

REQUEST FOR PROPOSAL
Region 1 Staff to the Board/ One Stop Operator and Fiscal Agent Services
Program Years 2016-2018
Northwest Indiana Workforce Board (NWIWB)

Date Issued: Friday, April 1, 2016

Due Date: Monday, May 2, 2016

Notice of Intent to Bid

Bidders must notify the Northwest Indiana Workforce Board (NWIWB) by close of business Tuesday, April 12, 2016 if they intend to bid so that any changes to the RFP that may result from additional state guidance can be passed on to the bidders.

Submit the Notice of Intent via e-mail to george.douglas@indianabev.com and put “Notice of Intent to Bid” in the subject line. Proposals must be RECEIVED (not just postmarked) by 4:30 p.m. CST Monday, May 2, 2016. Send proposals to:

George Douglas
Indiana Beverage
2850 Barley Rd
Valparaiso, IN 46383

Bidders Conference

Responders must attend a mandatory Bidders Conference to be held at 10 a.m. CST on Friday, April 15, 2016. The Bidders Conference will be held at Indiana Beverage, 2850 Barley Road, Valparaiso, IN 46383.

Only proposals submitted by the entities in attendance at the Bidders Conference will be considered in the selection of staff to the NWIWB and One Stop Operator for Region 1. Non-attendance at the Bidder’s Conference will make a responder an ineligible bidder with any such proposal marked as rejected and not opened for consideration.

Contract Period

The contract period is for two program years (PY) from July 1, 2016 – June 30, 2018 (PY’16 and PY’17). An additional program year (PY’18) from July 1, 2018 – June 30, 2019 may be awarded based upon performance. Minimal contract activities may begin as early as June 1, 2016 for transition work.

Funds Available

The total WIOA funding for Region 1 for Program Year 2016 is estimated at \$6,000,000 inclusive of funds that will be separately contracted for direct service delivery.

Eligible Bidders

Any public or private non-profit or for-profit entity that will NOT be bidding on direct delivery of services or training to customers in Region 1 is eligible.

Limitations

This RFP does not commit the NWIWB board to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Board reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the Board and Region 1.

Disclosures

Bidders to the RFP should note that the contents of their response to this RFP, or other information submitted to the Board are subject to public disclosure upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

Questions

Questions should be addressed only by e-mail to george.douglas@indianabev.com. All questions must be in writing and received by Tuesday, April 12, 2016. The RFP Coordinator will send the Q&A to all who submitted a Notice of Intent to Bid.

Evaluation

Proposals will be evaluated according to the criteria outlined in this solicitation and only in accordance with the written material submitted by the bidder.

Signature

All pages requiring a signature must be signed by a person authorized to commit the bidder to a future contract.

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I. Background Information

Purpose

Indiana is implementing a number of strategies to address the state's major economic development goals:

- Jobs and Employment Growth
- Personal Income Growth
- Deliver Premier Customer Service

The Northwest Indiana Workforce Board vision, mission, and overarching goals include:

Vision

A NWI workforce that is highly skilled, motivated and diverse, earning sustainable or higher wages and actively engaged in skill advancement and life-long learning.

Mission

To mobilize and integrate the leadership, services and resources of the community to support workforce development.

Goals

1. Increase skills of the current workforce to align with economic development strategies and key industry clusters.
2. Improve employer access to qualified workers and awareness of training resources.
3. Ensure youth in NWI are positioned for continued education/learning and workforce success.
4. Encourage and support an entrepreneurial spirit.
5. Assure compliance and efficient operations of a workforce development system.

The purpose of this request for proposal is to procure an organization to serve as staff to the NWIWB and to function as the One Stop Operator representing Region 1. Additionally, consideration will be given for the procurement for fiscal agent services as outlined in this RFP, though the NWIWB reserves the right to award the fiscal agent contract separately. Selection will be based on cost of service, ability to meet the needs of the region, demonstrated knowledge and expertise, and track record of results.

Region 1 Background Information

Region 1 is comprised of seven counties in northwestern Indiana, including Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. Bidders may learn more about the area by reviewing:

- A complete list of Region 1 WorkOne and WorkOne Express site addresses may be found at www.in.gov/dwd/WorkOne/region/region1.html. In Indiana, full service one-stop centers are known by the name WorkOne, while smaller, more limited service offices are called WorkOne Express sites.

- Bidders should become knowledgeable of the area and its economic needs and priorities, with this knowledge being clearly and specifically addressed in their response. Preference will be given to bidders that already have a reputation and contacts in the area to open doors to forge alliances, or demonstrate the capacity to do so if awarded the contract.

Staff to the Board and One Stop Operator Responsibilities

Staffing of the board and One Stop Operator responsibilities include, but are not limited to:

- Provide staff support functions to the Northwest Indiana Workforce Board. The NWIWB is a business-led, volunteer board that establishes policy and drives the area's strategy for workforce development. Board support staff must be able to assist the board in thinking strategically on the development and alignment of a comprehensive workforce system around economic development; assist board development for a dynamic, cooperative, and positive team with high expectations; develop processes that will actively engage the board members and stakeholders; assist the board in developing and using an industry cluster approach to workforce and economic development policy and practice; and identify a strategic planning process that will produce short and long-term goals with visible action plans.
- Serve as the "management company" for regional service delivery coordination in the WorkOne system, inclusive of both full service and Express sites.
- Ensure adherence of the system to local and state policies. Policies of the Indiana Department of Workforce Development may be found on the DWD's website at www.dwd.in.gov.
- Conduct research, analysis and strategic planning (or contract for same). Strategies resulting from both research and subsequent board planning are to be included in the region's five-year strategic plan of workforce investment, developed by the Region One Stop Operator. The Region One Stop Operator will supply any additional research and analysis requested by the NWIWB in support of local initiatives.
- Create a budget and cost allocation plan for the board's approval, including budgeting for the work of the board.
- Implement solutions to skill shortages identified through Indiana's strategic skills initiative. Full information about the initiative may be found at the state's website www.dwd.in.gov.
- Seek additional funding sources and partnering opportunities. Staff will be expected to go beyond basic one-stop system oversight and continually look for ways to strategically grow jobs, employment and personal income in Region 1. Staff must be able to form coalitions and partnerships to achieve these results.
- Assist in marketing the WorkOne system. The state will market the overall system, but the NWIWB and One Stop Operator will need to supplement and promote the efforts.
- Provide technical assistance to service providers, including any non-procured partners in the one-stop system.

REQUEST FOR PROPOSALS

Region 1 Staff to the Board and One Stop Operator
Northwest Indiana Workforce Board

- Direct and coordinate the flow and delivery of services in the WorkOne system.
- Provide participant reporting and data validation functions required by state and federal agencies.
- Develop RFPs for service providers and oversee the evaluation and selection process with the approval of the NWIWB.
- Coordinate with the fiscal agent, if separate agency, concerning fiscal data and financial reporting formats and processes. The NWIWB reserves the right to select the Fiscal Agent entity separate from this procurement process.
- Perform duties identified for the OneStop Operator in federal and state legislation, regulations, policies and procedures.
- Update and maintain the eligible training provider data, including, but not limited to the acceptance of applications from training providers, the entry of applications into the state system and the first level approval or denial of such applications. Such actions will be in coordination with the local and State Workforce Boards. The state's eligible training provider policy may be found at www.dwd.in.gov
- Perform other duties as determined by the NWIWB.

Fiscal Agent Responsibilities

Though consideration will be given for the procurement for fiscal agent services as outlined in this RFP along with the One Stop Operator and staffing agency for the board, the NWIWB reserves the right to award the fiscal agent contract separately. The role and responsibilities of the Fiscal Agent include, but are not limited to:

- The selected organization will serve as the fiscal agent for WIA funds, other funds that are contracted and/or granted to the area, and all miscellaneous funds of the Workforce Board.
- The fiscal agent shall be generally responsible for the acceptance and maintenance, disbursement, accounting and reporting of WIOA and all other grant funds for Workforce Board during the period.
- Duties and responsibilities shall be performed for the direct benefit of Workforce Board and performed in accordance with, and governed by State law and policies and applicable federal laws, regulations, and policies, and shall be performed in accordance with Workforce Board policies and procedures and in compliance with the policies and procedures of DWD.
- The fiscal agent shall cooperate with and assist the Workforce Board and One Stop Operator (if different) with their objectives for Region 1 as in conformity with WIOA regulations. The fiscal agent has no duties or responsibilities for the oversight, management or results of any program for which funds are disbursed, unless the same entity as One Stop Operator.
- The fiscal agent will serve as an accounts payable and receivables operation as well as completing fiscal reports as required by the State of Indiana, the Workforce Board, and any other direct funding source. The fiscal agent disburses the funds at the direction of the Workforce Board and OSO, as long as those directives do not violate any provision of State law or policy, WIOA, other Federal laws or regulations, OMB Circulars or Federal Acquisition Regulations (FAR). Federal or other funds received from the Indiana Department of Workforce Development will pass through the operation based on cash

requests to DWD as a result of actual immediate cash disbursement projections, in accordance with the Federal Cash Management Act and the minimal cash requirements. Funds from other sources will be drawn in accordance to the contracts/grants from which they are received.

- Suspicion or detection of any violation or potential disallowed or questioned costs should be brought to the attention of the Workforce Board. Failure to do so could result in cancelation of the contract and negatively impact future bids.
- The fiscal agent may not also provide WIOA training services or other direct job seeker workforce services in the area where the entity is the fiscal agent.

A. Scope of Work

The successful bidder will serve as the fiscal agent for Workforce Board and will enter into a contract agreement with Workforce Board. The organization will provide services related to grants management, general accounting and financial services, oversight for fund integrity, staff support and technical assistance.

B. Financial & Grant Reporting

- To support the oversight role of the Workforce Board the fiscal agent will prepare and disseminate financial reports on a monthly basis in formats prescribed by the entities to identify revenues, expenditures, accounts payable, accounts receivable, and balances and obligations, by funding stream, and lower tier sub-recipients.
- The fiscal agent will work with the Workforce Board and develop standard financial reports, accessible to the RO and run on an as needed basis.
- The fiscal agent will report on an accrual basis via the Department of Workforce Development's prescribed grantee reporting system.
- The fiscal agent will report total obligations by funding stream on a quarterly basis.
- On a monthly basis, the fiscal agent will provide the Workforce Board financial reports at the direction of the Workforce Board, its Executive Committee and its Fiscal Committee.
- The fiscal agent will coordinate with designated One Stop Operator staff to ensure that the parties are informed as to the appropriate expenditure of WIOA funds in conformance with Federal and State Regulations and WIOA Provisions, and other rules and regulations such as OMB and FAR and that expenditures of these funds are properly and accurately accounted for.
- In a timely manner, the fiscal agent will prepare required federal and state financial reports associated with management of grant funds.
- The fiscal agent will provide reports and other assistance to the Workforce Board to monitor fiscal performance of all lower tier sub-recipients and budgets to ensure that expenditures conform to funding conditions.
- The fiscal agent will be required to prepare financial reports and grant closeouts at the direction of the funding sources.

C. Recovery/Reimbursement

- The fiscal agent shall cooperate and assist the Workforce Board and/or Grantor with the recovery of funds paid to sub-recipients subsequently disallowed.
- The fiscal agent shall reimburse the Workforce Board and/or Grantor for any funds paid to a lower tier sub-recipient and subsequently disallowed, to the extent that such

disallowed funds are recovered from the lower tier sub-recipient.

- The fiscal agent agrees to cooperate and use reasonable efforts to recover disallowed funds from lower tier sub-recipients.
- In no event shall the fiscal agent be liable for any amounts in excess of the fees paid to it by the Workforce Board or for any consequential, incidental, special, or indirect damages.

D. Deliverables

- Timely processing of Workforce Board approved WIOA compliant reimbursement requests;
- Accounting of grant funds by funding stream;
- Monthly financial reports; and
- Cooperation with the Workforce Board and One Stop Operator toward goals and objectives

E. Scope of Work Transition

- Center for Workforce Innovation (CWI) currently has a contract with Northwest Indiana Workforce Board to carry-out the fiscal agent functions. In the event that the incumbent does not bid and/or does not win the bid:
 - a) CWI will be offered reimbursement to work with the winning bidder for no less than 60 days (up to August 31st) to transition the systems, processes and procedures established in the local workforce area to successfully carry out the fiscal agent functions.
 - b) The fiscal agent will budget and establish a plan with reasonable staff time to successfully transition the functions from the incumbent fiscal agent.

F. Delivery of Fiscal Agent Services

- For convenience and ease of coordination between the Workforce Board and the selected organization, office space, and other necessary resources are available at the Workforce Board's administrative offices. The selected bidder must supply a level of on-site presence.
- The selected bidder must also participate in executive management meetings, attendance at Workforce Board meetings, and other meetings called by the Workforce Board, One Stop Operator, and DWD.

Funding Available

For Program Year 2015, the counties that comprise Region 1 were collectively allocated \$5,600,936. WIOA allocations for Program Year 2016 have not yet been issued by the state.

Type of Contract

The Northwest Indiana Workforce Board will enter into a contract with the organization to serve as the staff to the NWIWB and the One Stop Operator. Additionally, the NWIWB seeks to contract for fiscal agent responsibilities as outlined in this RFP. The Board does reserve the right to award the fiscal agent contract separately. Contracting will be on a cost reimbursement basis with possibility of incentives for exemplary performance.

Eligible Bidders

Any public or private non-profit or for-profit entity may bid to become the staff of the NWIWB and the One Stop Operator. The organization may NOT provide direct WIOA Title I Career Services and Training in Region 1. Therefore, entities that intend to bid on service delivery should consider whether they want to bid on this work, since winning this contract would exclude them from eligibility as a service provider. There is no restriction against the entity that serves as staff support in Region 1 acting as a service provider in any other region of the state or nation.

Subcontracts

Bidders may subcontract for any part of the services to be provided. Partnerships with diverse talents, for example, may bid together, but one lead entity must be the contractor that will subcontract with any partners. Any subcontracting not specifically specified in the proposal or in the contract must have NWIWB approval. In the bidders' background and qualifications, clearly specify what background and qualifications describe the bidder, and which are pertinent to the subcontractor.

Inquiries

All prospective bidders are prohibited from contacting any Northwest Indiana Workforce Board member regarding this solicitation to avoid conflicts of interest. Contact with anyone other than the RFP Coordinator identified on the first page of this solicitation regarding the solicitation or procurement process will result in disqualification.

Proposal Review and Contract Award

Proposals will be initially reviewed for technical responsiveness by the RFP Coordinator. Responsive proposals will be forwarded to the proposal review team for rating and ranking. This team will prepare a proposal rating summary for review by the full board. Top bidders may be asked to make oral presentations. Final award of a contract will be contingent upon:

- Successful negotiation of the contract;
- Acceptance by the bidder of contract terms and conditions; and
- Satisfactory verification of past performance and financial systems.

II. Technical Requirements for Submission

1. Bidders must submit one original copy (signatures in blue ink) and 5 copies. The original must be stamped or marked as such. No faxed or e-mail copies will be accepted. The bidder is responsible for ensuring the proposals reach the office by 4:30 pm CST on Monday, May 2, 2016. Please submit proposals to:

George Douglas
Indiana Beverage
2850 Barley Road
Valparaiso, IN 46383

Commercial delivery service (e.g. FedEx, UPS, etc.) and hand delivery are acceptable in addition to regular U.S. Mail. The bidder is responsible for ensuring the original and 5

- copies are RECEIVED by the due date, not merely postmarked.
2. Proposals must be typed in no smaller than 11 point font with no smaller than one-inch margins.
 3. Pages must be numbered sequentially in the lower right hand corner with the Proposal Summary page as Page 1 of ____.
 4. All copies must be single sided and are recommended to be printed on recycled paper. Minimize or eliminate the use of non-recyclable or non-re-useable materials such as plastic report covers, plastic dividers, and vinyl sleeves. Materials should be submitted in a format that allows for easy removal and recycling of paper materials.
 5. Proposals must be organized in the following order:
 - a) Proposal summary page
 - b) Table of Contents
 - c) Response items (body of proposal, consistent with Section III of this solicitation.
 - d) Budget Estimate and Budget Narrative
 - e) Assurance and Certifications
 6. All travel and other contract related expenses associated with visiting and interviewing are borne by the bidder.
 7. In submitting its proposal, the bidder agrees not to discuss or otherwise reveal the contents of the proposal until after award of the contract. Bidders not in compliance with this provision may be disqualified from contract award.
 8. All responses, inquiries, or correspondence relating to or in reference to the RFP and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the bidders shall become the property of the Northwest Indiana Workforce Board when received.

III. Response Items – Proposal Content

While there is no page limit, all responses should be as concise, clear, and to the point as possible. Excessive text may obscure the proposal and impact evaluation.

A. Bidders Background

Describe the bidder's background, including:

1. Mission Statement
2. Incorporation status and where incorporated.
3. Website address, if applicable.
4. Number of years in business and brief history of the bidder.
5. Examples of types of contracts the bidder has previously entered into, including type of contracting entity, location of the work, general types of services provided, and value of awarded contracts (in dollars).
6. If the entity has a board, identification of board members (this may be expressed as a link to a website that identified board members).
7. Provide a copy of the two most recent audit reports for the bidding entity.
8. Describe any work you are doing or may be proposing to do in addition to this contract. Estimate what percentage of your overall organization's work would be represented by this contract.
9. If the entity has previously delivered WIOA services, or oversaw delivery of WIOA

service contracts, provide performance data for the most recent two program year's available and most recent program monitoring report.

B. Bidder's Qualifications

1. Describe the bidder's familiarity with the economy and workforce needs of northwest Indiana. This should not be a recitation of data contained in the websites previously listed in the RFP. Rather, this should be a relatively short description (no more than 3 pages) that demonstrates that the bidder has read and reflected upon the workforce and economic needs of this area.
2. Describe the bidder's experience in working with communities and convening other community based organizations and not-for-profit service providers. In addition to activities, describe the results that were achieved in this work.
3. Describe any other major workforce development achievements outside of WIOA federal performance standards. Include achievements both within WIOA, as well as, non-WIOA achievements in workforce development.

Bidders

1. Identify the staff that will be assigned to this contract.
2. Provide an organizational chart.
3. Indicate what the roles/titles will be of the assigned staff in this contract. Clearly identify which staff will be performing staff support to the board and which staff will be working with the service providers. Indicate the percentage of time each staff person will be devoting to each function.
4. Provide a succession plan for the chief executive and other key personnel if such a plan exists.
5. Provide short bios or summaries of background of the assigned staff. Bios should include the following as appropriate to each person's planned duties under this contract:
 - Experience with staffing a board
 - Experience as a facilitation and positive motivator
 - Experience in strategic planning
 - Experience in creating partnerships and/or coalitions and gaining consensus among diverse groups
 - Expert knowledge of WIOA
 - Knowledge of economic development principles and practices
 - Knowledge of industry clusters
 - Experience in policy development
 - Experience in oversight and monitoring, particularly monitoring of WIOA and other federal programs
 - Experience in labor market research
 - Experience in generating revenue
 - Experience in marketing
 - Depending upon relationship with service providers, experience providing guidance and leadership on technical issues

- Experience in developing and overseeing procurement processes
- Experience in supervision and staff development
- Experience in integrating systems
- Experience in technology support and developing technology systems
- Experience in managing a data system

C. Plan of Work

NWIWB Support: Describe your approach to providing staff support to the Workforce Development Board (WDB). You may indicate that your approach for some items would be to subcontract for the service rather than accomplish it directly with staff. Include the following:

- Your understanding of the difference between the work of the board and the work of the one-stop operator system
- Plans for interacting with the board, stakeholders, and the elected officials including member recruitment, orientation, capacity development, and support of board members
- How you will develop or maintain a website for the NWIWB and proposed content.
- How agendas will be established and how meetings will be conducted including member engagement and participation
- Your approach to budgeting; what information you use to determine how to budget resources
- How you will work with the fiscal agent to create a budget and cost allocation plan and monitor and report on expenditures to the board, if your organization was not the fiscal agent
- Your approach to policy development, including how you will ensure the NWIWB fulfills the duties assigned to WDB's in the WIOA
- Your approach to the development of a State of the Workforce report
- Your approach to strategic planning, demonstrating inclusiveness of community participation, understanding of policy impacts, and the need to measure community results
- Your approach to compliance planning; i.e. the five year-plan required under WIOA
- Your approach to revenue generation to expand the resources of the board to accomplish the board's work
- How you will go about creating and convening coalitions and partnerships that enhance the effectiveness of the Board and the WorkOne System itself
- Outline any innovative ideas you have for how a WDB can proactively increase jobs, employment, and personal income in a region
- How the One Stop Operator will assist the local board in identifying eligible providers of career services
- How the One Stop Operator will assist the system in complying with WIOA Section 188 and provisions of the Americans with Disabilities Act of 1990

Transition Management

Describe how you will manage the transition, if applicable, from the previous Regional One Stop Operator configuration of workforce services areas into the new configuration. Issues to address include:

- The approach and timetable for turnover of clients, records, and files from the previous Regional One Stop Operator
- The approach and timetable for reviewing and issuing local policy and operational guidance to providers and partners
- How you will ensure continuation of training and other services for individuals who entered services that extend beyond July 1, 2016
- How you will manage the transition of equipment inventory

Information Management

The Department of Workforce Development (DWD) will soon be launching a new participant reporting and case management system. Describe your approach to:

- How will you plan to work with DWD to implement this new system in Region 1
- Developing and implementing processes to collect, manage, and utilize information about the system
- How will OSO case managers ensure that plan participants have successful outcomes.
- Ensuring timely data entry on program participants
- Validating program eligibility
- Using information to make decisions that will improve efficiency and effectiveness

Technology Support

Describe how you will manage, support, and advance the integrated technology system currently in place at the WorkOne offices. Also provide information on:

- Your plan to keep systems up to date
- Any innovation you would bring to the WorkOne system with an example of previous experience
- Your proposed response time to field staff issues or problems

Marketing and Public Relations

Describe how you will develop an overall marketing plan. Include the following:

- Your ideas for marketing the WorkOne system
- How you will evaluate the effectiveness of marketing strategies
- How you will assist the board in developing a public image for the board itself and improve its public relations
- How outreach in the region will occur
- How you will attract out of school youth

Service Provider Procurement and Performance Management

Please provide the following:

- Timetable for procurement of service providers [Note: you may procure one provider for Career Services and Training for the whole region or geographic region or different providers for different services]
- How you will provide orientation for new providers and for old providers that need to understand new policies and practices
- How service provision will be monitored for quality control
- How you will handle service provider performance issues
- How you will increase the number of qualified service providers in the region

Service Integration and Coordination

Describe how you will integrate services and workflow in the WorkOne system that will result in seamless service delivery. Please include:

- Your understanding and vision for “seamless” service delivery, integration, and coordination and how it will be accomplished in a collaborative atmosphere
- A description of the referral process for individuals to one-stop partners for appropriate services and activities
- A description of the one-stop delivery system for Region 1
- How relationships and networks with large and small employers will be established
- How industry or sector partnerships will be developed, convened or implemented
- How you will develop a plan for designing the flow of services through the WorkOne system based on new state policy guidance
- How you will manage staff communications and staff satisfaction
- How functional supervision for all staff, including state agency staff who are not under service delivery contracts will be managed
- How staff performance appraisal and development plans will be administered
- How you will determine the need for office hours or extended days/hours of operation
- How employer and job seeker customer input will be solicited and used
- Your approach to continuous improvement; and
- How you will benchmark the practices of the WorkOne system

D. References

Provide three (3) references. Include the following:

- Name of organization, name of contact person, address, phone number, e-mail address,
- How this contact is familiar with your work, and the nature of the work performed.

IV. Budget and Cost Information

Specify the cost for support to the NWIWB and the cost of the One Stop Operator. Document costs on the cost worksheet included in the following section.

Budget Narrative

1. Describe how you will determine costs for any additional workforce development grants that may be received in the region.
2. Provide the hourly rate of pay or annual salary for each person assigned to this contract and the estimated percentage of each individual's time that he or she will perform work for the WDB and for the OSO functions. Also indicate the number of hours or days of vacation that each staff person is permitted.
3. Indicate the benefit percentage and what benefits are included for staff.
4. Explain estimated rent and utility costs. Rent agreements in place for current WDB entities do not have to be assumed.
5. The existing furniture and equipment of the current NWIWB entities will become the inventory for Region 1 and will be available for use by the organization. Please describe any additional or replacement costs you have included in your estimate.
6. Describe how you estimated supply and postage costs.
7. Explain technology estimate, including software licenses, telephone, teleconferencing, technical support, software updates, and internet access fees.
8. Explain travel estimate, including purpose for travel (national conferences, seminars, statewide meetings, local meetings, staff development).
9. Explain estimate for memberships and subscriptions.
10. If there are services that the organization intends to procure for the board rather than provide through its own staff (e.g., development of State of the Workforce Reports, retreat facilitation, special studies, etc.), please describe.
11. It is assumed that the remaining funds are for contracting to service providers. Explain how you arrived at your estimate.

V. Assurances and Certifications

Complete and sign the assurances and certifications on the following pages and include them with your submission.

Proposal Summary

Bidder's Name: _____

Address: _____

Contact Person: _____

E-mail Address: _____

Phone Number: _____

Fax Number: _____

Federal Employer Identification Number (FEIN): _____

Bid Proposal Services (check all that apply): Board Staffing/One Stop Operator

Fiscal Agent

Authorized Official's Signature: _____

Please provide a brief (no more than 1 page) summary of bidder's background and capacity for providing the support to the NWIWB and One Stop Operator and/or Fiscal Agent.

Budget Estimate

Insert Table that includes the following items:

Total Budget
Regional Workforce
Board Staffing
One Stop Operator
Staffing
Program Admin
Admin Salaries
Fringe benefits
Rent and utilities
Furniture and equipment
Office Supplies and postage
Technology
Staff development and travel
Dues, memberships, publications
Contracts for board services
Total

Attachment A
Certification Regarding Debarment, Suspension,
and Other Responsibility Matters

The proposer certifies that to the best of its knowledge and belief that it and its principal:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal 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 public transaction, violation of federal or state antitrust statutes or omission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in the paragraph above; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the board.

Printed Name/Title of Certifying
Representative _____

Authorized
Signature _____

Date _____

Attachment B
Non-Collusion Affidavit

Northwest Indiana Workforce Board, Region 1

State of Indiana

County of: _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Northwest Indiana Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative: _____

Print or Type Name: _____

Subscribed and sworn to me this day ____ day of _____

Notary Public:

County of:

Commission Expiration Date:

Attachment C
Drug Free Workplace Certification

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85. Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Contracting entity determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

- A. The contractor certifies that it will provide a drug-free workplace by:
 - 1) 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 a drug-free awareness program to inform employees about:
 - 1) The dangers of drug abuse in the workplace
 - 2) The grantees 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 to be engaged in the performance of the grant be given a copy of the statement required by paragraph:
 - 1) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - a) abide by the terms of the statement; and
 - b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - 2) Notifying the contracting entity within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
 - 3) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted;
 - 4) Taking appropriate personnel action against such an employee, up to and including termination; or
 - 5) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, Law enforcement, or other appropriate agency;
 - 6) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6)

Printed Name/title of Certifying Representative: _____

Authorized Signature: _____

Date: _____

Attachment D
Certification Regarding Lobbying

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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the Award documents for all sub-awards at all tiers (including contracts, subcontracts, and sub-grants under grants and loans) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Printed Name/Title of Certifying

Representative: _____

Authorized Signature: _____

Date: _____

Attachment E
Assurance of Non-Discrimination and Equal Opportunity

The proposer assures and certifies that it will conduct its business in accordance with provisions of the following laws, as they may apply:

- Titles VI and VII of the Civil Rights Act of 1964, as amended; which prohibits discrimination on the basis of race, color, religion, sex, or national origin
- Section 504 of the Rehabilitation Act of 1973, as amended
- Title IX of the Education Amendments of 1972, as amended; which prohibits discrimination on the basis of sex
- The Age Discrimination Act of 1975, as amended; which prohibits discrimination on the basis of age
- Americans with Disabilities Act of 1990, as amended; which prohibits discrimination on the basis of handicap or disability
- The Drug Abuse Office and Treatment Act of 1972, as amended, relating to non-discrimination on the basis of drug abuse
- The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended; relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- Sections 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records
- Title VIII of the Civil Rights Act of 1968, as amended, relating to nondiscrimination in the sale, rental or financing of homes
- Non-traditional Employment for Women Act of 1991, as amended, relating to the employment of and nondiscrimination against women in occupations where women represent 25% or less of the total employment and will follow all applicable rules and regulations promulgated thereunder. During the performance of any contract executed as the result of this request, proposer will not deny any benefits under a contract to any person and is prohibited from discriminating against any employee or applicant for employment because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Proposer shall ensure compliance with Executive Order 11246, September 24, 1965 and the equal opportunity clause required in 41 CFR §60-14(a).

Printed Name/Title of Certifying
Representative: _____

Authorized Signature: _____

Date: _____

VI. Review Criteria

Technical Review

Yes/No Technical Criteria

- Bidders submitted one original copy (signatures in blue ink) and 5 copies. The original was stamped or marked as such.
- The submission was typed in no smaller than 11 pt font, with no smaller than 1-inch margins.
- All copies were single sided and numbered sequentially in the lower right hand corner.
- The proposed minimized or eliminated the use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, and vinyl sleeves. Materials were submitted in a format that allows for easy removal and recycling of paper materials.
- The submission was in the proper order: Proposal summary page; Table of contents; Response items (body of proposal, consistent with Section III of this solicitation); Budget Estimate and Budget Narrative; Assurances and Certifications.
- The Proposal is considered responsive and can be passed to the Review Team for scoring.

If the proposal was not responsive, the RFP Coordinator will identify the reasons and include the information in the final recommendation of the Review Team to the Regional Workforce Board.

Proposal Scoring – Board Staffing and One Stop Operator

	Points (A)	Weight (B)	Maximum Score (AxB)
Bidder’s Background and Qualifications Score is based on whether bidder adequately addressed all the response items and appears to be a solid organization. If the organization has previously delivered, or oversaw delivery of WIOA services, bidder reported excellent outcomes.	10	10	100
Regional Workforce Board Support Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	10	25	250
Transition Management Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	10	15	150
Information Management Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	10	5	50
Marketing and Public Relations Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	10	5	50
Service Provider Procurement and Performance Management Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	10	10	100
Service Integration and Coordination Score is based on adequacy of response to all items in the instructions; strength of approach; innovative ideas; and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	10	15	150
Budget Score is based on reasonableness of budget consistent with the scope of work proposed, and the thoroughness and logic of the budget narrative.	10	15	150
Total	80	100	1000

Proposal Scoring - Fiscal Agent

CRITERIA	POINTS	SCORE
<p>Bidder’s Background, Performance and Organizational Stability</p> <ul style="list-style-type: none"> • Is a description of the business, including incorporation status, evidence of a license to conduct business, website address, and number of years in business provided? • Are examples of previous contracts for like services provided? • Is evidence of past performance for these contracts provided? • Have internal/external evaluations of your organization been conducted? What were results? What was purpose? • Is a list of legal actions taken against your organization been provided? • Are board members identified? • Are copies of the two most recent audit reports, annual reports, and/or financial statements provided? • Is the percentage of the organization’s work represented by this contract identified? • If applicable, are copies of the two most recent fiscal monitoring reports as a WIOA fiscal agent, Regional Operator, or Service Provider provided? • Is the most recently approved indirect cost allocation plan provided? • Are all forms listed in the Appendices completed and provided? Did an individual authorized to do so sign and date the proposal? 	35	
<p>Bidder’s Qualifications and Staffing</p> <ul style="list-style-type: none"> • Is the staff that will be assigned to the contract identified? • Is an organizational chart showing how each person fits into the overall organization provided? • Are the roles/titles of the staff assigned to the contract provided? • Are bios or resumes of assigned staff provided? • Are functions that may/will be subcontracted identified? If identified, is subcontractor’s background, qualifications and staff information provided? If not identified, are the qualifications that will be sought described? 	40	
<p>Plan of Work</p> <ul style="list-style-type: none"> • Are the fiscal services to be provided per the Scope of Work described? Are methods and processes to be used when providing fiscal services described? Is a project plan with required components provided? • Are three references with identifying information provided? • Are additional resources that the bidder will bring to the contract with the NWIWB identified? 	40	
<p>Budget</p> <ul style="list-style-type: none"> • Are the Budget Information and Budget Narrative Forms completed with an annual operational and management budget? • Is a narrative explaining the information in the Budget Detail Sheet and Staffing Plan provided? • Is an explanation on how each cost in the budget summary was determined provided? 	35	
Total	150	