



**WORKFORCE INVESTMENT ACT (WIA)  
On-the-Job Training Program**

**Request for Proposals  
Issued for Region VI Workforce Investment Area**

**By The  
Region VI Workforce Investment Board  
109 Adams Street / Suite 140  
Fairmont, WV 26554  
304-368-9530  
[www.regionviwv.org](http://www.regionviwv.org)**

**Issue Date: February 12, 2007**

**Submission Deadline: In Region VI WIB office by 4:00 pm, March 13, 2007  
Program Operation: July 1, 2007 – June 30, 2008**

**As required by State and Federal Laws and Regulations, the Region VI Workforce Investment Board, Inc. and the WORKFORCE West Virginia Center system does not discriminate on the basis of sex, race, color, religion, handicap condition, marital status, or national origin in employment or in its educational programs and activities. Auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats will be made available upon request.**

## **I. Time Frame**

- |    |                   |   |
|----|-------------------|---|
| 1. | February 12, 2007 | Release RFP                                   |
| 2. | February 23, 2007 | Bidder's Conference                           |
| 3. | March 13, 2007    | Proposals due to Region VI WIB                |
| 4. | March 20, 2007    | Proposals reviewed                            |
| 5. | April 12, 2007    | Funding Recommendation taken to Region VI WIB |
| 6. | April 20, 2007    | Funding Recommendation taken to LEO's         |
| 7. | April 26, 2007    | Contract awarded/ Negotiated                  |
| 8. | July 1, 2007      | Program activities begin                      |

## **II. Geographic Area:**

The Region VI Workforce Investment Board offers services for eligible Adult and Dislocated Workers who reside in: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur. It is a requirement that On-the-Job Training activities/services be provided by the Contractor in all 13 counties.

## **III. Available Resources / Budget**

Funds available for the provision of On-the-Job training services for eligible Adult and Dislocated Workers in all thirteen counties of Region VI for the period of July 1, 2007 through June 30, 2008 are estimated at \$56,000 with the breakdown for each program as follows:

\$28,000 in Adult funding

\$28,000 in Dislocated Worker funding

A detailed line-item budget must be submitted with each proposal (Use the Attachment A format only.) When submitting your budget please attach your cost allocation plan to the budget. \* Administrative costs are limited to a maximum of 10% of the total contract award in each funding category.

## **IV. General Information**

The Workforce Investment Act was signed into Law on August 7, 1998. The Governor of West Virginia certified the Region VI Workforce Investment Board in July of 2000. The Region VI Workforce Investment Board is responsible for, among other activities, the administration and oversight of Adult and Dislocated Worker services and funds in the thirteen counties comprising Region VI.

Title I of the Workforce Investment Act allows for WIA training dollars to be invested in compensation for the extraordinary costs associated with training participants and the costs associated with the lower productivity of the participants to employers who contract with local programs to provide On-the-Job Training activities. The Region VI Workforce Investment Board is requesting proposals from applicants who have the capability of working with area employers to place Region VI eligible customers in On-the-Job Training activities and services for Adult and Dislocated Workers. These activities and services must be carried out in accordance with the Workforce Investment Act of 1998 at 20 CFR, Subpart E, Section 663.595, Subpart G, Sections 663.700 through 663.730, regulations authorized by the Federal Department of Labor, the policies of the WORKFORCE West Virginia, and the policies of the Region VI Workforce Investment Board.

The request for proposal is issued to obtain information from organizations interested in developing and implementing On-the-Job Training activities and services for eligible Adult and Dislocated Workers. This request covers the period from July 1, 2007, through June 30, 2008. The proposing organization initially selected to operate the program(s) may be approved to continue the provision of On-the-Job training activities and services contingent upon successful negotiation of a second year operating budget, satisfactory performance during the initial contract period, and availability of funding.

#### **V. Who Can Submit a Proposal**

All public or private not-for-profit 501(c)(3) or (6) corporations, an education organization, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law and been in existence for five (5) years, may submit a proposal for funding.

*The Region VI Workforce Investment Board will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.*

#### **VI. Participant Eligibility Criteria**

Populations served under this RFP will include:

a) Adults

An Adult is defined as an individual who is 18 years or older. Note – Adults must be served under the Region VI WIB Priority of Service Guidance Letter No. A-01.

b) Dislocated Workers

A Dislocated Worker is defined as an individual who:

(A)(i) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or

(ii) Has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under State unemployment compensation law; and

(iii) Is unlikely to return to a previous industry or occupation;

(B)(i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any substantial layoff at, a plant, facility, or enterprise;

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) for purposes of eligibility to receive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

(C) was self employed (including as a farmer, a rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

(D) is a displaced homemaker

OJT Contractors must ensure that any applicants who meet WIA eligibility enrollment requirements, but cannot be served by their program, are referred for additional assessment to other appropriate WORKFORCE West Virginia Center partner programs.

## **VII. General Guidelines**

All Proposer's must:

- Have an office in Region VI as of June 1, 2007.
- Meet all administrative requirements of the RFP.

The role of the OJT Program Contractor is to coordinate On-the-Job Training activities for eligible customers of the Region VI Workforce Investment Area.

OJT is defined as training provided by an employer in the public, private non-profit, or private sector. A contract is developed between the employer and the local program that provides occupational training for WIA customers in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs.

The successful Proposer will be responsible for the following:

- > Promotion of the OJT program in the Region VI Workforce Investment Area
- > Coordination of participant referral process with WORKFORCE West Virginia Center staff and partnering agencies
- > Development of specific OJT Job opportunities for individuals with OJT identified as an appropriate training plan.
- > Monitoring of contract compliance with employers
- > Reporting OJT activity to WIB on a monthly basis
- > Performance Measures of contractor must be in line with those of the WIB

### **Definition:**

On-the-Job Training means training by an employer that is provided to a paid employee while engaged in productive work in a job. That training:

1. Provides knowledge or skills essential to the full and adequate performance of the job.
2. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
3. Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training.

OJT is designed primarily for the individual who does not have the related education, training or work experience required for the job. It may be provided in many occupational fields and often lowers the employer's risks in hiring and training new personnel. For the participant, OJT allows him/her to gain the knowledge and skills necessary to perform a job after he/she has been hired.

### **Purpose**

OJT focuses on jobs involving the introduction of new technologies, production or service procedures; upgrading to new jobs that require additional skills or workplace literacy; or

other appropriate purposes identified by the Board. The employer can be in the public, private non-profit, or private sector with emphasis on private sector opportunities.

The basic process for OJT for Region VI flows as follows:

- > Customer is guided through the WORKORCE West Virginia Center system beginning with core services. Then, if it's deemed necessary, the customer proceeds to receive intensive services.
- > In the event the Customer requires additional assistance in order to obtain or retain employment and is determined in need of training/retraining services by the Case Manager, an Individual Service Strategy is developed, with the choice of OJT being given to the Customer, who may or may not choose to obtain training through OJT.
- > If the Customer has chosen OJT as the preferred method of training, the Case Manager refers the Customer to the OJT Program Contractor for job development. (Contractor has a time limit of sixty (60) days in which to develop a contract for a Customer with an employer, after which, if no employer contract has been developed for the Customer, that person must be referred back to the appropriate Case Manager for further assessment and support services.)
- > Contractor develops OJT contract with an employer for the Customer.
- > Contractor monitors on a monthly basis employer compliance with the contract and customer progress while in OJT. Monthly reports are to be sent to the appropriate Case Manager and Region VI WIB office.
- > Upon successful completion of an OJT training contract by the Customer, the Contractor will provide follow-up services with the Customer for up to 12 months as appropriate or needed.
- > In the event the OJT is unsuccessful for a Customer, the Contractor must make provisions for coordination with Case Management on how to best further serve the Customer (determine whether further support services are needed, etc.)

Training Guidelines

- > Training opportunities should be encouraged in occupations providing upward mobility and development of new careers.
- > OJT authorized training for a participant shall be limited to a period of time generally required for the acquisition of skills needed for the positions within a particular occupation, but in no event may reimbursement exceed the lesser of 6 months or 499 hours of training. In determining the period generally needed for the acquisition of the necessary skills, consideration shall be given to skill requirements of the occupation, employer training plans, and contents and the participant's education, prior work experience, and Individual Service Strategy. Recognized reference materials including, but not limited to, the "Dictionary of Occupational Titles" and/or O\*Net information should be used in identifying the skill levels of the occupation.
- > Training positions for Adults and Dislocated Workers will be developed which will meet the negotiated Region VI WIB performance requirements of Common Measures regarding employment, retention, and wages. (See Informational Attachment 1-B at the end of this RFP packet)
- > The training plan for each individual must document how current skills were evaluated and how the training length was determined based on existing skills.
- > The job must be for a minimum of 35 hours per week.
- > Payments shall not exceed 50 percent of the total wages paid by the employer to

each participant during the training period.

- > No reimbursement will be made to an employer for overtime wages.
- > In order to promote successful OJT outcomes, participants referred to the contractor for OJT should be assessed by the contractor for the need for job readiness services in preparation for entering employment. If deemed necessary, the contractor should be prepared to provide those services directly through their organization or through referral to appropriate agencies.
- > OJT contracts may be written for eligible employed workers under the following conditions:
  - >The employee is not earning a self-sufficient wage; and
  - >The training relates to the introduction of new technologies, new production or service procedures, upgrading to new technologies, new jobs that require additional skills, and/or workplace literacy.

The employer agrees to:

- > Hire a participant who would not normally qualify for a particular job due to his/her documented lack of specific occupational skills required for a position.
- > Train the participant for the job through a documented, structured approach.
- > Retain the participant at the end of training.
- > Be in compliance with all appropriate state and federal tax requirements. (Workers Compensation, Unemployment Insurance, etc.)
- > Must have 3 permanent employees for every one OJT trainee. (Waiver may be granted by WIB)
- > Agree to provide the same benefits and working conditions as those similarly employed at the company.
- > Abide by applicable OSHA and health regulations.

Conditions under which training shall not be approved, include, but are not limited to:

- > Seasonal, intermittent or temporary employment.
- > Jobs that would result in the displacement of any currently employed worker, including partial displacement.
- > Jobs that, if filled, would replace a worker who is on layoff or involved in a labor dispute.
- > Jobs with an employer who has exhibited a pattern of failing to provide OJT customers with continued long-term employment as regular employees with wages and working conditions at the same level as similarly situated employees.

**VIII. Subcontracting /Collaboration/ Linkages**

Services may be subcontracted or achieved through collaboration with one or more qualified agencies in Region VI, but the Contractor must accept responsibility for contract performance and monitoring of subcontractors and collaborators. All subcontractors must:

- Be a public or private not-for-profit 501(c)(3) or (6) corporations, an education organization, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law.
- Meet the same administrative and reporting guidelines as the Grant Recipient(s).
- Have written approval of the WIB to act as subcontractor.

As funding dollars continue to shrink, creative collaborations must be developed in order to provide the services and activities necessary for the provision of a successful OJT program.

Local WORKFORCE West Virginia Centers have been established as community-wide resources and centralized places where community members and employers can access information and resources on education and workforce development. Many services and informational resources already exist (with more being created) that could meet the needs of Adult and Dislocated Workers.

Contractors are required to develop linkages and access appropriate resources from the Region VI WORKFORCE West Virginia Centers. The goal is to provide Adult and Dislocated Workers with exposure to the Center's informational resources and services and to integrate them into a mainstream system. Contractors must show tangible ways the Center's services and resources will be used to support their program design.

Region VI will require the successful OJT Contractor to establish an MOU with each of the four WORKFORCE West Virginia Centers located in Elkins, Clarksburg, Fairmont, and Morgantown. This MOU must outline the schedule of the OJT staff in each Center as is deemed necessary by the Contractor to ensure adequate interaction and exchange of information with WORKFORCE West Virginia Center staff and partnering agencies in order to fully serve the OJT customer. The Contractor will coordinate activities/services with the Centers' On-Site Coordinator to ensure a seamless delivery of services to all OJT Customers.

#### **IX. Performance Measures and Program Outcomes**

The Workforce Investment Act requires a comprehensive performance accountability system to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities funded under Title I. The Proposer will be responsible for performance as measured by the current Region VI WIB negotiated Common Measures (Attachment 1-B) attached to this proposal.

Attention must also be paid to meeting Core Performance Measures (Attachment 1-A), which will still require tracking and capturing outcome information for reference in the event Common Measures are not continued.

Note: Deliverables and performance measures for contractors may be modified if the Region VI WIB, the State of West Virginia, and/or the Department of Labor re-negotiate performance as a result of implementation of Common Measures. Organizations submitting a proposal should be familiar with both current and proposed DOL performance measures.

Note: Informational Attachments 1-A and 1-B list PY 06 negotiated levels. These may or may not change for PY 07.

#### **X. Bidder's Conference**

Interested Proposers MUST attend a bidder's conference, which will be held at 10:00 am on Friday, February 23, 2007, at the West Virginia State Office Complex at 109 Adams Street in Fairmont, WV, 3<sup>rd</sup> floor Employment Services Conference room. Questions to be

addressed at the Bidder's Conference MUST be submitted in writing by 4:00 pm, February 20, via e-mail, fax, or regular mail to Amy Hall, Program Director, Region VI WIB, 109 Adams Street/ Suite 140, Fairmont, WV 26554, Fax 304-368-9532, [alhallwib6@verizon.net](mailto:alhallwib6@verizon.net). Further questions will not be addressed after the Bidder's Conference and proposals from parties who did not attend the bidder's conference will not be considered.

Notes from the bidder's conference will be posted on the Region VI website at [www.regionviwv.org](http://www.regionviwv.org) within 24-48 hours after the meeting.

### **XI. Disclaimers**

In the event policy, procedure, program design, or regulatory changes occur, bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of Region VI Workforce Investment Office will be available to assist bidding organizations or service providers with the interpretation and suggestions for changes in redesign.

The Region VI Workforce Investment Board is under no obligation to award any contract(s) prepared in response to this Request for Proposal.

The Region VI Workforce Investment Board is under no obligation to reimburse any party for the fees involved in the submission of any such proposals.

A bidder may not be recommended for funding, regardless of the merits of the proposal submitted, if the bidder has a history of contract non-compliance with the Region VI WIB or any other funding source and/or poor past or current contract performance with the Region VI WIB or any other funding source.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the Region VI WIB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

### **XII. Protests, Disputes, and Outbriefings**

If a proposal is denied, a written appeal regarding the non-award of funds may be submitted within 10 calendar days of receipt of the non-award notice. The appeal may include a request for reconsideration of funding. The written appeal shall be submitted to: Director of Region VI Workforce Investment Board. After consideration by the Director, the written notice may be submitted to the Workforce Investment Board or designated committee of the Board for consideration. Further requests for appeals shall follow the Region VI grievance procedures available at Region VI Workforce Investment Office. Bidding organizations may request a copy of the grievance procedures at any time.

An Outbriefing for non-selected Prospective Contractors may be requested from the Region VI WIB within thirty days of notification of non-selection.



### **XIII. General Contract Conditions**

A cost-reimbursable contract will be negotiated after final approval of the proposal.

All Grant Recipients must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance with the Region VI Workforce Investment Board, Inc. and the Region VI Local Elected Officials Board becoming “also insured” at the time of contract implementation. Other insurance coverage may be required and is subject to negotiation.

### **XIV. Proposal Submission Deadline**

In order to be considered for funding in the program period July 1, 2007– June 30, 2008 our proposal must be submitted no later than March 13, 2007, by 4:00 p.m. An original and five (5) copies must be submitted to the Region VI Workforce Investment Board office at 109 Adams Street, Suite 140, Fairmont, WV, 26554. The proposal packet must be sealed and clearly marked “On-the-Job Training Proposal” on the outside. FAXED OR ELECTRONIC COPIES WILL NOT BE ACCEPTED. The prospective Contractor assumes all responsibility for the submission of the proposal and meeting of the required deadlines.

A proposal received after the closing date, incomplete proposals, and/or proposals submitted from an agency who did not send a representative to the Bidder’s Conference will be considered non-responsive, will not be considered for review, and will be returned to sender.

### **XV. Evaluation of Proposals**

All proposals submitted in accordance with this RFP will be rated based on the criteria outlined below. The Region VI WIB will designate a Review Committee made up of staff and Board Members to rate the proposals. This committee will then make their recommendation to the WIB, who will in turn approve the recommendation of the Review Committee, and submit for final approval the winning Prospective Contractor to the LEO board.

All individuals involved in the development, evaluation and award process of this RFP must adhere to the Region VI Conflict of Interest Policy. Prospective Contractors should disclose potential conflict of interest issues by identifying any relationship to a board or committee member in a letter submitted with the original proposal.

Proposals will be evaluated using the following criteria:

<b>Target Population/ Geographic Service Area (Required but not Scored)</b>	0 Points
<b>WORK PLAN</b>	60 Points
<b>PROPOSER INFORMATION / PAST PERFORMANCE</b>	30 Points
<b>PERFORMANCE OUTCOMES</b>	10 Points
<b><u>Transition Plan (See Section XVII. Part 5)</u></b>	0 Points
<b>Total</b>	<b>100 Points</b>

### **XVI. Proposal Format**

Prospective Contractors must follow the instructions outlined in this RFP package and submit all appropriate package forms. All forms and narratives must be typewritten, single-spaced, single-sided, on 8.5” X 11” paper in a 12-point font and a binder clip or paper clip

used for each individual copy. DO NOT USE STAPLES OR ANY OTHER TYPE OF BINDING. For proposals that exceed the section page limitations, only the number of pages that are within the set page limits for each section will be considered. Evaluators will not read proposals beyond the set page limit.

The forms included with this packet (with the exception of the Proposal Narrative for which no forms are provided) are the only forms which will be accepted.

Proposals must be assembled in the following order:

Cover Page. This should be the cover page of the proposal. No title page is needed or required. (Must use the "Proposal Cover Page" included with packet.)

Proposal Narrative including Executive Summary and Statement of Work. The Narrative should begin with a Table of Contents, followed by a one (1) page Executive Summary, and then present the necessary information in the sequence outlined in Section XVII. Technical/Management Proposal "Statement of Work" section. Maximum of 30 pages (excluding the Table of Contents and the Executive Summary.)

Attachment A – Proposer Questionnaire

Attachment B – Budget Summary

Attachment C – Personnel Summary and Detail

Attachment D – Past Performance

Attachment E – Certification Regarding Drug-Free Workplace Requirements

Attachment F – Equal Opportunity Non-Discrimination Notice

Attachment G – Certification Regarding Debarment, Suspension

Attachment H – Certification Regarding Lobbying

## **XVII. Technical/Management Proposal**

The Technical/Management Proposal is the Prospective Contractors' response to the following Statement of Work and is the primary criteria from which this proposal will be judged. It should give reviewers a clear picture of the design and cost of the project, activity or service, the anticipated outcomes, and the Prospective Contractors' capability of delivering the Adult and Dislocated Worker services being proposed. This information must be presented in the following sequence:

### **Statement of Work**

#### **1. TARGET GROUP/GEOGRAPHIC SERVICE AREA, ACTIVITIES AND/OR**

**SERVICES:** Briefly, but clearly, describe both the population that you intend to serve, and the demographics of the 13 counties comprising Region VI workforce area. Section One should be no longer than one page.

**2. WORK PLAN:** Describe the technical plan in narrative form for accomplishing the work proposed, indicating which components are already in place and a time line for implementation of planned components. At a minimum, include the following components:

> Measurable Goals and Objectives with a listing of the actual numbers of eligible Adult and Dislocated Workers the proposed program will serve.

> A description of the methods to be employed in achieving the stated goals and objectives and why these methods will work.

- > How will jobs be developed for referred customers?
  - > A description of how you will ensure that developed jobs fit the Region VI “demand occupation” criteria.
  - > A description of how the contractor will ensure meeting the Region VI negotiated performance numbers for Common Measures and reporting information for the Core Performance Measures.
  - > A description of the process to determine the length of training time for each customer’s OJT training.
  - > A description of how employed workers can be trained through OJT.
  - > A description of: assessment procedures used to determine if referred customer needs additional services before entering employment, what those services might be, and who would provide those services.
  - > A description of 12- month follow-up activities and services.
  - > A description of the provisions to be made for unsuccessful OJT customers.
  - > A description of OJT contract monitoring procedures.
  - > A description of how you will ensure that employers are in compliance with local, state, and federal labor and safety laws.
  - > A description of how the contractor plans to leverage funds and link with existing programs, through linkages, collaboration, and or subcontracts. Define how your proposed program builds on existing services in your agency and what their funding source is, which services will be funded with WIA dollars; emphasize how you will leverage other funding sources and how you plan to generate additional funds, if any, to support your program outcomes. (Attach MOU’s, letters of agreement, subcontracts, etc.. Should not count towards the page count for this section.)
  - > A description of the staff involved in the project. Provide a job description for each position to be funded by this proposal. Include resumes of existing staff or job descriptions for staff to be hired. Will the contractor staff split their time between other duties outside of this OJT program? (Resumes may be attachments and should not be included in the page count.)
  - > A description of how contractor staff will work with the Region VI ACMC (American Case Management Counselors) located in each of the four (4) WORKFORCE West Virginia Centers.
  - > A description of how the contractor will link with the local WORKFORCE West Virginia Centers to handle participant eligibility determination, enrollment, and tracking.
  - > A description of data entry process into the MACC. How will contractor ensure that information in the MACC accurately reflects services received by and progress made by program participants.
  - > A description of how contractor will ensure that participant information is tracked internally so that reports of program progress can reflect at-the-moment information when requested by the WIB for monthly reporting.
  - > A description of your record keeping methods and how you will maintain the confidentiality of program participants.
- Section Two should be no longer than twenty-five pages.

**3. Proposer Information** This section should form the basis for determining whether or not your agency is qualified and credible to deliver the program as proposed. Provide a narrative description of your agency to include when, how, and why the organization was started: its purpose, goals and philosophy; prior and current relevant activities; accomplishments, size and characteristics of clients served; and/or current linkages and/or

coordination with other agencies and services in the community. Describe the administrative capability of your organization in regard to the financial and reporting requirements related to the administration of federally funded programs.

**Past Performance:** The Proposer is required to provide up to three examples of contracts performed within the past five years that are similar in size, scope, and performance. Attachment D, provided in this packet, is to be used to complete this information.

Briefly describe the facility(ies) where this system is to be principally operated; include size, location, accessibility, and any special features relevant to the system. State the ADA compliance status of facility(ies). If specialized equipment is proposed, please include description and quantity. Section Three should be no longer than one page plus personnel narratives and/or resumes, and three copies of Attachment D – Past Performance.

**4. Performance Outcomes:** Discuss the measurable results and benefits anticipated and how they will be measured against the program's goals and objectives. Describe the process, outcomes expected, and how you will evaluate and monitor your program's performance. Discuss how your program's outcomes correlate with the WIB's performance goals for Adult and Dislocated Workers. Section Four should be no longer than two pages.

#### **5. Transition Plan**

New Proposers and Proposers who are current providers who envision a change in the Scope of Work outlined in this RFP from what is currently under contract, must write a transition plan. Detail the action steps, strategies, and the time lines (presented in text format) with specific dates for transitioning the services requested under this RFP.

It is important for Proposers to understand that the infrastructure for delivery of services is in place and that no break in services to current youth participants can be experienced as a result of a transition. Section five should be no longer than one page.

**PROPOSAL COVER PAGE**

I. PROPOSING AGENCY: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency type: ( ) Government ( ) Commercial ( ) Educational ( ) Non-Profit

II. PROPOSED CONTRACT TYPE: ( x ) Cost Reimbursement ( ) Fixed Rate

III. DOLLAR AMOUNT OF CONTRACT: \$ \_\_\_\_\_

IV. FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: \_\_\_\_\_

VI. CERTIFICATION: I, \_\_\_\_\_, the undersigned, duly authorized representative of this proposing agency, hereby certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the Region VI Proposal Package; that the enclosed package is a firm offer effective through 30 (thirty) days after March 13, 2007; and that the information contained herein is true and correct to the best of my knowledge. I am authorized by my Board of directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal. I understand that if any information has been misrepresented or is found to be untrue, this proposal will be disqualified for consideration and may be grounds for contract cancellation.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment A**

**Proposer Questionnaire**

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

Please check appropriate responses.

1. Organization

Corporation  Partnership  Individual Ownership or Sole Proprietorship  
 City Agency  State Agency  Educational Institution

2. Status

For Profit  Non-Profit

3. Experience/Information

\_\_\_\_\_ Number of years in business  
\_\_\_\_\_ Number of years in "Training" business  
\_\_\_\_\_ Number of permanent employees (salaried and hourly)

4. Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", briefly explain on an attached sheet of paper.

5. Is applicant in receivership or bankruptcy, or are any such proceedings pending?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", briefly explain on an attached sheet of paper.

6. Has the applicant's organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", briefly explain on an attached sheet of paper.

7. Are all of the applicant's required permits current?

\_\_\_\_\_ Yes \_\_\_\_\_ No

List on an attached sheet all of your required permits and expiration dates.

8. Subcontracting

Will the applicant subcontract for any of the services?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", type in the page number(s) where the subcontracting is described in the proposal. Page(s) \_\_\_\_\_

9. Will the applicant utilize the services of a consultant in the operation of this program?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", type in the page number(s) where the consultant services are described

in the proposal. Page(s) \_\_\_\_\_

10. Union Concurrence

List any and all unions that may be associated with this training.  
Does your agency have union approval of the proposed training?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please attach written proof of union concurrence.

11. Insurance Coverage

Are persons authorized to handle and disburse governments fidelity bonded?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of fidelity bonding. Note: If you cannot show proof of your ability to obtain fidelity bonding, Region VI WIB cannot contract with the applicant, and the proposal will be returned.

12. Does applicant carry General Liability Insurance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of general liability insurance, Region VI WIB cannot contract with the applicant and the proposal will be returned.

13. Does the applicant carry Workers' Compensation Insurance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of your ability to obtain workers' compensation insurance, Region VI WIB will not contract with the applicant and the proposal will be returned.

14. Is the applicant current with Unemployment Insurance?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Note: If you cannot show proof of good standing with Unemployment Insurance, Region VI WIB will not contract with the applicant, and the request for proposal will be returned.

15. Fiscal Responsibilities

Does the applicant organization presently have any outstanding unresolved audit deficiencies with any Federal, State or Local agencies?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain on attached sheet of paper.

16. Is the applicant providing an AUDITED financial statement for the past accounting year which identifies all sources of revenue, donations, and income as well as the offsetting expenses?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If your response is NO, your proposal will be returned to you.

17. Are your facilities and other planned sites to be used accessible to individuals with disabilities?

\_\_\_\_\_ Yes \_\_\_\_\_ No

18. Certification and Compliance

Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "no" please explain on a separate sheet of paper.

19. Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered "no" please explain on a separate sheet of paper.

20. A copy of the organizations' cost allocation plan must be included to support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items.

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Original Signature of Authorized Representative Date



**Attachment B**

**Budget Summary**

**Organization** \_\_\_\_\_

<b>Cost Category</b>	<b>Admin WIA Adult Funds</b>	<b>Admin WIA Dislocated Worker Funds</b>	<b>Program WIA Adult Funds</b>	<b>Program WIA Dislocated Worker Funds</b>	<b>TOTAL WIA BUDGET</b>	<b>In-Kind or Cash Contribution (s) (Attach Detailed Summary)</b>	<b>Total Budget</b>
Salaries							
Fringes							
Travel/Training							
Space Rental							
Supplies							
Program Supplies							
<b>Equipment</b>							
Purchased							
Lease Purchase							
Rental							
<b>Other</b>							
Printing							
Postage							
Maintenance							
Contractual							
Books							
Other (specify)							
<b>Total</b>							

**Cost per participant** \$ \_\_\_\_\_

**\*Administrative costs are limited to a maximum of 10% of the total contract award.**



**Attachment D**

**Past Performance**

**(Please copy and complete one for each of up to three (3) contracts awarded within the past five (5) years.)**

**Federal / State Issuing Agency:** \_\_\_\_\_

**Contract Name:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Period of Performance:** \_\_\_\_\_ to \_\_\_\_\_

**Dollar Value:** Awarded \_\_\_\_\_ Booked \_\_\_\_\_

**Primary Government Point-of-Contact:**

**Name and Title** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Attachment E**

**CERTIFICATION REGARDING DRUG –FREE WORKPLACE REQUIREMENTS**

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition:
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - 1. The dangers of drug abuse in the workplace
    - 2. The grantee’s policy of maintaining a drug-free workplace.
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
    - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - c. Making it a requirement that each employee is to be engaged in the performance of the grant to be given a copy of the statement by paragraph “a” above.
  - d. Notifying the employee in the statement required by paragraph “a” that, as a condition of employment under the grant, the employee will:
    - 1. Abide by the terms of the statement, and
    - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
  - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph “d.2.” from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph “d.2”. with respect to any employee who is convicted.
    - 1. Taking appropriate personnel action such as an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs “a”, “b”, “c”, “d”, “e”, and “f”.

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Applicant Organization

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Name of Certifying Official

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Signature & Date

**Attachment F**

**EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE**

\_\_\_\_\_ (Name of Agency), as a recipient of WIA funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

**ASSURANCE**

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Woman Act of 1991; Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including by not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

TYPED NAME OF AGENCY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

E.O. OFFICER: \_\_\_\_\_

DATE: \_\_\_\_\_

**Attachment G**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERY TRANSACTION**

Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- 1) The prospective primary participant (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principles:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
  - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1) (b) of this certification; and
  - d. Have not within a three-year period preceding this application/renewal had one or more public transactions (Federal, State, or Local) terminated for cause or default.
  
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this renewal package.

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Name of Certifying Official \_\_\_\_\_ Signature & Date \_\_\_\_\_

Attachment H

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 Congress, or any employee of a Member of Congress in connection with the awarding 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 office 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 instruction.
- 3) **The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.**

This certification is a material representation of fact upon which reliance was placed when this 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.

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Name of Certifying Official Signature & Date

\_\_\_\_\_  
Date Submitted

**West Virginia Performance Indicators and Goals  
Core Performance Measures**

<b>WIA Core Performance</b>	<b>State &amp; DOL PY06 Agreed Upon Level</b>	<b>Levels Negotiated with Region 6 PY06</b>
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**ADULT**

<b>Entered Employment</b>	<b>80.0%</b>	<b>80.0%</b>
<b>6 Months Retention</b>	<b>83.0%</b>	<b>83.0%</b>
<b>6 Months Earning Gain</b>	<b>\$2,856</b>	<b>\$3,000</b>
<b>Credential Attainment</b>	<b>71.0%</b>	<b>73.0%</b>

**DISLOCATED WORKER**

<b>Entered Employment</b>	<b>86.7%</b>	<b>88.7%</b>
<b>6 Months Retention</b>	<b>90.5%</b>	<b>90.5%</b>
<b>Wage Replacement</b>	<b>\$102</b>	<b>\$102</b>
<b>Credential Attainment</b>	<b>71.0%</b>	<b>77.0%</b>

**YOUTH (OY- 19-21)**

<b>Entered Employment</b>	<b>76.5%</b>	<b>65.0%</b>
<b>6 Months Retention</b>	<b>86.0%</b>	<b>73.0%</b>
<b>6 Month Earnings Gain</b>	<b>\$2,448</b>	<b>\$2,448</b>
<b>Credential Attainment</b>	<b>55.0%</b>	<b>47.0%</b>

**YOUTH (YY – 14-18)**

<b>Skill Attainment</b>	<b>97.0%</b>	<b>97.0%</b>
<b>Diploma/GED Attainment</b>	<b>69.0%</b>	<b>69.0%</b>
<b>Placement/ Retention</b>	<b>59.0%</b>	<b>58.0%</b>

**CUSTOMER SATISFACTION**

<b>Participant</b>	<b>71.0%</b>	<b>72.0%</b>
<b>Employer</b>	<b>69.0%</b>	<b>70.0%</b>



**Informational Attachment 1-B**

**PY 06 – State & DOL  
Negotiated Levels  
Common Measures**

**Region VI WIB**

**Adult (A) Measures**

Entered Employment	80%
Employment Retention	83%
Average Earnings	\$9,500

**Dislocated Worker (DW) Measures**

Entered Employment	86%
Employment Retention	90.5%
Average Earnings	\$12,500

**Youth Measures**

Placement Employment/Education	61%
Attainment Degree/Certificate	45%
Literacy/Numeracy Gain	50%