

REQUEST FOR PROPOSALS (RFP)



Local Area 10

Provider of Career Services

Program Years: July 1, 2017 through June 30, 2019
Two year extension may be awarded

**Fiscal Agent: Richland County Job and
Family Service
171 Park Avenue East
Mansfield, Ohio 44902
(419)774-5400**

Deadline for proposal submission is May 3, 2017 (either
postmarked 5/3/17 or hand-stamped by 4:00 PM on 5/3/17)
Absolutely no exceptions!

1. Background Information

a. Purpose

The purpose of this request for proposal is to procure an organization to serve as the Provider of Career Services. Selection will be based on cost of service, ability to meet the needs of the area, demonstrated knowledge and expertise, and track record of results.

b. Background Information

The OhioMeansJobs delivery system is the foundation of the workforce system. Pursuant to section 134 (c)(1) of the Workforce Innovation and Opportunity Act (WIOA), funds allocated to the local area for adults and dislocated workers shall be used to establish an OhioMeansJobs delivery system, to provide career services to adults and dislocated workers, to provide training services to adults and dislocated workers, to establish and develop relationships with large and small employers and their intermediaries, and to develop, convene, or implement industry and sector partnerships. Career services for adults and dislocated workers must be made available in at least one comprehensive OhioMeansJobs center in the local workforce development area (local area). Services may also be available in the affiliate OhioMeansJobs centers. Local workforce development boards (WDB) determine the most appropriate mix of these services, but both career and training services must be available for eligible adults and dislocated workers.

Career and training services, tailored to the individual needs of job seekers, form the backbone of the OhioMeansJobs delivery system. While some job seekers may only need self-service or other basic career services, others will need services that are more comprehensive and tailored to their individual career needs. WIOA provides an individual receiving services in the OhioMeansJobs centers the opportunity to receive the services needed to help him or her meet his or her employment and career goals.

The WIOA adult and dislocated worker programs are designed to provide services, employment, and training opportunities to those who can benefit from, and who are in need, of such services. A wide range of activities and services must be available to assist individuals in obtaining the skills and credentials necessary to secure and advance in employment.

Basic Career Services

Some basic career services are neither self-service nor information-only. These basic career services require significant staff assistance from local staff and receipt of these services shall enroll individuals into the adult or dislocated worker programs and trigger inclusion in performance measures. Therefore, the individual must be registered and eligibility must be determined. These basic career services include the following:

1. Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes and abilities (including skills gaps);
2. Supportive service needs assessment;
3. Staff-assisted job search assistance;
4. Placement assistance (includes job matching, job referrals, and job development);
5. Career counseling;
6. Provision of information and assistance regarding filing claims for unemployment compensation, by which the OhioMeansJobs center must provide meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation;
7. Assistance in establishing eligibility for programs of financial aid; and
8. Provision of job club activities.

Individualized Career Services

Per section 134 (c)(2)(A)(xii) of WIOA, some career services are available to adults and dislocated workers if determined to be appropriate in order obtain or retain employment. These career services involve staff making a determination on needs of an individual and arranging those services to be provided to the participant. Individualized career services require enrollment in the WIOA program and include short-term pre-vocational services. These career services include:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - a. Diagnostic testing and use of other assessment tools; and
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan (IEP) to identify all of the following:
 - a. Employment goals;
 - b. Appropriate achievement objectives;
 - c. Appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible training providers and career pathways to attain career objectives.

IEPs are one of the most effective ways to serve individuals with barriers to employment and to coordinate the various services, including training services they may need to overcome these barriers. Therefore, all participants who receive an individualized career service or a training service pursuant to WIOAPL No. 15-09, Training Services for Adults and Dislocated Workers, must receive an IEP. IEPs must be reviewed periodically with the participant to ensure the IEP is effectively addressing the needs of the participant.

3. Group counseling;
4. Individual counseling;
5. Career planning;
6. Short-term prevocational services to prepare individuals for unsubsidized employment or training, which include:
 - Development of learning skills;
 - Communication skills;
 - Interviewing skills;
 - Punctuality;
 - Personal maintenance skills;
 - Professional conduct.
7. Internships and work experiences that are linked to careers;
8. Workforce preparation activities;
9. Financial literacy services;
10. Out-of-area job search assistance and relocation assistance; and
11. English language acquisition and integrated education and training programs.

Follow-Up Services

Appropriate follow-up services must be made available to a participant placed in unsubsidized employment for a minimum of 12 months following the participant's first date of employment.

Follow-up services can be useful for participants in order to maintain employment. WIOA staff can provide workplace information and tips for success in the workplace environment.

Additionally, follow-up services provide the continuing link between the participant and workforce system. These services allow the WIOA staff to assist with other services the participant may need once he or she obtains employment. Examples may include assistance with employer benefits, health insurance, and financial literacy and budgeting assistance.

Supportive Services

Supportive services are services, such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in career and training services. Referral to supportive services is a career services that may be available to adults and dislocated workers through the workforce development system.

Supportive services may only be provided to participants who are in career or trainings services, unable to obtain supportive services through other programs providing supportive services, and that they must be provided in a manner necessary to enable individuals to participate in career and/or training services.

Priority for the Adult Program

Individualized career services provided with adult funds may be a pathway to self-sufficiency for low-income adults, public assistance recipients, and individuals who are basic skills deficient. Therefore, priority for individualized career services funded by and provided through the adult program shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of those career services determined appropriate to obtain or retain employment. Individuals who are underemployed and meet the definition of a low-income individual may receive individualized career services under the Adult program on a priority basis. Nonetheless, individuals who are not members of the priority group may still receive individualized career services as determined appropriate.

The emphasis in WIOA is to prioritize services to those individuals who have the most barriers to employment and to provide those individual with the opportunity to benefit from employment and training services.

Priority for Veterans and Eligible Spouses

Additionally, the Jobs for Veterans Act, Public Law 107-288 establishes priority of service for veterans and eligible spouses. Veterans and eligible spouses must first meet any and all of the statutory eligibility criteria in order to be considered for: a) enrollment in the program; b) receipt of priority for enrollment in the program; and c) priority of receipt of services. Priority means that veterans and eligible spouses take precedence, with all other qualifying eligibility requirements being equal, over non-veteran and eligible spouses in obtaining services and program enrollment.

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

c. Provider of Career Services responsibilities:

- Outreach to jobseekers and Businesses
- Provide basic career services
- Provide Individualized career services
- Provide Follow up services
- Provide Business services
- Meet Performance measures

d. Type of Contract

The WDB will enter into a cost-reimbursement agreement with the organization to serve as the Provider of Career Services.

Area 10 Workforce Development Board will negotiate a contract with the successful applicant(s). Standard contract terms utilized by Richland County Job and Family Services in accordance with OAC 515:9:04:07 will form the basis for contractual negotiations. This RFP and the applicant's response shall become part of the contractual agreement between Area 10 Workforce Development Board and the Applicant. Area 10 WDB is not responsible for oversights in this RFP which are not brought to the attention of WDB prior to starting contract negotiations. Contract terms required by the applicant must be included or attached to the applicant's proposal.

e. Eligible Bidders

Organizations or entities (public, private, or nonprofit) or consortium of entities, that provide services in the local area, which may include:

An institution of higher education

An employment service State agency established under the Wagner-Peyser Act

A community-based organization, nonprofit organization, or intermediary

A private, for-profit entity. Another interested organization or entity capable of carrying out the duties of career services. Examples of such entities include a local chamber of commerce or other business organization, or a labor organization

A Government agency

f. Subcontracts

Any subcontracting not specifically specified in the proposal or in the contract must have WDB approval. In the bidders' background and qualifications, clearly specify what background and qualifications describe the bidder, and which are pertinent to the subcontractor.

g. Proposal Review and Contract award

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

Acceptance by the bidder of contract terms and conditions;

Satisfactory verification of past performance and financial systems;

Successful negotiation of the contract

2. RFP Schedule, Applicant Assistance and Contract Award Schedule

2.1 RFP Schedule

Request for Proposals Released	February 23, 2017
Technical Assistance Conference 11:30 a.m. at Richland County Job and Family Services	March 7, 2017
Deadline for Written Questions	April 12, 2017
Letters of Intent	April 19, 2017
Proposal Submission Deadline	May 3, 2017
Proposal Review	May 8 – 12, 2017
Oral Presentations (if necessary)	May 10, 2017
WDB Meeting/Approval	May 17, 2017
Notification of Awards	No later than May 18, 2017
Protest Period	May 18, 2017-June 2, 2017
Contract Negotiations	June 5 – 9, 2017
Funding Period	July 1, 2017 - June 30, 2018

Note: With the exception of the proposal submission deadline, all other dates are subject to change.

2.2 Letter of Intent

Any applicant who plans to submit a response to this RFP is **required** to send a Letter of Intent by April 19, 2017 (must be postmarked no later than April 19, 2017). Area 10 WDB will notify a potential applicant of changes in this solicitation only if a Letter of Intent is on file for the applicant. The Letter of Intent should not exceed one typed page and must state:

- The organization's name
- Mailing address and e-mail address if applicable
- Telephone number
- A statement of interest to apply for WIOA Career Services
- Name, title, and original signature of the person submitting the Letter of Intent for the organization (must be an authorizing representative)

Letters of Intent are due by April 19, 2017 to:

Teresa Alt, WBD Director
Area 10 Workforce Development Board
171 Park Avenue East
Mansfield, Ohio 44902
or preferably by email at
teresa.alt@jfs.ohio.gov

2.3 Applicant Assistance

A Technical Assistance Conference will be provided on March 7, 2017 at the OhioMeansJobs Richland County Center, 171 Park Avenue East, Mansfield, Ohio 44902. The Technical Assistance Conference will begin at 11:30 AM and will provide an overview of the parameters set forth in the Request for Proposals and will offer potential bidders the opportunity to ask questions. Technical Assistance materials shared during the conference, questions submitted during the Technical Assistance Conference and open question period (referenced above) and responses to questions will be posted on the Area 10 Workforce Board website at www.richlandcrawfordworks.com

Applicants who contact an employee of Richland County Job and Family Services/OhioMeansJobs Richland County or Crawford County Job and Family Services/OhioMeansJobs Crawford County or contact a member of the Local Area 10 Workforce Development Board seeking information regarding the RFP, other than as detailed above, risk elimination from consideration. All questions must be directed to Teresa Alt as outlined above to ensure fair and open competitive process.

2.4 Addenda to this Request for a Proposal

At the discretion of Area 10 Workforce Development Board, if it becomes necessary to revise any part of this RFP, a written addendum will be issued. The written addendum will be considered the only valid means to alter the RFP. A written addendum will be provided to all applicants who submit a Letter of Intent.

2.5 Vendor Responsibility for Proposal Costs

The applicant will be fully responsible for all proposal development and submission costs. Area 10 Workforce Development Board assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by an applicant, the evaluation of an accepted proposal, or the selection of finalists.

2.6 Confidentiality and Ownership of Proposals

All proposals and associated materials become the property of the Local Area 10 Workforce Development Board or the property of the local administrative entity under WIOA. The content of all proposals and associated materials will be held confidential to the full extent permitted to public agencies under Ohio law until an award of contract is made. Upon notification of an award of a contract, all proposals are considered public records and, as such, are subject to public records laws.

2.7 Proposal Receipt

To verify official receipt, staff of the office of the Richland County Board of Commissioners will date stamp hand-delivered proposals and provide applicants with a signed receipt. Receipt of an applicant's hand-delivered proposal will not be acknowledged in the absence of a signed receipt from the office of the Richland County Board of Commissioners. If the applicant submits the proposal via registered or certified mail (US Postal Service, United Postal Service or Federal Express), the signed receipt will serve as acknowledgment of receipt. Proposals must be received by May 3, 2017 at 4:00 p.m. There will be no exceptions.

2.8 Proposal Acceptance/Rejection

Local Area 10 WDB, reserves the right to reject any or all proposals, to accept or reject any or all of the items in the proposal, to waive any informality in the proposals received, and to award the contract in whole or in part if it is deemed to be in the best interest of Local Area 10. The WDB reserves the right to seek clarification from any applicant after proposals are reviewed, if such action is deemed to be in the best interest of Local Area 10 WDB.

2.9 Appeal Process

Each applicant will receive written notice of approval or denial of the submitted proposal.

Pursuant to 20 CFR, 678.605 (d), grantees and subgrantees of federal funds (i.e. WIOA) are required to have written procedures to resolve disputes related to procurement procedures.

All appeal requests must be submitted in writing within ten working days of the complainant's receipt of notification of the grant award. Written appeal requests are to be submitted to the Director of the Local Area 10 WDB

**Teresa Alt, Director
Area 10 Workforce Development Board
171 Park Avenue East
Mansfield, Ohio 44902**

If the parties involved cannot reach a mutual agreement at the informal meeting, the WDB Director will have up to five working days from the date of the informal meeting to designate one to three impartial designees to preside over the formal review process. The impartial designee(s) may schedule a meeting with the complainant and WDB Director to review statements of facts or may request the written statements of facts from the complainant and WDB Director are forwarded for review. The statement of facts must include the reason(s) for the appeal, cite the regulation(s) upon which the appeal is based, and provide relevant supporting documentation.

The designee(s) shall make a decision and render the decision in writing to the complainant and the Director within a time frame not to exceed twenty (20) working days of the initial date of receipt of the request for an appeal. The decision shall include, but not be limited to, a statement of the action that was appealed, citation and summarization of applicable laws that support the facts established and the outcome of each issue addressed in the appeal.

The appeal review decision rendered will be final. When the appeal decision has been rendered in writing, the Workforce Development Board Director will promptly implement the decision.

If a complainant wishes to withdraw a request for an appeal, written notification must be submitted to the WDB Director within ten working days of the initial notice of the request for appeal.

2.10 Contract Award and Funding Available

Final selection of the successful applicant(s) will be made no later than May 18, 2017. The selected applicant(s) will be notified no later than May 18, 2017 with contract negotiations to begin immediately.

Richland County Job and Family Services and Area 10 Workforce Development Board shall ensure that all purchases of services, supplies, and equipment funded by state or federal funds received from the Ohio department of job and family services (ODJFS) meet applicable federal and state statutes, regulations, rules, and office of management and budget (OMB) circulars A-102 and A-133 and 2 C.F.R. 225 200 and 45 C.F.R. 75, as in effect December 19, 2014. These requirements include, but are not limited to, Chapter 125. of the Revised Code, this chapter, and:

- 29 C.F.R. 95 when not-for-profit organizations expend department of labor (DOL) funds;
- 29 C.F.R. 97 when governments expend DOL funds;

Response Items

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

Organizational Qualifications and Experience (20 points)

Describe the organization's background, including:

- Mission Statement
- Incorporation status and where incorporated.
- Website address, if applicable.
- Number of years in business and brief history of the bidder.
- Examples of types of contracts the bidder has previously entered into, including type of contracting entity, location of the work, general types of services provided, and value of awarded contracts (in dollars).
- If the entity has a board, identification of board members (this may be expressed as a link to a website that identified board members).
- Provide a copy of the two most recent audit reports for the bidding entity.
- Describe any work you are doing or may be proposing to do in addition to this contract. Estimate what percentage of your overall organization's work would be represented by this contract.
- If the entity has previously delivered WIOA services, or oversaw delivery of WIOA service contracts, provide performance data for the most recent two program year's available and most recent program monitoring report.
- Describe the organization's familiarity with the economy and workforce needs of Richland and Crawford County, Ohio. This should be a relatively short description that demonstrates that the bidder has reflected upon the workforce and economic needs of this area.
- Describe the organization's experience in working with communities and convening other community based organizations and not-for-profit service providers. In addition to activities, describe the results that were achieved in this work.
- Describe any other major workforce development achievements outside of WIOA federal performance standards. Include achievements both within WIOA, as well as, non-WIOA achievements in workforce development.
- Identify the staff that will be assigned to this contract.
- Provide an organizational chart.
- Indicate what the roles/titles will be of the assigned staff in this contract. Indicate the percentage of time each staff person will be devoting to each function.
- Provide short bios or summaries of background of the assigned staff. Bios should include the following as appropriate to each person's planned duties under this contract:
 - a. Experience in creating partnerships and/or coalitions and gaining consensus among diverse groups
 - b. Expert knowledge of WIOA
 - c. Knowledge of economic development principles and practices
 - d. Knowledge of industry clusters
 - e. Experience in supervision and staff development
 - f. Experience in managing a data system

Program Elements/Implementation Plan (30 points)

All proposals must be comprehensive, demonstrating how the organization will develop and implement career and business services in which all program requirements are available. This may be accomplished solely by the organization or in conjunction with other service providers through subcontracts with the applicant.

See WIOAPL 15-08.1

- Describe the population to be served for both job seekers and businesses.
- Describe how the core components or required elements of career services will be provided
- Describe creative or innovative service strategies that will be implemented including copies of assessment tools or service plans to be used.
- Describe how services will be coordinated if the organization applying is partnering with another organization to provide the required elements
- Describe how the organization will work collaboratively with training providers to assist job seekers in preparing for in demand jobs.
- Describe how the organization will work collaboratively with economic development and other organizations to reach out to businesses to assist them with their workforce development needs.
- Describe how the organization will work with other OMJ partners to help job seekers with career pathways and long term employment.
- Describe how the organization will work with other community organizations to assist job seekers with supportive services
- Describe how follow up services will be provided.
- Describe organizations' past experience with career services and performance measures achieved.

Program Outcomes and Deliverables (20 points)

The successful applicant will be responsible for tracking services and outcomes in the state information management system (OWCMS). Staff of the Career Services Provider will be required to complete training within three months of the commencement of the program if staff are not already trained in OWCMS.

- Develop a plan for service levels and deliverables that includes the numbers to be served and the numbers to complete and/or exit services; include a list of services to be provided
- Describe the strategies to be implemented to insure federal and state performance measures will be achieved. Describe the methods to be used to measure and track success in addressing the primary objectives.
- See WIOA Performance Measures memo
- If available, provide the last three years of performance measures in WIA/WIOA career services

Financial Accountability (30 points)

- Describe agency's accounting experience
- Describe agency's internal controls system
- Provide a budget narrative detailing the program budget and line item amounts
- Include a detailed budget: Be specific to the amount of funding to be allocated to Individual training accounts, Business services, such as Incumbent Worker Training and On The Job Training Accounts, staff costs and administrative costs
- Provide a description of additional resources being committed to support the program (cost allocation plan); include amounts and sources of additional resources

Review Criteria

All proposals submitted in response to this RFP will be reviewed by a committee. Only those proposals submitted on time and which meet the initial review criteria (**WIOA RFP 2017 Checklist**) as outlined in this RFP will be reviewed by the committee and evaluated. **All of the assurances are posted on the website and will need to be printed and signed by the authorizing representative.** The committee will review and evaluate each proposal based on the following criteria.

- A. The minimum standards to be met if the proposal is to be evaluated (initial review):
 - 1. The proposal was submitted before the closing time and date.
 - 2. The applicant organization/agency is not on a Federal Debarment list.
 - 3. All required program elements are present.
 - 4. The applicant organization/agency is fiscally solvent.
 - 5. The applicant organization/agency is not solely dependent on WIOA or TANF funding for ongoing operations.
 - 6. The individual signing the proposal and assurances has the authority to do so.
 - 7. The applicant organization/agency agrees to meet all federal, state and local compliance requirements.

WIOA Career Services RFP 2017 Evaluation

Applicant Agency: _____

Category	Criteria	Rating		
		Not Addressed	Some explanation/ few details	Clearly & thoroughly addressed
Organizational Experience and Qualifications	The proposal clearly describes the organization's past experience in dealing with WIOA and demonstrated performance and history of collaboration	0	2	4
	The proposal clearly describes that the organization is familiar with the economic and workforce development needs of the area.	0	2	4
	The proposal clearly describes the organization's mission and/or vision	0	2	4
	The proposal clearly summarizes qualifications and abilities of staff to perform required services	0	2	4
	The proposal includes the appropriate job descriptions, resumes and table of organization	0	2	4
	Total Organization Experience and Qualifications	Total Pts		Possible Pts 20
Program Elements/ Implementation Plan	The proposal clearly describes the population to be served (targeted job seekers and businesses)	0	1	3
	The proposal clearly describes how the core components or required elements will be provided; the proposal describes creative and innovative service strategies that will be implemented (demonstrates knowledge of best practices/ evidence-based practices); the proposal includes copies of sample assessments, individual service plans, etc.	0	1	3
	The proposal clearly describes how the required elements will be coordinated if the applicant is subcontracting or partnering with an entity(ies) to provide services; includes how businesses will be recruited	0	2	4

Category	Criteria	Rating		
		Not Addressed	Some explanation/ few details	Clearly & thoroughly addressed
	The proposal clearly describes how the organization will work collaboratively with training providers to assist job seekers in preparing for in demand jobs.	0	2	4
	The proposal clearly describes how the organization will work with OMJ partners to help job seekers with career pathways and long term employment	0	2	4
	The proposal clearly describes how the organization will work collaboratively with economic development and other workforce partners to meet the needs of businesses	0	2	4
	The proposal clearly describes how the organization will work with other community organizations to assist job seekers with supportive services	0	2	4
	The proposal clearly describes the Organization's past experience with career services and performance measures	0	2	4
	Total Program Elements/ Implementation Plan	Total Pts		Possible Pts 30
Program Outcomes and Deliverables	The proposal clearly describes the plan for service levels and deliverables; includes the numbers to be served and the numbers to complete and/or exit services	0	2	4
	Performance measures for the last three years either met or exceeded standards	0	4	8
	The proposal clearly describes strategies to be implemented to insure local objectives and federal and state performance standards will be achieved and how data will be tracked and reported (sample reports included)	0	4	8
	Total Program Outcomes and Deliverables	Total Pts		Possible Pts 20

Category	Criteria	Rating		
		Not Addressed	Some explanation/ few details	Clearly & thoroughly addressed
Financial Accountability	The proposal clearly describes the agency's accounting experience	0	3	5
	The proposal clearly describes the agency's internal control system (including fiscal tracking, information gathering and reporting, and performance tracking)	0	3	5
	The proposal budget narrative clearly details the proposed budget and line item amounts (includes a rationale for each line item amount)	0	3	5
	The proposal includes a description of additional resources being committed to support the proposed program (cost allocation plan), including auditable matching resources and demonstrates the applicant's fiscal solvency	0	3	5
	The proposal clearly indicates no more than 10% of the proposed budget will be used to cover administrative costs; the proposal clearly indicates the amount of funding to be allocated to individual training accounts, business services, such as on the job training accounts and incumbent worker training accounts, and staff costs	0	3	5
	The proposed budget is realistic for services being proposed	0	3	5
	Total Financial Accountability	Total Pts		Possible Pts 30

Total Points Received: _____

Total Points Possible: 100

WIOA Purchased Services Budget Worksheet

Administration

Wages & Fringes	Amount
Wages	
Fringes (List)	
Total Wages & Fringes	
Operating	
Travel	
Consumable Goods	
Occupancy Costs	
Consultants	
Accounting/Audits	
Photocopying/Printing	
Communications (Postage & Telephone)	
Insurance – Bonding	
Subcontracts	
Total Operating Costs	
Other	
Other (specify)	
Total Other	
Total Administration	

WIOA Purchased Services Budget Worksheet

Program Costs

Wages & Fringes	Amount
Wages	
Fringes (List)	
Total Wages & Fringes	
Operating Expenses	
Travel	
Consumable Goods	
Occupancy Costs	
Consultants	
Photocopying/Printing	
Communications (Postage & Telephone)	
Subcontracts	
Total Operating Expenses	
Total Wages & Fringes & Operating Expenses	
Direct Client Costs	
Books & Supplies	
Training Materials	
Other	
Total Direct Client Costs	
Total Program Costs	
Grand Total All Categories	

Budget Narrative: Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing RCJFS paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

WIOA RFP 2017 Checklist

Proposal: (Agency Name) _____
Contact person _____

Proposal # _____
Phone _____

Date proposal received _____

On Time Yes No

Received proposal via ___ Mail ___ Hand Delivered & date stamped

Documents completed & received: _____

- Letter of Intent by April 19, 2017
- Signed Assurances & Certifications, including:
 - WIOA Marketing & Media Releases
 - Debarment, Suspension
 - Nondiscrimination & Equal Opportunity Certification
 - Americans with Disabilities
 - Drug Free Workplace
 - Union Concurrence
 - WIOA Summary of Complaint Rights
 - Homeland Security/Terrorism
 - Organizational Cover Sheet
 - Budget
 - Narrative describing all elements

The absence of required information disqualifies the application from further consideration. If application passes initial review, continue rating on next page.

Applying Organization Cover Sheet

WIOA Services Proposal

Organization:	
Address	Phone #
	Tax ID #
	Fax #
Name/Title of Contact Person	
Provide an executive summary of proposed services.	
Total Cost/Price of Proposed Services \$	
Authorized Official	For Official Use
Typed Name/Title	

