

**ECONOMIC GROWTH REGION 7  
WESTERN INDIANA WORKFORCE INVESTMENT BOARD, INC.**

**Request for Proposals  
For  
Workforce Investment Act  
Adult, Dislocated Worker and Youth Service Provider**

***DATE OF RELEASE:*** *Tuesday, May23, 2006*

***QUESTIONS DUE:*** *10:00 AM, EDT on  
Tuesday, June 6, 2006*

**MANDATORY BIDDERS  
CONFERENCE:** *10:00 AM, EDT on  
Thursday, June 8, 2006*  
*(See details on page 2.)*

***PROPOSAL DEADLINE:*** *10:00 AM, EDT on  
Monday, June 19, 2006*

***AWARD NOTIFICATION:*** *No later than June 28, 2006*

***CONTRACT AWARDED:*** *July 1, 2006*

**Package Contents:** **Section I - Purpose of Request for Proposals**  
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**SECTION I.**  
**Purpose of this Request for Proposals**

The Western Indiana Workforce Investment Board, Inc. (WIWIB), as the Regional Operator for the Region 7 Workforce Board, is competitively seeking a provider for Workforce Investment Act (WIA) adult, dislocated worker, and youth programs. Funds for the services requested are Department of Labor, Workforce Investment Act federal funds.

WIWIB has been designated to administer WIA program funds for the following counties in Indiana: Clay; Parke; Putnam; Sullivan; Vermillion; and Vigo. Bidders are encouraged to visit the Indiana Department of Workforce Development (DWD) website to learn more about the Indiana State Plan and the formation of the new Regional Workforce System. The DWD website can be viewed at <http://www.in.gov/dwd/partners/shric.html>.

The timeframe for delivery of contracted WIA program services will be for a two year period from July 1, 2006 through June 30, 2008. Based on performance and subject to the approval of the WIWIB, the Board may renew the contract for an additional year, July 1, 2008 through June 30, 2009. Terms and conditions of this contract are subject to the terms and conditions of the Regional Workforce Board with the State of Indiana. The form of the contract will be cost-reimbursement.

The vision of the Western Indiana Workforce Investment Board is to expand regional economic opportunity and economic well-being through the availability and employment of a highly skilled workforce.

The Western Indiana Workforce Investment Board, Inc., in coordination with the Region 7 Workforce Board, is seeking a service provider to deliver optimum WIA adult, dislocated worker, and youth program services to our customers throughout Region 7, while at the same time meeting or exceeding all performance goals set by DWD for WIA program delivery through PY 06, PY 07, and if contracted, PY 08.

A proposal must address achievement of the stated purpose on a regional basis.

Individuals or organizations that may submit proposals include both public and private not-for-profits, for-profit entities, public and private educational institutions, and other such entities. All organizations must be legally incorporated (or organized as a Limited Liability Company) and must be able to operate a business under the laws of the State of Indiana.

## **SECTION II.**

### **General Information**

There is one full-service WorkOne Center in Region 7, located in the Indiana Regional Government Center at 30 North 8<sup>th</sup> Street, Terre Haute. Currently, there are also WorkOne Express sites located in Clay, Parke, Putnam, Vermillion, and Vigo counties governed by the WIWIB, with WIA services being provided by Western Indiana Employment and Training Services, Inc. The WorkOne site in Sullivan County is currently governed by the Shawnee Trace Workforce Investment Board, with WIA services being provided by Vincennes University. The successful bidder will operate adult, dislocated worker, and youth programs in all six counties in Economic Growth Region (EGR) 7 effective July 1, 2006.

The successful bidder is expected to maintain full time, fully staffed offices in each of the six counties which compose EGR 7, providing comprehensive WIA program services. Each of these locations is also expected to serve as a WorkOne Express center. The successful bidder will be required to maintain a local management office within Region 7 for county office staff supervision and day-to-day management. This office can be located in one of the WorkOne or WorkOne Express offices. The successful bidder must coordinate services and operations of current WorkOne Express sites in order to ensure a smooth and seamless transition. The goal of the transition process is that clients continue to be served effectively with the least possible disruption.

EGR 7 has been engaged in a significant competitive process for funding under the State of Indiana's Strategic Skills Initiative (SSI). The successful bidder through submission of a proposal assures that they will work cooperatively with the Regional Operator to coordinate and integrate future WIA services with future funded SSI activities. (No award has yet been made.) Solutions submitted by Region 7 include, but were not limited to, special training programs related to WIA adult, dislocated worker, and youth programs. Bidders may review available information on SSI at <http://www.in.gov/dwd/employers/ssi.html>. Additionally, by submitting a proposal the bidder assures that it will provide additional services under additional grants such as a National Emergency Grant, or other State funded workforce programs to Region 7.

A MANDATORY BIDDERS CONFERENCE is scheduled for 10:00 A.M. EDT on Thursday, June 8, 2006. The conference will be held in the fifth floor meeting room of the WorkOne - Regional Government Center, located at 30 North 8<sup>th</sup> Street in downtown Terre Haute, Indiana. Any entity interested in submitting a proposal in response to this Request for Proposals must be in attendance at this meeting.

The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, and earnings and develop the work potential of the residents of Region 7.

**SECTION III.**  
**Proposal Narrative**

The narrative of your proposal is limited to 30 pages, not including the attachments. Please include a brief Executive Summary that highlights key aspects of the bidding entity and the approach to providing the requested WIA services.

The proposal evaluation is weighted as follows: 25% Budget Section, 25% Background and Experience, 30% Plan of Service, and 20% Transition, Staffing, Partnering, and Quality.

The details are as follows:

**A. Budget Section (25% of total review points)**

This section must clearly delineate the proposed line item budget for the service to be provided to WIA eligible adults, dislocated workers, and youth. Bidders should complete Program Year (PY) '06 and PY '07 budgets on the included Attachment B. Please do not deviate from the budget format provided. Consistency will allow reviewers to compare the proposed budgets.

Funds available under this RFP are approximately \$2,096,570.00 for Program Year 2006. The DWD has not finalized allocations by regional area, and therefore this number is subject to change. The approximate amount of funding available by program for Region 7 includes:

WIA Adult:	\$722,700.00
WIA Dislocated Worker:	\$519,960.00
WIA Youth:	\$853,910.00

Funding will vary, depending upon final allocations, numbers of participants to be served, services proposed and negotiated. Bidders must provide WIA adult, dislocated worker, and youth program services in all six counties in the region. The WIWIB will ensure that services are provided equitably in all counties in the region.

For the purpose of this bid, the WIWIB is interested in the planned amounts for management of service provider staff, overhead costs and amounts planned for direct client costs. A higher the percentage of costs planned for WIA clients is a positive factor. Bidders should plan on providing services in each county through a staffed, full time county office. The county allocation projections provided on the DWD website for Region 7 should be used as a guide rather than a limit on smaller counties. Workforce services will be budgeted regionally, not on a county-by-county census based allocation methodology.

A budget narrative should be attached to describe the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.

Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide copies of their audits for the past two years. Please include these two reports as an attachment to the proposal.

In this section, also please identify any monitoring findings over the last three years. Please explain if these issues have been resolved and how. You may attach monitoring reports and any resolution letters for the past three years to your proposal.

If WIA costs you incurred in Region 7 were subsequently disallowed as a result of audit or monitoring, does your organization have the capacity to repay these funds? Please identify the source or sources.

## **B. Background and Experience (25% of total review points)**

Clearly state that the proposing organization is recognized to conduct business in the State of Indiana. Provide a summary of the organization's background, technical capacity to deliver services and other information that will provide reviewers with a clear understanding of the organization and its potential to deliver the proposed services

### 1. Profile of the proposing organization

Please provide a Certificate of Existence for the Secretary of State's office. You may include this document as an attachment to your proposal.

Describe the organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.

### 2. History of similar programs

Proposals must include information to demonstrate that the provider has a record of success in operating similar workforce programs or projects. Describe your experience serving adults, dislocated workers and youth. If the organization has not previously provided WIA services, please outline programs that provided similar services in which you have been involved in the past two years. Include information on funding sources and performance information.

Provide two references of individuals from outside your organization familiar with the quality of prior programs you have operated.

## **C. Plan of Service (30% of total review points)**

### **1. General Information**

- a. Describe your knowledge of the most significant workforce development challenges and opportunities that EGR 7 will likely face in the next two years.
- b. Describe your vision for integration of services and workflow within the WorkOne system and how you will work with the Regional Operator and local DWD management staff.
- c. Describe how you envision your relationship to the Region 7 Workforce Board.
- d. Describe your organization's ability to meet the needs of adults, dislocated workers and youth.
- e. Describe management staff responsibilities in the provision of programs in all counties in EGR 7. The successful bidder will be required to maintain a local management office within the region, in addition to a fully staffed office in each county.
- f. Describe how direct service funds (i.e. supportive services, classroom training, OJT costs, etc.) will be allocated by county. Describe how these funds will be managed maintain service levels throughout the year at the targeted rate.
- g. Describe the process that will be used for approval and payment of direct client expenditures, including an estimated length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid. Also describe procedures for making expedient "emergency" payments (i.e. immediate payments needed to reconnect or avoid disconnect of utilities, prevent eviction, etc.).
- h. The full service WorkOne Center in Region 7 is located in Terre Haute. Describe the similarities and differences in how services will be delivered in the Express sites vs. the WorkOne Centers. This section should provide a brief description about how services will be provided in each specific county and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff, availability of partner services, and client flow.
- i. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the region.
- j. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system.

PLEASE NOTE: As you complete the narratives for each of the three WIA programs listed below, please keep in mind that the Board is interested in both good quality service and new and innovative initiatives (not currently being done in Region 7). The Board would like to see strategies, partnerships, and training approaches which will increase the skill and education levels of those which we serve, while at the same time continuing our success in reaching or exceeding required WIA program performance levels.

## 2. Adult and Dislocated Worker Services

- a. Describe how the availability of services to adults and dislocated workers will be marketed in all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, assessment, case management, and counseling services that will be provided to adults and dislocated workers.
- c. Describe the core, intensive, training, and follow up services to be provided to these populations. Include a description of the process for an individual to move through each of these tiers of service. Also describe how it will be decided which individuals receive intensive and training services and which receive only core.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how that amount of financial assistance will be determined for each customer.
- e. Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation.
- f. Demonstrate knowledge of performance requirements for the adult and dislocated worker programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.
- g. Describe how customer feedback will be collected and used to make continuous improvements to services.

## 3. Youth Services

- a. Describe how the availability of services to younger and older youth will be marketed to all communities within the Region. Also describe how recruitment of these populations will be conducted.
- b. Describe the eligibility, objective assessment, individual service strategy development, case management, counseling, and follow up services that will be provided to youth. Indicate how youth will be prepared for post secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also

describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market and employment opportunities within the region.

- c. Describe all services that will be provided in accordance with the required 10 Program Elements required by WIA.
- d. Describe all services that will result in direct client expenditures (i.e. supportive services, classroom training, work experiences, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance received will be determined for each customer.
- e. Demonstrate knowledge of performance requirements for the younger and older youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards including the forthcoming common measures. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Regional Workforce Board.

Please include a completed Attachment C – Planned Service Levels, in your proposal immediately following your description of adult, dislocated worker, and youth services.

**D. Transition, Staffing, Partnering, and Quality (20% of total review points)**

**Transition** – Cooperation is imperative in order to ensure a smooth transition over the first sixty days of PY'06, commencing July 1, 2006.

This section should describe efforts that will be made to work cooperatively with the Regional Operator to ensure a smooth transition. Also, clearly describe your plans to ensure that services to clients will continue with little or no interruption during the transition. This description should specifically include a discussion of how services will be available in a county/counties where your organization is not presently a service provider.

If selected to provide services in a county/counties where your organization is not presently a service provider, describe how you will work with the Regional Operator and the current service provider to prepare for an efficient transition of files and customer caseloads on July 1.

Provide assurance that your organization will perform the duties necessary to transition participant reporting to the state required case management and participant tracking system that is anticipated to be implemented on or before July 1.

**Staff Capacity** – This section should clearly define the management structure for the delivery of services. At a minimum, an organizational chart should be included that demonstrates the management flow and levels of responsibility in addition to a narrative which further details this structure.

Identify the primary staff who will provide the services and detail specific expertise of identified staff. This section should also describe any professional development that will occur to better deliver the services proposed.

Clearly identify the geographic area that will be covered by the proposed services. Existing or potential locations from which services will be provided should be identified

**Linkages with other Community Organizations** – Detail the linkages that will be made, or are already in place, with all other appropriate organizations in the region to foster successful plan implementation.

**Quality Standards and Related Benchmarks** – This section should acknowledge and briefly describe the organization’s commitment to quality standards.

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**SECTION IV**  
**General Instructions**

**1. Proposal initially on most favorable terms.**

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although the WIWIB reserves the right to negotiate with an offeror(s).

**2. No Disclosure**

Except as to serve notice to unsuccessful offerors of the final awards by WIWIB for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a “need to know” basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the WIWIB’s option.

**3. Right to Reject**

The Western Indiana Workforce Investment Board, Inc. reserves the right to reject any or all proposals received through this RFP, and to readvertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time. The WIWIB will not pay for costs incurred in the preparation of bids.

**4. Requirements**

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFP’s must contain a clear outline of all the following elements:

1. A statement that describes the goals sought to be achieved;
2. An overview of how the provider intends to achieve the anticipated goals;
3. A line item budget of the services to be provided; and
4. A method for evaluation of program progress and achievement of stated goals.

**5. Mandatory Bidders Conference**

A MANDATORY BIDDERS CONFERENCE is scheduled for 10:00 A.M. EDT on Thursday, June 8, 2006. The conference will be held in the fifth floor meeting

room of the WorkOne - Regional Government Center, located at 30 North 8<sup>th</sup> Street in downtown Terre Haute, Indiana. Any entity interested in submitting a proposal in response to this Request for Proposals must be in attendance at this meeting.

## **6. Contract Requirements**

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

1. Special Assurances
  1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a WIWIB representative who is specifically authorized to do so.
  2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
  3. The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the WIWIB.
  4. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
  5. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not WIWIB.

6. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. The approximate amount of funding available under this RFP is \$2,096,570.00 for Program Year '06. The DWD has not finalized allocations to the regional area, and therefore this amount is subject to change. There will be no non-government funds available to finance these proposed services. All commitments made by the WIWIB are contingent upon the availability of funds and the WIWIB reserves the right to award an amount less than the total funds available for bid contained in this RFP and funds available as listed on the DWD website.

7. The bidder assures that it will procure an audit and will provide an audit report of the Reed Act funds if requested by the WIWIB.

2. Cost Reimbursement Contracting

WIWIB management of the contract(s) will be on a cost-reimbursement basis. Specifically, the line item budget as required by this RFP will be negotiated and will identify the specific cost categories, and allowable costs to be reimbursed by WIWIB.

**7. Late Proposals**

- A. Proposals and modifications received at the WIWIB office designated in the RFP after noon on the date specified therein shall not be considered unless:
1. They are received before award is made; and either,
  2. They are sent by registered mail, or be certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by WIWIB that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
  3. It is determined by WIWIB that the late receipt was due solely to mishandling by WIWIB after receipt as the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to WIWIB, shall be considered at any time it is received and may thereafter be accepted.

- B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.
- C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:
  - 1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
  - 2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

**8. Envelope for Proposals**

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

PROPOSAL

RFP: Region 7 PY'06 and '07 WIA Program Services

**9. Alternate Proposals**

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by WIWIB.

**10. Time Period of Contract**

Proposals should address a two year period from July 1, 2007 through June 30, 2008.

**11. Procedures**

Complaint, grievance, mediation procedures of the Western Indiana Workforce Investment Board, Inc. are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

## **12. Proposals Received**

Proposals should be received in a “ready to copy” format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures, are to be submitted by certified mail, return receipt requested, or by hand-delivery with a signed receipt. All proposals must be received by no later than 10:00 EDT on Monday, June 19, 2006.

Proposals should be mailed to:

Western Indiana Workforce Investment Board, Inc.  
ATTN: Region 7 WIA Program Services  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Western Indiana Workforce Investment Board, Inc.

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## SECTION V

### Proposal Package

1. **Proposal Cover Sheet** (Attachment A) includes the following areas which must be completed in the entirety:
  - **Organization** – the legal entity submitting the proposal must be identified here.
  - **Address** – the legal mailing address must be identified on this line.
  - **Contact Person** – the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (\*) as a secondary contact.
  - **Phone Number** – the phone number of the contact person should be recorded on this line.
  - **Fax** – please identify the facsimile number where communications can be sent.
  - **E-mail Address** – an e-mail address for the contact person should be included on this line.
  - **Proposed Funds Requested** – in these spaces, record the portion of the total cost that will be funds requested from WIWIB.
  - **Authorized Signature** – the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.
2. **Executive Summary**
3. **Budget Section**
  - **Narrative**
  - **Attachment B (3 pages) - Budget pages**
  - **Copies of audits for the past two years.**
  - **Copies of any monitoring findings over the past three years.**
  - **Identification of funding to repay disallowed costs, if necessary.**
4. **Background and Experience Section**
  - **Profile of proposing organization**
  - **Certificate of Existence from the Secretary of State**
  - **Description of the proposing organization**
  - **History of similar workforce programs or projects**
  - **Two references.**
5. **Plan of Service**
  - **General Information**
  - **Adult and Dislocated Workers Services**

- **Youth Services**
  - **Attachment C - Planned Service Levels**
- 6. Transition, Staffing, Partnering, and Quality**
    - **Transition**
    - **Staff Capacity**
    - **Linkages to Community Organizations**
    - **Quality Standards and Related Benchmarks**
  - 7. Attachment D – Non-Collusion Affidavit**
  - 8. Attachment E - Assurances and Certifications**

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## Section VI

### Definitions

For the purpose of this RFP, the following definitions apply:

**Basic Skills Deficient:** The term “basic skills deficient” means, with respect to an individual that the individual:

- A. Has English, Reading, Writing or Computing skills below the 9<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion reckons test; or
- B. Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.

**Core Services:** Core services are information and resources available to the general public free of charge. These services help people access resources for job-finding efforts, including the use of information resources, whether electronic, printed or audiovisual in nature. Core services may include, but are not necessarily limited to:

- A. Outreach, intake and orientation to information and services available through WorkOne;
- B. Program information, eligibility determination and referral information;
- C. Labor exchange;
- D. Job, career and skill assessment tools;
- E. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
- F. Access to and use of all resources in the Information Resource Area (IRA) including group informational and training sessions, job clubs, labor market information, and self service informational activities; and
- G. Follow up services.

**Concurrent Youth:** Youth age 18-21 may be concurrently enrolled as an adult and youth.

**Economic Growth Region (EGR) 7:** The area designated by the Governor of Indiana to include the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo.

**Eligible Adults:** The minimum eligibility requirements for registration into the Adult and Dislocated Worker programs are:

- A. 18 years of age or older,
- B. U.S. citizen or eligible non-citizen, and
- C. Registered with selective service (if applicable).

Additional eligibility requirements for the Dislocated Worker program include:

- A. Has been terminated or laid-off, or has received a notice of termination or layoff from employment;

- B. Has been terminated or laid-off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;
- C. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- D. Is a displaced homemaker. The term “displace homemaker” means an individual who has been providing unpaid services to family members in the home and who (1) has been dependent on the income of another family member but is no longer supported by that income, and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**Eligible Youth:** Age 14-21 and low income and is within one of the following categories: basic skills deficient, dropout, homeless, pregnant or parenting, offender, or who needs additional assistance to complete an education program to secure and hold employment.

**Individual With Disability:**

- A. In general: The term “individual with disability” means an individual with any disability [as defined in Section 3 of Americans with Disabilities Act of 1990 (42 USC 12102)].
- B. Individuals with Disabilities: The term “individuals with disabilities” means more than one individual with a disability.

**Intensive Services:** Intensive Services for adults and dislocated workers require WIA registration and are made available when a customer is unable to obtain or retain employment through the Core Services. Intensive Services may include, but not necessarily be limited to:

- A. Comprehensive and specialized assessments to identify skills, job readiness and barriers to employment;
- B. Development of an individual employment plan;
- C. Individual counseling;
- D. Supportive services;
- E. Case management; and
- F. Short-term prevocational services.

**Low Income Individual:** The term “low income individual” means an individual who:

- A. Receives, or is a member of a family that receives, cash payments under a federal state or local income based public assistance program;
- B. Received income, or is a member of a family that received a total family income, for the six month period prior to application for the program involved [exclusive unemployment compensation, child support payments, payments described in subparagraph A, and old age and survivors insurance benefits received under Section 202 of the Social Security Act (42 USC 402)] that, in relation to family size, does not exceed the higher of:

- I. the poverty line, for an equivalent period; or
- II. 70% of the lower living standard income level, for an equivalent period; or
- III. is a member of a household that receives (or has been determined within the six month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 USC 2011);
- IV. qualifies as a homeless individual as defined in subsections A and C of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 USC 11302);
- V. is a foster child on behalf of whom state or local government payments are made; or
- VI. in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose income meets the requirements of a program described in subparagraph A or of subparagraph B, but who is a member of a family whose income does not meet such requirements.

**Offender:** The term “offender” means any adult or juvenile:

- A. Who has been subject to any stage of the criminal justice process, for whom services under this act may be beneficial; or
- B. Who requires assistance in overcoming artificial barriers to unemployment resulting from a record of arrest or conviction.

**One-Stop Service to Youth:** Connections between the youth programs and the One-Stop system may include: coordination and provision of youth activities; linkages to the job market and employers; access for eligible youth to information and services available through the WIA youth programs; and other activities designed to achieve the purpose of the WIA youth program.

**Out-of-School-Youth:** The term “out-of-school-youth” means:

- A. An eligible youth who is a school dropout; or
- B. An eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

**Poverty Line:** The term “poverty line” means a poverty line {as defined by the Office of Management and Budget, and revised annually in accordance with Section 673 (2) of the Community Service Block Grant Act [ 42 USC 9902 (2)]} applicable to a family of the size involved.

**Public Assistance:** The term “public assistance” means federal, state, or local governments cash payments for which eligibility is determined by needs or income test.

**Regional Workforce Board:** Governing board for WIA services in EGR 7, mandated by the State of Indiana Department of Workforce Development and appointed by local elected officials in EGR 7.

**School Dropout:** The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**Secondary School:** The term “secondary school” has a meaning given the term in Section 14101 of the Elementary and Secondary Education Act of 1965 (20 USC 8801).

**Services to Youth:**

- A. IN-SCHOOL- age appropriated activities that provide career relevant experiences that help to complement skills learned in the classroom.
- B. OUT-OF-SCHOOL- activities which address deficiencies in academics, occupational, and “soft skills.”
- C. ALL YOUTH- Traditional and non-traditional methodologies to create community strategies that address different learning styles, contextual learning, and assistance with varying needs and learning barriers.
- D. OUT-OF-SCHOOL YOUTH- 30% out-of-school-youth expenditure requirement. A youth that attends an alternative school is not considered a dropout (out-of-school-youth). The 30% requirement applies to all youth expenditures, including summer expenditures.

**Staff Assisted Core Services:** WIA registration is required for Adult and Dislocated Worker customers to receive the following staff assisted core services:

- A. Follow up services that include counseling regarding the workplace;
- B. Supportive services;
- C. Individual job development that requires services beyond self-directed or informational; and
- D. Individual counseling or assessments that require services beyond self-directed or informational.

**State Criteria:** The State of Indiana has incorporated into the WIA state plan an emphasis on the achievement of credentials or certifications.

**Supportive Services:** Supportive services may be provided to registered WIA participants and who are unable to obtain supportive services through other programs. Supportive services may only be provided when they are necessary to enable individuals to participate in WIA activities. These services may include, but are not limited to transportation, childcare, clothing, and housing assistance.

**Training Services:** Training services for adults and dislocated workers require WIA registration and are made available when a customer is unable to obtain or retain employment through Core and Intensive Services. Training services may include, but not necessarily be limited to:

- A. On-the-job training programs that combine workplace training and related skill instruction;
- B. Skill upgrading and retraining;

- C. Adult education and literacy training in combination with other training services;  
and
- D. Supportive services.

**WIA:** Workforce Investment Act of 1998. Additional information on WIA regulations is available at <http://www.doleta.gov/usworkforce/wia/act.cfm>

**WIB Cost:** WIB cost reflects the total cost for services which a provider would require from the Workforce Investment Board to deliver proposed services.

**Youth Council:** The Youth Council serves as an advocate for the local area youth and ensures the effective coordination of workforce training activities for youth in the local area. The Youth Council will may how existing community resources are used to create a comprehensive set of services available to youth, and determine how WIA will enhance and build upon programs already in existence.

PLEASE NOTE: The definitions contained within this section are provided as a guide, but should not be considered all-inclusive of those terms and definitions which may be required to address the requirements of this Request for Proposals.

Remainder of page intentionally left blank.

**PROPOSAL COVER SHEET**

Organizations Legal Name:				
Contact Person:				
Address:				
Telephone:		Fax:		
E-mail:		Cell:		
Federal ID # :				
Number of years potential bidder has been in business under the corporate/business structure submitting the response to this request for proposals:				
Total Amount of Funds		PY 06	PY 07	
Requested	WIA Adult Funds			
	WIA Dis. Wkr. Funds			
	WIA Youth Funds			
	Total Funds Requested			
	Grand Total (PY 06 and PY 07) \$			
Total Number of Clients to be Served	Planned # PY 06			
	Adult		Cost Per Part.	
	Dis. Wkr.		Cost Per Part.	
	Youth		Cost Per Part.	
	Planned # PY 07			
	Adult		Cost Per Part.	
	Dis. Wkr.		Cost Per Part.	
	Youth		Cost Per Part.	
		Signature: _____		
		Print Name: _____		
Check all applicable boxes:				
For Profit Corporation:		Sole Proprietorship:		
Not-for-Profit Corporation:		Faith-Based Organization:		
Partnership:		State Agency:		
Educational Institution:		Labor Organization:		
Business Association:		Community Based Organization:		
Other Public Agency (Specify):		Other:		

**Attachment B  
WIA Program RFP Budget Worksheets**

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

**Funding:** WIA Adult, Dislocated Worker, and Youth

*Funds Requested*

Category	Basis	7-1-06	7-1-07
<i>Staff Positions</i>			
	<b>Subtotal</b>		

*Fringes (Describe)*

	<b>Subtotal</b>		

*Program Support Costs*

Rent			
Supplies			
Travel			
Communications			
Equipment			
Allowances			
Wages			
Miscellaneous			
	<b>Subtotal</b>		

*In-Kind Funds*

Description	Source	Amount
	<b>Subtotal</b>	

<b>Total</b>			
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Attachment B Continued

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

Funding: WIA Adult, Dislocated Worker, and Youth

**Adult**

	7-1-06	7-1-07
Participant Costs		
Supportive Services		
Direct Training		
Total Direct Program Costs		
% of Direct Program Costs		
% of Customer Training/ Support vs. Total		
<b>Subtotal</b>		

**Dislocated Worker**

	7-1-06	7-1-07
Participant Costs		
Supportive Services		
Direct Training		
Total Direct Program Costs		
% of Direct Program Costs		
% of Customer Training/ Support vs. Total		
<b>Subtotal</b>		

**Youth**

	7-1-06	7-1-07
Participant Costs		
Supportive Services		
Direct Training		
Total Direct Program Costs		
% of Direct Program Costs		
% of Customer Training/ Support vs. Total		
<b>Subtotal</b>		

<b>Total</b>		
--------------	--	--

**Names and Planned Services of Subcontractors:**

1. \_\_\_\_\_
2. \_\_\_\_\_

## Attachment B PY' 06 Budget

<b>Program Year 2006 Budget</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Percent of Budget Overhead/Direct Client Costs</b>
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals				

## Attachment B PY' 07 Budget

<b>Program Year 2007 Budget</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>Percent of Budget Overhead/Direct Client Costs</b>
County Office Overhead Cost				
Direct Client Cost				
Management Overhead Cost				
Totals				

**Planned Service Levels**

**Adult**

Planned Service Levels	Projected Number To be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY07	PY 06	PY 07
Adults						

**Dislocated Worker**

Planned Service Levels	Projected Number To be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY07	PY 06	PY 07
Dislocated Workers						

**Youth**

Planned Service Levels	Projected Number To be Served		Projected Number to be Exited		Projected Number Placed into Employment	
	PY 06	PY 07	PY 06	PY07	PY 06	PY 07
Younger Youth						
Older Youth						
Total Youth						

Attachment D

**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 Western Indiana Workforce Investment Board, Inc. whereby it has paid or will pay to such other respondent or officer of 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 or 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

**Assurances and Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date