

Mississippi Valley Workforce Area

Workforce Innovation and Opportunity Act (WIOA)

Title I Youth and Young Adult Services Request for Proposal

Release Date

This RFP was released on May 5th, 2020

Proposal Submission Details

Please submit ONE ORIGINAL (clearly marked) proposal and attachments and five (5) copies, along with an electronic PDF copy of your entire proposal to:

Email: Region16workforceboard@gmail.com

Mail to: Mississippi Valley Workforce Area

Attention: Miranda Swafford

1000 N. Roosevelt Ave. Suite 9

Burlington, IA 52601

Due Date

Wednesday, June 3rd, 2020 by 4:00 PM Central Time

Contract Period

July 1, 2020 to June 30, 2021

Possible extension for up to three (3) years

Auxiliary aids and services are available upon request for individuals with disabilities.

REQUEST FOR PROPOSALS TIMELINE 4

PART 1- BACKGROUND AND GENERAL INFORMATION 5

 A. Introduction 5

 B. Background 5

 C. Local Service Provider Expectations..... 7

 D. Type of Contract 7

 E. Funding Availability..... 8

 F. Eligible Contractors 9

 G. Right to Cancel..... 9

 H. Cost and Price Analysis 9

 I. Questions/Restrictions on Communication 10

 J. Transition and Serving Youth Enrolled in WIOA Activities 10

 K. Subcontracts 10

PART 2- SCOPE OF WORK AND YOUTH PROGRAM OPERATIONS 11

 A. WIOA Youth Eligibility Requirements..... 11

 B. Design and Delivery of Services 13

 C. Career Pathways 16

 D. Linkages and Outreach..... 16

 E. Coordination between WIOA Youth Services & Integrated One-Stop Delivery System 17

 F. Outreach, Public Relations, and Branding..... 17

 G. Further Requirements of Service Providers 17

Part 3-. ADMINISTRATIVE REQUIREMENTS 18

 A. Data Management and Reporting..... 18

 B. IowaWORKS Data Management System 18

 C. Records and Documentation 19

 D. Oversight..... 19

 E. Contractor Responsibilities..... 19

 F. Bonding and Insurance Requirements 20

 G. Authority to Re-Capture and Re-Distribute Funds: 20

 H. Property Management Requirements 21

 I. Budgets and Invoices 21

PART 4 - INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS..... 23

PART 5 – PROPOSAL FORMAT, AND SPECIFICATIONS 24

Part 6 - Terms and Conditions..... 30

ATTACHMENT A - APPLICATION PACKAGE COVER PAGE..... 32

ATTACHMENT B - EXECUTIVE SUMMARY..... 33

ATTACHMENT C - BUDGET 34

ATTACHMENT D - BUDGET NARRATIVE..... 37

ATTACHMENT E - Assurances and Certifications..... 38

APPENDIX A - PROPOSAL CHECKLIST 39

APPENDIX B - EVALUATION CRITERIA..... 40

Resource Materials

Resource materials relating to Workforce Innovation Opportunity Act Title I-B programs which may aid in preparing Request for Proposals (RFP) are available on the internet at the following sites:

Workforce Innovation Opportunity Act is available at: <http://www.doleta.gov/wioa>

Iowa Workforce Development Policies are available at: <https://epolicy.iwd.iowa.gov/Policy/Home>

All WIOA funded services, as well as those provided with other funding sources as applicable, must be delivered in accordance with the rules and regulations set forth by the funder, guidance from US Department of Labor, the State of Iowa and policies set forth by the LWDB.

REQUEST FOR PROPOSALS TIMELINE

May 5, 2020	Solicitation for Proposals Released – Available at https://www.iowawdb.gov/region-16-rfp and https://www.iowawdb.gov/region-9-rfp
May 5 – May 19, 2020	Question Period. Written questions regarding RFP scope, content, or need for clarification accepted. Email questions to region16workforceboard@gmail.com
May 22, 2020	Answers to all questions received regarding the RFP will be posted on the Board website at https://www.iowawdb.gov/region-16-rfp
June 3, 2020	Proposals due by 4:00 p.m. CST, incomplete or late proposals will not be accepted.
June 4-5, 2020	The RFP committee will score each proposal using the evaluation criteria.
June 8, 2020 ***	Organizations will have 10 minutes to discuss their proposal/ organization and 10 minutes to respond to questions from the RFP committee. (if necessary)
June 8, 2020	Review Committee will vote on a recommended awardee(s) to be reviewed and forwarded on to the full LWDB.
June 8, 2020	The LWDB will select awardee(S) during their regularly scheduled meeting.
June 9, 2020	Notice of Intent to Award letter emailed to all respondents, and posted on the board website.
June 9–June 18, 2020	Contract negotiations with finalists
June 19, 2020	Contracts executed and signed.
July 1, 2020 - June 30, 2021	Period of performance, with a possible extension of up to three years.

All times shown are Central Standard Time (CST). The LWDB reserves the right to adjust the schedule when it is in the best interest of the Board or to extend any published deadline in this RFP. The Proposal and all required attachments must be received at the LWDB Administrative office by the dates and times shown above. The prospective proposer is solely responsible for assuring that anything sent to LWDB arrives safely and on time.

PART 1- BACKGROUND AND GENERAL INFORMATION

A. Introduction

The Local Workforce Development Board (LWDB) is responsible for the strategy, administration, and oversight of a variety of workforce development programs in the eight (8) county area of the Mississippi Valley Workforce Area (Henry, Des Moines, Lee, Louisa, Scott, Jackson, Clinton and Muscatine). In the Mississippi Valley Workforce Area there are two comprehensive One Stop Centers one located in Burlington, and the other in Davenport, Iowa, with multiple affiliate sites.

As a newly formed Local Area approved by Iowa Workforce Development, we aim to improve the overall workforce system for all eight (8) counties. The LWDB will continually seek to improve the workforce and the quality of life for our communities and to be the leader for workforce development services in our Local Area.

Mission

Our mission is to support and enhance the economic vitality of the Mississippi Valley Workforce Area by creating a nimble, responsive workforce delivery system that serves the needs of jobseekers and employers.

Goals

1. Mississippi Valley Workforce Area will represent a continuum of the most advanced, skilled, diverse and Future Ready workers in the nation.
2. Our youth will be afforded the best educational and career opportunities in the nation.
3. The LWDB and workforce system partners will improve the structure, accessibility and administration of workforce delivery systems throughout the Local Area.

The LWDB is transforming its role from a programmatic approach to one that is focused on seamless delivery of services across the entire workforce system. In other words, the LWDB does not view its role as simply or even primarily overseeing WIOA or workforce center operations, but rather in building, assessing, and maintaining a holistic system that is responsive to the needs of both employers and job seekers.

The LWDB issues this Request for Proposal (RFP) to solicit for competitive, innovative youth workforce development program proposals for the operation of The Workforce Innovation and Opportunity Act (WIOA) Title I Youth and Young Adult services in the counties within the Local Area.

Through this solicitation, the LWDB seeks to gather together a variety of organizations with the skills, background, and community connections to provide successful youth career development services.

The Board is interested in receiving responses from any organization that is qualified and interested in providing WIOA Youth Services. Based on responses received to the RFP, the LWDB will determine the number, type, and funding amount of contract(s) to be awarded for the upcoming performance period.

B. Background

The Department of Labor estimates that nearly 6 million 16 - 24 year olds in this country are not employed or not in school, which amounts to approximately one in seven youth and young adults. These disconnected youth and young adults are twice as likely to live in poverty, three times as likely to not have a high school diploma or its equivalent and three times as likely to have a disability.

WIOA provides greater emphasis on serving disconnected youth and young adults. Programs and services

under WIOA focus more on out-of-school youth and include increased work-based learning opportunities. An overarching priority has been set for the entire workforce system to meet the demands of businesses by providing youth and young adults with the necessary educational, work readiness, occupational, and other skills training and services for in-demand occupations.

The vision for youth services established by WIOA challenges local Boards to make available a variety of services that address youth needs in a comprehensive manner. WIOA substantially reformed youth programming and places emphasis on serving youth within a year-round comprehensive workforce development system that is outcome based and is built on services around a set of fourteen required program elements that comprise our local area's year-round youth services strategy. These elements, as listed in WIOA, Section 129c(e), are noted below.

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and.
 - d. On-the-job training opportunities;
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the LWDB determines that the programs meet the quality criteria described in WIOA sec. 123;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive services, including the services listed in § 681.570;
8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation, as provided in § 681.580;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

LWDB's are required by WIOA to make each of the fourteen (14) program elements available to youth in their local area.

Additional information can be found at the Department of Labor Employment and Training Administration, Training and Employment Guidance Letters (TEGLs)

https://wdr.doleta.gov/directives/All_WIOA_Related_Advisories.cfm

Important to note: these elements need not be provided by the bidder themselves, nor must they be supported directly by WIOA funds. Elements may be provided through partnerships with other agencies and may be funded by other resources. However, successful bidders will be responsible for coordinating comprehensive services with the One-Stop Centers, and documenting connections to all services in the Individual Service Strategy (ISS) developed for each youth.

C. Local Service Provider Expectations

Two categories of priorities and expectations have been identified by the LWDB that should be taken into consideration as applicants develop their proposal plan.

1. Priorities for Youth Services in the Mississippi Valley Workforce Area include:
 - Preparation of WIOA eligible youth in the Local Area for successful attainment of a high school diploma/high school equivalency, acceptance into a post-secondary education/training program and/or placement into a job providing career advancement opportunities paying a sustainable livable wage resulting in the attainment of annual performance outcomes by the contracted provider.
 - Coordination with existing programs to avoid unnecessary duplication and improve coordination in the delivery of employment and training-related services to the Local Area's youth.
 - Ensuring that each youth in the program receives the training in work readiness and life skills to become successful both personally and professionally.

2. Operating under the Workforce Innovation and Opportunity Act (WIOA), the LWDB continues to update strategies for the delivery of youth services in our local area. The basic mission includes a comprehensive youth service program which:
 - Focuses on a young person's assets;
 - Communicates high expectations;
 - Provides opportunities for leadership;
 - Expands a young person's understanding of the expectations of the workplace through hands-on experience;
 - Encourages a sense of personal identity;
 - Broadens a young person's perspective;
 - Provides them with safe surroundings; and
 - Connects them with caring adults.

D. Type of Contract

Selected bidders will enter into a cost reimbursement contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the service provider may not exceed. A line item budget shall be based on all legitimate costs to be incurred by the service provider in carrying out the services. Contractors will be reimbursed for payroll expenditures on a regular basis after submittal of source documentation and payment vouchers to the fiscal agent. All other expenditures will require source documentation and approval of payment vouchers to be sent to the fiscal agent for payment processing

as instructed in the contract. Contractor will work closely with the fiscal agent, and the LWDB on the payment process.

Contractors will be required to submit to the LWDB an annual budget for each contract year. The LWDB will provide the contractor with budget parameters (including required timelines) based on preliminary/final allocation awards on an annual basis. LWDB will conduct quarterly budget monitoring through its fiscal agent, but such monitoring does not relieve the contractor from performing its own internal monitoring.

The funding period for contracts awarded under this solicitation will be from July 1, 2020 through June 30, 2021, provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to three (3) additional year periods, contingent upon successful performance and availability of funds.

This Request for Proposal is a competitive solicitation method being used by the Mississippi Valley Workforce Area to maximize the likelihood of selecting high performing, competent provider(s) of workforce development to our youth. Notice of this RFP will be distributed to organizations on the LWDB Bidder's List and will be published on the website, under the "Request for Proposals" tab. The Request for Proposal will be available for download from the website.

E. Funding Availability

Because contract amounts will be based on WIOA allocations that have not yet been made, the exact amounts available for the contract to be awarded through this RFP process have not been determined. Proposers should be advised that the LWDB will retain funds out of this allocation for other system-wide expenses. Additionally, contractors' administrative fees will be negotiated with the LWDB during the contract process, and will also be included in this proposed funding level. At this time, the LWDB has set aside up to the following annual amount for contracts to be awarded under this RFP:

WIOA Youth Program: up to \$679,033.53

All contracts are subject to the availability of funds to LWDB. This RFP does not commit the LWDB to fund any proposals submitted before execution of a contract. LWDB reserves the right to accept or reject any or all proposals received or to negotiate terms of the proposal with a qualified proposer. The Board also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. No contracts will be awarded as a result of this RFP without approval of the LWDB. Further, LWDB reserves the right to withdraw from negotiations at any time before a contract is executed. Funding availability and subsequent contract amounts are subject to change for subsequent program years. If funds awarded for a contract year are not fully expended by a contractor by the end of a contract year (June 30), unexpended funds may revert back to the LWDB for disposition and may or may not be available for subsequent, if any, contract year expenditures. Annual WIOA allocations have a two-year time period in which they may be expended. Because there are often delays at the federal level in releasing these annual allocations, LWDB budgets each year for a certain amount of carryover dollars in order to fund basic operations until annual allocations are released. We expect any successful bidder to likewise budget sufficient carryover funds in order to provide for basic operations for at least one full quarter.

Since the LWDB and CEOB may select one or more applicants to deliver services under these programs, no minimum budget is guaranteed for such operations. Applicants should submit proposals under the assumption that the entire program budget will be available for this purpose. However, the Board may select more than one potential Service Provider as a result of the RFP, and subsequently enter negotiations with those entities to establish a final budget or budget share for such operations. Subsequent to that action, a contractual agreement will be finalized with the selected provider(s).

Service providers must accept liability for all aspects of any services conducted under contract with the LWDB. Service providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a service provider fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

F. Eligible Contractors

The LWDB is soliciting proposals from qualified organizations to direct U.S. Department of Labor (USDOL) WIOA Title I Funds and other categories of funding that may become available toward career and training services for adults and dislocated workers, as defined by the Workforce Innovation & Opportunity Act (WIOA). Organizations eligible to submit proposals for this RFP include-

- private for-profit businesses
- private not-for-profit organizations (including faith and community-based organizations)
- governmental entities (including the public-school system, community colleges, local government and other public sector organizations)
- a collaboration of these organizations

Any not-for-profit entity **MUST** have been incorporated for at least two (2) years (as evidenced by a letter from the governing body certifying proof of incorporation) and be designated as a 501(c)(3) tax-exempt organization by the Internal Revenue Service.

Any for-profit entity must have been incorporated at least two (2) years.

G. Right to Cancel

The LWDB is not responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The LWDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. LWDB also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Iowa Workforce Development and the issuance of final regulations this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

H. Cost and Price Analysis

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs. The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

I. Questions/Restrictions on Communication

Any questions regarding this RFP should be addressed only to the Issuing Officer. All questions must be submitted via email no later than 4:00 p.m., on May 19th, 2020 to Miranda Swafford. Questions will be responded to in writing and posted on the website. This website can be accessed at: www.iowawdb.gov. Staff supporting the daily operations of the Centers are not able to assist or answer questions related to this RFP. Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP, e.g. WIOA information, changes to performance measures, and revisions to the timeline.

It is the policy of the LWDB to prohibit ex-parte communication with any LWDB member, LWDB staff, consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact Board members or evaluators risk elimination of their proposals from further consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to the Chair of the LWDB and Chief Lead Elected Official for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

J. Transition and Serving Youth Enrolled in WIOA Activities

In the event that WIOA Funds are awarded to new contractors in any or all of the counties in the Mississippi Valley Workforce Area, beginning July 1, 2020, it is expected that new contractor staff will arrange for the following meetings (at minimum) in order to better serve Youth who are continuing on in WIOA: an in-person meeting with previous contractor staff to discuss cases and an orientation meeting/ open house for WIOA to introduce staff, explain any changes in the delivery of services, and address questions and concerns. Meetings described above are expected to occur within 3 weeks of award notification for Program Year 2020.

K. Subcontracts

If a bidder anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget. The service provider shall not subcontract all services and activities required by this RFP. Copies of the sub-agreements negotiated with a subcontractor must be approved by the LWDB prior to signature on the contract and execution of services. Subcontractors, prior to LWDB approval, must meet all licensing requirements and provide all required documents, certifications and insurance as required by the lead Contractor/Bidder, and shall agree to comply with the Standard General Provisions and all Federal, State regulations and all State and WDB policies and procedures. Any failure by the Subcontractor to meet all licensing requirements or to provide all required documents, certifications or insurance by the Contract date shall be considered a violation of the RFP and the Contract shall not be awarded until such violation is cured after ten (10) days written notice, or then at the option of the LWDB, the Contract may be awarded to the next ranked Proposer recommended for funding, if any.

PART 2- SCOPE OF WORK AND YOUTH PROGRAM OPERATIONS

A. WIOA Youth Eligibility Requirements

In order to provide services under the youth funding stream, an individual must meet the eligibility requirements listed below:

The selected bidder may use youth funds to provide services for out-of-school youth and young adults between the ages of 16-24 and in-school youth between the ages of 14-21 that meet the federal WIOA eligibility criteria. Suitability factors should also be considered when making a determination for enrollment.

Funding allocations will be distributed with the goal of seventy-five percent (75%) of youth funding to be expended serving out-of-school youth across the Local Area; therefore, proposal's responses should be designed with a focus of meeting the needs of out-of-school youth.

Note: The definition and eligibility guidelines have changed under WIOA. Changes to the out-of-school youth definition removes the low-income requirement for several categories (making them very similar to those of adults). Most often, the target population of 16-24 year old out-of-school individuals define themselves as "young adults."

Out-of-school youth means an individual who is not attending any school and is between the ages of 16 and 24 and exhibit one or more of the following characteristics:

- School dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is (a) basic skill deficient; or (b) English language learner
- An individual who is subject to the juvenile or adult justice system
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement.
- Pregnant or parenting
- A youth who is an individual with a disability
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

For youth who require additional assistance to complete an educational program or to secure and hold employment, additional assistance may be defined to include:

- Migrant Youth
- Incarcerated Parent
- Behavior Problems at School
- Family Literacy Problems
- Domestic Violence
- Substance Abuse
- Chronic Health Conditions
- One or more grade levels below appropriate for age
- Cultural barriers that may be a hindrance to employment

- American Indian, Alaska Native or Native Hawaiian
- Refugee
- Locally defined “additional assistance”

Section 129(a)(2) For the purpose of this subsection, the term “low-income”, used with respect to an individual, also includes a youth living in a high-poverty area.

In-School youth means an individual who is attending school (as defined by state law); not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than 21; who is low income and one or more of the following:

- Basic skills deficient
- An English Learner
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement.
- Pregnant or parenting
- An offender
- A youth who is an individual with a disability
- An individual who requires additional assistance to complete an educational program or to secure or hold employment.

For youth who require additional assistance to complete an educational program or to secure and hold employment, additional assistance may be defined to include:

- Migrant Youth
- Incarcerated Parent
- Behavior Problems at School
- Family Literacy Problems
- Domestic Violence
- Substance Abuse
- Chronic Health Conditions
- One or more grade levels below appropriate for age
- Cultural barriers that may be a hindrance to employment
- American Indian, Alaska Native or Native Hawaiian
- Refugee
- Locally defined “additional assistance”

WIOA Expanded Experiential Learning/Work-Based Learning Focus

WIOA section 129 (c)(4) prioritizes Experiential Learning/ Work-Based Learning Activities with the requirement that local areas must spend a minimum 20 percent of non-administrative local area funds on Experiential/ Work-Based Learning. Under WIOA, paid and unpaid work experiences that have as a component academic and occupational education may include the four following categories:

- Work Experience
- Pre-Apprenticeship programs;
- Internships and job shadowing; and
- On-the-Job training opportunities.

LWDB encourages the successful service provider(s) of this proposal to coordinate Experiential Learning activities with career pathways.

Experiential/Work-Based Learning is a critical WIOA youth element. The selected bidder must track funds spent on Experiential/Work-Based learning activities.

Proposers should be cognizant of pending workforce system changes under WIOA legislation. Several recently published documents are guiding employment and training system changes and can be located at www.doleta.gov/wioa

B. Design and Delivery of Services

It is the goal of WIOA youth services to provide activities to enable young adults to be work-ready and prepared for their future. Provided services will help young adults' access opportunities for work-based learning, complete industry recognized credentials, and enter employment in in-demand occupations. Youth services should be designed in a manner that integrates young adults into the One-Stop Centers in order to receive the full range of services. Integration with other program staff such as the adult program for referrals and with business services for work-based learning or experiential learning opportunities and connections with employers will be necessary to meet expectations.

With increased emphasis to engaging older, out-of-school youth and young adults, it is likely this population will be visiting the One-Stop Centers seeking career services. Appropriately trained staff and customer engagement of the centers will be important in identifying which customers may be most appropriate for receiving youth-funded services/elements.

WIOA requires the fourteen (14) elements outlined in the Background section of this proposal to support the success of youth. While every youth may not need every element, providers are required to either provide or connect youth to organizations that meet their identified needs. Proposals must identify an initial plan of how these will be addressed.

Note: Youth services should follow the same list of in-demand occupational training areas that apply to adult/dislocated worker services. If an individual is co-enrolled in WIOA Youth and WIOA Adult or Dislocated worker, the occupational training provider must be an approved provider listed on the Eligible Training Provider (ETPL) list at (<https://www.iowaworks.gov/vosnet/drills/program/ApprovedPrograms.aspx>) All customers interested in receiving WIOA scholarship assistance must apply for a Pell Grant, and if awarded, be applied to the cost of training.

Applicants' proposals should reflect "an age continuum of services" and age-appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period determined to successfully complete their service strategy. Planned services and activities should be designed to meet the needs of in- and out-of-school youth. The intensity and methods of delivering WIOA services should be flexible to respond to the individual needs of youth as they age and develop. A variety of workforce development activities should be available to help youth identify personal and vocational interests and begin to clarify long-term employment goals. Negotiating the transition from school to the workforce requires more than the acquisition of skills specific to an occupation. It is also necessary for youth to master the developmental tasks associated with cognitive, emotional, and social maturity that are critical to long-term employment success.

Many young adults that are disconnected from education and employment may demonstrate a need for supportive services in order to successfully begin, carry out, or complete their service strategy. Service

providers should collaborate with partner agencies on meeting these needs prior to use of WIOA funds. Common types of supportive services include childcare, transportation, and emergency assistance.

Proposals should demonstrate linkages with the public schools, alternative schools, and various training providers to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning. Respondents are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage, and sustain in- and out-of-school youth in successful completion of WIOA activities.

Service providers are also expected to assist in workforce system building activities with education and partners. Activities should include, but are not limited to, partnerships with schools to provide workforce information and resources, assisting with career hiring events, hosting workshops, and support of the One-Stop Centers system. Proposals should incorporate activities that demonstrate the provider’s ability to successfully engage and contribute to the development of workforce services throughout the Local Area.

Remediation Requirements

All WIOA enrolled participants who are dropouts and/or identified as basic skills deficient must receive some type of basic skills training (either WIOA funded or otherwise) which is integrated with institutional/occupational skills training and taught in a functionally applied context related to the occupation in which training is occurring.

Primary Indicators of Performance

Under WIOA, there are six primary indicators of performance. Contractors will be required to demonstrate how their programs are able to help all enrolled youth and young adults achieve the outcomes measured by WIOA. The below outcome measures and definitions should inform program designs. As the Mississippi Valley Workforce Area is a newly formed Local Area targets and percentages for each measure will be negotiated with selected Respondents based on local area goals from the State.

WIOA Youth Performance Measures

Indicator of Performance	Definition
Youth Education or Employment Rate- 2 nd Quarter After Exit	The percentage of participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
Youth Education or Employment Rate – 4 th Quarter After Exit	The percentage of participants in education or training activities, or in unsubsidized employment, during the fourth quarter after exit.
Median Earnings- 2 nd Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
Credential Attainment	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

Measurable Skill Gains (MSG)	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.
Effectiveness in Serving Employers	The measures chosen to determine effectiveness in serving Iowa's employers are Employer Penetration Rate and Repeat Business Customer Rate. Employer Penetration Rate addresses the program's efforts to provide quality engagement and services to all employers and sectors within the local economy. Repeat Business Customer Rate addresses the program's efforts to provide quality engagement and services to employers and sectors and establish productive relationships with employers and sectors over extended periods of time.

In the event the selected bidder's performance of the services described in this RFP does not result in the goals defined above, the LWDB or designated representatives will work with the selected bidder to improve performance; however, especially in cases of chronic underperformance, the LWDB may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected bidder.

Individual Service Strategy/ Individual Employment Plan

WIOA service providers will be required to complete an Individual Service Strategy (ISS) for each eligible participant.

The ISS is intended to provide in-depth information about a youth, both historical and present circumstances, in order to create a plan of action agreed upon by both the young person and service provider. The ISS should be flexible and responsive to the changing needs of the youth as they move through WIOA. Each ISS will outline the appropriate mix of services, indicate the rationale for decision-making, and include appropriate achievement objectives and expected timeframes.

The ISS is to be developed in partnership with each youth. Each youth's ISS will identify short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services and incentives. The ISS will set clear and realistic goals for educational advancement, entry into employment in a targeted industry, and continued learning and development, while taking into consideration the youth's assessment results.

A periodic review of the ISS will be made to evaluate the progress of each youth in meeting the objectives of the service strategy. Progress in acquiring soft skills, basic skills and occupational skills as appropriate, and the adequacy of the supportive services provided, will also be included in the periodic review. The ISS will be used as an instrument for the LWDB to document the appropriateness of the decisions made concerning the combination of services for the participant, including referrals to other programs for specified activities.

Youth shall be contacted-at least monthly for the purpose of evaluating progress in achieving soft skills, educational, basic and occupation skills goal competencies and for reviewing the need for supportive services.

Because WIOA resources are generally insufficient to provide the full range of training or support services identified as needed in the ISS, every reasonable effort must be made to arrange basic and occupational skills

training as well as supportive services through other community resources for participants.

Referral

If a participant is determined through objective assessment and the ISS to be better served by a program other than WIOA, the participant will be referred to the appropriate program and the referral will be documented in the ISS. If there is a continuing relationship with an individual, referral to another program for specific services will be part of the participant's program participation and will be documented in the ISS. WIOA service providers are responsible for providing information regarding appropriate services and making necessary arrangements for individuals to be referred for those services. The service provider will track all referrals to non-WIOA services for eligible applicants, participants and enrollees.

If a customer is determined ineligible for WIOA youth services the customer shall be referred to other agencies, partners or organizations.

C. Career Pathways

Under WIOA, the LWDB in coordination with service providers and partners will continue to lead efforts in the area to develop and implement career pathways by aligning the employment, training, education and supportive services that are needed by youth to gain employment. Initiatives will be developed to identify employment needs of employers within identified sectors and occupations. Efforts will include enhancing communication, coordination, and collaboration among employers, educational partners, economic development entities, and service providers to develop and implement strategies for meeting the employment and skill needs of workers and employers. To ensure that the focus is on career development and achievement for all enrolled youth and young adults, work-based opportunities must be considered in one of the key industry target sectors for the Local Area when possible.

WIOA Sec. 3 (7) describes Career Pathway – The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that

- Aligns with skill needs of industries in the economy of the state or regional economy involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the act of August 16, 1937;
- Includes counseling to support an individual in achieving the individual's education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.

D. Linkages and Outreach

The selected applicant is expected to address how recruitment ensures that target populations are served. The Applicant shall demonstrate linkages with human service agencies including, but not limited to the following: Public Schools, Housing Authorities, Department of Human Services, Veteran's Services, Health Department, Community Colleges, Community Based Organizations, Vocational Rehabilitation, Services for the Blind, Title V programs, and Department of Corrections. Linkages are established through WIOA orientation/training sessions provided by the service provider and written coordination agreements/memorandums of understanding.

E. Coordination between WIOA Youth Services & Integrated One-Stop Delivery System

WIOA requires that WIOA-funded Youth Services be connected to the local One-Stop system in the following ways: coordination and provision of youth activities; access for eligible youth to the array of information and services required under the law; and linkages to the job market and employers. When the WIOA youth program(s) in the Local Area are located outside of the One-Stops, linkages to One-Stop Center services must be accessible and present. WIOA Youth programs may co-enroll participants to ensure that youth participants have continued access to all core programs and services available through the one-stop delivery system and other partner agencies and supports. Referrals across programs are necessary to ensure appropriate services are offered by qualified professionals.

F. Outreach, Public Relations, and Branding

Services offered through The One-Stop System partnership (and funded by WIOA) shall be promoted under “IowaWORKS” brand and the “federal identifier”, partner in the American Job Centers Network. In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) must only include IowaWORKS branding and the American Job Center identification. All outdoor signage, including billboards and other advertising mediums must use the green/black IowaWORKS logo and must be approved by IWD’s Communications Office in advance. Any taglines used with the logo must be approved by IWD.

G. Further Requirements of Service Providers

IowaWORKS Standard Operating Guide

All Title I and Title III IowaWORKS partners will work together as a collaborative team to provide meaningful services to all customers by following the provisions of the IowaWORKS Standard Operating Guide, including the integrated delivery model outlined within. This includes, but not limited to, scheduled time to assist customers on Welcoming and Exploratory, facilitating workshops, assisting with employer events, hiring sessions, business services outreach, job fairs and other projects or events.

Office Hours Requirement

All Title I and Title III IowaWORKS partners will follow the same work schedule and holiday schedule as the State of Iowa. This includes the severe weather policy, Continuity of Operations Guide and in-service training days on Columbus and President’s Day, to ensure services are delivered consistently during hours of operation of the IowaWORKS centers. (Offices are closed on the following holidays: New Year’s Day, Dr. Martin Luther King Jr.’s Birthday, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day). While selected service providers may be the employee of record of a specific entity, the provider is contracted to provide employment and training services through the local area workforce development system and within the IowaWORKS centers in the local area. As such, providers are required to be present during business hours.

Dress Code

All Title I and Title III IowaWORKS partners will follow the business causal dress code in the Iowa Workforce Development Work Rules handbook for field operations, to include IowaWORKS name badges.

Co-Location

Youth services are required to be co-located within the Comprehensive one-stops (IowaWORKS centers)

Email Address

All Title I and Title III service providers will utilize a provided @iwd.iowa.gov email address

Case Management System

All Title I and Title III IowaWORKS partners will utilize the IowaWORKS.gov case management system for all service delivery, tracking, referrals and business engagement activities of the local area.

Part 3-. ADMINISTRATIVE REQUIREMENTS**A. Data Management and Reporting**

Selected bidders must regularly track and monitor data related to participation and outcomes, using observations and evaluation to ensure continuous program improvement. Such efforts must be supported by strong internal systems and applications. The selected bidder is required to provide the LWDB with timely reports and supporting documentation, on a monthly basis, that clearly demonstrate program enrollment, participation, progress, outputs, and outcomes. The LWDB or staff of the LWDB, along with IWD, will work with the selected bidder to understand reporting requirements and program exiting procedures, and to determine the appropriate template for reporting outcomes and performance. Reporting frequency and content are subject to change at the discretion of the LWDB and such may be impacted by changes required from IWD or the US Department of Labor.

B. IowaWORKS Data Management System

The selected bidder will be required to utilize the IowaWORKS data management system as the information system of record for all participant and employer communication, service provision, and other program activity and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing IowaWORKS data management system, including querying and producing reports from the system regarding the LWDA.

The LWDB will utilize data from the IowaWORKS data management system, as well as data collected from other sources, to determine program compliance and evaluate performance of the selected bidder. The selected bidder will adhere to the IowaWORKS data management system Process Guide and the IowaWORKS data management system Standard Operating Procedure Guide for guidance on proper documentation for WIOA Title I and other IowaWORKS data management system participation. In addition, the selected bidder will follow established protocols for uniformed and detailed case notes to ensure clear and consistent tracking and documentation of progress throughout the program. The selected bidder will participate in quality and compliance activities, as well as regular meetings and review of performance reports and other written reports when requested.

The selected bidder will identify staff members whose work requires access to IowaWORKS and submit applications for IowaWORKS access per local protocols. Appropriate staff members to receive IowaWORKS access include career planners (case managers) and other staff members who have regular contact with participants or whose work requires monitoring and oversight of participant data maintained in IowaWORKS. IowaWORKS account credentials and login information may not be shared between staff members or other individuals. The selected bidder must submit notification if any staff member with IowaWORKS access is

terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in revocation of IowaWORKS access for the selected bidder and contract termination.

C. Records and Documentation

The selected bidder must retain, secure and ensure the accuracy of all program files and records, whether related to job seekers, businesses or general operations, in compliance WIOA requirements, related federal and state regulations, and the LWDB's record retention requirements. Case files are the property of the LWDB and must contain a variety of documentation.

Files must be retained for five years after the LWDB reports final expenditures to the funding source. The selected bidder must allow the LWDB, its designated Fiscal Agent, and representatives of other regulatory authorities' access to all WIOA records, program materials, staff, and participants.

The selected bidder is responsible for maintaining and securing participant case files at all times, as well as ensuring privacy and protection of all personal information collected from participants per applicable laws, regulations and state policies. Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements.

The selected bidder acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected bidder may have access to this information only on a "need to know" basis. The selected bidder must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

D. Oversight

The LWDA is responsible for all levels of program monitoring, compliance and evaluation for WIOA activities. The selected bidder will be required to keep good records and collect data that will help the LWDA comply with such requirements and sustain highly effective workforce development programming.

LWDA Responsibilities: monitor, evaluate and provide guidance and direction to the selected bidder in the conduct of services performed under any agreement resulting from this RFP. LWDA has the responsibility to determine whether the selected bidder has spent funds in accordance with applicable laws and regulations, including federal audit requirements and will monitor the activities of the selected bidder to ensure such requirements are met. LWDA may require the selected bidder to take corrective action if deficiencies are found.

E. Contractor Responsibilities

The selected bidder will permit the LWDA to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, and funding source guidelines, and the selected bidder agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

The selected bidder shall cooperate fully with any reviews or audits of the activities under any agreement resulting from this RFP by authorized representatives of the LWDA or federal or state agencies and the selected bidder agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of any agreement resulting from this RFP.

The selected bidder understands that all books and records pertaining to any agreement resulting from this RFP, including payroll and attendance records of participating employees, are subject to inspection by the LWDA, federal or state agencies and others for auditing, monitoring or investigating activities pursuant to any agreement resulting from this RFP. Said books and records shall be maintained for a period of five (5) years beyond the completion of any agreement resulting from this RFP. If the selected bidder receives notice of any litigation or claim involving the grant award or otherwise relating to any agreement resulting from this RFP, the selected bidder shall retain records until otherwise instructed by the LWDB.

F. Bonding and Insurance Requirements

Each awarded entity must obtain and submit, prior to final execution of any contract, proof of insurance coverage, including general liability, property loss, worker's compensation and bonding. The U.S. Department of Labor, the Iowa Workforce Development, and the LWDB assume no liability with respect to bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activities undertaken as a result of the awarded contract. The awarded bidder shall ensure or otherwise protect itself concerning activities under the contract. Proof of the insurance and worker's compensation must be provided annually prior to any extensions, should the LWDB exercise renewal option(s).

Any individual who is authorized to act on behalf of the winning bidder for the purpose of receiving or depositing Agreement funds into Program accounts or issuing financial documents, checks, or other instruments of payment for Program costs must be covered by a fidelity bond. The minimum amount of the bond must be at least the lower of either one hundred thousand dollars (\$100,000) or the amount of the highest advance on reimbursement received through checks or drawdown during the term of Agreement.

Insurance Limits

- Commercial General Liability - Combined Single Limit not less than \$1,000,000 per occurrence, with an annual aggregate of not less than \$2,000,000
- Worker's Compensation - Employers' Liability, \$1,000,000
- Automobile Liability coverage - Combined Single Limit of \$1,000,000

G. Authority to Re-Capture and Re-Distribute Funds:

Iowa Workforce Development and/or the LWDB has the authority to re-capture and re-distribute funds based on the following criteria not being met:

- Staffing levels
- Enrollments
- Caseloads

- Spending levels

H. Property Management Requirements

The applicant agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500.00 or more) and to maintain an inventory of all properties acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$1,500.00 or more must be approved by the LWDB, prior to the purchase. Any disposal of WIOA property must be according to applicable federal, state and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must be used in WIOA service delivery for the program(s) which funded the original purchase.

The WIOA contractor will be responsible for maintaining an accurate inventory of all WIOA property in their possession. A copy of the updated annual inventory shall be submitted to the LWDB upon completion. The LWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the WIOA contractor facility at least annually.

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the applicant will notify appropriate law enforcement officials immediately. The LWDB must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the LWDB.

The applicant agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed through negligence.

The contractor shall safeguard assets and shall assure they are used solely for authorized purposes. Title to all equipment procured under a WIOA grant or other grant covered under this RFP remains with the LWDB.

I. Budgets and Invoices

The amounts on the funding availability are intended to be used as guidelines for applicants and are subject to revision based upon final notification of WIOA funding availability from Iowa Workforce Development. The budget worksheet will provide a summary of the proposed cost by line item with a budget narrative to provide back-up detail of projected budgets. It is understood that customer expenses will be difficult to accurately predict at this time; however, a projection of these expenses based on plans for services to customers is requested. More detailed budgets will be developed after the applicant is selected and allocation amounts are more defined.

Proposed budgets must be within the amounts indicated and must be reasonable based on proposed staffing, service levels, and service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on the lowest proposed cost. Subsequent revisions and negotiations of final contract budgets may be required due to funding award decisions. Since this is a reimbursement contract, the applicant will be expected to incur the costs for payroll expenses, then report each month's expenses on itemized invoices for submission to the LWDB through a fiscal agent. All other expenses will be paid by the fiscal agent directly as outlined in the contract with selected bidders.

All payroll functions will be the responsibility of the contractor(s) in compliance with rules, regulations, and instructions issued by the U.S. Department of Labor, State of Iowa Department of Labor and the LWDB. Therefore, the contractor(s) shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Iowa and the LWDB, its officers, agents, and

employees, harmless from and against, any and all loss; cost (attorney fees); and damage of any kind related to such matters.

Since the program year and fiscal year runs from July 1st through the following June 30th, final payment for each program year's WIOA expenses will occur with the June invoice that will be submitted by the applicant to the LWDB during the month of July along with end of year Financial Closeout documents. Applicants are expected to expend at least 80% of their contracted funds by the end of each program year.

PART 4 - INSTRUCTIONS AND GUIDELINES FOR SUBMISSION OF PROPOSALS

The Local Workforce Development Board must receive your proposal by **4:00 PM Central Standard Time on, Wednesday, June 3rd, 2020**. Any Proposals received after this deadline will be rejected and returned to applicants unopened.

Submit the following items:

1. Mail your original proposal and five (5) copies.
2. Email your entire proposal with required attachments, saved in PDF to region16workforceboard@gmail.com

Submit Package to: Miranda Swafford
Local Workforce Development Board
1000 N. Roosevelt Ave. Suite 9
Burlington, IA 52601
Region16workforceboard@gmail.com

Make sure your organization's name and Workforce Innovation and Opportunity Act – Title I Youth and Young Adult Services is on the exterior of your sealed proposal package. The date and time that the LWDB received your proposal will be written on the outside of the sealed packet and recorded on the cover page of your original proposal.

Use a clamp to hold the proposal. Do not staple the pages or put the proposal in a binder. Incomplete proposals and proposals received after 4:00 PM, Wednesday, June 3rd, 2020 will not be evaluated.

If you have questions regarding this Request for Proposals or any WIOA, please contact the issuing officer (Miranda Swafford, region16workforceboard@gmail.com between May 5 – 19, 2020.

- A. This RFP does not commit the LWDB to award a grant, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement. The LWDB retains the right to:
- Accept or reject any or all proposals received. (LWDB may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
 - Discuss a proposed program with anyone potentially involved in the program.
 - Review the bidder's administrative and fiscal procedures relating to the potential award as part of the proposal review process. Proprietary rights to all data, materials, and documentation originated and prepared for the LWDB pursuant to a sub-award shall belong exclusively to the LWDB.
- B. All proposals submitted will be subject to competitive review. Proposal funding decisions will be made by the LWDB upon recommendation of the Proposal Review Sub-Committee.
- C. The funding period for sub-awards under this solicitation will be from July 1, 2020-June 30, 2021 provided performance remains acceptable during that period. Any contract awarded from this RFP will include an option to renew for up to three additional years.

PART 5 – PROPOSAL FORMAT, AND SPECIFICATIONS

The proposal must clearly demonstrate the Bidder's ability to provide requested services. The RFP provides information on requirements that must be met to be eligible for consideration, and the Contractors responsibilities. The documents that must be included are listed below:

Required Documents and Page Limits

Bidder's must include the following documents and must adhere to the following page limits:

- Application Package Cover Sheet (Attachment A)
- Table of Contents
- Executive Summary (Attachment B)- 2-page limit
- Business Description and Qualifications- 2-page limit
- Program Narrative- 25-page limit
- Budget (Attachment C)
- Budget Narrative (Attachment D)
- Assurances and Certification (Attachment E)
- Required Attachments: Organizational Chart (key staff and lines of authority) 1-page limit
- Required Attachments: Job Descriptions for staff positions that will be WIOA funded

Formatting Requirements

Bidder's must adhere to the following formatting requirements:

- Font size: 12 point
- Font: Times New Roman or Arial
- Margins: At least one inch
- Line spacing: Single spaced, double space in between paragraphs

Application Packet, Table of Contents, and Executive Summary (5 points)

Application Cover Sheet:

Complete the information in Attachment A, include authorized signature and submittal date.

Table of Contents:

Include a clear identification of the material in the proposal by section and page number

Executive Summary (5 points)

Use the format provided in Attachment B. Include a brief overview of the entire proposal and an overview of the proposed scope of work.

Business Description and Qualifications (10 points)

- Bidder must provide an overview of lead organization including: primary location of the organization, type of organization (for-profit, not-for-profit), size of the organization, years in business, history, mission and vision, and any other relevant information that helps provide an overview of the organization.
- Bidder must provide evidence of the organization's ability to successfully perform the services described in the RFP, including descriptions of past projects completed with a similar scope of work.
- Describe the organization's knowledge, expertise, and experience working with youth facing challenges within the workforce development industry and/or nonprofit sector.
- Describe the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing takes into account the varied needs of youth served.
- Describe the staffing plan and qualifications of staff.

Program Narrative (Total 70 points)

Responses to this section must not exceed 25 pages and must include the following sections:

Program Design (30 points)

Target Population, Recruitment, and Enrollment

- Describe the demographics and characteristics of the Local Area to be served and/or the priority populations. (e.g. justice-involved, foster youth, homeless, etc.)
- Describe the potential challenges that may arise in engaging and enrolling this population.
- Describe your organization's plan to recruit eligible out-of-school youth and young adults to participate in the program including areas to be served.
- Outline the process to be used for selection of youth into the program.
- Describe how many youth and young adults you will enroll in year one and describe your plan to identify, recruit and enroll out-of-school youth into the program.
- Discuss how your outreach strategy will combine with the work of the One-Stop Centers and youth-serving agencies.
- Describe the intake process, including collection of basic information from potential clients, informing potential clients of available services in your organization and determination of client suitability for program services.
- Required Attachments: Organizational Chart (key staff and lines of authority) 1-page limit
- Required Attachments: Job Descriptions for staff positions that will be WIOA funded

Customer Experience

- Describe the key steps and milestones youth and young adults will experience from outreach to program exit. Visuals, such as a flow chart, are strongly encouraged to show the program design.
- Describe how you will ensure, measure and continuously improve the experience of the youth and young adults in your program.

Supportive Services

- Describe barriers to successful reconnection and completion of education and/or employment that the target population faces.
- Outline the process of how assessment results will be used to determine appropriate services and identify needs.
- Describe what incentives, support services you will use to address these barriers.
- Describe how you will incorporate mental/behavioral health services, case management and other support you will provide to program participants.

Performance, Administration, and Project Management

- Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.
- Describe retention strategies for youth that will be implemented to increase the likelihood that youth will actively participate in needed activities over time and will successfully achieve WIOA performance measures.
- Describe your process for ensuring quality, compliance and proper documentation for all youth files.
- Describe how you will ensure funds are used properly and according to the spending plan.
- Describe local procedures to track and monitor expenditure of funds for in- and out-of-school youth.
- Summarize internal evaluation and control procedures to ensure compliance with financial, regulatory and contractual requirements.
- Provide your organization's policies and procedures to identify and track the funding streams which pay costs of services provided to individuals who are participating in youth and adult programs concurrently.

Access and Locations

- Demonstrate how the proposed program will increase access and address transportation and other barriers for program participants.
- Describe how the WIOA youth program will be connected to the One-Stop System in the counties included in the Local Area.
- Describe your transition plan (if applicable)

Partnerships

- Demonstrate meaningful partnerships that support jobs, internships, and educational opportunities for youth and young adults, such as government agencies, education systems, community/ faith-based organizations and other partners that serve similar populations and can support the goals of the programs.
- Describe specific partner roles and, if applicable, how the proposed partnerships will leverage additional funding to serve program participants.
- Describe how partner organizations will be a part of the program design, including what their specific responsibilities will be in the delivery of services.
- Describe how your organization's business services/ job development efforts in the business community will align with the One-Stop Center's business service efforts.

Employer Connections

- Describe your relationship with employers in key industry clusters and the specific roles employers will play in the Local Area.
- Describe past outcomes and how you have developed internships, job shadows, occupational skills training, apprenticeships, work experience, placement in employment and /or other work-based learning outcomes with employer partners.
- Describe your approach to job placement and how the business service representative will be used to identify employment and work-based learning opportunities for program participants.

Program Components (40 points)

Educational Services

- Describe how you will implement tutoring, study skills training, and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.
- Describe activities that help youth and young adults prepare for and transition to training or post-secondary education.
- Describe education/training programs, which can include occupational skills training, apprenticeship program, post-secondary bridge programs and/or post-secondary education.
- Describe how proposed education/ training programs will lead to jobs with livable wages.
- Describe how your organization plans to provide services to in-school youth.

Career Pathways

- Describe your approach to assessing youth and young adults, and the instruments that will be used.
- Pathway identification: Describe the sector(s)/ industries you will focus on and why you have selected that industry/ sector focus.
- Awareness: Describe how you will help youth and young adults become aware of the career pathways in these sectors/ industries.
- Training: Describe how you will connect youth to education that leads to post-secondary degrees and/or industry-recognized certifications.

Work-Experience/ Experiential Learning

- Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship, job shadows, etc.).
- Describe how a minimum of 20% of WIOA funds will be spent on work experience.

Work-Readiness, Financial Literacy and Entrepreneurship Training

- Describe the proposed work readiness training program including techniques, evidence-based curriculum, competencies, assessments and standards for completion.
- Describe the financial literacy education skills training you will offer. Outline the specific activities proposed.
- Discuss how your organization will provide entrepreneurship training/ activities to youth and young-adults.

Youth Development

- Describe leadership development opportunities including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
- Describe how you plan to incorporate adult mentoring for program participants.

Cost Effectiveness of Proposed Budget (15 points)

The board will conduct a Cost Price Analysis of the proposed budget details to determine effectiveness and allowability of costs. Bidders must complete the following Budget documents and prepare a budget in accordance with Budget Instructions (Attachment C):

- Budget Shell (e.g., personnel, non-personnel, contracts, profit)
- Budget Narrative (Attachment D)

Provisions

- This Request for Proposals (RFP) does not commit the LWDB to award a contract.
- The LWDB may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint. The LWDB may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- The LWDB reserves the right to request additional information from any applicant, request oral presentations from bidders, or conduct site visits from any bidder before a contract award.
- The LWDB reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- The LWDB may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the LWDB and be subject to disclosure under the Freedom of Information Act or other applicable legislation.
- The contract award will not be final until the LWDB and the successful bidder have executed a mutually satisfactory contractual agreement. The LWDB reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final approval of the award by the LWDB and execution of a contractual agreement between the successful bidder and the LWDB and/ or the designated fiscal agent of the LWDB.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
- Bidders are advised that most documents in the possession of the LWDB are considered public records and subject to disclosure. The LWDB reserves the right to issue additional RFPs if and when it is in its best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.
- The LWDB reserves the right to reject any and all proposals. Notwithstanding anything to the contrary in this document or in any addendums to this document, the LWDB reserves the right to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it.
- Contact staff to request assistance with access to this RFP.

Part 6 - Terms and Conditions

Modification to Proposal

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

Signature

The proposal shall be signed by an official authorized to bind the agency and shall contain a statement to the effect that the proposal is a firm bid until withdrawn in writing by the submitting organization. The proposal shall also provide the name, title, address, e-mail, and telephone number of the individual(s) with authority to negotiate during the period of contract negotiations.

Renewal

Based on successful performance, timeliness of start-up, compliance to local area monitoring and quality of service, the LWDB will have the option to renew an additional one-year (annual) contract for up to three years, based on review and approval of the LWDB and based on performance and funding availability. The LWDB therefore reserves the right to adjust award amounts based on the final allocation figures. The LWDB may increase or decrease funding at any time based on funding availability and on contractor performance.

Fraud

Any evidence of fraud in the proposal or in the performance of the ensuing contract will be turned over to the proper authorities for enforcement.

Incorporation/Certificate of Existence

The proposal must include a Certificate of Existence or a Letter of Incorporation signed by the Iowa Secretary of State.

Non-Discrimination and Terminations

No customer will be discriminated against based on race, color, religion, sex, national origin, age, handicap, political affiliation, or belief, or citizenship. No enrollee may be terminated without prior written authorization.

Presentation and Negotiations

The LWDB reserves the right to request additional data in support of the proposal or ask the proposer to make a presentation detailing delivery of program services. The LWDB may require that successful proposers participate in negotiations and submit any budget, technical, or other revisions of the proposal prior to executing a contract.

Liability Insurance

Organizations must provide proof of general liability insurance, auto insurance, and workers compensation by the time of grant award naming the LWDB or designated fiscal agent.

Licensing or Proof of Non-Profit Status

Organizations must provide proof of non-profit status or an appropriate business license prior to being awarded a contract. All prospective bidders (except governmental entities) are required to have current business registration with the Iowa Secretary of State as well as obtaining any and all appropriate county and/ or municipal business certifications and/ or licenses.

Monitoring Access

In accordance with Section 183 and 184 of the WIOA, bidders/proposed contractors agree to cooperate with any monitoring, inspection, audit, or investigation of activities related to WIOA contracts. Iowa Workforce Development, the U.S. Department of Labor, the LWDB, or their designated representatives may conduct these activities. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of, and/or photocopying of books, records, files, or other documents related to the contractual agreement and activities around the contract.

ATTACHMENT A - APPLICATION PACKAGE COVER PAGE
Application Package Cover Sheet
WIOA Youth and Young Adult Program Services

Organizational/ Program Contact Information:

Name of Organization:
 Street Address
 City, State, Zip:

Contact Person/ Title:
 Phone:
 Email:

Check the box that most appropriately describes your organization:

- Unit of Local Government
- For-Profit Organization
- Private Non-Profit Organization
- Other _____

Federal ID Number: _____

Service Plan Overview

Number of youth participants to be served annually: _____

Please indicate which counties you will be providing youth services:

Number of participants to be served in each county you will be providing services:

Summary of Proposed Budget:

Cost Objectives/ Categories	Amount
Total Cost of Proposed Program	
Total Number of Youth/Young Adults to be served	
Cost Per Participant	

Are funds from other funding sources being leveraged in order to implement this proposed WIOA Program? Yes
 No

Applicant Certifies that:

To the best of my knowledge and belief, data in this application are true and correct, the governing body of the applicant has duly authorized this document, and the applicant will comply with all applicable rules and regulations if this proposal is approved for contract.

Certifying Representative

Typed Name and Title _____ Signature _____ Date _____

ATTACHMENT B - EXECUTIVE SUMMARY

Instructions: Provide a concise summary highlighting each of the following areas:

- A. Highlight your organization's qualifications (capability and demonstrated performance) for delivering WIOA-funded services for youth.
- B. Summarize the overall design of your program.
- C. Discuss relationships with businesses that will be the key to providing work-related services for youth in the WIOA program
- D. Highlight the strengths of your proposed program and how it will contribute to the overall goals of serving youth and young adults who are WIOA eligible.

ATTACHMENT C - BUDGET

PY 2020 BUDGET WIOA Youth and Young Adult Program

Leveraged funds: Leveraged funding (or match) contributions on behalf of all bidders for WIOA youth services are encouraged. Many youth-serving agencies utilize multiple funding sources in their program operation. Note in the budget and budget narrative where these various resources may be brought to bear in support of WIOA-eligible youth.

Complete the Budget outlined below. If no amount is indicated in a line item, please record \$0.

The profit cost rate will be negotiated with the LWDB during contract negotiations. **NOTE:** Applicants **MUST** indicate whether expenses are for In-School Youth or Out-of-School Youth, or in the cases of shared line items, divide amounts accordingly.

A. Salaries and Wages:

Provide a breakdown of your staff costs by completing the following.

Position/Title	Hourly Rate	Total Hrs. Per Week	Hrs. per Week Charged to WIOA	# Weeks Charged to WIOA	In-School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution

Total Salaries

B. Fringe Benefits:

Represents payments other than salaries and wages, made to staff or paid in behalf of or on their account, e.g., pensions, insurance, etc. Important – Government mandated fringe benefit components must be consistent with known or planned tax rates and the bases must be consistent with the ceilings on these. Non- tax generated benefits must be fully supported by your agency’s personnel manual.

Fringe Benefit	% Benefit is of Salaries	In-School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution
FICA					
Worker Compensation					
Health Insurance					
Retirement					
Other					

Total Benefits _____

C. Other Line Items:

Do not include overhead expenses for rent, utilities, telephone, audit, maintenance, materials and supplies (non-training related), postage, and advertising. The bidder’s portion of center shared expenses will be determined and allocated out of the funding levels provided.

List your proposed cost for each additional line item wherever applicable. Indicate the total cost proposed for each line item by listing it under the Total WIOA Cost column. Line items paid for by other resources, either in part or in full, should have such costs represented in the Leveraged Funds Contribution column.

Please note that the line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

	Total Agency Line Item Cost	% of Line Item Charged to WIOA	In School	Out-of-School	Total WIOA Cost	Leveraged Funds Contribution
Supplies						
Travel						
Equipment						
Communications						
Insurance						
Support Services						
Professional Services						
Contractual						
Incentives						
Work-Based Learning						
Training						
Other (specify)						
Other (specify)						
Profit Rate						
Total						

Total Other Line Items _____

* **GRAND TOTAL (A+B+C)** \$ _____

LEVERAGED FUNDS CONTRIBUTION (%) \$ _____ ()

ATTACHMENT D - BUDGET NARRATIVE

Please complete written documentation concerning any budget line item. Include detailed descriptions of *match contributions* as well.

A. Salaries and Wages – Address the following:

Explain the justification for each staff position proposed. The number of hours per week and number of weeks proposed should correspond with the length of program operation. Bidders proposing several staff should complete a staff time schedule for each position proposed. Bidders proposing more than one staff position during the same time periods must explain why. Proposed wage rates must be justified (i.e. skill, experience, responsibility, seniority)

B. Fringe Benefits – Fully explain each component of your fringe benefit package.

C. Other Line Items- Fully explain and justify each proposed cost in the space provided. Be sure to include the rationale for each proposed cost (i.e., historical data, units per participant, etc.). Use additional space if necessary.

ATTACHMENT E - Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Development Board, 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 and representative possess 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 Iowa requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

Print or Type Name of Authorized Representative

Signature of Authorized Representative

Date

APPENDIX A - PROPOSAL CHECKLIST

PROPOSAL TECHNICAL REVIEW CHECKLIST

WIOA Title I Youth Services – PY 2020

LWDB staff will screen the proposals to ensure that the proposals meet the technical review standards listed below. A proposal review team will then evaluate proposals meeting all these technical review standards.

Technical Review Standards

The original proposal, and five (5) copies and an electronic PDF file emailed

The proposal contains all the following:

- Cover Sheet/ Application Packet
- Table of Contents
- Executive Summary
- Business Description
- Program Narrative
- Budget
- Budget Narrative
- Required Attachments:
 - Organization Chart
 - Job Descriptions
 - Assurances
 - Certificate of Existence
- Proposal contains all the necessary signatures.

APPENDIX B - EVALUATION CRITERIA

EVALUATION CRITERIA AND SELECTION OF SERVICE PROVIDERS

(For Providing Services to Youth and Young Adults for Program Year 2020)

July 1, 2020 to June 30, 2021)

The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 100 points is possible. An application must achieve a minimum score of 50 points in order to be considered for funding. The criteria can also be used by the bidder to ensure all items in the RFP are addressed. The RFP committee will use a consensus score.

Category	Criteria	Score
<p>Application Packet, Table of Contents, Executive Summary</p> <p><i>(5 points possible)</i></p>	<p>Proposal includes required organizational information as outlined in the provided Application Packet.</p> <p>Proposal includes a clear identification of the material in the proposal by section and page number.</p> <p>Proposal includes an overview of the entire proposal including a summary of the understanding of the program and proposed scope of work.</p>	
<p>Business Description and Qualifications</p> <p><i>(10 points possible)</i></p>	<p>Proposal provides an overview of the lead organization including: primary location, type of organization, years in business, mission/vision.</p> <p>The proposal provides evidence of program success consisting of past program performance and integration of principles and practices in program design of program success.</p> <p>Proposal describes the organization’s knowledge, expertise and experience working with youth facing challenges within the workforce development industry.</p> <p>Proposal describes the organizational capacity and staff qualifications, skills, knowledge and experience to successfully deliver proposed services and activities.</p> <p>Proposal described the staffing plan and provided an organizational chart.</p>	
<p>Program Design</p> <p><i>(30 points possible)</i></p> <p><i>Recruitment and Enrollment</i></p>	<p>Proposal describes targeted population and number of youth to be served.</p> <p>Proposal describes program recruiting and retention methods.</p>	

<p><i>Customer Experience</i></p>	<p>Proposal describes the intake process, including the collection of basic information needed from potential clients, and determination of client suitability for program services.</p> <p>Proposal describes the assessments and assessment process to be used at intake.</p> <p>Proposal describes the key steps and milestones youth will experience from outreach to program exit.</p> <p>Proposal outlines how the organization will ensure, measure and continuously improve the experience of the youth in the program.</p>	
<p><i>Supportive Services</i></p>	<p>Proposed methods of service delivery provide youth with high expectations, accountability and structure.</p> <p>Proposed methods of service delivery address youth needs holistically.</p> <p>Proposal describes where and how services will be delivered to meet the needs of targeted populations.</p>	
<p><i>Performance, Administration, and Project Management</i></p>	<p>Proposal describes what incentives, supportive services and stipends that will be used to address barriers.</p> <p>Proposal demonstrates provider understanding of the relationship between WIOA performance measures, youth development and the 14 program elements.</p> <p>Proposal clearly describes the relationship between WIOA performance measures addressed and proposed services.</p> <p>Proposal describes the process for ensuring quality, compliance and proper documentation for all youth files.</p> <p>Proposal describes how reporting requirements will be met.</p>	
<p><i>Partnerships</i></p>	<p>Proposal describes how the organization will ensure funds are used properly and according to the spending plan.</p> <p>Proposal describes the relationship and commitments of other agencies providing program elements and provides evidence of established relationship and commitments of cooperating agencies.</p> <p>Proposal describes how services will be coordinated by cooperating agencies for program participants</p>	
<p><i>Employer Connections</i></p>	<p>Proposal describes specific partner roles and how the proposed partnerships will leverage additional funding to serve program participants.</p> <p>Proposal describes the relationships with employers in key industry clusters and the specific roles these employers will play in the youth program.</p> <p>Proposal outlined past outcomes which relate to work-based learning opportunities and how the organization developed internships, work</p>	

	experience, job shadows, occupational skill training and placement with employer partners.	
<p>Program Components <i>(40 points possible)</i></p> <p><i>Educational Services</i></p> <p><i>Career Pathways</i></p> <p><i>Work-Based Learning</i></p> <p><i>Work Readiness, Financial Literacy and Entrepreneurship Training</i></p> <p><i>Youth Development</i></p>	<p>The proposal describes principles and practices used for each of the 14 elements to be provided.</p> <p>Proposal describes the strategies that will be used to provide the educational program elements to assist youth in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.</p> <p>Proposal describes activities that assist youth prepare for and transition to training or post-secondary education.</p> <p>Proposal describes the education/ training programs, which can include occupational skills training, pre-apprenticeship, post-secondary bridge programs and/or post-secondary education.</p> <p>Proposal describes how the education/ training programs will lead to jobs with livable wages.</p> <p>Proposal describes the assessments to be used to measure youth success and justification for career choices/ success in education/ training.</p> <p>Proposal outlines the sector (s)/ industries that will be the focus of program services, and why these sectors were selected.</p> <p>Proposal describes strategies to assist youth to become aware of career pathways in these sectors.</p> <p>Proposal describes how youth will be connected to education that leads to a post-secondary degree or industry-recognized certification.</p> <p>Program details how career choices are linked to applicable work experience and how they are tied to in-demand industry sectors for the Local Area.</p> <p>Proposal describes how youth will be provided with work-based learning opportunities.</p> <p>Proposal details how the organization will meet the 20% requirement of funds used for work experience.</p> <p>Proposal describes the work readiness training program to be used outlining the curriculum, competencies, assessments and standards for completion.</p> <p>Proposal described the financial literacy education strategies used for youth and young adults.</p> <p>Proposal outlines the strategies to introduce and engage youth and young adults in entrepreneurial skills.</p> <p>Proposal describes the youth development strategies that will be integrated in the youth program.</p>	

<p><i>12-month follow-up Activities</i></p>	<p>Proposed methods of service delivery provide youth with opportunities to establish relationships with mentoring adults.</p> <p>Proposal describes creative, innovative and successful methods to ensure communication with program participants after exit.</p> <p>The proposal demonstrates the relationship between proposed</p>	
<p>Budget/Budget Narrative (15 points possible)</p>	<p>follow-up activities and post-exit performance measures.</p> <p>Budget is reasonable and well-defined for collaborative service delivery.</p> <p>Budget Narrative justifies the need for all costs built into the line-item detail and the methodology used to derive each cost.</p>	

TOTAL SCORE: _____