(s) submitting the lowest priced proposal, but rather the proposer(s), as determined by the RFP evaluation process, having the most responsive proposal satisfying the NEMO WDB requirements.

The specifications in this RFP may change based on issuance of Federal or State regulations or policy. The Workforce Development Board will work with the successful bidder(s) to implement any changes required by the State of Missouri or U.S. Department of Labor. By submitting this proposal, the bidder agrees to work cooperatively with the Board to comply with subsequent changes.

Selected Sub-Contractor(s) shall not assign or transfer any interest in the contract without the prior written consent of the NEMO Workforce Development Board.

The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; Title VI and VII of the Civil Rights Act of 1964, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination Act of 1975, as amended; the Age Discrimination in Employment Act of 1967, as amended; Title IX of the Education Amendments of 1972, as amended; and the anti-discrimination provision of the Immigration and Nationality Act, as amended. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the application must be submitted to the Workforce Development Board. If a proposer does not withdraw a proposal by the due date, the proposal becomes the property of the Workforce Development Board and may be subject to public disclosure.

Under the requirements of the Freedom of Information Act and Chapter 610, RSMo (Missouri Sunshine Law), the contents of proposals submitted in response to this RFP are subject to public release upon request, except those items specifically exempt from disclosure. The Respondent shall mark as "Proprietary" those parts of its proposal that it deems proprietary. However, the respondent is alerted that this marking is advisory only and not binding on NEMO WDB. If there is a proposal so marked, the WDB will advise the respondent and request further justification in support of the proprietary marking. If the WDB determines, after receipt of the justification, that the material is releasable, the respondent will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Respondents/Bidders are cautioned to not contact WDB Board Members, Chief Local Elected Officials (County Commissioners), Youth Council Members or WDB staff, with exception to emailed questions to the Director, concerning this procurement during the competitive procurement and evaluation processes as it could disqualify your application.

B. Appeals/Complaints

Applicants have the right to appeal any action or decision related to this RFP. Appeals/complaints will be handled in accordance with the Missouri Division of Workforce Development Complaint and Grievance Policy [DWD Issuance 16-2017](#). All appeals/complaints must be made in writing and must fully identify any contested issues. Subjective interpretations by evaluators are not subject to protest or appeal.

Written appeals/complaints must be fully documented and filed with:
Northeast Missouri Workforce Development Board
111 East Monroe Street
Paris MO 65275

Section IV: PROPOSED WIOA YOUTH PROGRAM SCOPE OF WORK

A. WIOA Youth Program Functions

The WIOA Youth Program Contractor(s) must provide services to individuals who meet the eligibility criteria for out-of-school youth and in-school youth established under Section 129(a)(1) of the Workforce Innovation and Opportunity Act. Specific functions in the scope of work include:

1. Conduct outreach and recruitment of in-school and out-of-school youth. Communicate with schools and community organizations regarding recruitment efforts. Provide innovative activities to engage and attract youth to the WIOA program.
2. Recruit program partners, including providers of complementary services and employers to serve as sites for both permanent placement and placement in work-based learning opportunities.
3. Manage program enrollment processes to ensure compliance with appropriate eligibility and enrollment standards and to maximize performance under program performance measures.
4. Determine eligibility based on WIOA guidelines. Registration includes completion of the WIOA application in the State Case Management System, verification of the information and collection of any documentation to support the registration. It is the contractor's responsibility to ensure the registration is fully and accurately completed. The WDB staff will provide technical assistance on this process when requested.
5. As part of orientation, all youth must receive information on all services available through the bidder, including programs or activities provided by vendors and partners. This includes information about all program policies governing such areas as drug and alcohol abuse, attendance, and behavior. Youth must be made aware of the youth development principles practiced by the respondent and informed that services and project outcomes will be tailored to the individual youth's needs.
6. Conduct case management activities with WIOA Youth in a documented, goal-oriented, participant-centered process that extends from recruitment through follow-up. The Case Manager will motivate and coordinate services to prepare youth for post-secondary education or training and/or employment opportunities. For those who are determined eligible but do not enroll, contractors must provide referral information that will include a full array of applicable and appropriate services available through local programs.
7. An Objective Assessment (OA) must be completed for each participant to determine academic skills, employment skills, and supportive service needs. This includes a review of educational skills levels, occupational skills, prior work experience, employability, interests, and aptitudes. Where appropriate, recent assessments from school or TABE scores may be used in lieu of additional assessment, if completed within the past 6 months. An accurate evaluation of each youth is the goal in order to develop an appropriate service strategy to meet his/her individual needs.
8. An Individual Service Strategy (ISS) must be developed. The ISS is an age-appropriate, individualized, written plan of long and short term goals that include employment, involvement in WIOA youth program elements, and personal supportive services. A plan will be developed collaboratively with each participant, with consideration of the youth's assessment results. The ISS will clearly connect the services to be provided to each youth with the outcomes to be achieved between enrollment and exit. This plan will be a living document and used to track services and

outcomes to be delivered or achieved. This plan must be reviewed and updated with the participant, both regularly and as changes occur.

9. Contractor(s) staff will be responsible for providing an assessment of individuals' needs and circumstances as noted in Items 7 & 8 above and ensure the delivery of services meet the 14 required program elements mandated by WIOA. Follow-up activities with program completers is required and will be documented in the State Management System. (See 14 Required Service Elements of WIOA Title I Youth Program under Request for Proposal Tab at www.nemowib.org)
10. Priority of Services – Those youth who are determined most in need due to barriers, such as risk of dropping out of school, those in foster care or aging out of foster care, youth offenders, children of incarcerated parent(s), homeless youth, out of school youth and migrant and seasonal farm worker youth will be given priority for services. The Contractor will work with the Division of Family Support, Vocational Rehabilitation, local school districts, and community based organizations to ensure that seamless services are made available to these youth who have been determined most in need. The Contractor will sit on the Youth Council, who will endeavor to expand the network of services available. The Northeast Region also recognizes the preferences allowed to Veterans. When veterans and non-veterans are eligible for services, veterans shall receive priority.
11. Maintain participant files (both paper and electronic) for WIOA Youth activities.
12. Develop and implement corrective action plans in response to Board, State, or Federal monitoring reports, or independent auditor reports, upon request of the NEMO WDB.
13. Ensure timely and accurate data collection and entry into the statewide management information system.
14. Actively recruit employer participation in work-based learning and permanent placement, and negotiate work-based learning (on-the-job training, internships, work experience, pre-apprenticeship, apprenticeship, job shadowing, etc.) contracts with employers.
15. Serve as the employer of record for short-term work-based learning placements, as required.
16. Fully participate in WIOA core partner team meetings, Youth Council, and Job Center activities.
17. Maintain compliance with WIOA, Federal, State, and local expenditure requirements, including tracking and reporting of cost per participant and the percentages ISY vs. OSY and Work Experience on a monthly basis. This report will be due when submitting CPRs.
18. Compile program data and provide fiscal and programmatic reports as required by the NEMO WDB. Ensure that CPRs are submitted on requested date every month and ensure that check received to support Cash Request is deposited within 5 days of receipt.
19. Follow any current and future Board administrative directives especially those directives that concern: fiscal responsibilities, Equal Employment Opportunities, and the Americans with Disabilities Act.
20. Deliver high quality, customer-oriented service.
21. Expertly manage staff and operations.
22. Continue to develop and enhance the workforce development system by focusing on a fully coordinated and integrated service delivery model that is market driven and offers value-added services to regional Youth.

23. Assure the delivery of services to individuals with limited English proficiency, disabilities, or other significant barriers.

24. Abide by all Federal, State, and Board procurement policies.

Agencies or organizations submitting a proposal to be the WIOA Youth services providers should be familiar with the basic requirements outlined in the WIOA regulations and should provide necessary staff support to ensure that these requirements are met. The selected Respondent must fully comply with the requirements of WIOA Youth program as provided under the Workforce Innovation and Opportunity Act of 2014, as well as State and local guidelines as applicable to the Act.

The Respondent shall follow the principles of Equal Opportunity and Affirmative Action in the selection and enrollment of, as well as in all subsequent dealings with customers. Further, it is the service provider's responsibility to ensure non-discrimination in that customers have an equal opportunity to access programs and services administered by the Northeast Region. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with programs on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, citizenship status, and each customer shall have such rights as are available under any applicable Federal, State or local law prohibiting discrimination.

B. Management and Delivery of Workforce Development Programs and Services

1. Contractor(s) must ensure appropriate links to entities that will foster the participation of eligible youth are in place. Such entities include: local law enforcement officials, local public housing authorities, local schools, local human service agencies, local Adult Education and Literacy providers, local agencies serving persons with disabilities, local mental health providers, and representatives of other area youth initiatives.
2. The Contractor(s) will be responsible for ensuring that no services to the customer are duplicated and that to the degree possible, coordinated multiple funding streams are used for the provision of workforce services. The Contractor(s) will maintain close working relationships with all mandatory partners to increase their involvement in, utilization of, and provision of resources for Job Center customers.
3. The Contractor(s) will be responsible for achieving the performance outcomes for all funding sources as negotiated with Northeast Missouri Workforce Development Board and the State of Missouri's Division of Workforce Development (see Section II. E – Performance Expectations). Those performance outcomes include providing high quality service to businesses in the NEMO WDB region.
4. In keeping with WIOA, Contractor(s) will seek innovative ways to serve customers with barriers to employment including ex-offenders, homeless individuals, veterans, persons with disabilities, etc.

C. General Information

The Northeast Missouri Workforce Development Board is a non-profit organization that supports and funds employment and training services. Through strategic partnerships with educational institutions, business, labor, and community organizations, the NEMO WDB supports innovative employment-related programs. These programs serve adults, youth, dislocated workers, and employers throughout the Northeast Region, creating employment opportunities that lead to independence, self-sufficiency and nurturing a vibrant, well-trained workforce.

The Northeast Missouri Workforce Development Region consists of the following sixteen (16) counties: Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Schuyler, Scotland, Shelby, and Warren.

The NEMO Workforce Development Board is particularly committed to our local youth to engage them in their own development and progress toward long-term self-sufficiency. The Board has appointed a Youth Council to oversee the implementation and management of WIOA youth services. The Youth Council's main responsibilities include developing the youth portion of the local board plan relating to youth, recommending eligible youth providers to be awarded grants for youth activities and conducting oversight of the funded programs and services, as well as coordinating youth activities in the local area.

As a result of the analysis of the local area resources and challenges, the Youth Council has placed priority on funding programs that deliver the following outcomes for WIOA youth.

- Development of Career Pathways that lead to employment in a self-sustaining, in-demand occupation
- Attainment of Secondary School Diploma or its recognized equivalent;
- Preparation for Post-Secondary education and/or occupational training opportunities
- Preparation for unsubsidized employment including effective connections to employers

1. Locations

The Contractor(s) shall deliver the services described in this Scope of Work at the locations determined by the Northeast Missouri Workforce Development Board. The current Comprehensive One-Stop Job Center locations are:

Hannibal Job Center, 203 North Sixth Street, Hannibal MO 63401

Kirkville Job Center, 2105 East Normal, Kirkville MO 63501

Warrenton Job Center, 111 Steinhagen Road, Warrenton MO 63383

If a proposer desires to suggest Affiliate Centers in order to provide services to WIOA Youth, they must be provided by the Respondent(s) in accordance with U.S. Department of Labor, Missouri Division of Workforce Development, and Northeast Missouri Workforce Development Board policies.

2. Hours of Operation

Contractor(s) will adhere to the normal hours of operation for the Missouri Job Centers in the Northeast Region: all locations are open 8:00 a.m. to 5:00 p.m. Each Job Center is closed between 8:00 a.m. to 9:00 a.m. on a specific day to hold staff meetings and trainings.

Contractor(s) is/are not required to provide staffing on State-recognized holidays (or days observed as the holiday) and any other dates as designated by the Governor. The current schedule is as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- President's Day
- Truman's Birthday
- Memorial Day
- Independence Day
- Labor Day

- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Contractor(s) proposing services via Affiliate Centers must indicate their proposed location, hours of operation and staffing needs in the response narrative. Affiliate Centers must maintain flexible availability that adapts to the services being provided to youth.

4. Local WIOA Policies and Procedures

The NEMO WDB maintains a local policy and procedures guide for all service providers in the Northeast Region. That guide and the necessary WIOA forms are available on the NEMO WDB website (www.nemowib.org) and are updated as needed by the NEMO WDB. Service providers are expected to follow the policies and procedures, participate in training related to program changes, and apply current policies as directed.

5. Monitoring Schedule

Contractor(s) shall institute a system for monitoring fiscal, participant and program activities for compliance with the contract. The Contractor(s) will maintain documentation to verify completion of all monitoring activities.

The Respondent shall agree to periodic on-site monitoring by the Division of Workforce Development and/or the NEMO WDB for program, fiscal, and Equal Opportunity compliance. Contractor shall respond in writing to monitoring reports and requests for corrective action plans within 30 working days after the date of the Letter of Notification from the NEMO WDB.

Section V: FINANCIAL STANDARDS AND REQUIREMENTS

A. Fiscal Standards

All proposed program costs must be reasonable, allowable, allocable, and necessary to achieve program goals, and in accordance with Federal, State, and local policy and the terms of the Northeast Region Workforce Development Board contracts. Any cost which does not meet all the above criteria can neither be approved for inclusion in the contract budget, nor for reimbursement.

The Respondent's financial management system must comply with Federal and State accountability standards. All costs reimbursed by the Northeast Missouri Workforce Development Board will be subject to audit in accordance with the regulations issued in the Uniform Guidance required for State and local governments, as well as non-profit organizations, colleges, universities, and other eligible programs. For-profit entities may be subject to a program specific audit. For all entities with Federal program expenditures of less than the Federally recognized threshold of \$750,000, an in-depth financial compliance monitoring will be conducted annually.

Costs will be reimbursed by the Northeast Missouri Workforce Development Board to the Respondent(s) upon submission of the monthly expenditure report and cash request with full and proper documentation of the costs. Reimbursement will be made only for the line items and amounts included in the contract. A written request for modification must be made by the Respondent, and approved by the NEMO WDB, before any deviation from the contract budget may be incurred or reimbursed. Contract modifications will be subject to cost-effectiveness review prior to approval.

The Northeast Missouri Workforce Development Board will not reimburse any costs for programs / services / activities before a proposal is approved and a contract is extended.

Program income is defined as income received by a Respondent directly generated by contract or subcontract supported activity, or earned only as a result of the contract or subcontract. The receipt of program income must be accounted for in the subcontracting agency's financial reporting system. Program income must be committed to the particular funding title under which it was earned, and expended within the life of the contract unless otherwise notified. Respondents who anticipate generating program income must identify the amount and nature in their program proposal.

B. Respective Functions

All payroll functions for eligible program participants and staff will be the responsibility of the Respondent(s) in compliance with rules, regulations, and instructions issued by the U.S. Department of Labor, State of Missouri Department of Labor - Wage and Hour Division; State of Missouri Division of Workforce Development; and the Northeast Missouri Workforce Development Board. Therefore, the Respondent(s) shall assume all legal and financial responsibility for taxes, FICA, E-verify, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri and the Northeast Missouri Workforce Development Board, its officers, agents, and employees, harmless from and against, any and all loss; cost (attorney fees); and damage of any kind related to such matters. The Respondent(s) will be responsible to inform their staff of the above statements.

The Northeast Missouri Workforce Development Board will be responsible for administrative functions and program oversight of the contract. This will include management information access, subcontract monitoring and the review of continuous improvement information processes.

The Respondent(s) must have the management capacity to administer a complicated Federal Grant Program and will be responsible for training staff, recruitment, intake, eligibility determination, registration, case management, job development, job placement, follow-up/retention services, and other contracted activities for WIOA Youth programs. Upon approval of any program or activity for funding, the agency or organization operating such program(s) will be subject to an extensive set of reporting requirements as developed by the NEMO WDB, the U.S. Department of Labor, and/or the State of Missouri. These reports will be required as necessary to carry out monitoring and continuous improvement evaluation of programs as mandated by the WIOA regulations. The Board will expect Contractor to comply, in a timely manner, with any requested information or reports.

C. Budget

The budget should include staffing and other costs related to the delivery of WIOA Youth Program services. All budgeted costs are subject to negotiation and funding availability. All costs will be reviewed to determine if they are reasonable, allowable, allocable, and necessary.

D. Accounting Standards

The Respondent must assure to maintain an accounting system which meets all current generally accepted accounting principles (GAAP) applicable to the agency.

E. Allowable Costs

1. The Respondent shall assure that applicable Uniform Guidance, 2 CFR, parts 200 and 2900 for cost principles shall be followed unless otherwise indicated by the WIOA, U.S. Department of Labor, Missouri Division of Workforce Development, or local NEMO WDB policies and guidelines.
2. In-Kind Services: If applicable, attach a description of services, materials, equipment, etc., to be provided to the program by your organization at no charge to the Northeast Missouri Workforce Development Board. Include the approximate dollar value of each.

F. Audit

The Respondent will assure to complete an annual audit under the Uniform Guidance, 2 CFR, Parts 200 and 2900 or other applicable circular, or a program-specific audit conducted by an independent auditor.

G. Records Retention

The Respondent(s) shall agree to retain records pertinent to all grants and agreements, including financial, statistical, property, applicant records, participant records, and supporting documentation for a minimum of three (3) years beyond the final date of receipt of funds for the program year; the acceptance of the audited financial statements by the Missouri Division of Workforce Development; and the resolution of any litigation, audit, or claim; and until written notification by the NEMO WDB that the records can be destroyed. Records for non-expendable property shall be retained for a period of three (3) years after the final disposition of the property. Records shall be retained in such a method that will preserve their integrity and admissibility as evidence in any audit or other proceeding. The burden of production and authentication of records shall be on the custodian of the records. **Contractor must follow WDB policy and have prior approval from NEMO WDB before destruction or disposition of records or WDB property per NEMO WDB Issuance 03-2017 Public Access-Record Retention-Destruction of Records found on the Local Issuances and Policies at www.nemowib.org.**

H. Duplication of Funding

Respondent(s) will ensure that no duplication of funding or services (services provided with these funds or through other funding sources) will occur.

I. Use of Funds

The Respondent(s) must ensure that no funds will be used to assist, promote, or deter union or organization of such.

J. Conflict of Interest

The Respondent(s) must agree to comply with the conflict of interest provisions of WIOA and the Conflict of Interest/Code of Conduct Policy of the NEMO WDB when administering any contract agreements.

K. Nepotism

The Respondent(s) must ensure compliance with regard to nepotism.

L. Confidentiality

The Respondent(s) must ensure compliance with confidentiality requirements.

M. Compliance with Laws

The Respondent(s) must ensure compliance with the Workforce Innovation and Opportunity Act (WIOA), WIOA regulations, US Department of Labor and Division of Workforce Development guidance, and all other applicable State and Federal laws when expending funds or conducting program activities.

N. Supplanting of Funds

The Respondent(s) must ensure that NEMO WDB programs do not supplant any Federal, State, or local program funds which would otherwise be available in the area.

O. Fraud and Abuse

The Respondent(s) must ensure that active procedures are in place to guard against fraud and abuse.

P. E-Verify

The Respondent(s) must ensure compliance with the Employment Eligibility Verification Program (E-Verify), Section 285.530.2, RSMo, which requires as a condition for the award of any contract or grant in excess of five thousand dollars by the State to a business entity, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a Federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. For more information and to enroll your organization in the program online, visit the Employment Eligibility Verification Program (E-Verify) website at <http://www.uscis.gov>.

Section VI: PROPOSAL GUIDELINES AND SUBMISSION INSTRUCTIONS

The Northeast Region is divided into three Job Center regions as follows: **Kirksville Job Center** consists of Adair, Knox, Macon, Randolph, Schuyler, and Scotland counties; **Hannibal Job Center** consists of Clark, Lewis, Marion, Monroe, Pike, Ralls, and Shelby counties; **Warrenton Job Center** consists of Lincoln, Montgomery, and Warren counties. The minimum acceptable bid would be for one full Job Center region. Proposals will be accepted for Multiple Job Center regions if the proposal follows the geographic unit as described above. Proposals for programs and services to a single county will be rejected, as will proposals for programs or services to a geographic area or political unit less than one county. Respondents must provide assurance that all programs and services will be provided in accordance with the Youth Scope of Work and to all counties in the Job Center area(s) for which the proposal covers.

Technical questions/inquiries regarding the Request for Proposal must be sent via email to Executive Director, Diane Simbro at diane.simbro@nemowib.org. All questions and answers will be posted on the the NEMO WDB website (www.nemowib.org) in the "Request for Proposals" link; those questions and the answers will be addressed by NEMO WDB staff and posted for all prospective bidders to view. **Questions will be accepted and answered up until COB March 20, 2018. Response to questions will be posted within two (2) business days. No questions/inquiries will be accepted after that date.**

A. Proposal Due Date

Proposals must be received no later than 12:00 P.M (Noon) CDT on March 23, 2018.

B. Submission Requirements

1. Five (5) copies of the completed proposal, including all attachments, along with one original signature page, and one complete proposal package on a thumb drive must be mailed or hand carried to:

Northeast Missouri Workforce Development Board
111 East Monroe Street, Paris MO 65275

In addition, an electronic version of the proposal, along with the Proposal Summary Cover Sheet and all required completed forms must be emailed to diane.simbro@nemowib.org and state in the Subject Line "Confidential".

ALL PROPOSALS SHALL BE RECEIVED IN SEALED PACKAGES, WHICH ARE CLEARLY MARKED:

"PY 18 WIOA Title I Youth Program"

2. The Proposal Summary Cover Sheet and the Certification/Signature Page must be manually signed in blue ink by an official authorized to represent and bind the proposing agency. The Proposal Summary Cover Sheet (attached) shall serve as the first page of the submission or first page inside hard cover.
3. Respondent Questionnaire must be completed and included
4. Proposals must be printed single-sided on 8.5" x 11" paper with 1" margins on each side using a minimum of 11-point font.
5. Proposals must follow the "Proposal Response Format" (see next section). Type the question then your response.
6. Budget Worksheets shall be completed on the forms provided.
7. Respondent must submit all data required herein in order for the proposal to be evaluated and considered for award. Giving incomplete or erroneous information or withholding important information could result in disqualification or later, contract termination.

It is the intent and purpose of the WDB the Request for Proposal permits free and open competition. However, it shall be the respondent's responsibility to advise the WDB if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a proposal. The notification should be received by the WDB at least ten (10) working days prior to the proposal close date and time. The respondent may submit a notification after the elapse of this period, provided sufficient time is permitted for a thorough review by the WDB. A review of the notification will be made by the WDB and its decision will be final.

Respondents should be aware that the WDB constantly monitors each and all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anti-competitive conduct which appears to violate state and federal anti-trust laws. Any suspected violation will be referred to the Missouri Attorney General's Office for appropriate action.

HAND DELIVERED PROPOSALS WILL BE DATE/TIME STAMPED AT THE EXACT TIME OF RECEIPT AT THE NEMO WDB OFFICE IN PARIS MO. PROPOSALS MAILED OR COURIER DELIVERED MUST BE RECEIVED AT THE NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD OFFICE ON OR BEFORE 12:00 PM CDT ON MARCH 23, 2018 AND WILL BE DATE/TIME STAMPED AT TIME OF RECEIPT. FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED. The NEMO WDB intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the NEMO WDB reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The NEMO WDB may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received if it is in the best interest of the Board.

A proposal may be modified or withdrawn by written notice or in person by the Respondent's authorized representative if received prior to the official closing date and time specified. After the official closing date and time, no change in proposal prices or other provisions of the proposal shall be permitted.

A public opening will be held at 12:15 P.M. CDT on March 23, 2018 at the NEMO WDB Office, 111 East Monroe Street, Paris MO 65275.

Proposals submitted will be reviewed for responsiveness to the RFP and compliance with WIOA, its regulations, the NEMO WDB Local Plan, Procurement Policy, and the Workforce Development Board's contract with the Division of Workforce Development. An Evaluation Committee will be selected from the Youth Council, by the NEMO WDB Board Chair and CLEO Chair, barring anyone who might have a conflict of interest. Staff will report any discrepancies to the Youth Council Evaluation Committee at the time of the Committee review and the Youth Council may find the proposal non-responsive. The Evaluation Committee of the NEMO WDB Youth Council will evaluate the proposals and provide its recommendation to the NEMO WDB Executive Committee, who will then make the recommendation to the Northeast Missouri Workforce Development Board at the Board meeting on **April 16, 2018.**

Proposals will be scored based on criteria outlined in the Evaluation and Selection Form (Attachment E). NEMO Workforce Development Board reserves the right to consider historic information and fact, whether gained from the bidder's proposal, question and answer process, references, or any other source, in the evaluation process. NEMO Workforce Development Board reserves the right to make multiple or partial awards. The bidder is cautioned that it is the bidders sole responsibility to submit information related to the evaluation categories and that the WDB is under no obligation to solicit such information if it is not included with the bidders proposal.

The Board reserves the right to officially modify (or cancel) a Request for Proposal after issuance. Such a modification will be identified as an amendment and numbered in a sequential order as issued. Unless otherwise stated in the amendment form, the bidder must sign and return any amendment with the Proposal no later than the proposal close date and time as acceptance of the conditions stated therein. However, the submission of the last amendment only will constitute the submission and acceptance of all previous amendments. Verbal messages from the bidder will not be permitted or considered as an acceptance of an amendment.

The NEMO WDB also reserves the right to contract annually, with the option of up to two (2) one-year contract renewals based on the funding available, and the right to include additional funds for the same services as, or if, funds are made available, provided:

- The subcontractor meets or exceeds overall state mandated performance standards;
- The subcontractor expends 80% or more of their contract funds;
- There is no increase in the percent of funds used for administration;
- The subcontractor provides quality training as reflected by satisfactory monitoring results and at a reasonable cost which supports their bid and/or reflects local economic conditions;
- That the cost of training participants does not vary significantly due to the lack of fiscal management and control rather than as a result of changes or new requirements dictated by federal or state government.

Following the selection of a subcontractor or subcontractors, the WDB reserves the right to authorize the Administrative Entity to negotiate minor discrepancies in the subcontractor(s) proposal. The WDB may initiate the contract amendment process to increase and/or decrease funding as a result of increased or decreased funding from State and/or Federal sources. This can include de-obligations of contracted funds where subcontractor(s) fail to meet appropriate expenditure rates. Amendments relating to activities covered by contracts may be made without further issuance of an RFP during the 3-year period covered by this RFP.

Evaluation results are not mailed to respondents. Respondents are permitted to review competitors' proposals and evaluation documents, except parts that are considered proprietary after the selection and award process is completed. This review must be conducted on site at the WDB office.

Receipt of this Request for Proposal does not commit the Northeast Missouri Workforce Development Board to award a contract to any specific entity receiving this document or to pay the costs for the preparation and submission of any or all of the proposals generated thereby.

Selection of Service Providers will be in accordance with Section 123 of the Workforce Innovation and Opportunity Act and Uniform Guidance 2 CFR parts 200 and 2900 and DWD Issuance 14-2017.

Section VII: PROPOSAL RESPONSE FORMAT

All proposals must be assembled in the following response format:

Attachment A: Proposal Summary Cover Sheet

Attachment B: Certification/Signature Page

**Attachment C: Respondent Questionnaire along with all documents requested
Narrative**

Attachment D-1: PY18 WIOA Youth Staff Wages Worksheet

Attachment D-2: PY18 WIOA Youth Program Budget Summary

Attachment D-3: PY18 WIOA Youth Participant Costs

Attachment D-4: PY2018 WIOA Youth Program Participants

Attachment E: Evaluation and Selection Worksheet

NARRATIVE

NOTE: Include the section headings and the questions with your response.

A. Organization Experience and Capacity

1. Describe your organization's experience in managing and delivering WIOA Youth programs and services outlined in this RFP.
2. Describe your organization's experience with operating a programmatically integrated service delivery model that has the needs of business and industry at the core of the operations.

3. Describe your organization's financial and administrative experience and capabilities. Include in that description experience in managing and accounting for multiple Federal, State and local funding sources in accordance with GAAP.
4. Describe your organization's experience conducting self-monitoring for contract performance and compliance; include explanation of corrective action as issues are identified during self-monitoring.
5. Describe your organization's experience in coordinating services with other non-WIOA funded service providers.
6. Describe your organization's experience in encouraging participants to explore occupations in specific sectors identified by the Northeast Missouri Workforce Development region.
7. Describe how you plan to utilize your network of community organizations, civic groups, business and trade associations, governmental agencies, etc. for outreach and braiding resources.

B. Ability to Achieve Performance Outcomes

Document your organization's demonstrated ability to achieve performance outcomes for the Youth workforce programs or other training programs. Furnish verifiable and accurate performance achievement data.

This data should include, but is not limited to the following,

1. Number of participants served
2. Training completion rate
3. Credentials awarded
4. Measurable skills gains
5. Job placement rate
6. Average wage rate at placement
7. Job retention rates 2nd and 4th quarters after exit

Describe what plans will be implemented to achieve all performance goals and describe the system used to track performance outcomes.

C. Strategies

Outline the following strategies for how your organization intends to deliver Youth services:

1. Identify and implement collaborative strategies with any mandated partners that demonstrate a seamless referral system and coordinated service delivery (to ensure services are not duplicated by collaborating organizations).
2. Identify the tool and process that will be utilized to provide an objective assessment that satisfies the requirements of WIOA Section 129(c)(1)(A). Clarify how a determination will be made on the appropriateness of existing assessments for participants that have an assessment from another program.

3. Identify the process for developing an Individual Service Strategy (ISS) that satisfies the WIOA Youth requirements in Section 129(c)(1)(B), including how often they will be reviewed and updated.
4. Describe your strategy to incentivize youth for completing tasks. Identify what stipulations you will require in order for the youth to receive the incentive.
5. Identify work-based learning opportunities to be incorporated into program design. Include types of work-based learning to be offered to participants and how locations will be selected and monitored.
6. Describe your outreach plan to make effective connections to employers, including those employers in the target sector identified in the NEMO WDB sector strategy initiative.
7. Provide access to all the 14 required program elements; although each youth must have access to all elements, not every youth will require every element. If the Respondent will not provide the element itself, the Respondent must identify the partner organization that will provide the element. This response must be in table format listing each of the elements and entity providing the element.
8. Describe your process for referral of youth to appropriate programs for further assessment who do not meet WIOA Youth enrollment requirements or who cannot be served.
9. Describe strategies that intend to:
 - a) Attract a sufficient number of eligible Youth.
 - b) Ensure appropriate enrollments are based on both eligibility and suitability.
 - c) Ensure 75% of program expenditures are used to provide activities to out-of- school youth.
 - d) Ensure that a minimum of 20% of program expenditures are used to provide paid and unpaid work experience activities including summer employment opportunities and other employment opportunities available throughout the school year (i.e. pre-apprenticeships, internships, job shadowing, and on-the-job training opportunities).
 - e) Ensure appropriate expenditure levels of program dollars are met.
 - f) Maintain an attractive agency to participant cost ratio.
10. Describe the method that shall be used to monitor eligible training sites and worksites. Specify the job title of the person who will be responsible for this monitoring, what shall be monitored and at what frequency.
11. Describe the Financial Planning Process used to assist customers in planning their participation in training and education
12. Describe the Job Placement and Job Retention strategies for individuals entering employment.
13. Describe the specific process that will be implemented for the transition of participants who have not entered employment upon completing their assigned activities
14. Describe the specific procedures that will be utilized to follow-up on participants who are exited from the program, to include a detailed description of services that will be provided to those participants who are no longer employed at the time of follow-up.

D. Staffing

- If a new contractor is selected, describe how the Respondent will conduct an orderly transition from the current WIOA Youth provider(s) and deliverer of services to ensure that there is no disruption in services or negative impact on our customers. Detail the action steps, strategies and time lines with specific dates for transitioning the services requested under this RFP.
- Describe how leadership will be selected and assigned to this Contract. For positions where the key person is not known, primary responsibilities that will be included in a job description should be described.
- Describe the method used in training current staff and new staff as well as training offered to update skills and knowledge for all staff (professional development)
- Provide justification for the proposed number of staff to be hired or retained; how was the proposed number determined?
- Contractor(s) proposing services via Affiliate Center(s) must indicate their proposed location and staffing needs. Describe how the proposed location and staffing needs are justified.
- How frequently does your organization conduct performance appraisals of staff and what instrument is used for performance appraisals?

E. Budget

1. Describe your organization’s funding structure; include all funding sources with which you operate and what percentage of your total funding is used for infrastructure (fixed) costs.
2. Complete the budget worksheets found as Attachments D-1, D-2, D-3, & D4 as well as program participant benchmarks worksheet provided at the bottom of Attachment D-3. **NOTE:** If a proposer plans to bid on more than one NEMO sub-region, they must complete separate D-1, D-2, D3, and D-4 worksheets for each sub-region.

F. All Required Attachments

Section VIII: ATTACHMENTS

QUICK REFERENCE	
WDB Attachments / Location	
Request for Proposal	http://nemowib.org/notice/notice/
14 Required Service Elements of WIOA Title 1 Youth Program	http://www.nemowib.org/providers/
Youth Scope of Work	http://www.nemowib.org/providers/
Scope of Work Administrative and Management	http://www.nemowib.org/providers/
Assurances	http://www.nemowib.org/providers/
NEMO WDB Local Plan	http://nemowib.org/notice/local-plan/
NEMO WDB Issuances	http://www.nemowib.org/providers/
DWD Issuances	https://jobs.mo.gov/dwdissuances

PROPOSAL SUMMARY COVER SHEET

Proposal Summary Cover Sheet shall be attached as the Cover Page (or first page inside hard cover) of the Submission.

Entity Submitting Proposal:		
Address:		
Type of Organization:	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Public Non-Profit <input type="checkbox"/> Private for Profit <input type="checkbox"/> School District <input type="checkbox"/> Community Based Org. <input type="checkbox"/> Faith Based Organization <input type="checkbox"/> Other: _____	
Telephone Number:		
Proposed Cost Per Youth Participant	In-School Youth	\$
	Out-of-School Youth	\$
Overall Cost Per Youth ISY and OSY		\$
Job Centers & corresponding Counties included in this RFP response: (Check all that apply)	<input type="checkbox"/> Hannibal (Marion, Ralls, Pike, Lewis, Monroe, Shelby) <input type="checkbox"/> Warrenton (Warren, Lincoln, Montgomery) <input type="checkbox"/> Kirksville (Adair, Knox, Schuyler, Scotland, Clark, Randolph, Macon) <input type="checkbox"/> Entire Northeast Workforce Development Region	
Cost Summary	Administrative	\$
	Program Services	\$
	Total	\$
Names and Addresses of Sub-Contractors (if applicable) <i>Add additional page if necessary</i>		
Company	Address	Primary Contact Information
CERTIFICATE OF CURRENT COST OR PRICING DATA		
This is to certify that, to the best of my knowledge and belief, the cost or pricing data submitted, actually or by specific identification in writing to the Northeast Missouri Workforce Development Board, Inc. in support of the Title 1-B Youth Program (PY18) are accurate, complete and current as of this date. This certification includes the cost or pricing data supporting any advance agreements and forward pricing agreements between the bidder and the Northeast Missouri Workforce Development Board, Inc. that are part of this proposal.		
Submitted by (Authorized Signature):		
Title:	Date:	

FOR NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD USE ONLY

Date Received: _____ Time Received: _____

Received By: _____

Certification/Signature Page

I hereby certify the following:

1. I have reviewed this response and am in full agreement with its content, including the introduction and specifications.
2. I have read and agree to abide by the *NEMO WDB Assurances* including E-Verify requirements and Complaint and Grievance Procedures found at <http://www.nemowib.org/providers>
3. I have read and agree to abide by all *NEMO WDB Administrative and Program Procedures* found at <http://www.nemowib.org/providers>
4. I possess the legal authority to represent _____.
Name of agency offering this response
5. All information presented in this response is true and correct, and shall be open to verification by the Northeast Missouri Workforce Development Board.
6. All projected costs are reasonable and necessary for the proposed program, activity, and/or service. Workforce Innovation and Opportunity Act funds requested will not duplicate other funds already available, or which will be available, to pay any projected costs.
7. Should this proposal be approved, _____ agrees to abide by the Workforce Innovation and Opportunity Act, Department of Labor 20 CFR Part 652, and State and local guidelines as applicable to the Act.

SIGNATURE OF CHIEF EXECUTIVE OFFICER, DIRECTOR, OR DESIGNEE

Signature _____
(Please sign in blue ink)

Printed Name _____

Title _____

Date _____

RESPONDENT QUESTIONNAIRE

- 1) The Respondent is established in accordance with State statutes and is authorized to conduct business in the State of Missouri?

Yes No

A copy of the Respondent's most recent State incorporation letter **must be attached.**

Documentation Submitted? Yes No

- 2) Does the Respondent, if a corporation, have a current (valid within one calendar year) Certificate of Good Standing on file with the Missouri Secretary of State's Office?

Yes No

Include a copy of your agency's current Certificate of Good Standing, if you are a corporation. If you are not a corporation, please state.

Documentation Submitted? Yes No

- 3) Affirmative Action Plan

Under 50 employees **Over** 50 employees

Written Affirmative Action Policy Statement on file

OR

Over 50 employees, not required by Federal or State law to have an Affirmative Action Plan on file (please state legal reason for exclusion)

I understand that this Plan or Policy Statement may be subject to review prior to the award of a contract.

- 4) The Respondent must assure compliance with the Americans with Disabilities Act of 1990 (ADA) and any amendments thereto, by the effectiveness dates outlined within the Act.

Include a detailed description of your ADA compliance efforts and an assurance statement that you are currently in compliance and will comply with any future ADA requirements.

- 5) The Respondent **must submit a copy** of your most recent Audited Financial Statements and/or Balance Sheet, management letter and any audit findings with your proposal (unless one has been provided to the NEMO WDB within the last 12 months).

Submitted with response: Yes No Not Applicable

- 6) Has your agency had any Federal or State contracts (ex. *Missouri Work Assistance Program, Workforce Investment Act, Workforce Innovation & Opportunity Act, Temporary Assistance for Needy Families, Housing, Head Start, Youth Build, or other*) that were either not renewed or terminated since July 1, 2010, in full or in part?

Contracts not renewed Yes No _____ Year of term

Contracts terminated Yes No _____ Year of term

If yes, provide a brief explanation of changes proposed to overcome deficiencies or problems identified for contracts terminated or not renewed.

- 7) The Respondent must be able to obtain and submit documentation of insurance coverage including: director and officer liability insurance; general liability insurance; bonding at a minimum of \$100,000 per individual; insurance for personal injury; insurance for theft, fire, and other damage; and worker's compensation prior to the award of the contract. Include documentation of coverage clearly identifying the respective, required coverage listed above (declaration of insurance prepared by the insurance agency) and amounts for each.

Documentation Submitted? Yes No

If your agency does not have this coverage at the time of the response, please include the name of the agency from whom your organization would secure coverage. Include an assurance of coverage with amounts prior to the award of a contract.

- 8) Indicate the agency's experience over the past four years (2011-2015) in reference to the following items:

- a. Were grievances or complaints filed against the organization (not including discrimination)?

Yes No

- b. Were lawsuits or judgments filed?

Yes No

- c. Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?

Yes No

- d. Was there a default or breach of any contract?

Yes No

- e. Was bankruptcy or receivership by this organization or a parent organization declared?

Yes No

- f. Were there any discrimination complaints or rulings against the agency?

Yes No

If any one of the above occurred, information must be provided which should include at a minimum:

- Date of initiation
- Party or parties involved with specific reference to Federal funds
- Brief description of the circumstances
- Final disposition and date
- A brief explanation if action is still pending

The information above must be included as an addendum and may be submitted as a table, if desired. Provision of false information, omission of relevant information and/or failure to include the above information may be grounds for not awarding a contract or canceling a contract, if awarded.

Information Provided? Yes No Not Applicable

PY18 WIOA YOUTH STAFF WAGES WORKSHEET

- Hannibal Job Center Kirksville Job Center Warrenton Job Center

If a Respondent is proposing service delivery in more than one (1) sub-region, a separate page for each sub-region must be completed. Be sure to check the appropriate sub-region box above.

Staff Name / Position	Annual Salary	Annual Fringe	% of staff salary/fringe supported through this proposal	% of staff salary/fringe supported through other funds
1	\$	\$	%	%
2	\$	\$	%	%
3	\$	\$	%	%
4	\$	\$	%	%
5	\$	\$	%	%
TOTAL	\$	\$	%	%

EXPLANATION OF YOUTH STAFF WAGES WORKSHEET

This attachment is designed to give specific information about the Respondent’s staff necessary to operate WIOA Programs.

Salaries and wages paid to employees of the contract for work, including overtime, is to be considered when computing staff wages. Also include payment for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military duty, etc.).

1. STAFF POSITION – Enter the name/title of each staff position whose salary will be paid out of this contract.
2. ANNUAL SALARY – Enter the total amount of salary earned from all sources for the position indicated regardless of the percentage of salary paid out of the contract.
3. ANNUAL FRINGE – Enter the total amount of fringe benefits from all sources for the position indicated regardless of the percentage of fringe paid out of the contract
4. PERCENT OF STAFF SALARY/FRINGE THROUGH THIS PROPOSAL – Enter the percentage of salary/fringe for each staff position from WIOA funds.
5. PERCENT OF STAFF SALARY/FRINGE THROUGH OTHER FUNDS – Enter the percentage of salary/fringe for each staff position supported by other funds.

PY18 WIOA YOUTH PROGRAM BUDGET SUMMARY

 Hannibal Job Center

 Kirksville Job Center

 Warrenton Job Center

If a Respondent is proposing service delivery in more than one (1) sub-region, a separate page for each sub-region must be completed. Be sure to check the appropriate sub-region box above.

Line-Item	Total Cost	Funds Requested Through This Proposal	
		In-School	Out-of-School
Staff Wages/Fringe *	\$	\$	\$
Staff Travel (lodging, meals, mileage)	\$	\$	\$
Staff Professional Development	\$	\$	\$
Rent/Building Maintenance/Cleaning			
Facilities	\$	\$	\$
Communications (phone, internet, postage, copies, etc.)	\$	\$	\$
Equipment	\$	\$	\$
Consumable Office Supplies	\$	\$	\$
Other: (Please explain) _____	\$	\$	\$
‡Program Oversight/Administration (limited to 10% of Staff Salaries/Fringes)	\$	\$	\$
‡Profit % _____ (for-profit organizations only)	\$	\$	\$
Total Agency Costs	\$	\$	\$
Total Participant Costs**	\$	\$	\$
TOTAL COSTS	\$	\$	\$
Percent Funding to Out-of-School:			%
Agency to Participant Cost Ratio:			
Agency (Total agency costs / Total costs)			%
Participant (Total participant costs / Total costs)			%

*Complete staff wages worksheet (**Attachment D-1**) prior to completing this line item ** Complete detailed information on number of proposed participants to be served and associated costs (**Attachment D-3**) ‡ Only one source of program operating costs is allowable. For example: If indirect cost rate is selected, program oversight and profit % may not be requested.

PY 18 WIOA YOUTH PARTICIPANT COSTS

- Hannibal Job Center Kirksville Job Center Warrenton Job Center

If a Respondent is proposing service delivery in more than one (1) sub-region, a separate page for each sub-region must be completed. Be sure to check the appropriate sub-region box above.

Youth Participant Services:	In-School	Out-of-School
Occupational Skills Training/(Individual Training Accounts/ITAs)	\$	\$
Work Experience Activities (minimum of 20%):		
Work Experience	\$	\$
On-the-Job Training (OJT)	\$	\$
Basic Skills Training	\$	\$
Apprenticeship & Pre-Apprenticeships	\$	\$
Leadership Development (including activities such as life skills, employability skills, etc.)	\$	\$
Incentives	\$	\$
Needs Based Payments	\$	\$
Transportation	\$	\$
Child/Dependent Care	\$	\$
Other Support Services (participant supplies, uniforms, housing, utilities, educational costs required for training, etc.) See NEMO WDB Supportive Services Policy for allowable supportive services @ http://www.nemowib.org/providers/	\$	\$
Follow up Services	\$	\$
Total	\$	\$

PY 2018 WIOA Youth Program Participants

- Hannibal Job Center
 Kirksville Job Center
 Warrenton Job Center

WIOA Participants Proposed to be Served:	In-School	Out-of-School
# of Occupational Skills Training/ITA Participants		
# of Work Experience Participants		
# of Basic Skills Training Participants		
# of OJT Participants		
# of Apprenticeship & Pre-Apprenticeship Participants		
# of Participants in Leadership Development (including activities such as life skills, employability skills, etc.)		
# of Participants in Other Activities (Specify)		
# of Participants in Financial Literacy Training		
# of Adult Education and Literacy (AEL) Participants		
# of Dropout Prevention and Recovery Participants		
# of Alternative Secondary School Services Participants		
Total		

Evaluation and Selection Form

BIDDER:	REGION:
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MANDATORY ITEMS (Proposals that do not have all required attachments will be considered non-responsive.)

Proposal Package Submission Sheet (Attachment A)

Certification/Signature Page (Attachment B)

Proposal Cover Pages Completed (Attachment C)

ALL MANDATORY ITEMS PRESENT **YES** **NO**

A. ORGANIZATION EXPERIENCE AND CAPACITY

1. Experience of Contractor(s) and key staff that would be involved in delivering WIOA Youth Programs and Services _____
2. Experience with integrated service delivery & case management _____
3. Financial & administrative experience and capacity _____
4. Knowledge and experience with sector strategy driven occupations _____

Total Section Score Available 25 – Score Given _____

B. OUTCOMES

1. Demonstrated ability to achieve performance outcomes _____
2. Proposed strategies for effective program outcomes _____
3. Proposed strategies for meeting expenditure rates _____

Total Section Score Available 15 – Score Given _____

C. STRATEGIES

1. Collaborative strategies for working with mandated partners _____
2. Process for developing Individual Service Strategies that lead to attainment of secondary school diploma (or its equivalent) and/or prepare youth for unsubsidized employment _____
3. Identify work-based learning opportunities _____
4. Strategies to attract sufficient number of Youth and ensure expenditures and work experience activities meet WIOA guidelines _____

Total Section Score Available 20 – Score Given _____

D. PROGRAM COMPONENTS

- 1. Understanding of WIOA _____
- 2. Development of innovative and coordinated service delivery for Youth _____
- 3. Provide access to all the 14 WIOA Youth required program elements _____
- 4. Recruit employer participation in work-based learning and permanent placement opportunities for Youth _____
- 5. Monitoring of WIOA Programs _____
- 6. Case management strategies _____

Total Section Score Available 20 – Score Given _____

<u>E. FISCAL / BUDGET</u>	
1. Organizational evidence of operating resources, staffing, equipment, and supplies to meet goals and objectives	
2. Proposed budget	
3. Audit report	
4. Cost per participant	
5. Agency to participant cost ratio	

Total Section Score Available 20 – Score Given _____

Total Score Available 100 points

Total score given _____

Proposal From: _____

Evaluator Number: _____ Date Evaluation Completed: _____