



Yuma County's Workforce Development Board (YCWDB)
Adult and Dislocated Worker Services
Request for Proposals (RFP)

Schedule

ACTIVITY (All times are local Arizona time)	Dates
Issue Date	December 13, 2024
Solicitation Questions Due (4:00 p.m.)	December 20, 2024
Solicitation Questions Answered Posted on the YPIC and ARIZONA@WORK website (4:00 p.m.)	January 10, 2025
Solicitation Conference/Technical Assistance Session (2:00 – 4:00 p.m. by electronic meeting,	January 17, 2025
Solicitation Sealed Proposal Receipt Deadline (3:00 p.m.)	February 7, 2025
Review Committee	February 14, 2025
Tentative Award Date	March 12, 2025
Final Contract Negotiations	April 30, 2025
Contract Term:	July 1, 2025 – June 30, 2026

Submit proposals and requests for alternate formats to:

Alicia Huizar, Contract Manager
 Yuma Private Industry Council, Inc.
 3834 W. 16th Street
 Yuma, AZ 85364
 Telephone: 928-329-0990 (1215)
 TTY: 7-1-1
 ADWRFP@ypic.com

RFP websites: www.ypic.com and <https://arizonaatwork.com/locations/yuma-county>

This RFP does not commit the YCWDB to award any agreement. All dates are subject to change.

Equal Opportunity Employer/Program. Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities.

ARIZONA@WORK-Yuma County WIOA Title IB Adult and Dislocated Worker Programs, funded 100% by the U.S. Department of Labor. The funding amount for FY 24/25 is \$5,702,242.

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SECTION ONE

1.1 Introduction:

The Yuma Private Industry Council, Inc. on behalf of the Yuma County Workforce Development Board (YCWDB), is seeking Sub-recipients to provide workforce and employment services within Yuma County in compliance with the Workforce Innovation and Opportunity Act (WIOA) and related regulations.

As of the 2020 census, its population was 204,722. According to the Arizona Office of Economic Opportunity, the population of Yuma County in 2023 was estimated to be 214,264 persons.

Yuma County is in the southwestern corner of the U.S. in the State of Arizona. Yuma County includes the Yuma, Arizona Metropolitan Statistical Area. The county borders three States: Sonora, Mexico, to the South, and two other States to the West, across the Colorado River: California of the United States and the Mexican State of Baja California.

The Board of Supervisors has focused on these 11 targeted industries:

1. Manufacturing
2. Renewable Energy
3. Transportation and Warehousing
4. Healthcare
5. Agriculture, Forestry, Fishing, and Hunting
6. Professional Scientific and Technical Services
7. Construction
8. Accommodation and Food Services
9. Public Administration
10. Other Services (except Public Administration)
11. Administrative and Waste Services

1.2 Background:

Congress passed the Workforce Innovation and Opportunity Act (WIOA) in July 2014, which became effective July 1, 2015. WIOA opens the door to states' greater use of sector partnerships and career pathway models and includes higher levels of accountability and outcome data reporting. WIOA is designed to build and support a demand-driven workforce system that helps job seekers access employment, education, training, and support services to succeed in the labor market and to match companies with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform of the public workforce system in 15 years. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The Governor of Arizona has identified 12 local workforce development areas as required under WIOA (Public Law 113-128) in June 2015. In Arizona, this public workforce system operates under the brand of ARIZONA@WORK.

The Yuma County Board of Supervisors serves as the Chief Elected Officials (CEO's) and Yuma County has been granted WIOA Local Area designation by the Governor of Arizona and certified by the Workforce Arizona Council (WAC). YPIC is also the fiscal agent for all local WIOA Title I, Adult, Dislocated Worker funding. The following cities and municipalities/incorporated and unincorporated areas and census-designated areas:

- Cities and municipalities/incorporated: Cities of Yuma, San Luis, and Somerton, and Town of Wellton
- Unincorporated Communities: Mohawk, Roll
- Census Designated Areas: Tacna and Dateland

1.3 Purposes of the Workforce Innovation and Opportunity Act (WIOA):

To provide workforce investment activities through statewide and local workforce development systems that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation. (Workforce Innovation and Opportunity Act, Public Law 113-128, Sec. 2)

1.4 Purpose of Request for Proposal:

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the provision of Adult and Dislocated Worker services pursuant to WIOA. The selected bidder(s) will be responsible for operating Adult and Dislocated Worker services under the guidelines and requirements of the Workforce Innovation Opportunity Act of 2014 (WIOA). The selected subrecipient(s) will also be responsible for following and implementing all programs and services required by state law or approved by the Yuma County Workforce Development Board.

1.5 Qualified Applicants:

Any private for-profit business entity, private nonprofit corporation, institutes of higher education or public entity may apply for available funds. An organization, agency, or company submitting a proposal must do so as an individual organization and must be prepared to deliver the planned WIOA services.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract in accordance to 29 CFR, part 98.

sub-recipients must disclose and rectify any and all outstanding monitoring auditing concerns from any of the respondent's previous other contracts prior to accomplishing the scope of work and objectives stated in this RFP. sub-recipients should demonstrate the necessary technical skills, management and administrative knowledge, qualified professional staff, and robust fiscal management systems to successfully achieve the goals and objectives outlined in this RFP. Furthermore, sub-recipients must meet high standards of public service and fiduciary responsibility. sub-recipients are responsible for being knowledgeable of all laws, regulations, and policies of the specific funding sources involved as well as applying them in developing the RFP response.

Each sub-recipient must already be registered through the System of Award Management (SAM). *If not registered, the sub-recipient will be immediately disqualified.*

1.6 Contracts:

There are two contract options; sub-recipients may opt to submit proposals for any of the categories listed below. *Separate proposals must be submitted for each of the categories.*

- **Adults:** Full Services: Career Services, (Basic, Individualized, and Follow-Up Services) and Training Services.
- **Dislocated Workers:** Full Services, (Basic Individualized, and Follow-Up Services) and Training Services

The contract will also be subject to any changes in the legislation, regulations, or policies promulgated by the funding sources. The YCWDB may expand the scope of the contract to incorporate other funding, requirements, or workforce programs that the YCWDB deems necessary or appropriate.

Federal funding is the principal support for the Adult and Dislocated Worker programs. Funding is subject to annual allocation based upon the amount secured by the YCWDB. The contractual funding agreement shall be revised to decrease or increase funding as required to indicate federal funds awarded by the State of Department of Labor. The sub-recipient will be awarded a “**cost-reimbursement contract**” pursuant to this RFP. Optional one-year contracts may be granted based on meeting successful contract performance outcomes. For more information on cost-reimbursement contract please see the link <https://www.acquisition.gov/far/subpart-16.3>

The awarded sub-recipient will be required to submit copies of Level 1 Fingerprint Clearance cards and background checks with the Arizona Child Safety Department.

1.6.1 Reason for Disqualification:

All conditions, appendices, and statements contained in this RFP must be completed. Failure of the contracting organization to accept these obligations may result in the disqualification.

The YCWDB reserves the right to disqualify any proposal that fails to provide information or data requested herein or that provides materially inaccurate or misleading information or data. The YCWDB reserves the right to disqualify any sub-recipient based on any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to the YCWDB. This disqualification is at the sole discretion of the YCWDB.

The sub-recipient shall not be subject to disbarment or suspension from receipt of Federal, State, or local funds; nor have a record of substandard performance in conducting training and employment programs.

1.6.2 Period of Performance:

The YCWDB staff intends to award a single contract for the services identified herein with renewable options on a yearly basis not to exceed a total of three years. *The Contract period shall start on July 1, 2025, and end on June 30, 2026.*

1.7 Target Population:

- The target populations are: WIOA eligible Adults and Dislocated Workers ages 18 and older;
- The following individuals are those other than low-income adults and public assistance recipients, who must be given priority by law:
 - 1) Veterans and military spouses;
 - 2) Individuals with disabilities;
 - 3) Individuals with substantial language or cultural barriers;
 - 4) Homeless individuals;
 - 5) Public assistance recipients;
 - 6) Low-income adults;
 - 7) Other hard-to-serve populations as defined by the Governor such as:
 - a. Older Individuals (age 55 and Older);
 - b. Indians, Alaska Natives, and Native Hawaiians;
 - c. Displaced homemakers;
 - d. Individuals with multiple barriers to employment;
 - e. Offenders;
 - f. Individuals who are basic skills deficient to include ELLs;
 - g. Individuals who have aged out of the foster care system;

- h. Eligible migrant and seasonal farmworkers as defined in WIOA Sec 167(I)(1-3);
- i. Single parents (including single pregnant women); and
- j. Long-term unemployed individuals (unemployed for more than 27 or more consecutive weeks).

1.7.1 Veterans Priority of Service:

The YCWDB must ensure that all eligible Veterans and eligible spouses of veterans are identified at the point of entry and given an opportunity to take full advantage of the priority of service. Individuals meeting the eligibility criteria will be afforded priority over individuals who are not Veterans. Additionally, the service provider will ensure that all Veterans are made aware of their entitlement to the priority of service, the full array of employment, training, and placement services available under the priority of services, and any applicable eligibility requirements for those programs and/or services.

It is critical for the sub-recipient to identify and describe how the targeted population is determined in need of training. In addition, the sub-recipient must ensure training is not being provided by mandated partners; the proposed training will benefit the participant and will contribute to meeting performance measures. Training shall be directly linked to high-demand occupations in the local area. The sub-recipient must ensure accessibility, equal opportunity, and non-discrimination to all individuals and comply with provisions.

1.8 Scope of Work:

The sub-recipient to this RFP will begin serving Adult and Dislocated Workers starting on July 1, 2025, and end on June 30, 2026. The hours of operation must coincide with the One Stop Center. The business hours are Monday – Thursday 8:00 am - 5:00 pm and Friday 9:00 am – 5:00 pm (one hour of administrative time per week is negotiable). Non-traditional hours can be scheduled to accommodate the special needs of the local economy and community.

The YCWDB seeks service provider(s) that have vision, innovation, accountability, and effective use of resources in workforce development programs. In the interest of establishing seamless service delivery for all prospective clients, and in keeping with the spirit of WIOA the service provider(s) will operate in the most effective and integrated manner possible. The sub-recipient will ensure customer flow through a seamless service using the Integrated Service Delivery System (ISDS) and Client Referral System (CRS) to identify the needs of the job seekers. This includes offering virtual and in-person services.

Under WIOA, Adult and Dislocated Worker programs are designed to provide quality employment and training services to assist eligible individuals in seeking and obtaining meaningful employment. Moreover, through WIOA Adult and Dislocated Worker Programs, employers receive assistance with finding the skilled workers they need to compete and succeed in business. The sub-recipient will be responsible for coordinating with the One-Stop Operators and the business unit for the recruitment of job-seekers and employers. All recruitment and marketing materials must have the appropriate tag lines.

The YCWDB is committed to creating an environment where everyone benefits from opportunity, mutual respect, and a sense of belonging. The sub-recipient must ensure that equity, diversity and inclusion are a priority when delivering services across age, gender, race, and ethnicity to avoid access gaps for adults.

1.8.1 WIOA Orientation/Registration/Eligibility Determination and Verification:

The awarded sub-recipient in conjunction with the One-Stop is responsible for providing orientation in regards to the Adult and/or Dislocated Worker Title IB program. Sub-recipients are responsible for determining eligibility, and suitability, identifying barriers, and collecting and verifying all necessary eligibility documents. Verification documents must be maintained electronically. Electronic files are subject to ongoing review by the YCWDB staff and it is recommended that contract supervisors confirm eligibility and review data entered. The sub-recipient will have 3 business days (subject to change) to enter data into the State WIOA database system known as the Arizona Job Connection system (AJC). Eligibility training will be provided at the beginning of the contract.

1.8.2 Initial Assessment:

WIOA requires that Adult and Dislocated Workers service sub-recipients administer or obtain a thorough and in-depth initial assessment of skills levels to determine literacy numeracy and English language proficiency, as well as other assessment tools to determine aptitudes, abilities, career interests (including skills gaps), and support service needs of each participant prior to enrollment into individualized, career, and/or training services.

1.8.3 Case Management:

The selected sub-recipient will be responsible for delivering comprehensive case management to support participants in achieving their career goals. The sub-recipient will deliver high-quality career services that create training and employment opportunities for economic and career success connecting jobseekers with employer-driven job placement. The sub-recipient will need to seek and contact prospective employers to develop on-the-job training, incumbent worker training, apprenticeship training, customized training, internships, and work experience. The selected sub-recipient will engage

participants at a meaningful frequency (bi-weekly), driven by needs and career interests, and goals, as well as the scope and objectives of the program. The sub-recipient will document such engagement appropriately in the participant case files. The sub-recipient will maintain a caseload of no less than 40 active files (follow-up not included) per staff member. All case notes and documents must be kept confidential and follow the Personal Identifiable Information (PII) Policy.

1.8.4 Career Services

The selected sub-recipient will deliver career services to help individuals access employment and training opportunities.

There are three types of “**Career Services**”: basic, individualized, and follow-up services. There is no sequence in services when providing basic and individualized career services when determining what is best suited to meeting the participants career pathway goals. For the full definition of career services refer to [State Policy Chapter 2 - Section 200](#) and [Federal Register 678.430](#).

1.8.5 Training Services:

Training services are available to assist individuals in gaining the skills and knowledge to obtain and retain employment. Training is administered by public and private sector employers, as well as institutions of higher education, Registered Apprenticeship (RA), and other public and private providers of programs of training services. The sub-recipient must utilize and promote the training listed on the Eligible Training Provider List (ETPL). For the full definition of training services refer to [State Policy Section 500](#), and [YCWDB Training Policy](#).

1.8.6 Performance Measures:

WIOA Section 116 (2)(A) establishes performance accountability measures that apply across the core programs to assess the effectiveness of states and local areas in achieving positive outcomes for individuals served by those programs. The sub-recipient is required to meet or exceed all six performance measures listed below. This includes contributing to the State approved employer measures,

Below is the chart showing PY2024 Performance Goals negotiated by YCWDB with the State of Arizona. For more information on Performance Measure, please click on the link [TEGL 10-16 Change 3](#).

Adult	Final Negotiated Targets for PY 2024-2025
Employment 2nd Quarter after exit	73.5%
Employment 4th Quarter after exit	70.5%
Median Earnings in the 2nd quarter after exit	\$7,400

Credential attainment rate	74.0%
Measurable Skills Gain	70.5%
Dislocated Worker	
Employment 2nd Quarter after exit	77.5%
Employment 4th Quarter after exit	73.5%
Median Earnings in the 2nd quarter after exit	\$8,500
Credential attainment rate	73.0%
Measurable Skills Gain	74.0%

1.9 Reporting Requirements:

The sub-recipient will be required to utilize various data management systems to submit monthly reports as outlined in the section below. sub-recipients will report monthly to the YCWDB staff on actual levels of service, performance goals progress, review program outcomes, and budget expenditures.

1.9.1 Providers Report (Partial list below)

Monthly	Quarterly
Participants Enrolled	Equal Employment Opportunity (EEO) complaint Log
Participants beginning WEX or Internships	Americans with Disability Act (ADA)
Number of Participants who became employed	
Participants enrolled in OJT's	
Participants beginning Training with an ITA	
Number of participants who become employed	
Number of Incumbent Worker Enrolled	
Number of Apprenticeship Enrolled	
Participants Employed at 2 nd Quarter	
Participants Employed at 4 th Quarter	
The average medium wage at employment	
Credential Attainment rate	
Customer Satisfaction	
Measurable Skills Gains	

1.9.2 Customer Tracking Systems

The sub-recipient will be required to use the various data management systems for the provision of all customer and business services. In addition to reporting and tracking customers through the various programs, service providers must submit monthly reports that document outcomes on agreed-upon key benchmarks.

The sub-recipient will be accountable for the integrity of the data presented and responsible for ensuring that staff is appropriately trained in the use of the systems. The sub-recipient will be responsible for developing, implementing, and overseeing processes to collect, manage, and utilize information provided

by the system. The sub-recipient will ensure all data entry, including case notes are entered into the AJC system within 3 business days (subject to change).

1.9.3 State Data System

The current State data system is Tableau. The system offers a range of report types designed to effectively track participant numbers and monitor WIOA services and participants' outcomes (i.e., performance reports, case management reports, priority of service reports, and more.). *The sub-recipient will be required to utilize the State data system.*

1.9.4 Client Referral System (CRS)

The CRS system is the central component for referring customers between partners. The system is internet-based to ensure that all partners are allowed to utilize the system to improve overall system effectiveness and maximize co-enrollments. The referral process provides timely and effective support that ensures that an appropriate plan of action for clients is initiated and properly tracks the client's referrals to service providers and community partners. The sub-recipient will be responsible for follow-up on every referral received and/or referred out as well as making contact with the referred participants. *The sub-recipient will be required to utilize the YCWDB data system.*

1.9.5 Integrated Services Delivery System (ISDS)

The ISDS allows the sub-recipient to track customer navigation and upload documents through the system. The database also provides detailed reports of customer visits. It is an important internal support tool that complements the Arizona Job Connection (AJC) System. This shared database greatly reduces the duplication of services. In addition, the ISDS has a user's manual for the ISDS Self-Registration Kiosk via touch screen. The manual explains the features, provides a general overview of the system, and establishes the ISDS Self-Registration Kiosk as an *integral* component of the ISDS. *The sub-recipient will be required to utilize the YCWDB data system.*

1.10 File Maintenance and Record Keeping:

The sub-recipient shall maintain all records pertinent to WIOA Title I adults and dislocated worker grant agreements and contracts, including financial, statistical, property, participant records, and supporting documentation in accordance with Federal and State requirements and the YCWDB's record retention policies. Participant's case files are required to be in electronic format. Records including confidential documentation must be kept for three (3) years after exit. Fiscal records must be kept for seven (7) years.

1.11 Monitoring and Evaluation:

The YCWDB staff is responsible for monitoring the sub-recipient to ensure WIOA requirements. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor (DOL) State of

Arizona (DES), State Workforce Arizona Council (WAC), Yuma County Board of Supervisors and any other agency that provides funds used by the YCWDB to contract for services in the area's workforce system.

1.12 Accessibility, Equal Opportunity, and Non-Discrimination

The YCWDB is committed to services for all customers. The Sub-recipient must ensure equal opportunity to all individuals and comply with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the WIOA of 2014
- Title VI of the Civil Rights Act of 1964, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended
- The Age Discrimination Act of 1975, as amended
- Title IX of the Education Amendments of 1972, as amended

No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any YCWDB-funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. The Sub-recipient is expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. The Sub-recipient must coordinate with the local EEO officer and ensure Sub-recipients/providers and staff receive accessibility training. The Sub-recipient must ensure all written materials and communications include the statement both in English and Spanish: **“Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities.”** **“Las ayudas y los servicios auxiliares del Programa/Empleador de igualdad de Oportunidades están disponibles a pedido para personas con discapacidades.”**

The subrecipient is responsible for covering the costs associated with providing accommodations including sign language support to participants.

1.13 Confidentiality Guidelines:

- Personally Identifiable Information (PII) and other sensitive information must be protected at all times (TEGL 39-11).
- Maintain confidentiality when accessing or utilizing AJC and maintain computer equipment with compatible software.
- All PII documents must be disposed of either by shredding or placed in the locked bin provided.
- Retain records in compliance with federal and state WIOA requirements 2 CFR 200.333 and the [ARIZONA@WORK – Yuma County Records Management and Retention Policy](#).
- The sub-recipient's staff will use the provided computers and/or laptops and must complete the following mandatory Training prior to accessing data from internal management systems:

- DECACP15 - Address Confidentiality Program
- Security Awareness Training
- DE5110 – AJC NextGen Title IB-WIOA
- DE5113 – AJC NextGen Systems Getting Started
- DE5114 – AJC NextGen Systems Search
- DE5115 – AJC NextGen Adding Information
- DE5116 – AJC NextGen Enrollments
- DE5129 – Title 1-B Program in the Workforce System
- DE5130 – Adult and Dislocated Worker Programs
- DE5132 – WIOA Performance Indicators.
- DE5502 – WIOA Laws and Regulation
- DE5503 – DERS Disability Awareness

** Trainings are subject to change.

SECTION TWO

2.0 PROJECT TIMELINES (Arizona Time)

Proposal Review Process and Contract Award Schedule

- December 13, 2024 **RFP Process Opens:** Applicants may pick up RFP packages including attachments beginning at 8:00 a.m. at Yuma Private Industry Council, 3834 W. 16th Street, Yuma, AZ 85364, or may download from the website: www.ypic.com and <https://arizonaatwork.com/locations/yuma-county>.
- December 20, 2024 Solicitation Questions Due (4:00) pm.
- January 10, 2025 Solicitation Questions Answered Posted on the YPIC and ARIZONA@WORK website by 4:00 pm.
- January 17, 2025 **Solicitation Conference/Technical Assistance Session:** Scheduled for 2:00 - 4:00 pm **by virtual meeting.** It is recommended that applicants who have general questions regarding the RFP process be present at this session.
- February 7, 2025 **Proposal Receipt Deadline:** Proposals must be received by 3:00 p.m. at Yuma Private Industry Council, 3834 W. 16th Street Yuma, AZ 85364. **Late submissions will not be considered.**
- February 14, 2025 **Proposal Review Committee:** Date and time to be determined
- March 12, 2025 **Workforce Development Board Approval of Recommended Sub-Recipient(s)**
- April 30, 2025 **Final Contract Negotiations**
- July 1, 2025 **Program Start Date**

****All dates are subject to change.**

2.1 Notices:

Notices to the applicant shall be issued by the YCWDB staff to the individual listed on the proposal. Notices to YCWDB staff required by the contract shall be made by the sub-recipient to the solicitation contact person indicated on the solicitation cover sheet unless otherwise stated in the contract. An authorized contract manager and an authorized sub-recipient representative may change the respective person to whom notice shall be given by written notice to the other and an amendment to the contract shall not be necessary.

Proposals shall comply with all Federal, State, and local laws, rules, regulations, standards, and Executive Orders, including but not limited to the Workforce Innovation and Opportunity Act, the State Workers Compensation Act, as amended, 1992, Fair Labor Standards Act, Titles VI and VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, State Executive Order 75-5. (Equal Employment Opportunity), American Disabilities Act, Non-Traditional Employment for Women Act, Veteran's Policy, State Workforce Policy #7 – Conflict of Interest Policy.

YCWDB retains the right to decline any sub-recipient staff member, whether an employee, sub-recipient, or volunteer to perform services under this contract if YCWDB deems that the staff member could negatively impact participants or the program. This would include any situation where the sub-recipient staff member is related to a YPIC employee and the said employment by the sub-recipient could be deemed or viewed as nepotism or a conflict of interest.

2.2 YCWDB Reservation of Rights

The YCWDB reserves the right to:

- Reissue, delay, reject, amend, modify, or cancel any or all proposals at any time without prior notice;
- Negotiate with any qualified sub-recipient;
- Extend the deadline for proposals;
- Request additional information from any or all sub-recipients; and/or
- Renew contracts up to three additional one-year terms without reissuing an RFP.
- Accept or reject any or all of the proposals received and cancel in part or in its entirety this request if it is in the best interest of the YCWDB to do so.
- Negotiate necessary adjustments in proposed funding levels and program activities.
- Direct sub-recipients to implement changes in accordance with State directives in order to comply with WIOA and applicable regulations.

2.3 Termination of Contract

a. Failure to Perform

If through any cause, the sub-recipient fails to perform in accordance with the terms of the contract in a timely and proper manner and/or violates any requirements of the contract, the sub-recipient will receive technical assistance from the YCWDB staff. The sub-recipient must comply with corrective action requirements in a timely manner as specified by the YCWDB staff. If the sub-recipient does not comply, then the contract may be terminated, in whole, or in part, by either party to the contract. In this event, the aggrieved party shall provide written notification at least 10 working days in advance to the other party specifying the performance failure and the intent to terminate.

b. Without Cause

Either party to this contract may elect to terminate the contract without cause by delivering a ninety (90) day written notice of intent to terminate to the other party.

c. Funding

The YCWDB may terminate, renegotiate, or modify this contract at any time if its federal, or State grants are suspended, reduced, or terminated before or during the contract period, or if federal or State grant terms and regulations change significantly. At the time of contract termination by either party for whatever reason, the sub-recipient is only entitled to costs incurred prior to the time of contract termination. The subrecipient is responsible for liability of accrued vacation, sick leave, and paid time off (PTO).

2.4 RFP Questions and Requests for Clarification:

To prevent perceived or actual conflict, or undue influence over the process, applicants are prohibited from contacting any YCWDB member, committee member, or staff regarding this RFP. Contacting anyone for the purpose of influencing the outcome of the procurement will result in disqualification. Applicants shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposal bid to be rejected.

The YCWDB anticipates posting answers to all questions by Friday, January 10, 2025. Questions and answer page will be posted on the Yuma Private Industry Council Inc. website www.ypic.com and ARIZONA@WORK website <https://arizonaatwork.com/locations/yuma-county>. It is the sub-recipient's responsibility to check the website page frequently to stay apprised throughout the process. Only those questions directed to the above email or received at the solicitation conference will be answered. The solicitation conference is scheduled to take place on Friday, January 17, 2025, **by virtual meeting.**

Sub-recipients are strongly encouraged to attend the solicitation conference meeting at the date and time listed on page one. The purpose of this meeting is to review this RFP and respond to sub-recipient questions. Please email ADWRFP@ypic.com to register for this meeting.

2.5 PROPOSAL INSTRUCTIONS

Submit sealed proposal no later than 3:00 pm Arizona Time on February 7, 2025, at 3834 W. 16th Street, Yuma, AZ 85364. The proposal(s) can be submitted electronically, by mail or can be delivered in person, please ask for a proposal receipt which will have the date and time stamped on it. Mailed proposals must be received by the deadline. All documents submitted by sub-recipients shall be the property of the YCWDB and become a matter of public record available for review pursuant to Arizona law. **Proposals received after the deadline will be disqualified as non-responsive.**

Submit the entire proposal and appendix. Must include financial audits for the past 5 years and documented findings of waste, fraud and abuse (if applicable). Please submit an electronic copy of the proposal on a thumb drive.

Sub-recipients are cautioned and advised that proposals must be accurate and complete, addressing each of the RFP sections. Deadlines will be enforced fully, and failure to comply with any requirements of this RFP may result in the proposal's disqualification and removal from any further consideration.

Proposals are limited to 30 letter-size pages, excluding appendixes and the audits for the past five (5) years. All pages must be numbered. Responses should be typed in 12-point font, New Times Roman, with one-inch margins, and double-spaced.

Sub-recipient must submit proposal package in the proper layout and sequence as noted on 2.17

2.6 SOLICITATION PROVISIONS

- YCWDB reserves the right to make technical corrections or additions to this RFP. Such corrections or additions shall be sent to each applicant who registers at the Technical Assistance Conference.
- This RFP does not commit the YCWDB to accept any proposal, nor is the YCWDB responsible for any costs incurred by the respondent in the preparation of responses to this RFP.
- The YCWDB reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the sub-award in whole or in part as is deemed to be in the best interest of the YCWDB.

- The YCWDB reserves the right to negotiate with any respondent after proposals are reviewed if such action is deemed to be in the best interest of the YCWDB.
- The sub-recipient will be asked to continue providing services to customers already registered in the WIOA program. It is the wish of the local board that the disruption of services to customers is avoided. The sub-recipient will accept all carryover participants from the previous sub-recipient.

2.7 RFP Review Committee

The Review Committee will consist of five (5) panel members to review the proposals. Each proposal will be scored independently by using the below evaluation criteria rubric. The RFP Review Committee members ranking forms will be identified by number, not by name, and will be distributed upon request. Applicants may request in writing their individual rating forms after the contract has been awarded; these are intended to assist the applicants in determining their areas of strength and weakness in responding to the RFP. **Note: The YCWDB retains the right to request additional information or request oral presentations from applicants. If no response adequately addresses the services and outcomes requested, the committee may recommend that no awards be made.**

Responses to this RFP will be evaluated by the **RFP Review Committee** to recommend One-Stop service providers to be awarded contracts. The proposal should present innovative and creative strategies that enhance a customer’s ability to move into self-sustaining employment, resulting in an upwardly mobile career path and potentially higher earnings,

All WIOA-funded services must be delivered in accordance with WIOA rules and regulations, guidance from the U.S. Department of Labor (USDOL), the State of Arizona and policies set forth by ARIZONA@WORK. The sub-recipient will be selected based upon its demonstrated ability to serve customers within Yuma County including past performance, collaboration, experience, successful outcomes, partnerships, and cost-effective service delivery.

Evaluation Criteria – NARRATIVE: SCOPE OF WORK

EVALUATION ITEMS	Maximum Points
Evaluation Criteria – Narrative: Scope of Work	
Program Overview/Executive Summary	5
System for Awards Management (SAM)	20
Community Need/Opportunity Targeted	10
Target Population	10
Program Performance Goals	20
Program Activities/Methodology	15
Evidence of Work-Based Learning	20

Program Location	5
Evaluation Criteria – Narrative: Agency Capacity	
Agency Background	20
Agency Expertise	15
Collaboration and Leverage Resources	5
Evaluation Criteria – Budget	
Budget	20
Total	145

2.8 Contract Award

Funding recommendations shall be made by the proposal Review Committee to the YCLWDB staff.

Funding of any and all proposals is subject to fund availability and level of funding by the US Department of Labor.

- **Proposal Award**
The YCWDB Review Committee shall hold all proposals submitted in confidence pending the completion of awards. Following the award process, proposals will be available to the public.
- **Negotiations**
The Review Committee may require the selected sub-recipient to participate in negotiations following the award process and request a revision to the proposal, as needed.
- **Contract Agreement**
The Contract Manager will send the final contract to the awarded sub-recipient. The awarded sub-recipient must sign and submit the final document to the Contract Manager within thirty (30) calendar days from the date the contract is sent. If the Contract Manager does not receive the signed agreement and all other required documentation from the awarded sub-recipient within 30 calendar days, the YCWDB may consider awarding the agreement to the next highest-ranked sub-recipient.

2.9 Funds Available

YCWDB, operated by the Yuma Private Industry Council, Inc. (YPIC) is advertising for services. The quantities listed below reflect the **estimated funds** available, **the YCWDB may grant multiple contracts to different sub-recipients**, therefore the funds will need to be distributed amongst those that are granted contracts.

Adults: Full Services: Career and Training Services
\$2,921,818

Dislocated Workers: Full Services: Career and Training Services,

\$827,727

Total funds:

\$3,749,545

2.10 Compensation Method

The YCWDB will issue a cost-reimbursement contract. The sub-recipient will be reimbursed for allowable actual service delivery costs on a monthly basis after the submittal and approval of the payment invoice as described in the contract. Payment invoices will be due by the 12th of each month for the previous month. Invoices are to be submitted **every month** even if there is zero expenditure for the month reported.

In addition to the provisions of the RFP and the awarded proposal, which shall be incorporated by reference in the contract, any additional clauses or provisions required will be included as an amendment to the contract.

Any revenues generated by the providers including interest income or other program-generated income must be disclosed to the YCWDB and charged against expenses for the continued operation of the services provided **as required by the U.S. Department of Labor**. For-profit entities must negotiate profits separately with the YCWDB. In addition, any negotiated allowable profit earned by for-profit entities will need to be reported monthly.

Either party to this contract may elect to terminate the contract without cause by delivering a ninety (90) day written notice of intent to terminate to the other party.

2.11 Subcontracting

The sub-recipients must identify any sub-recipient and the activities such sub-recipient will undertake in the proposal narrative. If the sub-recipient currently subcontracts certain functions or activities and intends to do so as part of its response to this RFP, the sub-recipient must be identified and certification must be included from the sub-recipient attesting to its agreement to the terms of the proposal and any resulting contract. The sub-recipients are subject to the same terms, conditions, and covenants contained with this RFP, including the insurance requirement, and subject to the Central Registry Background Check. The sub-recipients will be primarily liable for the provisions of all deliverables under the contract and will monitor any approved sub-recipients to ensure all requirements under the contract are being met.

2.12 Invoicing Requirements

1. Invoices must be *submitted by the 12th of each month* for any expenses incurred in the prior month (**Appendix J**).
2. The invoice shall include the following:

- Name of sub-recipient
- Invoice Date
- Invoice Number
- Total invoice amount
- Reporting period represented by the invoice
- Year-to-date reporting by category
- Authorized signature
- Budget column
- Available balance by category
- Copies of invoices
- General Ledger matching invoice amount (as attachment)
- Documentation supporting the general ledger totals.

2.13 For-Profit Entities

Pursuant to Training Employment Guidance Letter (TEGL) 15-16, For-profit entities that are recipients and sub-recipients of a Federal award, **shall adhere** to the Uniform Guidance at 2 CFR part 200. Department of Labor (DOL) adoption of the Uniform Guidance at 2 CFR 2900.2 expands the definition of a Non-Federal entity to include for-profit entities in addition to states, local government, Indian Tribes, institutions of higher education (IHE), and nonprofit organizations (CFR 910.122). As such, any private for-profit entity as well as non-Federal entities including grant recipients and sub-recipients of a DOL award must adhere to the Uniform Guidance.

2.14 Licensure Qualifications Requirements Standard Financial Management, Participant Data System, and Other Requirements

1. General. The financial management system and the participant data system of each sub-recipient shall provide federally required records and reports that are uniform in definition, accessible to authorized Federal and State staff, and verifiable for monitoring, reporting, audit, program management, and evaluation purposes (Workforce Innovation and Opportunity Act Subtitle E - Administration).

An awarding agency may review the adequacy of the financial management system and participant data system of any sub-recipient as part of a pre-award review or at any time subsequent to the award.

2. Financial Systems. sub-recipients and sub-recipients shall ensure that their financial systems, as well as those of their sub-recipients, provide fiscal control and accounting procedures that meet the following minimum standards, as well as comply with the Workforce Innovation and Opportunity Act Section. 185:

- a. In accordance with generally accepted accounting principles, financial systems shall include:
 - Information pertaining to subcontract and contract awards, obligations, un-obligated balances, assets, expenditures, and income;
 - Effective internal controls to safeguard assets and ensure they are proper to use;
 - A comparison of actual expenditures with budgeted amounts for each subcontract and contract;
 - Source documentation to support accounting records; and
 - Proper charging of costs and cost allocation; and
 - b. Financial systems shall be sufficient to:
 - Permit preparation of required reports;
 - Permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds;
 - As required by Workforce Innovation and Opportunity Act Section 185, permit the tracing of program income, potential stand-in costs, and other funds that are allowable except for funding limitations as defined in 20 CFR 667 of this Part, Audits; and
3. Applicant and Participant Data Systems. Each sub-recipient shall ensure that records are maintained in the State of Arizona’s Job Connection (AJC) Management Information System.
4. Insurance: Each sub-recipient shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance: (Yuma County and YCWDB shall be listed as also insured on all policies)
- | | |
|---|-------------|
| ● General Aggregate – | \$2,000,000 |
| ● Products – Completed Operations Aggregate – | \$1,000,000 |
| ● Personal and Advertising Injury - | \$1,000,000 |
| ● Damage to Rented Premises | 50,000 |
| ● Each Occurrence | \$1,000,000 |
- a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insured with respect to liability arising out of the activities performed by or on behalf of the [SUB-RECIPIENT OR SUBAWARDEE].
 - b. The policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and

its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the [SUB-RECIPIENT OR SUBAWARDEE].

(Note that the other governmental entity(ies) is/are also required to be additional insureds) and they should supply the [SUB-RECIPIENT OR SUBAWARDEE] with their own list of persons to be insured.)

Insurance must be from carriers acceptable to the Yuma Private Industry Council, Inc. (YPIC). sub-recipients and sub-recipients shall provide the Workforce Development Board with certificates of insurance. Commercial General Liability shall name Yuma County and YPIC as an "Additional Insured". All certificates must provide for 30-day advance notice of any modification, material change, non-renewal, or cancellation. In addition, **evidence of statutory Workers' Compensation coverage must be provided.**

The policy shall be endorsed to include the following additional insured language: "The State of Arizona and the Department of Economic Security shall be named as additional insured with respect to liability arising out of the activities performed by or on behalf of the sub-recipient".

5. Business Automobile Liability

Bodily injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this contract.

Combined Single Limit (CSL) - \$1,000,000

- a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insured's with respect to liability arising out of the activities performed by, or on behalf of, the [SUB-RECIPIENT OR SUBAWARDEE] involving automobiles owned, hired and/or non-owned by the Subawardee.
- b. The policy shall contain a waiver of subrogation endorsement as required by this written agreement in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the [SUB-RECIPIENT OR SUBAWARDEE].

2.15 YCWDB RESPONSIBILITIES (Separation of Duties)

The Yuma Private Industry Council will:

- The Compliance Department will be responsible to monitor sub-recipients.
- Provide the selected provider(s) with technical assistance as deemed necessary.
- Convene system stakeholders as allowed in the law.
- Prepare and submit local plans (as required under Sec. 107 of WIOA.)
- Negotiate Local Performance Accountability Measures.
- Provide programmatic, Data Validation, fiscal, and EEO/ADA monitoring as deemed necessary.
- On-site visits to ensure the quality of services as deemed necessary.

2.16 The Selected Sub-Recipient will:

- Develop an Individual Employment Plan (IEP) for each participant.
- Ensure all program services are made available to participants from enrollment to exit, as applicable.
- sub-recipients will provide follow-up for 12 months after the participant exits the program, as applicable.
- Ensure that all pertinent performance measures are met for each of the participants.
- sub-recipient is expected to meet or exceed all performance measures.
- All other aspects and situations that may arise during serving Adults or Dislocated workers will be managed by the service provider (sub-recipient).
- Training services that are provided through ITA or a contract must be provided in a manner that maximizes **consumer choice**. For more information, please see [State Policy Chapter 2 - Section 500](#), [Federal Regulations](#), and [TEGL 19-16](#).
- Maintain the ARIZONA@WORK – Yuma County logos and branding standards as defined in the State branding guide. The sub-recipient is prohibited from displaying its own name or logo on any materials associated with performing this scope of work.

2.17 SUBMISSION FORMAT CHECKLIST

Submission of packaged documents consists of appendixes A through R

- Proposal Cover Page Form – **Appendix A**
- Executive Summary – one page
- Adult and Dislocated Program Information Form – **Appendix B**
- Narrative Response/Scope of Work and Agency Capacity – **Appendix C**
- Narrative Response Financial Structure and Fiscal Plan – **Appendix D**
- Organizational Chart
- Summaries of Key Personnel/Job Descriptions/Resumes
- Budget Guidance – **Appendix E (For reference only. Do not submit with package.)**
- Budgets – **Appendix F and G**
- Budget Narratives – **Appendix H and I**
- Invoice Format – **Appendix J**
- Fiscal Questionnaire – **Appendix K**
- IRS w-9 for Taxpayer Identification Number and Certification – **Appendix L**
- Tax Exemption Certificate
- Most recent IRS Forms 990 (non-profit tax return)
- Copy of 5 years of financial audits
- Cost Allocation Plan (CAP)
- Determination Letter from IRS verifying the organization is exempt from federal income tax under section 501(c)(3) – If applicable
- Three Letters of References
- Certificate of Good Standing
- Statement of Assurance – **Appendix M**
- Statement of Compliance – **Appendix N**
- Certificate of Lobbying Activities – **Appendix O**

- Certificate of Debarment – **Appendix P**
- Drug-Free Workplace Certification – **Appendix Q**
- Conflict of Interest Certification – Appendix R**
- Checklist

APPENDIXES

Appendix A: Proposal Cover Form

2025-2026 Workforce Innovation and Opportunity Act Program Adult or Dislocated Worker Proposal	
The legal name of the entity submitting this proposal:	
Address:	
<i>Proposal for <u>which</u> category?</i>	
Telephone Number:	Fax Number:
Name of the contact person for this proposal:	
Contact person telephone number:	Contact person fax number:
Contact person email address:	
Program Title:	
Total WIOA funds requested:	Number of Participants to be served:
To the best of my knowledge and belief, all of the information in this proposal is true and correct. The governing body of the sub-recipient has authorized the document and the sub-recipient will comply with the attached assurances if funding is awarded.	
Typed name of President or Chief Executive Officer:	
President or Chief Executive Officer signature:	Date signed:

Appendix B: Adult and Dislocated Worker Information Form

Legal Name of Applicant Agency:			
Number of Years in Business:			
FEIN Number:			
Unique Entity Identifier (UEI) Number:			
Cage Code Number:			
Type of Organization:	<input type="checkbox"/> Educational Institute <input type="checkbox"/> Private Non-for-Profit <input type="checkbox"/> Private for Profit <input type="checkbox"/> Unit of Government <input type="checkbox"/> Other _____		
Address – Administrative Office	Address:		
	City, State, Zip:		
	Web Site URL:		
Address of Service Location – This is the location where the services described in this application will be provided	Address:		
	City, State, & Zip		
	Web Site URL		
Principal of the Agency – CEO/Executive Director/President	Name:		
	Title:		
	Email Address:		
	Phone Number:		
Programmatic Contact Person	Name:		
	Title:		
	Email Address:		
	Phone Number:		
	Amount Requested	Total Participant Served	Cost Per Participant
Adult Funding	\$	#	\$
Dislocated Worker	\$	#	\$
Total Amount Requested	\$	#	\$
Amount of Leveraged Funds	\$		
Percentage of Leveraged Funds			

Appendix C: NARRATIVE RESPONSE: SCOPE OF WORK AND AGENCY CAPACITY

Program Overview/Executive Summary

In the Executive Summary (**1 page only**), provide a high-level overview of the organization's qualifications and identify each category of proposed services including targeted communities and populations, the total amount of funding requested, and what makes your proposal effective and unique. Someone unfamiliar with WIOA program services should be able to read the summary and have a good understanding of the program's overall approach.

Narrative Questions (Response limited to a maximum of 30 pages not including Attachments)

Please respond to the following questions in detail using specific examples that are evidence-based.

A. System for Award Management (SAM)

1. Is your organization registered through the System for Award Management (SAM)?

B. Community Need/Opportunity Targeted

Describe the need or opportunity that gave rise to the approach. What problem, issue, or circumstance in the community does this program seek to address? If you are proposing to serve both adults and dislocated workers, you should address the needs of each. Your discussion should include any relevant physical, economic, social, financial, institutional, or other evidence including, if applicable, the number of persons turned away or on a waiting list due to lack of space in the program. Cite the sources for any data used to support the need statement.

C. Target Population

Provide the projected unduplicated total of program participants the proposed program will serve during the 2025-2026 program year in each category you are proposing.

Describe the plan to work with an active caseload of adults and/or dislocated worker participants. In addition, describe your plan to conduct follow-up services as required.

Describe target population characteristics including barriers to employment, rural clients, race/ethnicity, gender, special needs or disabilities, etc. Also, please answer the following questions:

- Will services be available to residents throughout Yuma County (i.e. Yuma, San Luis, Somerton, and Wellton)? Please explain.

- Will you target specific geographic areas or communities within Yuma County?
- Provide a detailed description of how you will enroll and serve English Language Learners (ELL) speaking participants and speakers of other languages into the WIOA program.

D. Program Performance Goals

Describe the ultimate purpose of the proposed program. What outcomes will the program accomplish in terms of participant change? Your response should provide quantitative (numeric) performance goals that address the community needs you identified in terms of the **WIOA performance indicators and measures**.

Describe expected qualitative outcomes and the proposed tools for measuring them, such as customer satisfaction surveys and monthly reports.

Describe your plan of corrective action in detail if compliance or performance measures are not met.

E. Program Activities/Methodology

Outline your plan of action; describe the process for assessing needs & skill levels, developing goals, and an IEP with each participant. In addition, specifically, how will you address identified barriers?

- Provide a flow chart that details how customers will progress through the program from eligibility to exit, including follow-up services. The flow chart should mirror the program design.

Provide a methodology for each category in which you are proposing services.

The description should include quantitative objectives (e.g. the frequency that each activity will occur, the average length of time, number of participants per activity, etc.).

- Describe a detailed description of all the services the sub-recipient will provide the customers.
- Describe your program's job development strategies that will include employers for in-demand occupations and building connections between work and learning.
- Describe the follow-up services to include: How follow-up services will be provided and information regarding the duration of services. Include the type of planned follow-up activities for individuals who enter employment and/or who do not enter employment.
- Describe your process for ensuring that the training program for each participant is relevant to the current labor market, specifically available jobs.

- Describe your program process for assisting participants in their job search during active participation and/or follow-up.
- How would you assist employers with Work Based Learning (WBL), please explain in detail?

F. Evidence of Work-Based Learning (WBL)

Provide evidence of a program's potential for success by documenting the past experience with similar programs that were a success and contributed unique values and benefits to the participants. Provide examples with emphasis on Apprenticeships and Incumbent Worker Training (IWT).

G. Program Location

Describe a specific plan for staffing for the following locations Yuma, San Luis, and Somerton.

NARRATIVE RESPONSE: AGENCY CAPACITY

A. Agency Background

Describe your agency's experience providing employment and training services to disadvantaged adults and dislocated workers. Provide examples of expertise in the following areas:

- assessing individual needs and developing individual service plans
- coordinating with local businesses
- working with disadvantaged, special populations, and operating education, training, and/or employment programs

B. Agency Expertise

Explain how the proposed program will be managed. Describe staffing and staff roles, including staff for program participation. Provide a list of key staff such as the director, coordinator, case managers, instructors, trainers, accounting, and their relevant experience. Provide an organizational chart for the program in your appendix. Please include resumes for key staff in your appendix or, if a key staff person has not yet been hired, a job description showing the expected qualifications for the position.

Provide a plan if a key staff member resigns from the organization.

Each sub-recipient must indicate its ability to provide sufficient and qualified staff; maintain adequate fiscal reporting, and program/management records; follow acceptable equal opportunity and affirmative action policies, and effectively administer basic services, training, and employment programs. The YCWDB staff reserves the right to review the sub-recipient's present and future staff qualifications.

Describe the agency's financial accounting system and include a copy of your agency's most recent audit in the appendix. What is the organization's

capacity to perform necessary programs, fiscal, MIS, and AJC functions as well as cover costs of rent, phone, utilities, and other administrative costs?

C. Collaboration and Leveraged Resources

Describe connections with other funding sources to leverage resources that will benefit participants and increase the cost-effectiveness of WIOA funds. Specify dollar amounts committed to the proposed program and include three letters of commitment in the appendix to the proposal.

The collaboration includes such things as client referrals, sharing of information, coordination of activities, curricula, schedules, or use of resources, joint planning of shared costs or resources, and shared responsibility for service delivery. Please list the entities that will collaborate with you, briefly describe the nature of the collaborations, and state how it will benefit participants. In particular, describe how your program will coordinate with local organizations to serve adults. Include letters of commitment in the appendix to the proposal.

Appendix D: Financial Structure and Fiscal Plan

Fiscal Narrative Questions

1. Identify an average unit cost per participant and provide an explanation to justify this unit cost.
2. If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage. **Profit must be a separate item from the proposed budget and negotiated separately.**
3. Will the proposing agency use leveraged funds (non-WIOA) to contribute to this project?
 - a. **If yes**, please describe these leveraged funds. This can include cash contributions, staff effort, space, fee-for-service, or other revenue generation and in-kind contributions. In answering, list each source of leveraged resources, the dollar value, and the function of each leveraged resource; for example, to spread operating costs to broaden the scope of services. **Note:** **The budget must support this information with a breakdown of the funding from each source as it is utilized in the program.**
 - b. **If not**, please put Not Applicable.
4. Agency's fiscal capacity:
 1. Describe any other current grants over \$100,000 that are available to the proposing agency.
 2. Provide the organization's total annual budget.
 3. Provide the amount of retained earnings on hand.
5. Does the agency provide its own Accounting Department?
 1. **If yes**,
 - a. Provide the respondent's accounting /financial procedures
 - b. Describe the system of oversight
 - c. Describe internal controls
 2. **If not**, indicate the name, address, contact person, phone number, and email address of the accounting firm.
 3. Describe the type of accounting software being utilized by either the agency or by the contracted 3rd party.
6. Describe the agency's payroll system.
7. Describe your agency's internal controls for accuracy and validity.
8. What is the method for documenting employee time? How many hours will each employee devote to the adult or Dislocated program?

9. Describe how the agency will ensure that costs charged to the programs are reasonable, allocable, allowable, and necessary as required by the 2 CFR 200 (OMB Circular)
10. If staff or other costs charged to this budget will be shared between more than one funding source, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs.
11. Please attach a copy of the agency's current Cost Allocation Plan (CAP). For guidance on preparing a cost allocation plan, please refer to the **OMB Circular 2 CFR 200**
12. How will financial information be made available for monitoring and auditing purposes?
13. Describe your organization's previous experience administering federal, State, and private grants.
14. Describe your experience with cost-reimbursement contracts.
15. Describe how you will financially support the costs of doing business until an invoice can be submitted and paid.
16. Attach a copy of the agency's audited financial Statements and management letter for the last five years and federal and State tax returns including single audits and documented findings of waste, fraud and abuse (if applicable).
17. For audits, indicate what action has been taken in regard to the following:
 1. Auditor's opinions or recommendations regarding internal controls.
 2. Cost disallowances and any other charges the agency has undertaken in response to audit findings (if applicable).
 3. Reported findings
18. Tax Information, and IRS status
 1. All Respondents **MUST** provide a complete IRS W-9 Request for Taxpayer Identification Number and Certification. This form can be downloaded at <https://www.irs.gov/uac/about-form-w9>.
 2. Non-governmental entities **MUST** also provide the following:
 - a. If applicable, submit a letter from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of Treasury; additionally, please submit a copy of the most recently filed IRS Form 990.

19. How will you comply with Federal regulations, and procurement policies, relating to the calculation of use of profits, including those at 20 CFR 683.295, the Uniform Guidance at 2 CFR chapter II, and other applicable regulations and policies (**if applicable**)?

Appendix E: Budget Guidance (For reference only. Do not submit with the package.)

- Use the appropriate budget narrative, in **Appendix F, and G** and attach it to the budget form showing a detailed cost analysis of each line item. State sources for committed matching funds. Include your rationale for allocating any shared costs, per cost principals cited above.
- Personnel & Benefits: Salaries, related fringe benefits (i.e. health insurance, retirement, leave, etc.).
- Professional & Outside Services: Other skilled or trained professionals who are not officers or employees (i.e. sub-recipients and tax accountants).
- In-State Travel: Indicate the amount requested for staff travel. For domestic travel to be an allowable cost, it must be necessary, reasonable, and allocable to conform to the non-Federal entities written policies and procedures. The YCWDB will not reimburse mileage costs not related to job relevancy in excess of the State-approved rate.
- Out-of-State Travel: Indicate the amount requested for staff travel. For domestic travel to be an allowable cost, it must be necessary, reasonable, allowable, and conform to the non-Federal entities written policies and procedures. The YCWDB will not reimburse mileage costs not related to job relevancy in excess of the State-approved rate.
- Other operating expenses: Daily working capital, general expenses for day-to-day operations not defined in any other section (i.e. pens, folders, copy paper, ADA accommodations, etc.).
- Client support services: Any other supportive service not previously included, either arranged or financed by the WIOA program or non-WIOA program and provided to eligible individuals to enable them to participate in training or employment services.
- Client Training/ITA: Any training listed on the Eligible Training Provider List (ETPL).
- WEX/Internships: Work experience/Internships should help the participant acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Provide an estimate of WEX/Internship's cost.
- On-the-Job Training: On-the-job training is conducted by an employer and the training costs are obligated through a contractual agreement between the employer and the WIOA service provider. WIOA will subsidize up to 50% of the wages.
- Needs Related Payments: means supportive service payments that provides financial assistance to participants for the purpose of enabling individuals to participate in classroom training activities.
- Indicate all indirect costs, and provide a percentage.
- Total amount

Appendix F: Budget for Adults: Full Services (Career and Training Services)

Sub-recipient: _____

COST CATEGORY	TOTAL COST	COST TO WIOA PROGRAM
Personnel & Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Client Support Services		
Client Training/ITA		
WEX/Internships		
On-The-Job Training		
Needs Related Payment		
Indirect Costs		
Total Amount:		

Appendix G: Budget for Dislocated Workers: Full Services (Career and Training Services)

Sub-recipient: _____

COST CATEGORY	TOTAL COST	COST TO WIOA PROGRAM
Personnel & Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Client Support Services		
Client Training/ITA		
WEX/Internships		
On-The-Job Training		
Needs Related Payment		
Indirect Costs		
Total Amount:		

Appendix H: Budget Narrative for Adults: Full Services (Career and Training)

Sub-recipient: _____

CATEGORY	Budget Narrative	Total
Personnel & Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Client Support Services		
Client Training/ITA		
WEX/Internships		
On-The-Job Training		
Needs Related Payment		
Indirect Costs		
Total Amount:		

**Appendix I: Budget Narrative for Dislocated Workers: Full Services
(Career and Training Services)**

Sub-recipient: _____

CATEGORY	TOTAL COST	COST TO WIOA PROGRAM
Personnel & Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Client Support Services		
Client Training/ITA		
WEX/Internships		
On-The-Job Training		
Needs Related Payment		
Indirect Costs		
Total Amount:		

Appendix J: Invoice Format

Sub-recipient Name

Address Line #1

Address Line #2

Bill to: **Yuma Private Industry Council, Inc.**

Billing Address: 3834 W. 16th Street Yuma, AZ 85364

Program Name: _____

Contract Number: _____

Contract Term: 07/01/2025 – 06/30/2026

Billing for the Month of: **Month and Year**

Invoice number: _____

	Total	Expenditures	Expenditures	Balance
Expense Category	Budget	This Month	Year-to-Date	Available
Personnel & Benefits				
Professional & Outside Services				
In-State Travel				
Out-Of-State Travel				
Other Operating Expenses				
Client Support Services				
Client Training/ITA				
WEX/Internships				
On-The-Job Training				
Needs Related Payment				
Indirect Costs				
Total Amount:				

Total Amount Due: \$

By signing this report, I certify that to the best of my knowledge and believe that the report is true, complete, and accurate and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any faults, fictitious, or fraudulent information, or omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Authorized Signature

Date

Appendix K: Fiscal Questionnaire

Is the agency a not-for-profit or a for-profit entity?	<input type="checkbox"/> Not-For-Profit	<input type="checkbox"/> For-Profit
Is the agency subject to the 29 CFR Part 96 Single Audit Requirement (Federal funding of \$750,000 or more effective with fiscal years starting October 1, 2024, and forward)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency do its own accounting? If no, indicate the name and address of the accounting firm below.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Name:		
Address:		
Contact Person:		
Phone Number:		
Email:		
Does the agency have a current financial procedure manual? If yes, how often is it reviewed and updated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a written cost allocation plan? If yes, please submit it. If yes, what allocation methodology is used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have a conflict-of-interest policy? If yes, please submit it.	<input type="checkbox"/> Yes	<input type="checkbox"/> NO
Does the agency have the ability to issue paychecks and take out taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the agency have the ability to be an employer of record for work experience participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is trial balance prepared?		
Accounting System Disbursement/Reconciliation		
Are all disbursements made by check or EFT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all checks pre-numbered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who is authorized to sign the checks? Please indicate the name and title(s).		
How often is the bank reconciliation prepared?		
Accounting System Disbursement/Reconciliation		
Name:		
Address:		
Contact Person:		
Phone Number:		
Email:		
Length of Engagement:		

Appendix L: W-9 for Taxpayer Identification Number and Certification

Download W-9 Form from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Appendix M: Statement of Assurance

The undersigned party acknowledges and assures that (Provider Name)_____ and all of its employees responsible for providing the services for which it has applied will abide and comply fully with all State, federal, and local, laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

- WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
- Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.52; and
- 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I-financially assisted program or activity, and to all agreements the sub-recipient makes to carry out the WIOA Title I-financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

Name of Organization

Typed/Printed Name of Signatory

Signature of Authorized Official

Title

Date

Appendix N: Statement of Compliance Form

As the authorized signatory official for: _____

I hereby certify:

- That the above-named respondent is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act;
- That the above-named respondent will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and
- That the contents of the application are truthful and accurate and the above-named respondent agrees to comply with the policies Stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named respondent is in agreement that the YCWDB reserves the right to accept or reject any proposal for funding; and that the above-named respondent has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named respondent waives any right to claims against the members and staff of the Local Workforce Development Board.

Typed Name of Authorized Representative Title of Authorized Representative

Signature of Authorized Representative Date

Appendix O: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his/her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid by on or behalf of the undersigned to any person for influencing or attempting to influence:
 - (a) an officer or employee of any agency,
 - (b) a Member of Congress,
 - (c) an officer or employee of Congress, or
 - (d) an employee of a Member of Congressin connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence:
 - (a) an officer or employee of any agency,
 - (b) a Member of Congress,
 - (c) an officer or employee of Congress, or
 - (d) an employee of a Member of Congressin connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with instructions.

- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-recipients, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Representative

Organization

Signature

Date

Appendix P: Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the Federal Register dated May 26, 1988, (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief that he/she and the organization's principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; or
 - (2) Violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation.

Name and Title of Authorized Representative

Organization

Signature

Date

Appendix Q: Drug-Free Workplace Certification

This certification is required by the Federal Regulations, Implementing Section 5150-5160 of Drug-free Workplace Act of 1988, 41, U.S.C. 8401-8106; for the Department of Agricultural (Subpart F 3017.600), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 86), Department of the Health and Human Services (45 CFR Part 76).

The Undersigned applicant certifies that it shall provide a drug-free workplace by:

1. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the consequence of any such action by an employee;
2. Establishing an ongoing drug-free awareness program to inform employees of
 - a. the dangers of drug abuse in the workplace,
 - b. the sub-recipient's policy of maintaining a drug-free workplace,
 - c. the availability of counseling, rehabilitation, and employee assistance programs, and
 - d. the penalties may be imposed on employees for drug abuse violation(s) in the workplace;
3. Providing each employee with a copy of the sub-recipient's policy Statement;
4. Notifying the employees in the sub-recipient's policy Statement that as a condition of employment under this contract,
 - a. employees shall abide by the terms of the policy Statement and
 - b. notify the sub-recipient in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
5. Notifying the Workforce Development Board within ten (10) days of sub-recipient's recipient of a notice of a conviction of an employee; and,
6. Taking one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action such as an employee, up to and including termination, consistent with the requirement of the Rehabilitation Act of 1973, or
 - b. Require such employees to participate in drug abuse assistance or a rehabilitation program.
7. Making a good-faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs 1 through 6

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Certified by:

Name of Organization

Typed/Printed Name of Signatory

Signature of Authorized Official

Title

Date

Appendix R: Conflict of Interest Certification

1. Sub-recipient certifies that:
 - a. They have not offered or cause to have offered or provided any gratuities, favors, or anything of monetary value to any member or individual employed by the YCWDB or Chief Elected Officials for the purpose of influencing the selection of their proposal or any other proposal submitted hereunder.
 - b. They have not engaged in any activity to restrict or eliminate competition.
 - c. No manager, employee, or paid consultant of the sub-recipient's company or spouse or child of any manager, employee, or paid consultant is a member of the YCWDB or Chief Elected Officials.
 - d. They have disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest below:

 - e. If the answer to any of the above certifications is yes, the sub-recipient has disclosed the relationship or action below:

2. Violation of this provision may cause a sub-recipient's bid to be rejected. This does not preclude partnerships, consortiums, or subcontracts.

I _____ (Name) _____ (Title)

of _____ (Name of sub-recipient's entity)

am authorized to make the above Certifications and to submit this proposal on behalf of

(Name of sub-recipient's entity)

Signature

Date

Appendix S: Procurement Process

Procurement Process

The YCWDB procurement process complies with:

- Subject to the provisions of Sections 122 and 184 of the Workforce Innovation and Opportunity Act, recipients and sub-recipients shall administer procurement systems that reflect applicable State and local laws, rules, and regulations as determined by the Governor.
- Purchases of contractual services by the Yuma Private Industry Council, Inc., YCWDB shall be based on competitive bids where appropriate. The content and issuance of invitations and specifications and basis of awards and rejection of bids shall comply with ARS Section 11-254.01.
- The YCWDB reserves the right to reject the bid/proposal response of any persons or corporations who have previously defaulted on any contract with Yuma County or who have engaged in conduct that constitutes a cause for debarment or suspension.
- Per 2 CFR Part §215.42, "Code of Conduct". sub-recipients and subsub-recipients shall avoid conflicts of interest, real or apparent by observing the following requirements:

No officer, employee, or agent shall –

- a. Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subsub-recipients under recipient contracts; or
- b. Participate in the selection, award, or administration of procurement supported by Department of Labor (DOL) funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for the award:
 - the officer, employee, or agent;
 - any member of his or her immediate family;
 - his or her partner; or
 - a person or organization which employs, or is about to employ any of the above.
- c. Violate any State or Federal conflict of interest law or regulation.

Appendix T: Appeal Process

Purpose: To provide a process for a prospective bidder who is allegedly aggrieved in connection with a solicitation or award of a contract to protest to the Executive Director.

Policy: This policy allows a prospective bidder the opportunity to appeal a solicitation or award of a contract if they feel that there is an alleged grievance. The protest shall be submitted in writing to the Executive Director within five (5) working days after notification of the recommendation of award.

The decision of the Executive Director: The Executive Director shall issue a written decision within ten (10) working days after receipt of the protest. The decision shall:

- (a) State the reason for the action taken;
- (b) Inform the protestant that a request for further administrative appeal of an adverse decision must be submitted in writing electronically to the Clerk of the Workforce Development Board at AWDRFP@ypic.com within five (5) working days after the receipt of the decision made by the Executive Director.

Protests and appeals to the Workforce Development Board: The decision of the Executive Director may be appealed to the Workforce Development Board. Protests and appeals to the Workforce Development Board must be filed no later than seven (7) working days after the date of the decision being protested or appealed. Any appeal or protest shall be filed in writing electronically with the Clerk of the Workforce Development Board at AWDRFP@ypic.com and shall State, as appropriate the following:

- (a) A determination or interpretation is not in accord with the purpose of these procedures;
- (b) There was an error or abuse of discretion;
- (c) The record includes inaccurate information; or
- (d) A decision is not supported by the record.

In the event of a timely appeal before the Workforce Development Board, the Board shall not proceed further with the solicitation or with the award of the contract until the appeal is resolved unless the Executive Director makes a written determination that the award of the contract without delay is necessary to protect a substantial interest of the workforce development system.

Protests and appeals Procedure:

- (a) All appeals must be in writing, filed with the Contract Manager listed on page one, and include all of the following:
 - 1. Name of the RFP challenged:

2. Name, address and telephone number of the protester;
 3. Detailed Statement of the legal and factual grounds of the protester including copies of the relevant documents;
 4. Form of the relief requested; and
 5. The signature of the protester or its legal representative.
-
- (b) Hearing Date: A hearing before the YCWDB shall be scheduled within thirty days of the Board's receipt of a protest or appeal unless the protestor and County both consent to a later date.
 - (c) Notice and Public Hearing: The hearing shall be a public hearing. Notice shall be mailed or delivered to the protestor not later than ten days before the scheduled hearing date.
 - (d) Hearing: At the hearing, the YCWDB shall review the record of the process or decision, and hear oral explanations from the protestor and any other interested party.
 - (e) Decision and Notice: After the hearing, the YLWDB shall affirm, modify, or revise the original decision: When a decision is modified or reversed, the YLWDB shall State the specific reasons for modification or reversal. The Clerk of the Board shall mail notice of the YLWDB decision. Such notice shall be mailed to the protestor within five working days after the date of the decision, and any other party requesting such notice.
 - (f) A decision by the YLWDB shall become final on the date the decision is announced to the public.

Appendix U: Definitions

The YCWDB provides the following definitions and references as a courtesy. Each sub-recipient is responsible for conducting all necessary research to prepare its proposal.

A. Definitions

Adult The term “adult” means an individual who is 18 or older.

Affiliate Site(s) An affiliated site, or affiliate one-stop center, is a site that makes available to jobseekers and employer customers one or more of the one-stop partners’ programs, services, and activities. Affiliated sites are access points in addition to the comprehensive one-stop center(s) in each local area used to supplement and enhance customer access to services.

American Job Centers/One-Stop Centers/Job Centers — means Job Centers/One-Stop Centers (in Yuma County known as the ARIZONA@WORK – Yuma County) offer customer-focused services to employers and job-seekers and include easy access to integrated and comprehensive employment, training, and education services.

Arizona Job Connection (AJC) — AJC is the required statewide participant tracking and data collection system for recording and reporting services provided to job seeking and employer customers. AJC also provides a labor exchange function where job seekers and employers can connect with each other.

Barriers to Employment means characteristics that may hinder an individual's hiring, promotion, or participation in the labor force for example single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

Client Referral System (CRS) — The Client Referral System (CRS) is a central component for referring customers between partners. The system is internet based to ensure that all partners are allowed to utilize the system to improve overall system effectiveness. The referral process provides timely and effective support that ensures that an appropriate plan of action for clients is initiated and properly tracks the client’s referrals to community partners. **The CRS system has been developed by the Yuma Private Industry Council which reserves the right to make necessary universal modifications.**

Contract means the combination of the Solicitation, including the Uniform and Special Instructions to Responders, the Uniform and Special Terms and

Conditions, and the Specifications and Statement or Scope of Work; the Offer and any Best and Final Offers; and any Solicitation Addendums or Contract Amendments.

sub-recipient means any entity that has a contract with the Yuma Private Industry Council, Inc..

Cost Reimbursement Contract means a contract format, which provides for the reimbursement of allowable costs, which have been identified and approved in the contract budget, and incurred in the operation of the program. Detailed documentation is required to justify payments made under this type of contract.

Days mean calendar days unless otherwise specified.

Disability means physical or mental impairment that substantially limits one or more of the major life activities of the individual; a record of such an impairment and being regarded as having such an impairment.

Dislocated Worker - The terms “dislocated worker” mean an individual who:

(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);

(ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or

(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and

(iii) is unlikely to return to a previous industry or occupation;

(B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility

or military installation will close; (C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; (D) is a displaced homemaker; or (E) (i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of 4 employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

Integrated Service Delivery System (ISDS) — The ISDS allows staff to track customer navigation through the system. The database also provides detailed reports of customer visits to the center and partner agencies co-located in the center. It is an important internal support tool that complements the Arizona Job Connection (AJC) System for partner staff co-located at the One-Stop center. This shared database greatly reduces the duplication of services. In addition, the ISDS has a User Manual for the ISDS Self-Registration Kiosk via touch screen. The manual explains the features, provides a general overview of the system and establishes the ISDS Self-Registration Kiosk as an *integral* component of the Integrated Service Delivery System. **The ISDS has been developed by the Yuma Private Industry Council which reserves the right to make necessary universal modifications.**

Literacy means an individual's ability to (1) read, write, and speak in English, and (2) compute and solve problems, at levels of proficiency necessary to function on the job, in the family, and society.

Local Performance Measure means local indicators of performance that include indicators of performance and customer satisfaction measures as required under WIOA.

Memorandum of Understanding (MOU) means an agreement developed and executed between the Local Workforce Development Board and all WIOA-mandated Business and Career Center partners relating to the operation of the One-Stop system in the local area; may be developed as a single umbrella MOU or individual agreements with partners.

MIS: means management information systems. The purpose of MIS is to extract the required data from varied sources for the day to day operations.

Monitoring means the process of observing and/or reviewing program, fiscal, EO, and performance, which may include on-site observation, review of documents and electronic files, interviews with staff, employers and participants, telephone conversation, and formal evaluation of compliance elements or tools.

Need related payments means payments provide financial assistance to participants for the purpose of enabling individuals to participate in training activities, per 20 CFR 680.930. Needs-related payments may be provided to eligible participants accepted into training programs. The adult and dislocated workers must be unemployed and not qualify for, or have ceased qualifying for, unemployment compensation and be enrolled in a WIOA program of training or education services. Payments are based on a locally developed formula and documented in the Individual Employment Plan (IEP).

One-Stop Operator means one or more entities designated or certified under section 121(d) of WIOA. The operator is charged with coordinating the service delivery among partner agencies in One-Stop

One-Stop Partner means an entity described in WIOA section 121(b)(1); and an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the programmatic services of the one-stop delivery system.

Outcome means the documented effect or impact of a service or intervention on an individual. Outcomes are what the program efforts are designed to achieve. Proposed outcomes must be stated in terms of measurable indicators.

Program Year (PY) means the 12-month period beginning July 1, and ending, on June 30, in the fiscal year for which the appropriation is made.

Public Assistance means financial cash payments made by federal, state, or local programs to individuals who meet specific income criteria.

Service Provider refers to any organization or entity that delivers employment-related services and training programs to participants within the workforce system.

Solicitation means a Request for Proposals (“RFP”)

Targeted Populations — Individuals with barriers to employment, including displaced homemakers; low-income individuals; persons with disabilities; older workers; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; English Language Learners; low literacy levels; or those who face substantial cultural barriers; Temporary Assistance for Needy Families (TANF); single parents (including pregnant women); and long-term unemployed individuals as well as veterans, veterans spouses, and priority of services.

Work Experience/Internships Work experiences or Internships are designed to enable the participant to gain exposure to the working world and its requirements.

Workforce Innovation and Opportunity Act (WIOA) of 2014 (Pub. L. 113-128)
The federal legislation designed to coordinate and streamline all components of the nation’s workforce development system, including employment, job training, education, and vocational rehabilitation services for youth (ages 14-24), adults, and dislocated workers.

YCWDB means a Yuma County Workforce Development Board

Yuma County Workforce Development (YCWD) means the designated geographic area in which collaborative members will provide workforce services.

END OF DEFINITIONS

Appendix V: References

This RFP references the following documents:

Arizona Job Connection

www.azjobconnection.gov

Conflict of Interest – State Workforce Policy #7

https://arizonaatwork.com/sites/default/files/2023-06/07%2520Conflict%2520of%2520Interest%2520Policy_0.pdf

Office of Management and Budget’s Uniform Administrative Requirements, Cost Principles and Audit requirement for Federal Awards final rule (2 CFR Part 200)

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Performance Accountability

https://www.doleta.gov/performance/reporting/eta_default.cfm

Programs and Activities Authorized by the Adult Education and Family Literacy Act (Title II of the Workforce Innovation and Opportunity Act); Final Rule

<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-16049.pdf>

Protected Personal Identifiable Information (PII) Policy)

<https://arizonaatwork.com/sites/default/files/2023-08/Protected%2520Personally%2520Identifiable%2520Information%2520Policy.pdf>

State of Arizona WIOA Unified Workforce Development Plan

<https://arizonaatwork.com/sites/default/files/2024-06/Arizona%20State%20Plan%20PY%202024-2027%20-%20Conditionally%20Approved.pdf>

Training and Employment Guidance Letter No. 10-09

<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2009/TEGL10-09.pdf>

Training and Employment Guidance Letter No. 19-13 Change 2

https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2015/TEGL_19-13_Change2.pdf

Training and Employment Guidance Letter WIOA No. 19-16;

<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-19-16>

Training and Employment Guidance Letter WIOA No. 10-16 Change 3

<https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-3>

Training and Employment Guidance Letter No. 39-11

https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2012/TEGL_39_11.pdf

Workforce Innovation and Opportunity Act, Public Law 113-128

<https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

Workforce Innovation and Opportunity Act; Department of Labor; Final Rule
<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>

Workforce Innovation and Opportunity Act, Miscellaneous Program Changes; Final Rule
<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-16046.pdf>

YPIC Adult and Dislocated Worker Support Services Policy
<https://arizonaatwork.com/locations/yuma-county/plans-and-policies>

Yuma County - Arizona Workforce Development Plan Four Year Plan 2025 – 2028
<https://arizonaatwork.com/sites/default/files/2024-06/Yuma%20County%20Workforce%20Development%204%20Year%20Plan%202025-2028%20DRAFT.pdf>

It is the responsibility of all sub-recipients to be familiar with the compliance aspects of the Uniform Guidance (2 CFR 200) if awarded a contract, comply with the Workforce Innovation and Opportunity Act and applicable State and federal regulations, as they currently exist or may be hereafter modified or supplemented.