

Northern Indiana Workforce Board (NIWB)

Request for Proposals Workforce Investment Act (WIA) Title I Youth Staffing Vendor

**Services are to be delivered July 1, 2014 through June 30, 2016 with
an optional 1 year extension at NIWB's discretion.**

**RFP Issue Date: April 7, 2014
Proposal Due Date: May 9, 2014 (4pm)**

***Serving the following Indiana counties: Elkhart, Fulton, Kosciusko, Marshall, and
St. Joseph***

Northern Indiana Workforce Board

WorkOne
851 South Marietta Street,
South Bend, IN 46601

RFP General Purpose

The Northern Indiana Workforce Board, Inc. (NIWB) is issuing this Request for Proposals (RFP) to procure a service provider that will provide staff and service delivery support to WorkOne Centers in the region. These staff will deliver workforce development services to Youth between the ages of 14-21 through the Jobs for America's Graduates (JAG) program model, as well as through innovative approaches to workforce and post-secondary education preparation to Youth that may not fit the JAG program model. Bidders should note that the following are fundamental principles of the Northern Indiana WorkOne system:

- **Integrated Service Delivery:** The Region 2 WorkOne system will deliver workforce development services through an integrated service delivery model. Included in this integration model will be staff who deliver state funded services through Wagner-Peyser, Trade Adjustment Assistance (TAA), Veterans Services, and Unemployment Insurance programs. The purpose of this RFP is to identify an organization that can provide staffing and service delivery support through Workforce Investment Act (WIA) funding in the context of this integrated environment.
- **Functional Supervision:** In the Region 2 integrated model, functional supervision will play a key role within WorkOne operations. To implement this supervisory approach, the NIWB employs a Director of Youth Services who is directly responsible for day-to-day operational activities. The Director of Youth Services will make operational decisions, deploy staff as necessary, and will be responsible for the overall quality and effectiveness of WorkOne services. The Region 2 functional supervision model will certainly recognize that service provider organizations have internal human resource functions that must be managed within their organization. Such functions would include final hiring and firing decisions, benefits administration, and time and attendance reporting. However, it should be noted, that even in these critical human resource areas, the Director of Youth Services will have input and the opportunity to influence decisions. Through this RFP, the goal is to identify a service provider who can provide staffing and service delivery support to ensure that WorkOne operations function as desired.

The purpose of this Request for Proposal (RFP) is to provide interested bidders the opportunity to submit proposals to deliver Workforce Investment Act (WIA) youth services in Indiana Economic Growth Region 2 (EGR2) consisting of Elkhart, Fulton, Kosciusko, Marshall, and Saint Joseph Counties.

The Northern Indiana Workforce Board will accept sealed bid proposals on May 9, 2014 from 8:00 am to 4:00 pm. Offers received after the stated time and date period will be rejected. Questions regarding this proposal shall be submitted in writing to Sherry L. Szmanda-Klein, Director of Youth Services and Quality Assurance via email at ssklein@gotoworkone.com.

During and following the receipt of responses, proposals will be thoroughly evaluated and firms may be invited to participate in interviews or presentations. After evaluation of all proposals, a vendor may be selected and awarded a contract.

Section 1: Introduction & Submission Requirements

The Northern Indiana Workforce Board (NIWB) is one of 12 Workforce Investment Boards within the State of Indiana. NIWB oversees the management and operation of WorkOne (which serves as America's Job Center) within the Northern Indiana Counties of Elkhart, Fulton, Kosciusko, Marshall, and Saint Joseph. WorkOne is the one-stop center access point for employment and training services funded through the United States Department of Labor, Indiana Department of Workforce Development, and other federal or state resources. Specific programs operated within WorkOne include Wagner-Peyser, Unemployment Insurance, Trade Adjustment Act, and Workforce Investment Act funded Adult, Dislocated Worker and Youth programs. This RFP is specific to WIA Title I funded youth programs.

Workforce Investment Act (WIA) Title I formula funds are allocated to local Workforce Investment Boards for Youth Services to support the delivery of employment and training services to youth between the ages of 14-21 who meet federal Workforce Investment Act eligibility criteria. The Northern Indiana Workforce Board (NIWB) is the grant recipient for these funds and, through this RFP, is seeking proposals from organizations that will provide qualified staff to deploy skill development and employment preparation services to eligible youth through the WorkOne System.

In keeping with the intent of WIA, NIWB is committed to helping economically disadvantaged youth be successful in school, access job training and higher education opportunities, and gain the knowledge and skills required to enter high-wage career pathways. To that end, NIWB is interested in working with Service Vendors that demonstrate a quality and talent-focused approach to recruitment, and can make a commitment and possess the ability to ensure that youth oriented staff are available to serve low income youth over the next 2-3 years, demonstrate a high level of innovation and creativity in designing project and experiential based learning activities in which young individuals can participate, and a willingness to work with community partners and educational organizations in the planning and implementation of innovative approaches to youth development.

Organizations eligible to submit proposals in response to this RFP include not-for-profit organizations, education institutions, government entities, for-profit businesses and other organizations that are not suspended, debarred or otherwise prohibited from entering into a legal contract for WIA Youth funding. Proposals from community-based organizations, faith-based organizations, small businesses and minority-owned businesses are encouraged.

All bidders must accept liability for all aspects of any WIA program conducted under contract with the Northern Indiana Workforce Board (NIWB). The winning bidder/s will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. The NIWB will not reimburse its vendor for any disallowed costs.

Selection Timeline:

- a. RFP Issued: April 7, 2014
- b. Questions & Answers Deadline: April 18, 2014
- c. Proposals Due: May 9, 2014
- d. Proposal Presentations: By Invitation Only-Date to Be Determined
- e. Proposal Review Completed: May 2014
- f. Workforce Investment Board Approval: June 2014
- g. Contract Negotiations Completed : June 2014
- h. Contractor Begins Delivering Services: Per Contract Negotiations

Specific RFP requirements: Proposals must be received by email no later than 4PM EST on May 9, 2014. Proposals received after that time and date will be rejected. When submitting proposals, bidding organizations must adhere to the following requirements:

- Proposals must be limited to 12 single-sided pages, not including other sections of your proposal such as required attachments, your audit/financial reports, and other attachments such as resumes and organizational charts. All pages must be numbered and all required attachments must all be completed as requested. Proposals must be typed utilizing a legible font (Times New Roman, Arial, Cambria, or Calibri preferred), font size (minimum 10 pt.), and format with a minimum of 1 inch page margins. Proposals that fail to follow all instructions and do not include all applicable information and forms will not be considered.
- **Attachment B Cover Page with Signatures** is an included format to this proposal and is not included in the 12 page limit. The Cover Page must be attached to the front of the proposal.
- **Attachment C** (Budget Form) must be completed and must include a budget narrative, limited to two (2) pages. The budget narrative is not included in the 12 page limit.

- **Attachment D** (Non-Collusion Affidavit) must be signed by the individual authorized to enter into binding agreements on behalf of the bidding organization and submitted.
- **Attachment E** (Assurances and Certifications) must be signed by the individual authorized to enter into binding agreements on behalf of the bidding organization and submitted.
- All proposals must be submitted in PDF Format via email and sent to the attention of Barbara White at bwhite@gotoworkone.com. Please identify “ATTN: Youth RFP Submission” in the subject line of the email.
- Questions regarding this RFP may be submitted via email to Sherry Klein at ssklein@gotoworkone.com. Questions will be received through April 18th, 2014 and all answers will be posted to the WorkOne Northern Indiana website (www.gotoworkone.com) no later than April 25th, 2014.
- Use this as a checklist to ensure that you have included all items required to respond to this RFP. Failure to include all required information could result in rejection of your proposal.
 - ❑ Cover Page with signatures (Attachment B)
 - ❑ Organizational Chart
 - ❑ Proposal Statement of Work
 - ❑ Attachments C and Budget Narrative
 - ❑ Attachment D (Assurances and Certifications)
 - ❑ Attachment E (Non-Collusion Affidavit)
 - ❑ Copy of most recent audit report
- Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by NIWB. Bidders wishing to make a formal appeal must provide, in writing, their specific rationale for the appeal. All written appeals must be submitted to Greg Vollmer, President and CEO of NIWB, in PDF and emailed to Barbara White at bwhite@gotoworkone.com. Please identify ATTN: RFP Appeal in the subject line of the email.
- Unless specifically requested by NIWB, changes and/or amendments to the originally submitted proposal will not be considered. In addition, NIWB reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, and (3) re-issue this RFP if necessary.

- Proposal presentations may be extended by invitation only. If requested by the NIWB, presentations will be scheduled with select bidders. Organizations selected to participate in the Proposal Presentations will be contacted by Sherry L. Klein via telephone, and arrangements confirmed with the primary point of contact for this proposal.

Section 2: General Terms, Conditions, and Assurances

- A) The Contract will be cost reimbursement with the successful bidder(s) receiving a two-year contract period from July 1, 2014 through September 30, 2016. Based on performance, the contract may be renewed for a one year extension, October 1, 2016 through September 30, 2017.
- B) The Northern Indiana Region also known as Economic Growth Region 2 (EGR2) or consists of Elkhart, Fulton, Kosciusko, Marshall, and Saint Joseph Counties. The Region 2 website may be visited at <http://www.gotoworkone.com> for details about WorkOne locations, hours of operation, and available services.
- C) Region 2 utilizes the Jobs for America's Graduates (JAG) Program as its primary model of service for Youth both working towards a High School Diploma or General Equivalency Degree. Youth Vendors are expected to deliver non JAG program models that fully conform to the WIA program elements for Youth that in which the JAG program may not be an appropriate fit.
- D) The successful Bidder will operate WIA and JAG youth programming in the region beginning July 1, 2014, in accordance with the mission and values of the Northern Indiana Workforce Board, Inc., (NIWB) as directed by its Leadership Team. All existing participants must be accepted and services while ensuring a seamless transition by coordinating services and operations with the WorkOne Center, School Corporations, and former Service Vendors. All youth participating in a Region 2 program or in Follow Up must be served continuously and effectively with the least possible disruptions.
- E) All commitments made by the Northern Indiana Workforce Board, Inc. (NIWB) are contingent upon the availability of funds and NIWB reserves the right to award an amount less than the total allocated funds.
- F) Although the NIWB believes that funding is available and will be available to fulfill the obligations of any contract resulting from this Request for Proposals, NIWB retains the right to terminate any resulting contract should funding not be available sufficient to carry out its defined mission and fulfill its obligations under any resulting circumstances.

- G) This Request for Proposals is not in itself an offer of work nor does it commit the NIWB to fund any proposals submitted. NIWB is not liable for any costs incurred in the preparation or research of proposals. NIWB reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a contract on the basis of initial proposals received. Further, NIWB reserves the right to conduct discussions, either oral or written, with those respondents determined to be reasonably viable candidates. Therefore each proposal should contain the bidder's best offer and pricing. Successful bidder(s) may be asked to further negotiate their proposals before NIWB will make any final commitment.
- H) NIWB, Inc. complies fully with the nondiscrimination and equal opportunity provisions of the following laws and in turn expects all Vendors to comply as well:
- Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or beneficiaries on the basis of either citizenship or status as a lawfully admitted immigrant authorized to work in the United States for participation in any WIA Title 1 funded program or activity;
 - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of age;
 - Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
 - 29 CFR part 37 and all other regulations implementing the laws listed above.

These assurances apply to NIWB's operation of the Title 1 funded programs and activities, and to all agreements made to carry out the WIA Title 1 funded programs and activities. NIWB understands that the United States has the right to seek judicial enforcement of these assurances.

NIWB is an equal opportunity employer for all of its goods, services, programs, and relationships. WIA Title I funded programs and activities are equal opportunity programs. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are

providing an assurance that they will comply with all of the above nondiscrimination and equal opportunity provisions.

- I) The specifications in this RFP may change based on issuance of State or Federal policy, SWIC, or WIA re-authorization. NIWB will work with the successful bidder to implement any changes required by the State of Indiana or Department of Labor. By submitting a proposal, the bidder(s) agrees to work cooperatively with NIWB to comply with imposed changes.
- J) By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the proposed plan of work. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating, or award decision has a financial or other interest in or represents the bidding organization and would likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under this RFP. NIWB reserves the right to disqualify a bid should a conflict of interest be discovered.
- K) Subcontractors are not allowed.
- L) Bidding organizations should note that specifications in this RFP may change based on issuance of State or Federal policy or WIA re-authorization. NIWB will work with successful bidders to implement any changes required by the State or the US Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with NIWB to comply with any required subsequent changes. The successful bidder also assures that if awarded a contract it will comply with all regional, state and federal monitoring requirements. This means the bidder will make available all required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.
- M) All electronic data and paper files remain the property of the NIWB and must be stored within the Region 2 office or Region 2 equipment where service is provided, or as directed by the NIWB.

Section 3: Program Requirements & Overview

- A. Project Objective:** To provide staffing support to the Northern Indiana Workforce Board for the purposes of WIA Youth Program delivery as appropriate to the Jobs for America's Graduates program. The number of personnel required may increase or decrease during the period of the contract based on operational needs and available funding. Please refer to Attachment A on page 18 for specific positions for Program Year 2014.
- B. Vendor's Responsibility:** The Vendor's responsibility is to provide personnel to the NIWB to ensure that the WIA Youth Program direct customer service responsibilities are accomplished. The contractor advertises recruits, identifies, interviews, screens, and nominates personnel to fill Youth Program functional positions. The Director of Youth Services and Quality Assurance has final approval authority on contractor-provided personnel nominated by the staffing provider to fill these positions. Once the nominee is approved, the Vendor employs the individual and provides him/her to fill the designated position.

The billing rate shall be inclusive of salary, benefits (as required by law and as offered by Vendor and as negotiated with each staff member), taxes and Vendor G&A, overhead and profit. The Vendor negotiates salary rates and benefits with each of its employees based upon the base rate established by the Northern Indiana Workforce Board (NIWB).

The Vendor will be responsible for mileage reimbursement to contracted employees at rates established by the NIWB. The Vendor will also be reimbursed for the cost of contractor-provided cell phones and other administrative expenses incurred by the Vendor as pre-approved by the Northern Indiana Workforce Board.

The Vendor provides monthly invoices to the NIWB, due by the fifth of each month. The itemized invoice includes the hours worked, billing rate and total charge for each employee. It also includes cell phone and itemized, pre-authorized travel and administrative expenses.

While staffing/hiring decisions will be the responsibility of the selected Vendor, there is an expectation that the selected Vendor will provide first consideration to current youth staff operating in the Northern Indiana WorkOne System.

C. The NIWB is committed to helping people find jobs. A huge component of the Youth Program is summer internships for participating youth with community employers that align with the youth's occupational interests. The selected Vendor will be responsible for the payroll and Workman's Comp coverage for the youth participating in this program. **Please address in your work plan the following components:**

- Please provide the name and expiration date of your current workers' compensation insurance provider.
- Do you have any reason to believe that this provider will change over the course of the following 12 months?
- Does this provider restrict job functions for interns or anyone under the age of 21? If so, please provide a list for all internship restrictions (i.e., no driving, no operating fork lifts, no roofing, etc.)
- Does your organization apply any job restrictions outside or in addition to the restrictions set forth by the workers' compensation provider for interns or anyone under the age of 21?
- Any special restrictions/limitations (other than what was mentioned above) that would impact our ability to place interns with local employers across numerous industries?

D. Targeted and Eligible Youth: WIA rules require that programs must be designed to serve both low income in-school (ISY) and out-of-school youth (OSY). Additionally, all youth to be served must meet the WIA Youth program eligibility criteria as established by federal regulations. To meet these eligibility criteria, a youth must be between the ages of 14-21, be a member of a low income family, and have at least one barrier to participation in education or workplace activities.

E. Critical Program Components: From a broad perspective, a WIA youth program must include the following four components:

- **Assessment:** All youth customers must complete a TABE assessment; All youth customers must complete a personalized and objective assessment of their skill levels and service needs;
- **Plan Development:** Based on the results of these assessments, all youth customers must participate in the development and ongoing maintenance of an individual service strategy or plan that outlines an effective service strategy;

- **Service Delivery:** Based on this plan, all youth customers must receive the specific youth development and workforce services as described in their plan; and,
- **Follow Up:** Once all services have been delivered and outcomes achieved, all youth must receive some form of follow-up services for a minimum period of 12 months following their completion of program activities.

From a more detailed perspective, the WIA legislation mandates that ten specific services must be available to all youth who participate in WIA funded youth program activities. These ten required services can be made available through direct service provision, through partnerships with other organizations, or through referral to other organizations as appropriate. The 10 required services which must be made available to all youth enrolled include:

- Tutoring and instruction leading to high school completion (dropout prevention activities)
- Alternative secondary school offerings
- Summer employment opportunities linked to academic and occupational learning activities
- Paid or unpaid work experiences, including internships
- Occupational skill training
- Leadership development opportunities
- Supportive services
- Comprehensive guidance and counseling
- Adult Mentoring
- Follow up services for a minimum of 12 months

Interested organizations should also note that NIWB views strong community partnerships as instrumental to success for at-risk youth. Proposals should therefore demonstrate comprehensive collaboration - including shared financing as appropriate – with local school districts, adult education programs, community colleges, and community-based organizations.

F. Program Outcomes: All youth programs funded by NIWB must lead to one or more of the following outcomes:

1. completion of a high school diploma;
2. attainment of a degree or industry recognized certification;
3. job placement;

4. placement in post-secondary education programs, advanced training activities, apprenticeship programs or in the military; and/or
5. For youth with poor basic skills, an improvement in math and reading skills as measured by assessment scores.

Based on these outcome requirements, the Workforce Investment Act has prescribed the specific and numerical measures of success for all youth programs funded with WIA resources. As such, organizations selected to operate the WIA Youth Program for NIWB must operate these programs in a manner to achieve the following outcomes:

- Placement of Youth in Employment or Education 64% of all youth
- Attainment of Degree or Certificate 58% of all youth
- Literacy and Numeracy Gains 41% of all youth

Please note that these performance measures are negotiated on an annual basis and are therefore subject to change based on these negotiations with the Indiana Department of Workforce Development and DOL. For more specific information on these measures, interested organizations are encouraged to review Training and Employment Guidance Letter No. 17-05 as issued by the US Department of Labor on February 17, 2006. This Guidance Letter provides significant detail on how these performance measures are calculated.

Section 4: Proposal Format & Evaluation Criteria

RFP Content Outline: Organizations interested in operating the WIA Youth Programs for NIWB should adhere to the following outline in responding to this RFP. This will make your proposal more reviewable and allow reviewers of your proposal to make more informed decisions.

A. Experience of Bidding Organization (20% of overall rating)

- What is the legal status of your organization? Include as an attachment a copy of your business filing.
- Provide an overall description of your organization, including the governance structure, length of existence, vision, mission, goals, and major programs currently offered and any other business activities you are engaged in.
- How does the above fit with the overall mission and vision of WorkOne?
- Describe your organization's experience in providing staff to another organization to achieve a specific business purpose. Be specific in your description by detailing the staffing services that were provided as well as the specific services that your assigned staff delivered. Also, please highlight any significant business results or benefits that were achieved from the deployment of your staff to deliver the requested services.
- While staffing/hiring decisions will be the responsibility of your organization, there is an expectation that your organization will provide first consideration to current youth staff operating in the Northern Indiana WorkOne System. Describe the specific process that your organization will use to ensure that job openings are quickly filled with skilled professionals. Describe your organization's ability to provide staffing and service delivery support in the more rural locations of Region 2. What specific assessments, activities, and reviews are involved in your hiring process? What is the estimated length of time that your organization needs to fill a vacancy? What strategies will your organization use to ensure that positions are filled within this time frame?
- Please provide detail on your approach to managing your human resources. How do you determine the rate of pay for staff? What are key personnel policies that you maintain? What kind of payroll process do you utilize? What are the specific

benefits that you offer staff? Please be as specific as possible in this section to ensure that the NIWB has a full and complete understanding of your specific approaches to managing human resources and supporting staff. Also, please attach a copy of any personnel policy or handbook that establishes the guidelines for how your organization will manage human resources.

- Detail how your organization will operate in an environment where functional supervision and WorkOne Center operations are managed by the NIWB. Describe how your organization will interact with and support Center Managers in their role as functional supervisors of staff.
- Please identify your single point of contact for the Region 2 WorkOne system. What experience does your single point of contact have at supporting the staffing and business needs of other customers? Please provide a resume of your proposed single point of contact to highlight the skills they will bring to this role.
- Provide three references and contact information for individuals outside your organization that are familiar with the quality of services your organization is capable of providing. Detail the specific services you provided to these organizations and any results that were achieved. Letters of support are not required and will not be considered in the overall evaluation of bidding organizations.

B. Service Strategy (30% of overall rating)

Projected Staffing Needs:

<u>Title</u>	<u>Positions Available</u>
Youth Team Leader	2
JAG Specialists- In School	16
JAG Specialists- Out of School	5
JAG/Youth Coordinators	2
Quality Assurance Specialist	2

Additional positions could be added or subtracted from this projected staffing level based upon additions or reductions in funding and/or special grants and projects. Please detail how your organization will ensure that **full time staff members** are

in these positions and ready to provide services to customers.

- Please identify your organizational plans to support the JAG programs in Northern Indiana this year? How do you envision JAG operating within the context of the WorkOne Centers? Please identify creative ways to increase community awareness of JAG, and expand programming into additional areas throughout Region 2. How will you implement these ideas?
- Provide specific information on how your organization plans to operate the youth program. Include specific information on each of the following items: (1) the counties in which your organization is proposing to operate the youth program, (2) the specific location at which the youth program will be operated, (3) the schedule for operating the proposed youth program, (4) your planned staff to youth participant ratio, (5) the frequency of contacts and activities to be conducted with youth participants and (6) Strategy for implementing an Internship Program for In School and Out of School Youth including Workman's Comp information, and (7) any innovative activities your organization can uniquely provide to youth program participants? How will this coordinate with the requirement to operate the JAG programs?
- How do you envision the structure of the Career Association and Professional Associations as a component to JAG? How will you utilize these components to enhance the occupational and employability opportunities for youth? What are your plans for engaging these associations with our communities?
- Please identify how your organization will serve youth that are not eligible for the JAG programs.
- Describe the specific strategies your organization will use to recruit youth into the youth program and complete all required program eligibility activities. Describe all planned youth recruitment activities and detail any innovative strategies that will be used by your organization. Also describe the eligibility determination and intake process your organization will use to ensure that only WIA eligible youth are enrolled in program activities.
- Describe the specific assessment and service plan development strategies your organization will use with each youth participant. Detail the specific assessment tools to be used and the specific strategies for ensuring that assessment results are used to develop appropriate service plans with youth participants. Also,

describe in detail how youth participants will be assessed throughout their participation in the program to identify the need for any additional services or supports.

- Detail your organizations plans for providing case management support to youth participants. Discuss the specific case management strategies your organization will use to ensure the continuous engagement of youth participants in program activities and their success in the youth program.
- Explain how your proposed program structure will allow youth participants to access the 10 required program services within the JAG model. Remember, these required services can be made available through direct service delivery, partnership or referral to another organization. The Professional Association and Student Career Association components of JAG are an excellent format for partner participation and engagement. To this point, include a brief description of any partners that will be involved in the operation of your proposed WIA youth program. Describe the specific role that these partners will play in delivering the proposed workforce services to youth. For partners that will play a significant role in your proposed youth program, you are encouraged to include letters from these partners which reference the specific commitments being made, including services to be delivered to youth customers, financial or in-kind contributions if any, and any other commitment(s) being made.
- Please identify when youth participants are exited from service?
- What is your follow along strategy? How will you obtain the information needed to capture all positive performance outcomes?

C. Program Outcomes (40% of overall rating)

- Within the context of the required program outcomes, identify the specific percentage of youth that will achieve the following outcome:
 - ✓ Placement of Youth in Employment or Education
 - ✓ Attainment of Degree or Certificate
 - ✓ Literacy and Numeracy Gains

Also, identify any specific strategies that your organization will utilize to ensure the attainment of these outcomes for each youth participant.

Please also identify the specific JAG program outcomes to be achieved. Bidders should know that these outcomes are prescribed and non-negotiable.

- Identify any other outcomes to be achieved through project operation that would create value-add for the resources being invested.

D. Financial Management and Budget (20% of overall rating)

- Please complete a budget using the budget format as provided in Attachment C. Do not deviate from the budget format provided as consistency will allow reviewers to better evaluate and compare proposed budgets. A two-page budget narrative must be included/attached that describes the allocation of funds amongst programs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing direct youth costs. If there is a management fee, please identify what it covers, and what the monthly billing rate would be. The budget narrative should be used to clarify and annotate the budget, and does not count towards the 12 page limit.
- Detail the financial management system used by your organization. It is important to emphasize that bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Detailed financial records must also be available for audit and monitoring purposes when required. To demonstrate your organization's ability to comply with these financial standards, provide a brief description of your financial management system, including appropriate internal controls. Also provide an electronic copy of your most recent audit report as an attachment to your RFP response.
- Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, describe these costs or findings and detail how the issues have been resolved. Also, if WIA costs you incurred in the operation of the proposed youth program were subsequently disallowed as a result of an audit or monitoring (meaning you spent them inappropriately), does your organization have the capability to repay these funds? If yes, from what source?

- Vendors are responsible for the repayment of costs determined to be disallowed in accordance with applicable statuses, regulations, directives, or mandates. Vendor's must repay disallowed costs to the Northern Indiana Workforce Board within thirty (30) days of the final audit determination, and must be paid from nonfederal funds. Please identify your organizations capacity to repay these funds if necessary. Is your organization eligible for a fidelity bond?

Attachment A:

Existing In School Youth Jobs for America's Graduates Programs:

For Northern Indiana, there are currently Fourteen (14) fully operational ISY JAG Programs which are listed below, plus 2 additional programs under development, for a total of 16 In School Jobs for America's Graduates programs fully operational this fall (2014).

- ✓ Adams (St. Joseph County)
- ✓ Clay (St. Joseph County)
- ✓ Mishawaka High School (St. Joseph County)
- ✓ Riley (St. Joseph County)
- ✓ Rise Up Academy (St. Joseph County)
- ✓ South Bend Career Academy (St. Joseph County)
- ✓ Washington (St. Joseph County)
- ✓ Memorial (Elkhart County)
- ✓ Central (Elkhart County)
- ✓ Concord (Elkhart County)- Under Development
- ✓ Merit Learning Center (Elkhart County)
- ✓ Goshen High School (Elkhart County)
- ✓ Tippecanoe Valley High School (Kosciusko County)
- ✓ Warsaw Community High School (Kosciusko County)
- ✓ Rochester High School (Fulton County)
- ✓ Plymouth High School (Marshall County)- Under Development

Out of School Jobs for America's Graduates Existing Programs:

- ✓ WorkOne- Elkhart
- ✓ WorkOne – Kosciusko
- ✓ WorkOne- Fulton
- ✓ WorkOne- Marshall
- ✓ WorkOne- Saint Joseph

Attachment B:**Youth RFP Cover Page**

Vendor's Legal Name:				
Contact Name:				
Mailing Address:				
Telephone:				
Email:				
Federal ID:				
Organization Type: (Please check appropriate box)	For Profit	Not for Profit	Educational Institution	Other (explain below)
Other:				
How many years has your organization been in business under the corporate/business structure submitting the response to this request for proposal? _____				
Budget Summary:				
	In School Youth	Out of School Youth	JAG State	
Management Total:				
Salary & Fringes:				
Communication & Technology:				
All Other:				
Total:				
<p>I _____ (Print Name) am duly authorized as an officer of the corporation to approve the submission of this proposal. Further I attest that the individual signing below has been given authority to sign the proposal, negotiate on behalf of the corporation and bind the corporation to its terms.</p> <p>Signature: _____ Date: _____</p>				

Attachment C- Proposed Budget

	WIA Youth		State JAG Funding	Total Funding
	In School	Out of School	In School	
Management:				
Salaries:				
Fringe Benefits:				
Office Supplies & Postage:				
Communications:				
Staff Development & Travel:				
Dues, Memberships, & Publications:				
Audit:				
Other, Specify:				
Total Management:				
In Kind Resources:				
Leveraged Resources:				
Total:				
Total For All Programs:				

A budget narrative is required, and may not exceed 2 pages. If you propose to provide in kind or leveraged resources, please include that information appropriately on the budget attachment and in the budget narrative.

Attachment D

Assurances and Certifications

The respondent assures and certifies to each of the following items:

1. The bidding organization agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, the Northern Indiana Workforce Board (NIWB), and any other applicable laws and regulations.
2. The bidding organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federally funded programs.
3. The bidding organization possesses legal authority to offer the attached proposal.
4. A drug free workplace will be maintained in accordance with State of Indiana requirements.
5. By submitting a proposal the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the plan of work if NIWB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. NIWB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
6. The bidding organization assures that if awarded a contract by NIWB, it will comply with Regional, State and Federal program and financial monitoring requirements. This means the bidder will make available required information (both program and financial) as is required to satisfy local, state, and federal monitoring expectations.
7. The bidding organization assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; 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; and Title IX of the Education Amendments of 1972, as amended. The bidding organization also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that NIWB makes to

carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

Signature of Authorized Representative

Print or Type Name

Date

Attachment E

Non-Collusion Affidavit

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 Northeast Indiana Regional Workforce Investment 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

Date