

# REQUEST FOR PROPOSALS

## WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

### TITLE I YOUTH AND YOUNG ADULT SERVICE CONTRACT

**July 1, 2024 – June 30, 2025**

CIWDB may extend the contract up to an additional three (3) years,

#### **Submission Deadline**

**4:00 p.m. January 23, 2024**

***Late submissions will not be accepted***

**Central Iowa Workforce Development Board  
CIWDB**

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## 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: <https://www.dol.gov/agencies/eta/wioa/>

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

Central Iowa Workforce Development Policies; including procurement policies, are available at: <https://www.iowawdb.gov/central-iowa/policies>

Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#Appendix-II-to-Part-200>

# SECTION I- Background and General Information

## Purpose

The Central Iowa Workforce Development Board (CIWDB) is issuing this solicitation to fund a proposal that provides workforce development services to Workforce Innovation and Opportunity Act (WIOA) eligible in-school youth (ISY) and out-of-school youth (OSY), ages 16 – 24 in the Central Iowa Local Workforce Area (CIWDA) comprised of the following counties: Boone, Dallas, Jasper, Madison, Marion, Polk, Story and Warren. ***For purposes of this Request for Proposal and any proposals submitted in response thereto, CIWDB refers to the Central Iowa Workforce Development Board and CIWDA refers to the Central Iowa Workforce Development Area.***

Proposals should represent an understanding and demonstrated proficiency to support strategies that focus on assisting eligible out-of-school and in-school youth with barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities. Proposals should affirm and build upon existing strategies that reflect effective integration of services with other partners of the CIWDA and involve employers in design of service strategies and implementation of the program. Respondents are invited to submit a proposal for the following:

Target Population:	In-school youth (14–21); and Out-of-school youth (16-24) eligible for services under WIOA and other services categories under the purview of the LWD
Start Date:	July 1, 2024
End Date:	June 30, 2025
Type of Contract:	Cost-Reimbursement Contract
Option to Extend (if applicable):	CIWDB may extend the contract up to an additional three (3) years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interests of the CIWDB.
Contact for RFP	Eric Kress, Executive Director, CIWDB <a href="mailto:Eric.Kress@ciwdb.org">Eric.Kress@ciwdb.org</a>

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 Central Iowa Workforce Development Board.

The successful bidder will be selected based on demonstrated abilities, past performance, a sound proposal, collaboration and partnerships, and cost-effective service delivery. The CIWDB expects bidders to propose to provide services in the Youth and Young Adult Services classification.

Funds awarded must be utilized to service WIOA eligible youth and young adults with allowable activities including but not limited to career services, supportive services, training services, and business services.

## Background

On July 22, 2014, President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year, the key programs forming the pillars of WIOA help tens of millions of jobseekers and workers to connect to employment opportunities and acquire the skills and credentials needed to obtain them; and it connects employers with skilled workers needed for global economic competition. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers, and preparing workers for jobs that are available now and in the future.

The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements as they pertain to youth. For more information on specific WIOA Youth Programs please visit <https://www.dol.gov/agencies/eta/youth/wioa-formula>.

### ***Central Iowa Workforce Development Board***

The CIWDB provides policies, guidance, and oversight for the WIOA programs in the Local Workforce Development Area (LWDA). The purpose of the CIWDB is to facilitate, plan, and coordinate workforce development resources to maximize the efforts of government, business, and education.

Through collaborative partnerships, the CIWDB is the local policy organization responsible for the planning, oversight, and coordination of workforce development initiatives that help support economic development in the CIWDA. It provides leadership to the local workforce system by promoting the delivery of comprehensive employment and training services, providing guidance, and exercising independent oversight regarding activities under WIOA and other programs within the Iowa **WORKS** offices.

### ***Available Funds***

Funding for this opportunity is provided through WIOA Title I, which is administered through the U.S. Department of Labor at the federal level, Iowa Workforce Development at the state level, and the Central Iowa Workforce Development Board at the local level. Bidders should use the estimate below when crafting their proposal. Final funding levels for program year (PY) 2024, defined as July 1, 2024 – June 30, 2025, will be adjusted based on actual allotments received.

<b>Funding Stream Grant Youth and Young Adult - WIOA</b>	<b>Estimated available funding 7/1/2024 – 6/30/2025</b>
<b>RFP for Contracted Services</b>	\$630,000
<b>Supportive Services</b>	\$50,000
<b>Training Services</b>	\$50,000
<b>Board Directed Program Funds</b>	\$100,000
<b>Infrastructure Funding Costs/Occupancy</b>	\$50,000
<b>One Stop Operator</b>	\$20,000
<b>Total</b>	\$900,000

Youth funds must serve eligible youth with a focus on assisting ISY ages 14-21 and OSY ages 16-24 with a comprehensive array of youth services leading to employment, post-secondary education, or the attainment of skills training leading to a credential. While WIOA programming may fund both in-school and out-of-school youth programs, no more than 25% of WIOA Youth funds will fund in-school youth services. A minimum of 20% of WIOA Youth funds must be spent on work experience expenditures, including staff time spent supporting work experience.

Eligibility criteria for youth are defined in “Eligibility Guidelines” section below.

## SECTION II- Procurement Process & Requirements

Full Central Iowa Workforce Development Board Policy and Procedures, including Procurement Policies; can be found at <https://www.iowawdb.gov/central-iowa/central-iowa-local-policies-and-procedures>

### Eligible Organizations

The LWDB is soliciting proposals from qualified organizations to direct U.S. Department of Labor (USDOL) WIOA Title I Youth Program Funds and other categories of funding that may become available toward career and training services. 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

### ***Bonding***

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.

### Questions about the RFP

Questions relating to this RFP will not be answered by telephone.

Questions must be submitted in writing no later than January 5, 2024. Questions received after this deadline will not be answered.

Responses to these additional questions will be distributed by email to prospective bidders and will be available at [www.iowawdb.gov/central-iowa/home](http://www.iowawdb.gov/central-iowa/home) no later than January 12, 2024. Email questions to Eric Kress at [eric.kress@ciwdb.org](mailto:eric.kress@ciwdb.org):

The respondent must include the RFP title “WIOA Youth/Young Adult Worker Services RFP” in the email subject line. It is the respondent’s responsibility to check the aforementioned website on a regular basis for updated information and written responses to all questions submitted.

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 RF

## Addenda to RFP

If it becomes necessary to revise any part of this RFP, an addendum will be posted on the CIWDB website [www.iowawdb.gov/central-iowa/home](http://www.iowawdb.gov/central-iowa/home). Respondents are responsible for checking the aforementioned 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.

## Ex-Parte Communication

It is the policy of the CIWDB to prohibit ex-parte communication with any board member, 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 CIWDB and Chief Lead Elected Official (CLEO) for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

**NOTE:** Under no circumstances may an individual who is a proposal evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign a “Conflict of Interest Certification for Request for Proposal” stating they have not communicated nor collaborated with any respondent.

## Right to Cancel

The CIWDB reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. The CIWDB also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit the CIWDB to accept any proposal, nor is the CIWDB responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The CIWDB reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of the CIWDB. The CIWDB reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interests of the CIWDB.



## Termination Due to Non-Availability of Funds

Should a contract be awarded based on this proposal, notwithstanding anything in the signed Agreement to the contrary, and subject to limitations, conditions, and procedures set forth below, the CIWDB, through its designated fiscal agent, shall have the right to terminate the Agreement without penalty by giving sixty (60) days written notice to the winning bidder/service provider as a result of any of the following:

1. U.S. Congress fails to appropriate funds sufficient to allow the IWD to operate as required and to fulfill its obligations under this Agreement.
2. If funds are de-appropriated or not allocated.

## SECTION III- Statement of Work

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### OVERVIEW

The selected bidder will implement an innovative and proven workforce development model, driven by the needs of employers and availability of career opportunities, to deliver Youth Services and support in the CIWDA. The proposed model must align with the principles and requirements of WIOA and the CIWDB's vision of a world-class workforce development system, the primary goal of which is to match the labor demands of employers with the skills and talents of job seekers, helping businesses thrive and creating viable career pathways for residents of our area.

The selected bidder will implement an innovative and proven workforce development model to ensure eligible youth receive designated program services, which focus on assisting them with one or more of the following:

- barrier removal
- preparation for post-secondary education
- employment opportunities,
- attainment of educational and/or skills training credentials and
- securing of employment

The proposed model must align with evidenced based and high-quality services for a diverse audience of youth beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations such as pre-apprenticeships or internships, culminating with a securing employment along an industry career pathway, enrollment in postsecondary education, or a Registered Apprenticeship.

As a core partner in the local workforce system, the selected bidder will align all services and activities with the WIOA One-Stop Partner Memorandum of Understanding (MOU) for the LWDA as well as the CIWDA's Local Plan.

Work performed under any agreement resulting from this RFP will include but is not limited to delivery of youth services as defined by the Workforce Innovation and Opportunity Act (WIOA) and all its implementing guidelines and regulations. The services described in this RFP must be delivered in the IowaWORKS locations detailed in the table below. Delivery of services in additional locations an through outreach are encouraged, but must be approved by the LWDB. The locations of IowaWORKS centers are listed below and subject to change.

In addition, the provider of WIOA Title I Youth Programs is a mandated partner in the One-Stop System, the successful bidder will deliver the respective WIOA program services through sites as identified in the workforce development area. The successful bidder must agree to provide services on all business days except those identified as a holiday by the State of Iowa

## Integrated Service Delivery Model

As the provider of WIOA Title I Youth and Young Adult services in the CIWDB, the selected bidder will actively participate with the CIWDB in shaping and informing the local workforce development system. As such, the selected bidder will maintain current knowledge of and expertise in:

- Federal, state, and local policies, including WIOA and its implementing guidance
- Evidence-based workforce development practices and viable career pathways
- Local workforce development programs, social service agencies and related resources
- Local labor market information, including workforce and employer dynamics

Successful delivery of services solicited by this RFP will require close adherence to the criteria of key Training and Employment Guidance Letters (TEGLs) from the US Department of Labor, including but not limited to the following:

- TEGL 4-15: Vision for the One-Stop Delivery System
- TEGL 10-16: Performance Accountability Guidance for WIOA
- TEGL 16-16: One-Stop Operations Guidance for the American Job Center Network
- TEGL 23-14: WIOA Youth Program Transition ´
- TEGL 21-16: WIOA Title I Youth Formula Program Guidance ´
- TEGL 22-19: Technical Assistance Resources for the WIOA Youth Program

Critical components of the selected bidder’s work include-

- A public workforce system that leverages multiple agencies and funding streams, and ensures full access for a broad and diverse range of stakeholders, including individuals with barriers to employment
- Employer engagement to determine human capital needs and match with desired skills and abilities
- Comprehensive outreach and recruitment strategies designed to engage a diverse range of job seekers
- Use of best practices and career pathways to enhance service delivery to job seekers
- A level of contact and engagement with job seekers that ensures needs are met and outcomes achieved
- Leveraged technology to support effective service delivery, innovation and continuous improvement
- Strong command of data and information systems, including IowaWORKS, Iowa’s integrated workforce development data management system
- Identification of strategy and policy improvements that can shape the work of the one-stop centers
- Adherence to local and state workforce plans and MOUs, including but not limited to
  - WIOA One-Stop Partner MOU
  - Multi-Year Local Workforce Development Plan for the CIWDA
  - Iowa WIOA Unified State Plan

As a core partner and provider of WIOA Title I services in the Central Iowa Workforce Area, the selected bidder is required to follow procedures outlined in the Iowa**WORKS** Standard Operating Guide.

Additionally, the selected bidder may be asked by the CIWDB to participate in special projects and initiatives within the statement of work defined by this RFP and related to the selected bidder's primary role within the one stop system.

### **Partner Collaboration and Referrals**

The CIWDB is committed to effectively leading the workforce development system in the local area. The selected bidder will work closely with other WIOA programs in the local area and with the One Stop Operator to collaborate and coordinate activities with the stakeholders and initiatives that comprise the larger workforce development system. To facilitate collaboration and coordination of activities, the selected bidder will:

- ▶ Coordinate service delivery with partner programs to increase efficiency and reduce duplication, including career services, training services, business services and supportive services.
- ▶ Participate in meetings, pilot programs and recruitment events organized by the CIWDB, IWD, the One Stop Operator, and the one-stop system.

To ensure all job seekers have access to the services that best meet their needs, the selected bidder will readily embrace collaboration and coordination with partner agencies, providing referrals to partner agencies appropriately, including but not limited to programs within the Iowa**WORKS** centers and the Central Iowa Workforce Area as a whole. The selected bidder will work closely with partner agencies to determine the best ways to triage clients, ask appropriate questions and make effective referrals, ensuring participants can make informed decisions about the network of referral services made available through the selected bidder. The selected bidder will use the Iowa**WORKS** data management system to track referrals made by and received from core partner programs and community partners to identify trends and opportunities for system improvements.

The CIWDB supports customer participation in multiple programs and services, referred to as co-enrollment, when such participation provides an added value to the customer and complies with applicable rules and regulations. Co-enrollment is not supported when participation in multiple programs and services results in duplication of efforts or inefficient use of resources. The selected bidder will encourage and facilitate co-enrollment for customers in cases when the services and resources of programs are complimentary, efficiently delivered and add value to the customer's progress toward program goals. Co-enrollment is especially encouraged among required partner programs of the one-stop system defined by WIOA.

### **Outreach and Communication**

The selected bidder will conduct regular and broad outreach, communication and recruitment activities to inform job seekers, employers and other stakeholders of services and resources available through Iowa**WORKS** and Title I of WIOA and the larger workforce development system to ensure a steady pipeline of customers utilizing the Iowa**WORKS** system. As an integral partner of Iowa**WORKS**, the selected bidder will participate in similar activities led by Iowa**WORKS** partners and ensure all activities are carefully coordinated with such partners, in support of an integrated and unified system of workforce development. Outreach and communications will include but not be limited to arrangement of and participation in career and community resource fairs and job recruitment events, both onsite at

Iowa**WORKS** centers and offsite at partner locations, where the selected bidder will represent the Youth and Young Adult programs and the broader Iowa**WORKS** system.

Services offered through the One-Stop System and funded by WIOA, including Title I Youth and Young Adult services, shall be promoted with the “Iowa**WORKS**” brand and the federal identifier, “*partner in the American Job Centers Network.*” In keeping with our vision of offering integrated services to both job seekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) will include Iowa**WORKS** branding and the American Job Center identification. All promotional and outreach materials will be approved by the CIWDB Executive Director. The Executive Director will ensure all marketing collateral (stationary, brochures, signage, business cards, advertising, digital content, etc.) meets the branding requirements.

## Enrollment

Funds awarded through this Request for Proposals (RFP) will be used for WIOA eligible out of school youth ages 16-24 and/ or in school youth ages 14-21. The selected bidder must follow WIOA guidelines, state policies, and LWDB policies in making eligibility determinations and enrolling participants in Title I services.

Funds awarded through this Request for Proposals (RFP) will be used for WIOA eligible out of school youth ages 16-24 and/ or in school youth ages 14-21. The selected bidder must follow WIOA guidelines, state policies, and LWDB policies in making eligibility determinations and enrolling participants in Title I services.

Enrollment refers to the completed process by which an eligible participant arrives at and/ or has been referred for WIOA services and for whom required documents have been completed and entered into the Iowa**WORKS** system. As part of the enrollment process, the following must occur-

1. Determination of eligibility
2. Provision of an objective assessment
3. For Youth, development of an Individual Service Strategy (ISS) and participation in any of the 14 WIOA youth program service elements.

The selected bidder will comply with all federal, state, and local guidance and regulations regarding priority of service and track the number of individuals served that meet each criterion for priority service and related participant outcomes achieved.

## Eligibility Guidelines

In accordance with WIOA, an eligible youth is defined as an individual who, at the time of program participation, is-

### In school youth

- Attending school
- Between ages 14 and 21
- Low income and one or more of the following:

- Basic skills deficient
- English language learner
- Offender
- Homeless
- Foster care
  - Currently in
  - Aged out
  - Age 16 and left foster care for kinship guardianship or adoption
- Pregnant or parenting
- Has a disability
- Requires additional assistance to complete an educational program or to obtain or maintain employment

### **Out of school youth**

- Not attending school
- Between the ages of 16 and 24 (at time of enrollment)
- One or more of the following:
  - Withdrew from school before obtaining a diploma or high school equivalency
  - Within the age of compulsory attendance but has not attended for the past six months
  - Has a secondary school diploma or equivalent and
    - Is low income and
      - Basic skills deficient or
      - English language learner
  - Offender
  - Homeless or runaway
  - Foster care
    - Currently in
    - Aged out
    - Age 16 and left foster care for kinship guardianship or adoption
  - Pregnant or parenting
  - Has a disability
  - Low income and requires additional assistance to enter or complete an educational program or to obtain or maintain employment

The selected Program Service Provider must ensure that any applicants who do not meet the WIOA eligibility criteria or who cannot be served by the program are referred for assistance to appropriate programs that meet their basic skills and training needs.

## **Program Design**

The services to be provided under this proposal include objective assessment, intake/ enrollment, case management, development of an Individual Service Strategy (ISS), placement, and follow up for all eligible youth seeking services. Based on the needs of each individual as identified in the objective

assessment and ISS development, the selected bidder must make each of the following services available. Staff of the selected bidder does not necessarily need to provide all services, but where services are not provided by the selected bidder, the agency must have an agreement with another entity to provide those services.

### **1. Tutoring and Study Skills Training**

Program services must include tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to the completion of the requirements for a secondary school diploma or its recognized equivalent must be made available by the selected providers. Services may also recognize certificates of attendance or similar document for individuals with disabilities.

### **2. Alternative Secondary School Services**

Providers should provide access to either alternative secondary school services or dropout recovery services to enrolled youth. Alternative secondary school services must assist youth who struggled in a traditional education setting. Dropout recovery services are to engage those youths who dropped out of the school system. Programs will offer both services to assist youth in re-engaging in education as a means of completing a recognized high school equivalent certificate.

### **3. Leadership Development Opportunities**

Select bidders will provide opportunities to engage youth in leadership development opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. Opportunities may include but are not limited to

- Exposure to postsecondary educational opportunities
- Community and service-learning projects
- Peer-centered mentoring and tutoring
- Organizational and team leadership training
- Training in decision making and problem solving
- Citizenship training including life skills training such as parenting, work behavior training, and budgeting for resources
- Other leadership activities that place youth in leadership roles such as serving on youth leadership committees, such as a Standing Youth Committee

Positive social behaviors focus on areas that may include the following:

- Positive attitudinal development
- Openness to working with individuals from diverse racial and ethnic backgrounds
- Maintaining healthy lifestyles including being alcohol and drug free
- Maintaining positive relationships with responsible adults and peers, and contributing to the well-being of one's community including voting
- Maintaining a commitment to learning and academic success
- Self-esteem building
- Avoiding delinquency

- Postponed and responsible parenting
- Positive job attitudes and work skills

#### **4. Adult Mentoring**

The selected bidder must provide adult mentoring opportunities for a period of not less than 12 months. This includes pairing a youth with a caring adult in a one-to-one which generally serves the following broad purposes:

- Education/academic: Helps mentored youth improve overall academic achievement.
- Career: Helps mentored youth develop the necessary skills to enter or continue on a career path or where they assist in matching a youth participant with an employer or employee of a company.
- Personal development: Supports mentored youth during times of personal or social stress and provides guidance for decision-making.

Typically, mentors become advocates for the youth, working in consultation with the youth's teacher(s), supervisor, and/ or counselor/ case worker, and parent(s)/ guardian(s). Adult mentoring, if provided, is for the duration of at least 12 months that may occur both during and after program participation.

#### **5. Paid and Unpaid Work Experiences**

The selected bidder must establish opportunities for participating youth which lead to paid or unpaid work experiences that have academic and occupational education as a component of the work experience. Paid or unpaid work experiences may include-

- summer employment opportunities as well as available
- employment throughout the school
- pre-apprenticeship
- internships
- job shadowing
- on-the-job training opportunities

#### **6. Occupational Skills Training**

Selected bidders must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must-

- Be outcome-oriented and focused on an occupational goal specified in the individual service strategy
- Be of sufficient duration to impart the skills needed to meet the occupational goal
- Lead to the attainment of a recognized postsecondary credential

#### **7. Supportive Services**



Supportive services for youth, as defined in WIOA sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- Linkages to community services
- Assistance with transportation
- Assistance with childcare and dependent care
- Assistance with housing
- Needs-related payments
- Assistance with educational testing
- Reasonable accommodations for youth with disabilities
- Legal aid services
- Referrals to health care
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes
- Payments and fees for employment and training-related applications, tests, and certifications

### ***8. Comprehensive Guidance and Counseling***

Youth programs must include comprehensive guidance and counseling services to participants. Provision of services may include drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. Providers must ensure the continuity of service to participants when it becomes necessary to coordinate additional guidance and counseling to other organizations and programs. Services may require counseling beyond the scope of most WIOA staff training and should be provided through referrals to appropriate health agencies.

### ***9. Follow-Up Services***

Follow up services are required for a minimum 12-month period after the completion of the program. The select bidder must demonstrate their ability to provide follow-up services. Follow-up is critical following a youth's exit from the program to help ensure the successful employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related programs that arise. Follow-up services may also include, but is not limited to, -

- provision of supportive services
- connection to adult mentoring
- financial literacy education

### ***10. Financial Literacy Education***

- Programs must demonstrate the ability to provide youth with financial literacy education as a part of prog

- Support participants ability to create budgets, initiate checking and savings accounts at banks and make informed financial decisions
- Support youth in learning how to effectively manage spending, credit, and debt including student loans, consumer credit, and credit cards
- Teach youth about the significance of credit reports and credit scores
- Support participants ability to understand, evaluate and compare financial products, services, and opportunities
- Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft
- Support activities that address the particular financial literacy needs of non-English speakers including the development of multilingual educational materials
- Support activities that address the financial literacy needs of youth with disabilities including connecting them to benefits planning and work incentive counseling; and
- Provide and implement as necessary additional financial education as appropriate to gain the knowledge, skills, and confidence to make informed financial decisions to attain greater financial health.

### ***11. Entrepreneurial Skills Training***

Through participation in youth program service, participants will gain exposure to entrepreneurial skills training and education. Entrepreneurial skills training and education must provide an introduction to the value and basics of starting and running a business. Program curriculum should guide youth through the development of business plans and may include the simulation of business start-up and operation.

### ***12. Access to Labor Market Information***

Participants of youth services must have access to labor market and employment information. Labor market information must provide current information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. The selected bidder is required to coordinate the provision of labor market information with the IowaWORKS office(s).

### ***13. Postsecondary Education and Training Transition Services***

The selected provider will provide necessary activities that prepare youth to transition from postsecondary education and training. Local programs have the discretion to determine what specific services a participant receives, based on each participant's objective assessment and ISS.

### ***14. Concurrent Education and Workforce Preparation***

Programs must provide access to education opportunities which are offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster. Programs must reflect an integrated approach to education and training demonstrating in the same time frame workforce preparation, basic academic skills, and hand-on occupational skills training.

## Work-Based Learning

WIOA requires that not less than 20% of funds allocated to the local area be spent on activities supporting paid and unpaid work experience which have as a component academic and occupational education. This may include summer employment, year around employment, pre-apprenticeship, internship, job shadowing, and on the job training opportunities. According to TEGE 23-14: Operating Guidance for the Workforce Innovation and Opportunity Act, “program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience.” These work- based learning strategies must serve as a next step in career development whether the desired outcome is employment or enrollment in post- secondary education or advanced training.

## Description of Services (Estimated Resource and Time Allocation%)

### Client Support and Navigation Services (70%)

The selected bidder must follow WIOA guidelines, state policies, and CIWDB policies in making eligibility determinations and **enrolling** in Youth and Young Adult Worker Services. Enrollment refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents have been completed and entered into the IowaWORKS system. If an individual is not eligible or suitable for WIOA services, he or she should be referred to an appropriate vocational, educational or social service agency for assistance. The selected bidder may be asked to provide WIOA screening and enrollment services for other WIOA programs administered by the CIWDB, on an as-needed basis. The selected bidder will comply with all federal, state, and local guidance and regulations regarding priority of service. For Youth, development of an Individual Service Strategy (ISS) and participation in any of the 14 WIOA youth program service elements.

The CIWDB is committed to ensuring an efficient, customer-centered approach to enrollment and orientation for Iowa**WORKS** and WIOA Title I Services. The selected provider will employ enrollment practices in accordance with applicable regulations, policies, and procedures and assess/prepare candidates for WIOA activities, but do not impose unneeded requirements on job seekers and employers. The enrollment process should consist of only reasonable and necessary requirements for job seekers and employers, minimizing barriers to enrollment and orientation, and streamlining steps to meaningful participation.

The selected bidder will deliver high quality Youth and Young Adult Services, as defined by WIOA, that create opportunities for economic and career success, and connect jobseekers with employer-driven placement, education, and training options. The selected bidder will facilitate services with other Iowa**WORKS** partners, including following established statewide co-enrollment procedures, and work with partner organizations in the Iowa**WORKS** sites to promote the development of integrated intake, case management and reporting.

Every Iowa**WORKS** customer will have access to a set of employment-related career services. The selected bidder will move individuals through the array of career services defined in Section 134(c)(2) of WIOA, based on their individual skills and needs, providing basic, individualized, and follow-up career

services. Basic and individualized career services do not have to follow a sequence; rather, they are defined to allow a varied approach to services that meets the needs of a range of job seekers. In planning and delivering career services, the selected bidder will employ an evidence-based triage process that effectively assesses jobseekers to determine and provide the most appropriate career services.

### Business Services (20%)

Strong connections with employers are pivotal to the CIWDB's commitment to create a thriving local workforce and economically viable region. The CIWDB is focused on demand-driven partnerships with businesses to better connect job seekers with employment opportunities and sustainable careers. The selected bidder will inform, participate in and align all activities with Iowa**WORKS** business engagement efforts and sector strategies. The selected bidder will work closely with Iowa**WORKS** partner programs to develop, promote, and deliver quality business services that assist employers and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. To support area employers and industry sectors most effectively, the selected bidder will have a clear understanding of industry skill needs; identify appropriate strategies for assisting employers; and employ an integrated business services strategy that aligns with the efforts of Iowa**WORKS** and workforce system partners.

### Staff Training and Development (10%)

The selected bidder must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by the CIWDB. Staff are required to maintain current knowledge and expertise in the following:

- Career counseling and customer service best practices
- Labor market information, including characteristics of supply (labor) and demand (employers)
- Initiatives, programs and services of the CIWDB and the broader workforce development system
- Availability of industry and employer-recognized training and educational programs and opportunities
- IowaWORKS data management system
- Local resources and services to assist individuals facing barriers to employment
- Culturally competent and accessible service delivery

### Performance Indicators and Goals

The selected bidder will meet or exceed the negotiated performance goals for each WIOA Primary Indicator of Performance. Performance across the WIOA Primary Indicators of Performance will be evaluated according to definitions, calculations and guidance from the U.S. Department of Labor, including but not limited to TEGL 10-16, Change 1, as well as related WIOA guidance and directives from the Iowa Workforce Development.

WIOA Primary Indicator of Performance	Youth and Young Adult
Employment 2 <sup>nd</sup> Quarter after Exit	73%
Employment 4 <sup>th</sup> Quarter after Exit	73%
Median Income 2 <sup>nd</sup> Quarter after Exit	\$3,700
Credential Attainment	56%
Measurable Skills Gain	41%

Local Performance Measures	Definition
<b>Total Enrolled</b>	Current (November 2023): 175
<b>WIOA Case Management Ratio</b>	Ratio of Career Planners to participants enrolled in Y/YA services. (Currently 1:30)
<b>Participation by County</b>	% of enrollees by county of residence within the Central Iowa workforce area compared to % of overall labor force of the area.
<b>OJT and Work- Based Learning Placements</b>	Number of participants who successful complete a Work-Based Learning Experience (Goals TBD)

**Poor Performance**

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

**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

CIWDB with timely reports and supporting documentation, as requested by the CIWDB, that clearly describes program enrollment, participation, progress, outputs, and outcomes. The staff of the CIWDB, 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 CIWDB and such may be impacted by changes required from IWD or the US Department of Labor.

### ***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. The CIWDB will utilize data from the IowaWORKS data management system, as well as data collected from other sources, to determine program compliance and evaluate the 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.

### ***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 CIWDB's record retention requirements. Case files are the property of the CIWDB and must contain a variety of documentation including, but not limited to

- program eligibility
- suitability and assessment data
- Individual Employment Plans (IEPs)
- regular customer contacts and updates
- progress reports
- time and attendance sheets (training services)
- case notes

Files must be retained for five years after the CIWDB-reports final expenditures to the funding source. The selected bidder must allow the CIWDB, 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.

## Contract Oversight and Evaluation

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

CIWDB 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. The CIWDB 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. The CIWDB may require the selected bidder to take corrective action if deficiencies are found.

### ***Contractor Responsibilities***

The selected bidder will permit the CIWDB 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 CIWDB 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 CIWDB, 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 CIWDB.

All proposals must describe in detail, how your agency or organization will effectively provide all required services stated above. Your agency or organization program staff does not necessarily need to provide all services, but where services are not provided by your agency or organization's program staff, your agency or organization must have an agreement with a subcontractor to provide those services to its customers.

### ***Subcontracts***

If a bidder anticipates using subcontractors to provide any service proposed, the proposal must clearly identify their specific responsibilities, procurement method, 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 CIWDB prior to signature on the contract and execution of services. Subcontractors, prior to CIWDB 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 CIWDB 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 CIWDB, the Contract may be awarded to the next ranked Proposer recommended for funding, if any.

### ***Additional Program Requirements***

#### **| Career Planner Ratio**

To ensure the effective delivery of services, the Central Iowa Local Area requires service providers to maintain a customer-to-career planner ratio that will provide program staff sufficient time to provide an effective service to customers. Monthly career planner and program supervisor meetings to work on continuous improvement initiatives and conduct professional development training will also be required. Total number of participants or caseload will be determined at the time of contract negotiation and may be subject to change.

## **SECTION IV- Proposal Guidelines**

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This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal contents and format, important dates and deadlines, and how to find out more about the RFP. Before preparing and submitting a proposal, interested and qualified applicants are



highly encouraged to read all other sections of this RFP and key source documents referenced throughout, especially the Statement of Work, to gain a full understanding of the services requested and provider characteristics and competencies sought.

## How to Apply

All proposals must be submitted to the CIWDB electronically in both Microsoft Word and PDF formats via email to [eric.kress@ciwdb.org](mailto:eric.kress@ciwdb.org). All proposals must be received by 4:00 p.m. on January 23, 2024, in order to be considered. Emails must have the subject line “Youth/Young Adult RFP [Organization name].” Late proposals will not be considered.

Font	12-point – Calibri, Times New Roman or Arial
Pages	Single-sided on 8.5 x 11 paper
Margins	One (1) inch – This applies to all margins
Spacing	Single-spaced
Footer	Name of organization submitting the proposal and page number on each page
Required Copies	One PDF file and one Microsoft Word file (2 total)

## Proposal Requirements

Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals.

***I. Cover Sheet –Appendix A***

***II. Executive Summary – Include each of the following: (maximum 2 pages)***

1. Overview of the organization’s qualifications and alignment with the services sought by this RFP.
2. Basic organizational description, including but not limited to year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget and number of full-time staff.
3. Organization’s philosophy and approach to delivering community based social services.
4. The amount of WIOA funding requested per funding stream for the period beginning on July 1, 2024, and ending on June 30, 2025. See *General Information, Funding Streams* for further information on sources of funding made available through this RFP.

***III. Organization Qualification and Past Performance– Describe each of the following for your organization: (maximum 3 pages)***

1. Past experience in managing quality workforce or social service programs similar in size and scope to that required by this RFP, including but not limited to individuals served,

services and activities delivered, contract values and related performance outcomes. The CIWDB reserves the right to consider any previous performance data from workforce development programs.

2. Past experience and capacity in delivering programs and contracts funded by federal and or state grants, including but not limited to your organization’s proven ability to implement fiscal controls and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

#### **IV. Program Narrative – (maximum 10 pages-not including attachments)**

Bidders should directly respond to each of the sections below.

1. **Service locations:** Bidders should state their commitment to delivering youth and young adult services within the existing IowaWORKS Des Moines office. If your proposal includes providing these services at locations in addition to, communicate the locations and how it will enhance service provision and client access. Associated costs must be clearly noted in your budget documents.
2. **Staffing:** Describe your organization's staffing philosophies and/or strategies to ensure the development of a high-quality staff team to deliver the program. Specifically:
  - a. Your plan for “start-up” of the professional staff team to execute this work in a timely fashion?
  - b. What universal skills and competencies will be prioritized among staff?
  - c. How will you ensure staff are provided with a competitive compensation package that supports employee retention and sustained client relationships.
  - d. How do you promote a culture of high performance, leadership development, and teamwork?
3. **Staffing Plan:** Describe your proposed staffing plan to support the program. Attach an organizational chart to your proposal illustrating all positions with substantive involvement in the proposed program and lines of authority and responsibility. Be sure to account for oversight of program provision such as quality assurance staff.
4. **Outreach and communications:** Describe an example of a time in which you conducted an intentional outreach effort to invite an underrepresented population into a program or partnership. What were the essential tactics that made the effort effective and would be emphasized in future outreach efforts?
5. **Service provision:** Describe your approach to providing effective youth centric programs and services. Explain tactics and strategies you will use to recruit and serve youth with barriers.
6. **Access to the 14 WIOA youth program service elements.** (See Program Design)
  - a. Briefly describe how you will provide access to each of the 14 WIOA program elements.
    - i. Which of these will be provided by your staff or organization?
    - ii. Which will be provided through partnership and referral?
7. **Assessment:** Please provide your experience in client assessment, including tools and tactics that may be relevant or used in the delivery of Title I programs.
8. **Partnership and referrals:** You will collaborate, coordinate, and establish strong relationships with the stakeholders and initiatives comprising IowaWORKS and the

larger workforce development area. Describe a recent example of, and your role in, a successful initiative that required a community coalition to meet a community need. Describe the other agencies involved.

9. **Performance:** Describe the strategies and mechanisms you use to ensure success and meet or exceed performance goals. Be sure to address how you will effectively accomplish the items below:
  - a. Align your program operational model to consistently meet or exceed the WIOA Primary Indicators of Performance for the CIWDB.
  - b. Track performance and regularly communicate status of required standards and goals, including related key performance indicators, to CIWDB and other stakeholders.
  - c. Utilize data to continuously monitor operations and inform and improve your program.
10. **Administration:** Describe how you will utilize the administrative capacity and foundation of your agency to carry- out the work described in this RFP to serve and protect stakeholders from adverse liability. Be sure to address how you will use fiscal and technical competence, resources, and policies to protect stakeholders. The selected bidder must also meet the administrative requirements described in Appendix C.
11. **Transition plan (if applicable):** Should the outcome of this procurement result in a change of the current Title I Provider, the CIWDB reserves the right to negotiate a transition period during which incoming and outgoing Title I providers work concurrently to ensure a smooth transition and minimize disruptions to job seekers and employers. If you are not currently providing Youth and Young Adult Services in the Central Iowa Workforce Area, describe how you would handle the transition of services and responsibility from the existing Title I provider if your proposal is selected, including establishing relationships with Iowa**WORKS** stakeholders, potential employment of existing Title I staff members, and transfer of important data and documentation. Selected bidders will be required to fully serve participants already enrolled in the Youth and Young Adult programs as of 6/30/2024. The CIWDB expects parties involved in a transition will work together to ensure that services to customers are not negatively affected and that the selected bidder will give first consideration in employment to current employees providing services in the career centers who may be displaced because of this procurement.

**V. *Budget (Maximum 2 pages-not including attachments)***

Provide a budget narrative including all program-related costs, supporting the required budget template provided in this RFP. If an indirect rate is to be charged to the contract, please identify the amount. If you will be using an indirect rate other than the De minimis (10%), please provide documentation of the determination and justification for the rate, such as a NICRA. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program.

Effective budgets will enable the proposed program to meet the intent and

requirements of the contract, while being realistic, reasonable and prudent, avoiding unnecessary or unusual expenditures. Your budget does not need to include tuition and related costs of occupational and work-based training for participants such as ITAs or OJTs, or direct costs of supportive services. It also does not need to include costs of rent and shared infrastructure costs provided by the Iowa**WORKS** center. Refer to the appropriate regulations per the funding source in conjunction with the uniform guidance to identify disallowed costs associated with this grant. See APPENDIX B for further guidance regarding the budget and budget narrative.

## Attachments

Required attachments

1. Program Staff organizational chart. See Staffing Plan.
2. Proof of licensing or proof of non-profit status.

## Review and Selection Process

All proposals received by the submission deadline will be initially reviewed for responsiveness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by internal and external evaluators, according to the criteria below, with attention to clarity, completeness and quality. High scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select bidders may be requested to participate in presentations or discussions with proposal evaluators, Chief Elected Officials of the CIWDA, the CIWDB, and/or representatives of the CIWDB. Award recommendations of the evaluators will be presented to the Board for final decision. Selection of a proposal for contract award will be subject to successful contract negotiations.

The proposal evaluators will score each proposal independently and the scoring of all evaluations will be averaged. Scoring for the required sections of the proposal will be assigned as follows:

Proposal Review Scoring Rubric	
Cover Sheet	Required, but not scored
Executive Summary	10 points
Organization Overview/Past Performance	35 points
Program Narrative	35 points

<b>Budget &amp; Budget Narrative</b>	<b>10 points</b>
<b>Attachments/Staffing Plan</b>	<b>10 points</b>
<b>Total points available</b>	<b>100 points</b>

Bidders must receive a score of 50 points or higher to be eligible to be awarded a contract. The selected bidder will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding source.

**Procurement Process Timeline** (all dates are subject to change):

Release of RFP	December 15, 2023
Final day to submit written questions	January 5, 2024
Proposals due	January 23, 2024
Selection of provider	February 29, 2024

**Provisions**

- This Request for Proposals (RFP) does not commit the CIWDB to award a contract.
- The CIWDB may select a bidder 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 CIWDB may, however, have discussions with those bidders it deems in its discretion to fall within a competitive range.
- The CIWDB 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 CIWDB 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 CIWDB 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 CIWDB and be subject to disclosure under the Freedom of Information Act or other applicable legislation.
- The contract award will not be final until the CIWDB and the successful bidder have executed a mutually satisfactory contractual agreement. The CIWDB 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 CIWDB and execution of a contractual agreement between the successful bidder and the CIWDB and/ or the designated fiscal agent of the CIWDB.

- 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 CIWDB are considered public records and subject to disclosure. The CIWDB 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 CIWDB 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 CIWDB reserves the right to negotiate changes of any nature with any bidder 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 CIWDB staff to request assistance with access to this RFP.
- [eCFR :: Appendix II to Part 200, Title 2 -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

## **SECTION V- Terms and Conditions**

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### ***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 CIWDB 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 your 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 CIWDB will have the option to renew an additional one-year (annual) contract for up to three years, based on review and approval of the CIWDB and based on performance and funding availability. The CIWDB therefore reserves the right to adjust award amounts based on the final allocation figures. The CIWDB 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.

### ***Equal Employment Opportunity (EEO)/ Affirmative Action (AA)***

Fully comply with the Iowa Civil Rights Act of 1965 as amended, Iowa Executive Order 15 (1973), as amended by Iowa Executive Order 34 (1988). The winning bidder must assure it has on file a copy of its Affirmative Action Statement and, if appropriate, a plan containing goals and time specifications. The winning bidder shall provide state or federal agencies with appropriate reports as required to ensure compliance with equal employment laws and regulations.

### ***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 CIWDB 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 CIWDB 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 to the local workforce development board or an entity designated by the local workforce development board, such as the fiscal agent, operating on behalf of the local workforce development board.

### ***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 CIWDB, 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.

### ***Provision for-Profit***

- ▶ Private for-profit businesses wishing to negotiate a profit must follow all provisions in:
  - WIOA 20 CFR 683.295
  - Uniform Circular 2 CFR 200.324

## **Appendix A – Cover Sheet**

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# **Proposal for Workforce Innovation and Opportunity Act (WIOA) Title I Youth and Young Adult**



# Services

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***Local Workforce Development Area: Central Iowa***

***Contract Period: 7/1/2024 – 6/30/2025***

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## **Proposing Organization Information**

I certify that the above-named organization is legally authorized to submit this application, that the contents of the application are truthful and accurate, and that the above-named organization agrees to comply with all requirements of the RFP. Our organization understands this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

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Printed Name of Authorized Representative

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Title of Authorized Representative

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Signature of Authorized Representative

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Date

## Budget Summary, Detail & Narrative Instructions

Complete Appendix B to reflect the total cost of your project and the amounts by category. Also include any amounts by category donated by the contractor. All funds are program funds; including administrative costs that can be allocated specifically to the delivery of the program. All funds requested must be necessary, reasonable, allocable and allowable.

1. Budget Summary: List operating costs by category from the Budget Detail. Do not include indirect rate or request for profit.
2. Budget Detail:
  - 2.1. Salaries and Benefits: List each position title; the median annualized salary; and the percentage of time to be charged to the WIOA contract. Provide the fringe rate or percentage (%) used to determine the cost of benefits. Include administrative salaries that will be charged to the contract. The total amount requested should match your total on the Budget Summary page.
  - 2.2. Transportation Costs: Provide the agency mileage rate and or associated costs of any vehicles that would be used for program provision. This does not include transportation of clients.
  - 2.3. Other Costs: Please include any other anticipated costs. They may include but are not limited to; staff training and development, cell phones, rent and occupancy outside of the IowaWORKS center (if any) technology and other office supplies not provided as part of the IowaWORKS infrastructure funding agreement.
3. Include a narrative of any other costs, including whether an indirect rate will be charged to the contract, in the budget narrative.

## Appendix B- Budget Documents

### Budget Summary

Operational Costs	Amount Requested
Salaries and Benefits - all	
Liability Insurance	
Employee Transportation Costs	
All Other Costs	
<b>Total Operational Costs</b>	\$

### Budget Detail

#### Salaries and Benefits

Staff Title <i>Add lines to table, as needed.</i>	# of positions	Average Salary Per position	% of Time Charged to WIOA	Salary Total
A.				
B.				
C.				
D.				
E.				
F.				
G.				
Fringe Costs ( %)	n/a	n/a	n/a	
Total Amount				\$

#### Employee Transportation Costs

Mode	Mileage Rate	Total
10,000 miles annually (average)	\$.xx/mile	\$



## Appendix C – Assurances and Certifications

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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 possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Iowa requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

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Print or Type Name of Authorized Representative

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Signature of Authorized Representative

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Date

## Appendix D – Evaluation Criteria

Proposals will be evaluated using the assigned point totals for the following criteria:

Category	Criteria	Score
<b>Cover Sheet</b>	Required, not scored	--
<b>Executive Summary (10 points)</b>	Proposal provides an overview of the organization including- year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget, and number of full-time staff.	
<b>Organizational Overview (35 points)</b>	<ol style="list-style-type: none"> <li>1. The proposal provides evidence of success consisting of past program performance delivering programs and contracts for similar work.</li> <li>2. The proposal demonstrates evidence of success consisting of past financial performance delivering programs and contracts for similar work.</li> </ol>	
<b>Program Narrative (35 points)</b>	<ol style="list-style-type: none"> <li>1. Responder affirms location requirements.</li> <li>2. Proposal identifies an organizational strategy towards and commitment to staff development.</li> <li>3. Proposal includes a clear staffing plan to support the delivery of all components of the program; including quality assurance, outreach, and business services.</li> <li>4. Proposal demonstrates proficiency in conducting community outreach efforts.</li> <li>5. Proposal demonstrates a strategy for youth centric service provision..</li> <li>6. Proposal shows a plan to provide all aspects of the youth program to participants.</li> <li>7. Proposal demonstrates competency in delivering client assessments.</li> <li>8. Proposal demonstrates knowledge of how to achieve success working in partnership with other stakeholders.</li> <li>9. Proposal shows a coordinated approach to connecting operational and service delivery in alignment with achieving performance goals and metrics.</li> <li>10. Proposal demonstrates a clear understanding of liability in delivering federal grant funded programs and displays confidence in protecting stakeholders.</li> </ol>	
<b>Budget and Budget Narrative (10 points)</b>	<ol style="list-style-type: none"> <li>1. The budget worksheets are complete. The budget is reasonable and well-defined.</li> <li>2. The Budget Narrative is complete and adequately explains the submitted budget worksheets.</li> </ol>	
<b>Attachments (10 points)</b>	All required attachments are included and support the associated narrative sections.	--
	<b>Total Score</b>	