



**Yuma County's Workforce Development Board (YCLWDB)**  
**Youth Services**  
**Request for Proposals (RFP)**

**Schedule**

<b>ACTIVITY (All times are local Arizona Time)</b>	<b>Date</b>
Issue Date	February 9, 2021
Solicitation Questions Due (4:00 p.m.)	February 16, 2021
Solicitation Questions Answered Posted on the YPIC and ARIZONA@WORK website (4:00 p.m.)	February 23, 2021
Solicitation Conference/Technical Assistance Session (2:00 – 4:00 p.m. by electronic meeting, in adherence to the current Covid-19 restriction)	February 26, 2021
Solicitation Sealed Proposal Receipt Deadline (3:00 p.m.)	March 12, 2021
Review Committee	Date and time to be determined
Tentative Award Date	April 14, 2021
Final Contract Negotiations	April 30, 2021
Contract Term:	July 1, 2021 – June 30, 2022

**Submit proposals and requests for alternate formats to:**

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RFP websites: [www.ypic.com](http://www.ypic.com) and <https://arizonaatwork.com/locations/yuma-county>

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

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# SECTION ONE

## 1.1 Introduction

The Yuma Private Industry Council, Inc. on behalf of the Yuma County Local Workforce Development Board (YCLWDB) is seeking contractors to coordinate integrated workforce and employment services within Yuma County in compliance with all Federal Workforce Innovation and Opportunity Act (WIOA) regulations.

Yuma County is in the southwestern corner of the U.S. in the State of Arizona. As of the 2010 census, its population was 196,160. According to the Arizona Office of Economic Opportunity, the population for Yuma County in 2019 was estimated to be 229,957. 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.

Agriculture is a \$3 billion business annually, employing tens of thousands of workers at minimum wage. During the winter agricultural season from November to March, some 40,000 Mexican workers cross the border daily to work in United States fields. The area is watered by the Colorado River, and the sector supplies a large part of the US leafy vegetables.

Yuma County has a five-member Board of Supervisors. The Board of Supervisors has focused on these 11 targeted industries:

- Manufacturing
- Renewable Energy
- Transportation and Warehousing
- Healthcare
- Agriculture, Forestry, Fishing, and Hunting
- Professional Scientific and Technical Services
- Construction
- Accommodation and Food Services
- Public Administration
- Other Services (except Public Administration)
- 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.

Governor Ducey identified Arizona's 12 local workforce development areas as required under WIOA (Public Law 113-128) in June 2015. This included the designation of Yuma County as a Local Workforce Development Area. 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). The CEO has appointed the Yuma Private Industry Council, Inc. (YPIC) to function as the Yuma County Local Workforce Development Board (YCLWDB). Incorporated as a 501(c) (3), YPIC promotes and develops a workforce system that is responsive to the needs of business and job seekers resulting in increased economic prosperity in the county. YPIC is also the fiscal agent for all local WIOA Title I, Adult, Dislocated Worker and Youth 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
- Unincorporated Communities: Mohawk, Roll, Wellton, and Gadsden
- 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, 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 Workforce Innovation and Opportunity Act (WIOA) Youth Activities**

Proposer must make available a variety of service that address youth needs in a comprehensive manner and place emphasis on serving youth. The services must involve the 14 required program elements that comprise our local area year round youth program. These elements as listed on WIOA section 129c (e) are listed on [TEGL 21-16](#).

WIOA Sec. 129 authorizes workforce development activities for eligible youth in each Local Workforce Development Area. WIOA defines "basic skills deficient" as meaning, with respect to an individual who is:

- a. a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
- b. a youth or adult that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (WIOA Section 3(5)).

In addition, a youth must be registered for the Selective Service, if applicable, in order to be

eligible for enrollment under WIOA.

WIOA Section 129 (c) describes the allowable activities and the requirements for WIOA youth services.

## **1.5 Target Population and Geographic Areas**

The priority target population for Out-of-School Youth must be ages 16-24 that are considered the "hardest to serve". Youth include but are not limited to the following characteristics:

- Not attending any school (as defined under State law)
- Not younger than age 16 or older than age 24
- School Dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is
  - Basic Skills Deficient
  - An English language learner – The contractor must serve English language learners who are not enrolled or required to be enrolled in school, and are basic skills deficient or lack a secondary diploma.
- An individual who is subject to the juvenile system or adult justice system.
- Homeless Individual
- Runaway Individual
- In foster care or has aged out of the foster care system
- Individual eligible for Social Security assistance
- In and out-of-home placement
- Pregnant or parenting
- Individual with a disability
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

### **Veteran's Priority of Service:**

The LWDA must ensure that all eligible Veterans are identified at 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 LWDA will ensure that all Veterans are made aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of services, and any applicable eligibility requirements for those programs and/or services.

It is critical for the proposer to identify and describe how the targeted population is determined in need of training. In addition, the proposer 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 in demand occupations in the local area.

## 1.6 Qualified Applicant

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 either deliver the planned WIOA services directly or to enter into an agreement with appropriate providers. For more information, please see the link [Federal Register 20 CRF 684.200](#).

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.

Proposers 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. Proposers are expected to have the technical competence, knowledge, expertise in management and administration, the professional staff, and fiscal management systems to accomplish the scope of work, goals and objectives stated in this RFP. Furthermore, proposers must meet high standards of public service and fiduciary responsibility. Proposers 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.

Proposer must already be registered through the System of Award Management (SAM). If not registered, the proposer will be immediately disqualified.

## 1.7 Contracts

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

- A. Limited Adult Basic Education (ABE) and/or High School Equivalency (HSE) Classes for Out of School Youth Ages 16-24
- B. Full services Fourteen Program Elements for Out of School Youth Ages 16-24

## 1.8 Scope of Work

The successful proposer to this RFP will begin serving as the Youth Provider starting on July 1, 2021 and end on June 30, 2022. Hours of operation will be Monday thru Friday 8:00 am to 5:00 pm. Administrative time to be negotiated.

The YCLWDB 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 as it pertains to the participation the service provider(s) will operate in the most effective and integrated manner possible. The proposer will ensure customer flow through a seamless service using the ISDS and CRS to identify the needs of the jobseekers. This includes offering virtual and in person services. All services must be available virtually or in person.

Under WIOA, Youth programs are designed to assist young people, ages 16-24, which face significant barriers to success in the labor market, by providing resources and support to overcome those barriers and successfully transition to self-sufficient adulthood.

### **1.8.1 Outreach and Recruitment**

Outreach and recruitment includes, but is not limited to, targeting potentially eligible youth, working with parents and guardians to secure necessary documentation, working Must do own recruitment closely with other governmental and community organizations and school systems to identify and recruit eligible out-of-school youth participants to include churches, and job fairs.

Moreover, through WIOA Youth Program employers receive assistance with finding the skilled workers they need to compete and succeed in business.-Proposer will be responsible for recruitments of job seekers and business for WIOA services. All recruitment and marketing materials must have the appropriate tag lines.

### **1.8.2 Orientation**

As part of orientation, all youth must receive information on all services available through the proposer to include additional community resources. Orientation must be conducted regularly to meet the recruitment demand of employers, businesses, and job seekers.

### **1.8.3 WIOA Registration/Eligibility Determination and Verification**

Proposers are responsible for determining eligibility, suitability, identifying barriers and collecting and verifying all necessary eligibility documents. These verification documents must be maintained electronically. Parent/guardian must accompany minor during the eligibility process. Parent/Guardian signatures will be required for all youth ages 18 and younger. No youth may participate in any program prior to securing WIOA eligibility. Electronic files are subject to ongoing review by the YCLWDB staff and it is recommended for contract supervisors to confirm eligibility and review data entered. The proposer may request technical assistance as needed to help assure compliance with eligibility requirements. The proposer will have 15 business days to enter data in the AJC system. The YCLWDB staff will provide technical assistance at the request of the proposer on the eligibility determination process, how to use the Integrated Services Delivery System (ISDS), the State WIOA database reporting system known as Arizona Job Connection (AJC), and any other data internal management systems.

Youth participants whose eligibility criteria require them to be low-income individuals are recipients of secondary school diplomas or its recognized equivalent and are at least one of the following: Basic skills deficient; an English language learner; or in need of additional assistance to enter an educational program or to secure employment. For more information on low income requirements, please see the link [State Policy Chapter 2 Section 200](#). Up to five percent of a local area's covered individuals may be enrolled in the youth program if they meet all other eligibility criteria except the low-income criterion. In a program year, the number of newly enrolled covered individuals who are



not low-income must not exceed five percent of the local area's total new enrollments of covered individuals.

Eligible youth who do not enroll in WIOA programs should be provided information regarding other applicable and appropriate services available through other local programs that have capacity to serve them. In addition, eligible youth should be given referrals utilizing the CRS.

#### **1.8.4 Objective Assessment**

The Youth Service Provider/contractors will conduct, administer, or obtain a thorough and in-depth an objective assessment of the academic level, skill levels, and service needs of each participant, which will include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, (including interest and aptitudes for non-traditional jobs), supportive service and development mental needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet their individual needs. For basic academic skills, the YCLWDB requires that contractors use the most current Tests of Adult Basic Education (TABE). Other assessment tools should be utilized for assessing career interests and aptitudes. A new objective assessment is not required if a partner program has completed an objective assessment with the participant in the last six months and its use is deemed appropriate by the LWDA. Further assessment if determined appropriate. Any subsequent objective assessment will be done in coordination with any appropriate community partner. For more information on Objective Assessment, please see the link [State Policy Chapter 2 Section 200](#).

#### **1.8.5 Individual Service Strategy (ISS)**

The Youth Service Provider/contractors will use the results of the youth participant's objective assessment to develop the initial ISS for the youth participant. The ISS is an age appropriate, individualized, written plan of short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services, incentives, and stipends. The ISS is a living document and must be updated with each contact to reflect progress, status, and changes. The ISS must coincide with case notes in AJC and services. For all youth, the ISS will identify the timeframe in which each youth will be expected to complete all activities related to each of the goal(s) specified in the ISS. The ISS will clearly connect the services to be provided to each youth identifying the outcomes to be achieved between WIOA enrollment and exit. The ISS will be reviewed and updated every (90 days) on an on-going basis to document the youth progress, activities completed/program status, changes, benchmarks received, and any other accomplishments throughout enrollment and exit. For more information on ISS please see the link [YCLWDB Training Policy](#) and [State Policy Chapter 2 Section 200](#).

#### **1.8.6 Case Management**

The selected proposer will deliver high quality services that create training and employment opportunities for economic and career success connecting jobseekers with employer-driven job placement. Case Management is the infrastructure for delivering effective services that will facilitate the positive growth and development of youth and the

achievement of performance goals. The case management process extends from enrollment through follow-up, with completing the eligibility, assessments, and service strategies. Case Managers are expected to motivate participants and coordinate services and information to prepare youth for post-secondary education opportunities, academic, occupational training opportunities and employment. The selected proposer will engage participants at a meaningful frequency (bi-weekly), driven by needs and career interest and goals, as well as the scope and objectives of the program. The proposer will document such engagement appropriately in the participant case files. The proposer will maintain an even distributed caseload per staff member. All case notes and documents must be kept confidential. Youth Career Specialist will assist a youth participant in making informed choices and completing the program to include maximizing co-enrollment with partners and providers.

### **1.8.7 Access to a Range of Services**

It is required that the WIOA youth 14 program elements be made available to all youth accessing the LWDB services. The YCLWDB prefers bids from proposers who will be able to offer bundled services to all youth participants. The key is to make services seamless and timely. It is also expected the proposers will have staff located in Yuma County and be able to provide services on demand as needed. The proposers will have primary responsibility for ensuring that each participant receives the full range of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and youth career specialist as documented in the participant's ISS.

### **1.8.8 Follow-up Services**

The proposer is required to provide 12 months of follow-up services to all participants who have completed (exited) the program. Proposers are encouraged to consider the needs and barriers of the program's target population(s) in determining the appropriate levels and types of follow-up services. Follow-up services are critical services to help ensure the youth is successful in employment and/or post-education and training beyond their program completion. Follow-up services will be conducted on a monthly basis to promote job retention, wage gains, and career progress. Support services are available during follow-up for youth. For more information on follow-up services, please see the links [YCLWDB Follow-Up Services Policy](#) and [State Policy Chapter 2 Section 200](#).

### **1.8.9 Contract Options**

Below is an explanation of the required services under each of the contract options listed on section 1.7 and the performance measures that will be tied to those activities.

#### **Contract Option A.**

#### **Limited ABE and/or High School Equivalency (HSE) Classes for priority of service for Out-of-School Youth**

The proposer in conjunction with YPIC Youth Services will coordinate efforts in providing the following element:

<p><b>Program Element 2: Alternative Secondary School Services or Recovery Services</b></p> <p>Alternative secondary school services and dropout recovery services are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized credential.</p> <p>A. Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language, are provided to assist youth who have struggled in traditional secondary education.</p> <p>B. Dropout recovery services are provided to youth who have dropped out of school: Services include credit recovery; counseling; and educational plan development.</p>
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**Contract Option B.**

**Fourteen (14) Program Elements for Out-of-School Youth**

The proposer shall provide the program service elements as follows:

<p><b>Program Element 1: Tutoring, study skills training, instruction, and evidence-based dropout prevention</b></p> <p>Provide recovery strategies that lead to the completion of the requirements for a secondary school diploma or High School Equivalency (HSE), (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.</p>
<p><b>Program Element 2: Alternative secondary school services, dropout recovery services</b></p> <p>Assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school.</p>
<p><b>Program Element 3: Paid and Unpaid Work Experiences</b></p> <p><b>Paid and Unpaid Work Experiences</b> is a planned, structured learning experience that takes place in a workplace for a limited period of time which includes contextual learning. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Work experiences provide the youth participant with opportunities for career exploration and skill development, which may include the following type of work experiences:</p> <ul style="list-style-type: none"> <li>○ Summer employment opportunities and other employment opportunities available throughout the school year;</li> <li>○ Pre-apprenticeship program;</li> <li>○ Internships and job shadowing; and</li> <li>○ On-the-Job Training opportunities.</li> </ul>
<p><b>Program Element 4: Occupational Skills Training</b></p> <p><b>Occupational Skills Training</b>, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in Yuma County. Occupational Skills Training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain</p>

<p>occupational fields at entry, intermediate, or advanced levels. Such training must:</p> <ul style="list-style-type: none"> <li>a. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.</li> <li>b. Be of sufficient duration to impart the skills needed to meet the occupational goal; and</li> <li>c. Lead to the attainment of a recognized postsecondary credential.</li> </ul>
<p><b>Program Element 5: Education Offered Concurrently With Workforce Preparation Activities and Training</b></p>
<p><b>Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation</b> or occupational cluster. This element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.</p>
<p><b>Program Element 6: Leadership Development Opportunities</b></p>
<p><b>Leadership development opportunities</b>, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behavior, as appropriate. This element encourages responsibilities, confidence, employability, self-determination, and other positive social behaviors such as</p> <ul style="list-style-type: none"> <li>a. Exposure to postsecondary educational possibilities;</li> <li>b. Community and service-learning projects;</li> <li>c. Peer-centered activities, including peer mentoring and tutoring;</li> <li>d. Organizational and teamwork training, including team-leading training;</li> <li>e. Training in decision-making, including determining priorities and problem-solving;</li> <li>f. Citizenship training, including life skills training such as parenting and work behavior training;</li> <li>g. Civic engagement activities which promote the quality of life in a community; and</li> <li>h. Other leadership activities that place youth in a leadership role such as serving on your leadership committees, such as Standing Youth Committees.</li> </ul>
<p><b>Program Element 7: Supportive Services</b></p>
<p><b>Supportive Services</b> enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>a. Linkages to community services;</li> <li>b. Assistance with transportation;</li> <li>c. Assistance with child care and dependent care;</li> <li>d. Assistance with housing;</li> <li>e. Needs-related payments;</li> <li>f. Assistance with educational testing;</li> <li>g. Reasonable accommodations for youth with disabilities;</li> <li>h. Legal aid services;</li> <li>i. Referrals to health care;</li> <li>j. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;</li> </ul>

- k. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- l. Payments and fees for employment and training-related applications, tests, and certifications.

**Program Element 8: Adult Mentoring**

Provide adult mentoring for the period of participation and a subsequence period, for a total of not less than 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.

**Program Element 9: Follow-up Activities**

Provide 12 months of follow-up services after completion of participation, as appropriate. These are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies.

**Program Element 10: Comprehensive Guidance and Counseling**

Assist youth with the referrals to comprehensive guidance and counseling services based on individual needs through the use of various assessments; may include drug and alcohol abuse counseling and referral, as appropriate, *individualized counseling to participants*.

**Program Element 11: Financial Literacy Education**

**Financial literacy education** program element may include the following activities:

- a. Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;
- b. Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- c. Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- d. Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- e. Educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft, and in other ways understand their rights and protections related to personal identity and financial data;
- f. Support activities that address the particular financial literacy needs of non-English speakers, including providing support through the development and distribution of multilingual financial literacy and education materials;
- g. Support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling;

- h. Provide financial education that is age-appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- i. Implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, relevant strategies and channels, including, where possible, timely, customized information, guidance, tools, and instruction.

**Program Element 12: Entrepreneurial Skills Training**

Provide the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include but are not limited to, the ability to:

- a. Take initiative;
- b. Creatively seek out and identify business opportunities;
- c. Develop budgets and forecast resource needs;
- d. Understand various options for acquiring capital and the trade-offs associated with each option, and
- e. Communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills may include, but are not limited to:
  1. Entrepreneurship education provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation.
  2. Enterprise development provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operations and by providing more individualized attention to the development of viable business ideas.
  3. Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

**Program Element 13: Labor Market and Employment Information Services**

Provide labor market and employment information about in-demand industry sectors or occupations available in Yuma County, such as career awareness, career counseling, and career exploration services. Numerous tools and applications that are user-friendly exist, which can be used to provide labor market and career information, as appropriate to each youth. These labor market information (LMI) tools can be used to help youth and young adults to make appropriate decisions about education and careers. LMI identifies in-demand industries, occupations, employment opportunities, and, provides knowledge of job market expectations including education and skills requirements and potential earnings.

**Program Element 14: Transition to Post-Secondary Education and Training Activities**

Post-Secondary preparation and transitions that help youth prepare for and transition to

post-secondary education and training. These services include exploring post-secondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to;

- a. Assisting youth to prepare for SAT/ACT testing;
- b. Assisting with college admission applications;
- c. Searching and applying for scholarships and grants;
- d. Filling out the proper Financial Aid applications and adhering to changing guidelines; and
- e. Connecting youth to postsecondary education programs.

#### **1.8.10 Measureable Skills Gains:**

The proposer will ensure Measurable Skill Gains is achieved when participants are in education or training programs leading to recognized postsecondary credential or employment as outlined in the measurable skills gains performance measure. For more information on Measurable Skills Gains, please see the link [YCLWDB Measurable Skill Gains Policy](#). Section 116 of WIOA establishes performance accountability on measurable skills gain to assess the effectiveness and achieve positive outcomes for individuals served by the Workforce Development Systems, which includes Youth Services.

#### **1.8.11 Incentives:**

Incentives may be awarded to WIOA youth participants to motivate, encourage, or congratulate when certain goals and/or activities are completed. WIOA incentives may not be used for recruitment and eligibility determination. Proposers are encouraged to provide such incentive awards but must not exceed the limited amounts listed in the policy. For more information on Incentive, please see link [Incentives](#).

#### **1.8.12 Supportive Services:**

Proposers shall provide supportive services on an on-going basis and as deemed necessary to assist all target populations in overcoming barriers that are hindering self-sufficiency. These services must be available for participants in youth activities and who may need additional assistance, as determined through objective assessment and meet the local eligibility requirements. (i.e. assistance with transportation, work-related attire and equipment, and needs-related payments). For more information on Support Services, please see link [Support Services](#).

#### **1.8.13 Performance Measures:**

WIOA Section 116 (2) (A) establishes performance accountability measures that apply across the programs to assess the effectiveness of states and local areas in achieving positive outcomes for individuals served by those programs. The proposer is required to meet or exceed all six performance measures listed below. This includes the measure on Effectiveness in Serving Employers. Proposers failing to meet the performance measures after receiving technical guidance will be placed on corrective action, probation or possible loss of contract.

Below is the chart showing PY2021 Performance Goals negotiated by YCLWDB with the State. For more information on Performance Measure, please click on the link [TEGL 10-16 Change 1](#).

<b>Youth</b>	<b>Final Negotiated Targets for PY 21</b>
Employment 2nd Quarter after exit	76.0%
Employment 4th Quarter after exit	74.6%
Median Earnings in the 2nd quarter after exit	\$4,500
Credential attainment rate	54.0%
Measurable Skills Gain	52.8%

## 1.9 Reporting Requirements

Proposer will be required to utilize various data management systems to submit monthly/quarterly reports as outlined in the section below. Proposers will report monthly to the YCLWDB staff on actual levels of service and performance goals progress. Proposer will be required to report program information to the LWDB on a quarterly basis. Proposer will meet quarterly to review program outcomes and budgets expenditures.

### 1.9.1 Providers Report (Inconclusive list listed below)

<b>Monthly</b>	<b>Quarterly</b>
Total number of participant served	Equal Employment Opportunity (EEO)
Number of participants placed	Americans with Disability Act (ADA)
Number of participants training	

### 1.9.2 Customer Tracking Systems

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

The proposer 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 proposer will be responsible for developing, implementing, and overseeing processes to collect, manage, and utilize information provided by the system. The proposer will ensure all data entry, including case notes are entered into the AJC system within 15 business days.

### 1.9.3 Client Referral System (CRS)

The CRS system is the central component for referring customers between partners. The system is an internet-based to ensure that all partners are allowed to utilize the system to improve overall system effectiveness and maximize co-enrollments with partner agencies. 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 services providers and community partners. The proposer will be responsible to follow-up on every referral received and/or referred-out as well as making contact with the referred participants. *The proposer will be required to utilize the YCLWDB data system.*



#### **1.9.4 Integrated Services Delivery System (ISDS)**

The ISDS allows the proposer to track customer navigation 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 proposer will be required to utilize the YCLWDB data system.***

#### **1.9.5 File Maintenance**

The proposer shall maintain all records pertinent to WIOA Title I youth services grant agreements and contracts, including financial, statistical, property, participant records, and supporting documentation in accordance with Federal and State requirements and the YCLWDB's record retention policies. Electronic case files must include a variety of documentation including, but not limited to; program eligibility, suitability, assessment data, Individual Service Strategy (ISS), regular case notes (entered at least bi-weekly), progress reports, and attendance sheets for individuals receiving training services. Participant's progress and outcomes will be tracked through the Arizona Job Connection. Participant's files are required to be in electronic format.

#### **1.9.6 Monitoring and Evaluation**

The YCLWDB staff is required to evaluate and monitor the proposer to verify that customers of WIOA funded programs are receiving the most comprehensive services, to ensure program compliance, and to evaluate the effectiveness of the service strategies. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, State of Arizona, State Workforce Arizona Council, and any other agency that provides funds used by the YCLWDB to contract for services in the area's workforce system.

#### **1.9.7 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 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 proposer must complete the TraCorp DESACP15 Address Confidentiality Program course.
- All correspondence, flyers and documents must have the appropriate EEO tag lines.

### **1.9.8 Accessibility, Equal Opportunity, and Non-Discrimination**

The YCLWDB is committed to services for all customers. The proposer 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 YCLWDB funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. The proposer is expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. The proposer must coordinate with the local EEO officer and ensure contractors/providers and staff receive accessibility training. The proposer 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.”**

### **1.10 Standing Youth Committee**

The YCLWDB has established a Standing Youth Committee. The purpose of the committee includes providing information to assist with planning, operations, oversight, and other issues related to the provision of the youth program. The proposer will be required to attend and/or present information if requested by the committee. The YCLWDB is responsible for the activities listed below:

- A. Under the direction of the YCLWDB, the standing youth committee may:
1. Recommend policy direction to the local board for the design development and implementation of programs that benefit all youth;
  2. Recommend the design of the comprehensive community youth workforce development system to ensure a full range of services and opportunities for youth, including disconnected youth;
  3. Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;
  4. Recommend ways to coordinate youth services and youth service providers;
  5. Provide on-going leadership and support for continuous quality improvement for local youth programs;
  6. Assist with the planning, operational and other matters related to youth. For more information on Standing Youth Committee, please see the [State Policy Chapter 2 Section 200](#).

## 1.11 Purpose

### Purpose Statement

The purpose of this proposal to identify qualified providers (contractors) for Youth Services under Title I of the Workforce Innovation and Opportunity Act (Public Law 113-128 (WIOA)). **The Youth contract begins on July 1, 2021. A transition period will be negotiated.**

On March 26, 2015, the US Department of Labor issued Training and Employment Guidance Letter (TEGL) 23-14. The purpose of this Training and Employment Guidance Letter is to provide guidance to states, local workforce areas, and Workforce Innovation and Opportunity Act (WIOA) youth service providers on contracting strategies that facilitate service providers to **serve the youth most in need**, while still achieving performance goals.

**This RFP requires separate proposal applications to address:**

- **Limited ABE and/or HSE Classes Out-of-School Youth (ABE/HSE) and**
- **14 Program Elements for Out-of-School Youth (OSY).**

Proposers may provide services for either OSY, or ABE/HSE, or both.

Responses to this RFP will be evaluated by the **Review Committee** to recommend youth service providers to be awarded contracts. 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 potential 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 successful proposer will be selected based upon its demonstrated ability to serve customers with Yuma County including past performance, collaboration, experience, successful outcomes, partnerships, and cost effective service delivery.

***The Yuma County Local Workforce Development Board (YCLWDB) reserves the right to make technical corrections or additions to this RFP. Such corrections or additions shall be sent to each applicant that registers at the Solicitation Conference/Technical Assistance Session.***

## 1.12 RFP Questions and Requests for Clarification

The primary mode of communication between the YCLWDB and the potential proposer will be **ONLY** in writing electronically. Verbal questions/requests for clarification **will not** be answered over the phone or in person. Further, the YCLWDB reserves the right to reject any or all requests for clarification in whole or in part. All questions pertaining to the RFP must be received in writing electronically no later than **4:00 p.m. Tuesday, February 16, 2021**, to Alicia Huizar, Contract Manager at [YOUTHFRFP@ypic.com](mailto:YOUTHFRFP@ypic.com).

To prevent perceived or actual conflict, or undue influence over the process, **all proposers** are prohibited from contacting any YCLWDB member, committee member, or staff regarding this RFP. Contact with anyone for purposes of influencing the outcome of the procurement will result in disqualification of the prospective respondents from this competitive procurement process. Proposer 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 YCLWDB anticipates posting answers to all questions by Tuesday, February 23, 2021. Questions and answer page will be posted on the Yuma Private Industry Council Inc. website [www.ypic.com](http://www.ypic.com) and ARIZONA@WORK website <https://arizonaatwork.com/locations/yuma-county>. It is the proposer'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, February 26, 2021, **by electronic meeting**, in adherence to the current Covid-19 restriction.

Proposers 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 proposer questions. Please email [YOUTHFRFP@ypic.com](mailto:YOUTHFRFP@ypic.com) to register for this meeting.

### **1.13 Notices**

This Request for Proposal (RFP) is a competitive solicitation method used by the YCLWDB to maximize the likelihood of selecting highly qualified providers (contractors).

Notice of this RFP is being published in the Yuma Sun newspaper, YPIC's and ARIZONA@WORK websites [www.ypic.com](http://www.ypic.com), and <https://arizonaatwork.com/locations/yuma-county> and is being distributed via email to organizations on the Bidder's List. Upon its release, the RFP, and all accompanying attachments, will be posted on YPIC's and ARIZONA@WORK websites.

Notices to the proposer shall be made by the YCLWDB staff to the person indicated on the proposal and acceptance form submitted by the contractor unless otherwise stated in the contract. Notices to YCLWDB staff required by the contract shall be made by the proposer to the solicitation contact person indicated on the solicitation cover sheet unless otherwise stated in the contract. An authorized contract manager and an authorized proposer 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.

### **1.14 Contract Terms and Conditions**

The YCLWDB staff intends to award contracts for the services identified herein.  
***The Contract period shall start on July 1, 2021 and end on June 30, 2022.***

Contract extensions may be available for an additional three one year contracts following approval from the YCLWDB staff. With respect to the selection of the proposer, the Executive Director and/or Operations Director will continue the past practice of exerting no

undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the Executive Director and/or Operations Director (or representative) to the evaluation panel or selecting authority must be provided in writing to all prospective proposers.

Federal funding is the principal support for the Youth Services program. Funding is subject to annual allocation based upon the amount secured by the YCLWDB. 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 proposer 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. The contract will also be subject to any changes in the legislation, regulations, or policies promulgated by the funding sources. The YCLWDB may expand the scope of the contract to incorporate other funding, requirements, or workforce programs that the YCLWDB deems necessary or appropriate.

All conditions contained in this RFP and completed appendices and any statements contained in the RFP will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the contract.

The proposer 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.

Proposer must indicate its ability to provide sufficient and qualified staff; maintain adequate fiscal reporting, program/management records; follow acceptable equal opportunity and affirmative action policies, and effectively administer basic services, trainings and employment programs. The YCLWDB staff reserves the right to review the proposers present and future staff qualifications.

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 #8 – Conflict of Interest Policy.

Proposer shall comply with applicable provisions of A.R.S. § 46-141 and Title 6, Article 4 – Fingerprinting; which are hereby incorporated as provisions in the contract to the extent such provisions are applicable due to statute, case law, county contract, or other legal authority.

Personnel providing direct services to children and vulnerable adults must clear a ***Background Check with the Arizona Department of Child Safety Central Registry.***

Release of annual allocation funds to the YCLWDB's fiscal agent depends upon meeting this criteria. The YCLWDB will maintain records of all staff employed by the proposer to ensure compliance.

The proposer's personnel shall not be authorized to access the AJC system prior to completing the required certification.

For all new employees of the contractor the following needs to be submitted to YPIC's Human Resource Manager on the first day of employment.

- a. Record of submittal of the direct service position certification form.
- b. Record of submittal of the Central Registry Background Check to Arizona DES. The proposer will submit the proof of Central Registry Background Clearance Form to YPIC Human Resource Manager within 30 days.

The contractor must submit a copy of the record of application of each employee's fingerprint card to YPIC's Human Resource Manager within the first 7 days of employment or renewal of contracts.

- a. Copy of Level One Finger Print Clearance card application confirmation receipt
- b. The original card will be provided to the YPIC Human Resource Manager for processing.
- c. For all new employees of the contractor the following needs to be submitted to YPIC's Human Resource Manager: Record of fingerprint application within seven (7) days of employment.

YCLWDB reserves the right to terminate any or all contracts granted after the first year of performance, as deemed necessary or appropriate and select a proposer.

YCLWDB retains the right to decline any contractor staff member, whether an employee, contractor, or volunteer to perform services under this contract if YCLWDB deems that the staff member could negatively impact participants or the program. This would include any situation where the contractor staff member is related to a YPIC employee and the said employment by the contractor could be deemed or viewed as nepotism or a conflict of interest. For more information on Conflict of interest, please see the WAC Policy #8 link [WAC Policy #8](#).

### **1.15 Right to Cancel**

The YCLWDB reserves the right to take any course of action the YCLWDB deems appropriate at the YCLWDB's sole and absolute discretion, which may include:

- Reserves the right to reissue, delay, reject, amend, modify, or cancel any or all proposals at any time without prior notice;
- Negotiating with any qualified proposer;
- Extending the deadline for proposals;
- Requesting additional information from any or all proposers; and/or
- The YCLWDB is not responsible for any costs incurred by the proposer in preparation of responses to this RFP.

## **1.16 Termination of Contract**

### **a. Failure to Perform**

If through any cause, the contractor 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 contractor will receive technical assistance from the YCLWDB staff. The contractor must comply with corrective action requirements in a timely manner as specified by the YCLWDB staff. If the contractor 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 YCLWDB 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 regulation change significantly. In the event of early contract termination initiated by either party for whatever reason, the contractor is only entitled to costs incurred prior to the time of contract termination.

## **1.17 YCLWDB'S Right To Disqualify For Conflict Of Interest**

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

## SECTION TWO

### 2.0 PROJECT TIMELINES:

#### Proposal Review Process and Contract Award Schedule

February 9, 2021	<b>RFP Process Opens:</b> Proposers may pick up RFP packages beginning at 1:00 p.m. Arizona Time at Yuma Private Industry Council, 3834 W. 16th Street, Yuma, AZ 85364, or may download from the website: <a href="http://www.ypic.com">www.ypic.com</a> and <a href="https://arizonaatwork.com/locations/yuma-county">https://arizonaatwork.com/locations/yuma-county</a> . The primary mode of communication between the YCLWDB and the proposer will be <b>ONLY</b> in writing electronically. Questions <b>will not</b> be answered over the phone or in person.
February 26, 2021	<b>Solicitation Conference/Technical Assistance Session:</b> Scheduled for 2:00 – 4:00 pm Arizona Time, <b>by electronic meeting</b> , in adherence to the current Covid-19 restrictions. It is recommended that proposers who have general questions regarding the RFP process be present at this session. All questions pertaining to the RFP must be received in writing via email no later than 4:00 pm Tuesday, February 16, 2021. Questions will not be accepted after this date. Any changes or additional information regarding the RFP, as well as all questions and answers, will be faxed and/or emailed to those who attended the Technical Assistance Session. Solicitation questions will be answered and posted at YPIC and ARIZONA@WORK website at 4:00 pm on February 23, 2021.
March 12, 2021	<b>Proposal Receipt Deadline:</b> Proposals must be received by 3:00 p.m. Arizona Time at Yuma Private Industry Council, 3834 W. 16th Street Yuma, AZ 85364. <b>Late submissions will not be considered.</b>
March 2021	<b>PROPOSAL REVIEW COMMITTEE:</b> Date and time to be determined
April 14, 2021	<b>WORKFORCE DEVELOPMENT BOARD APPROVAL OF RECOMMENDED PROVIDERS</b>
April 30, 2021	<b>FINAL CONTRACT NEGOTIATIONS</b>
July 1, 2021	<b>PROGRAM START DATE</b>



## 2.1 PROPOSAL INSTRUCTIONS

Submit sealed proposal no later than 3:00 p.m. Arizona Time on March 12, 2021, at 3834 W. 16th Street, Yuma, AZ 85364. Please ask for a proposal receipt which will have the date and time stamped on it. Mailed proposals must be received by the same time and date. All documents submitted by proposers shall be the property of the YCLWB 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 one original and two (2) copies of 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.

Proposers 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.

The proposers must submit questions to the Contract Manager in writing at [YOUTHFRP@ypic.com](mailto:YOUTHFRP@ypic.com).

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. Each copy should be clipped together. Please do not staple your proposal copies.

Proposer must submit proposal package in the proper layout and sequence as noted on 2.12.

## 2.2 SOLICITATION PROVISIONS

- YCLWDB reserves the right to make technical corrections or additions to this RFP. Such corrections or additions shall be sent to each applicant that registers at the Solicitation Conference/Technical Assistance Session.
- This RFP does not commit the YCLWDB to accept any proposal, nor is the YCLWDB responsible for any costs incurred by the respondent in the preparation of responses to this RFP.
- The YCLWDB 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 YCLWDB.
- The YCLWDB 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 YCLWDB.
- The proposer will be asked to continue providing services to customers already registered into the WIOA program. It is the wish of the local board that the disruption of services to customers is avoided. The proposer will accept all carryover participants from the previous contractor.

## 2.3 CONTRACT AWARD

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

The Review Committee and/or the YCLWDB staff will select finalists to make a presentation to the board as required by the review committee to make the final selection and award contracts.

Funding of any and all proposals is subject to fund availability and level of funding by the US Department of Labor. This RFP does not commit the YCLWDB to award a contract, to pay any costs for preparation of proposals, or to procure or contract for services.

- **Proposal Award**  
The YCLWDB shall hold all proposals submitted in confidence pending completion of awards. Following the award process, proposals will be available to the public.
- **Negotiations**  
The Review Committee may require the selected proposer to participate in negotiations following the award process and request revision to the proposal, as needed.
- **Contract Agreement**  
The Contract Manager will send the final contract to the awarded proposer. The awarded proposer 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 proposer within 30 calendar days, the YCLWDB may consider awarding the agreement to the next highest-ranked proposer.
- **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. Committee members are encouraged to make comments when rating each proposal. Proposer may request in writing their individual rating forms after the contract has been awarded. These are intended to assist proposers in determining their areas of strength and weakness in responding to the RFP. The Review Committee members ranking forms will be identified by number, not by name, and will be distributed upon request. **Note: The YCLWDB retains the right to request additional information or request oral presentations from proposers. If no response adequately addresses the services and outcomes requested, the committee may recommend that no awards be made.**

### **Evaluation Criteria – NARRATIVE: SCOPE OF WORK**

<b>EVALUATION ITEMS</b>	<b>Maximum Points</b>
<b>Evaluation Criteria – Narrative: Scope of Work</b>	
Program Overview/Executive Summary	5
Community Need/Opportunity Targeted	5
Target Population	10
Program Goals/Performance	20

Program Activities/Methodology	20
<b>Evaluation Criteria – Narrative: Agency Capacity</b>	
Agency Background	10
Agency Expertise	10
Collaboration and Leverage Resources	10
<b>Evaluation Criteria – Budget</b>	
Budget	10
Total	100

## 2.4 THE YCLWDB RESERVES THE RIGHT TO:

- Renew contracts up to three one year periods without reissuing an RFP.
- Award locally allocated Federal Funds received by Yuma County and the State of Arizona to the bidder of this RFP.
- Accept or reject any or all of the proposals received and to 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 subcontractors to implement changes in accordance with State directives in order to comply with WIOA and applicable regulations.

## 2.5 FUNDS AVAILABLE

The quantities listed below reflect the **estimated funds** available, YPIC may grant multiple contracts to different proposers, therefore the funds will need to be distributed amongst those that are granted contracts.

<b>Out of School Youth:</b> Limited ABE and/or HSE Classes	<b>\$ 75,000</b>
<b>Out of School Youth:</b> Fourteen (14) Program Elements	<b>\$925,000</b>
<b>Total funds:</b>	<b>\$1,000,000</b>

## 2.6 COMPENSATION METHOD

The YCLWDB will issue a cost-reimbursement contract. The contractor will be reimbursed for allowable actual service delivery costs on a monthly basis after submittal and approval of the payment invoice as described in the contract. Payment invoices will be due by the 15<sup>th</sup> 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. The proposer shall create, collect, and maintain all records relating to program activities that are required to be made by applicable federal or State laws or regulations, made relevant by guidance from the U.S. Department of labor, and/or which are necessary for determining Yuma County Local Workforce Board's compliance with oversight of the operator role and contract.

Any revenues generated by the providers including interest income or other program generated income must be disclosed to the YCLWDB 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 YCLWDB. In addition, any negotiated allowable profit earned by for-profit entities will need to be reported monthly.

Any contract awarded may be terminated for fiscal necessity, convenience, or for breach as required by the United States Department of Labor.

## 2.7 SUBCONTRACTING

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

## 2.8 INVOICING REQUIREMENTS

The Contractor shall:

1. Invoices must be *submitted by the 15<sup>th</sup> of each month* for any expenses incurred in the prior month (**Appendix J**).
2. The invoice shall include the following:
  - Name of Contractor
  - 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
  - General Ledger matching invoice amount (as attachment)
  - Documentation supporting the general ledger totals.

## 2.9 FOR-PROFIT ENTITIES

Pursuant to Training Employment Guidance Letter (TEGL) 15-16, For-profit entities that are recipients and sub-recipient of a Federal award, **shall adhere** to the Uniform Guidance at 2 CFR parts 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. As

such, any private for-profit entity as well as non-Federal entities including grant recipients and sub-recipient of a DOL award must adhere to the Uniform Guidance.

## **2.9 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 contractor and subcontractor 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).

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

2. Financial Systems. Contractors and subcontractors shall ensure that their financial systems, as well as those of their subcontractors, provide fiscal control and accounting procedures that meet the following minimum standards, as well as comply with 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 assure 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 contractor and subcontractor shall ensure that records are maintained in the State of Arizona's Job Connection (AJC) Management Information System.

4. Insurance: Each contractor and subcontractor 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 YCLWDB shall be listed as an 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 [SUBCONTRACTOR 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 [SUBCONTRACTOR OR SUBAWARDEE].

(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the [SUBCONTRACTOR 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). Contractors and subcontractors 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 Contractor".

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 [SUBCONTRACTOR 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 [SUBCONTRACTOR OR SUBAWARDEE].

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

6. Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employer's Liability
  - Each accident \$1,000,000
  - Disease-Each Employee \$1,000,000
  - Disease-Policy Limit \$1,000,000

- a. 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 subawardee.

- b. This requirement shall not apply to each Subawardee or Subawardee that is exempt under A.R.S. §23-901, and when such Subawardee or Subawardee executes the appropriate waiver form (Sole Proprietor or independent subawardee).

7. Regulations and Cost Principles: In addition, each contractor and subcontractor must comply, if and to the extent applicable, with the following regulations and cost principles, including any subsequent amendments:

- 1. Uniform Administrative Requirements:
  - 2 CFR 200, for State/Local Governments and Indian Tribes, or
  - 2 CFR 215, for Institutions of Higher Education, Hospitals and other Non-Profits
- 2. Cost Principles
  - 2 CFR 225 for State, Local and Indian Tribes Governments,
  - 2 CFR 220, for Institutions of Higher Education, or
  - 2 CFR 230, for Non-Profit Organizations
- 3. Other Requirements
  - 2 CFR 501, Single Audit Act
  - 2 CFR 450, Lobbying Certification
  - 2 CFR 180, Debarment and Suspension; Drug-Free Workplace
  - 29 CFR 38, Nondiscrimination and Equal Opportunity Requirements

Any such applicable legal authority, including but not limited to the provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA) and regulations adopted under the act, shall be incorporated into the agreement by reference and, to the extent inconsistent with any provision of this RFP or the contract, shall supersede and be substituted for the inconsistent contractual provision.

## **2.10 YCLWDB RESPONSIBILITIES (SEPARATION OF DUTIES)**

### **The Yuma Private Industry Council will:**

- Maintain all aspects of file compliance such as data entry and maintenance of data in the management systems and AJC system.
- 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, fiscal, and EEO/ADA monitoring as deemed necessary.
- On-site visits to ensure the quality of services as deemed necessary.

## **2.11 THE SELECTED PROPOSER (SERVICE PROVIDER) OF THE LIMITED ABE/HSE AND 14 PROGRAM ELEMENTS WILL:**

- Maintain all aspects of file compliance such as data entry and maintenance of data in the management systems and AJC system.
- Develop an Individual Employment Plan (IEP) for each participant.
- Ensure all program services are made available to participant from enrollment to exit, as applicable.
- Proposers 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.
- Proposer 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 (contractor).
- The proposer will enroll hard to serve participants in their program; see [TEGL 23-14](#) and [State Policy Chapter 2 - Section 500](#).
- Maintain the ARIZONA@WORK – Yuma County logos and branding standards as defined in the State branding guide. The proposer is prohibited from displaying its own name or logo on any materials associated with performing this scope of work.



## 2.12 SUBMISSION FORMAT CHECK LIST

Submission of packaged documents consists of appendixes A through R

- Proposal Cover Page Form – **Appendix A**
- Executive Summary – one page
- Youth 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
- Current Credit Report from top management
- 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**

<b>2021-2022 Workforce Innovation and Opportunity Act Program Youth Program Proposal</b>	
The legal name of the entity submitting this proposal:	
Address:	
<i>Proposal for <u>which category?</u></i>	
Telephone Number:	Fax Number:
Name of the contact person for this proposal:	
Contact person telephone number:	Contact person fax number:
Contact person e-mail 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 proposer has authorized the document and the proposer 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: Youth Program Services Information Form

Legal Name of Applicant Agency:			
Number of Years in Business:			
FEIN Number:			
DUNS 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		
<b>Principal of the Agency</b> – CEO/Executive Director/President	Name:		
	Title:		
	Email Address:		
	Phone Number:		
Programmatic Contact Person	Name:		
	Title:		
	Email Address:		
	Phone Number:		
	<b>Amount Requested</b>	<b>Total Participant Served</b>	<b>Cost Per Participant</b>
Limited ABE and or HSE Classes	\$	#	\$
Fourteen (14) Program Elements	\$	#	\$
<b>Total Amount Requested</b>	\$	#	\$
Amount of Leveraged Funds	\$		
Percentage of Leveraged Funds	\$		

## **Appendix C: NARRATIVE RESPONSE: SCOPE OF WORK**

### **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 make 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):**

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 youth, you should address the needs of each target group. 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 2021-2022 program year in each category you are proposing.

Describe the plan to work with an active case load of youth participants. In addition, describe your plan to conduct follow-up services as required. The population to serve is Out-of-School Youth; keeping in mind that there is an emphasis from the U.S. Department of Labor to serve the "Hardest to Serve," the following information should be included in the proposal:

- Description of the target population characteristics
- Specifically identify, in each geographical area, the methods and services utilized to address the needs of such population.
- Indicate in which areas services will be delivered to residents throughout Yuma County; indicate the addresses of the different locations.

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?
- Will you target specific geographic areas or communities within Yuma County?

- Provide a detailed description of how you will enroll 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 section "B" (above) in terms of the **WIOA core indicators of performance**.

Describe expected qualitative outcomes and the proposed tools for measuring them, such as customer satisfaction surveys and progress reports. If quantitative outcomes differ from national performance measure goals, explain why.

#### **E. Program Activities/Methodology**

Outline your plan of action and describe the ISS process for assessing youth needs and skill levels when developing goals and service strategies with each participant. In addition, specifically, how will you address identified barriers? Clearly state the WIOA Service Elements. Please refer to the descriptions of the Fourteen (14) Program Elements on section 1.8.9 page 10.

Provide a description of each service element in your proposed program. The description should include quantitative objectives for each proposed activity (e.g. the frequency that each activity will occur and the length and the number of participants per activity). Responses should describe how the proposed methodology will benefit participants in the different target populations. Discuss any unusual features, such as design or technological innovations. Describe how the program will provide follow-up services to youth when they exit the program. YCLWDB is seeking innovative methods and programs in the delivery of services. 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.

Explain how the overall program will meet the requirements of WIOA Section 129 (c) (1) (C), which states that the following five overall areas of youth programming must be provided for each participant:

- Activities leading to the attainment of a HSE equivalency or recognized postsecondary credential;
- Preparation for postsecondary education and training opportunities;
- Strong linkage between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
- Preparation for unsubsidized employment opportunities, in appropriate case; and
- Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor market.

## **F. Evidence of Best Practice**

Proposers should 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.

## **G. Program Location**

Provide the address and/or proposed facility name(s) where services will be delivered in the different areas of Yuma County. **For the Out-of-School Limited ABE and/or HSE classes, the provider must be willing and able to offer the classes at the designated locations (to be determined or negotiated).**

## **NARRATIVE: AGENCY CAPACITY**

### **A. Agency Background**

Describe your agency's experience providing services to youth, particularly services that are relating to the ones being proposed. Provide examples of expertise in the following areas:

- Assessing individual youth and developing individual service plans for youth;
- Coordinating with local secondary and post-secondary institutions;
- Working with disadvantaged, special populations, and operating education, training, and/or employment programs;
- Best practices towards innovative methods.

Cite recent, specific projects or programs, the year(s) they were funded, and the funding source. Provide relevant statistics for each project on numbers served, services provided, and the outcomes achieved. In particular, cite past experience meeting quantitative performance benchmarks similar to those established by WIOA. State results from any recent customer satisfaction evaluations from both participants and employers for similar services.

### **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 director, coordinator, case managers, teachers, trainers, accounting, and their relevant experience. Provide an organizational chart for the program in your appendix. You may also 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.

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 program, fiscal, MIS, and AJC functions as well as cover costs of rent, phone, utilities, and other administrative costs?

### **C. Collaboration and Leveraged Resources**

Discuss 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 references 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 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?
  1. **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.**
  2. **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 3<sup>rd</sup> 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?
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 package.)**

- Use the appropriate budget narrative, in **Appendix H, and I** 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, taxes (i.e. health insurance, retirement, leave, etc.).
- Professional & Outside Services: Other skilled or trained professionals who are not officers or employees (i.e. contractors 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 YCLWDB will not reimburse costs not related to job relevancy and 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 YCLWDB will not reimburse costs not related to job relevancy and 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, etc.).
- Occupancy
- Non-Capital Equipment
- 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/Internships 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.
- Incentives/Bonuses
- Indicate all indirect costs, and provide a percentage.
- Pay for Performance (if applicable)
- Total amount

**Appendix F: Budget Summary for Limited ABE and/or HSE Classes**

Proposer: \_\_\_\_\_

<b>COST CATEGORY</b>	<b>TOTAL COST</b>	<b>COST TO WIOA PROGRAM</b>
Personnel Salaries		
Personnel Taxes and Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Occupancy		
Non-Capital Equipment		
Client Support Services		
Client Training		
Needs Related Payment		
Incentives/Bonuses		
Indirect Costs Rate (xx%)		
Pay for Performance (if applicable)		
Total Amount:		

**Appendix G: Budget Summary for Full Services Out of School Youth  
Fourteen (14) Program Elements and Follow-up**

Proposer: \_\_\_\_\_

<b>COST CATEGORY</b>	<b>TOTAL COST</b>	<b>COST TO WIOA PROGRAM</b>
Personnel Salaries		
Professional Taxes and Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Occupancy		
Non-Capital Equipment		
Client Support Services		
Client Training/ITA		
WEX/Internships		
On-The-Job Training		
Needs Related Payment		
Incentives/Bonuses		
Indirect Costs Rate (xx%)		
Pay for Performance (if applicable)		
Total Amount:		

**Appendix H: Budget Narrative for Limited ABE and/or HSE Classes**

**Proposer:** \_\_\_\_\_

<b>CATEGORY</b>	<b>Budget Narrative</b>	<b>Total</b>
Personnel Salaries		
Personnel Taxes and Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Occupancy		
Non-Capital Equipment		
Client Support Services		
Client Training		
Needs Related Payment		
Incentives/Bonuses		
Indirect Costs Rate (xx%)		
Pay for Performance (if applicable)		
Total Amount:		

**Appendix I: Budget Narrative for Full Services Out of School Youth Fourteen  
(14) Program Elements and Follow-Up**

**Proposer:** \_\_\_\_\_

<b>CATEGORY</b>	<b>Budget Narrative</b>	<b>Total</b>
Personnel Salaries		
Professional Taxes and Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Other Operating Expenses		
Occupancy		
Non-Capital Equipment		
Client Support Services		
Client Training/ITA		
WEX/Internships		
On-The-Job Training		
Needs Related Payment		
Incentives/Bonuses		
Indirect Costs Rate (xx%)		
Pay for Performance (if applicable)		
<b>Total Amount:</b>		

## Appendix J: Invoice Format

### Contractor Names

Address Line #1

Address Line #2

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

Billing Address: 3834 W. 16<sup>th</sup> Street  
Yuma, AZ 85364

Program Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Contract Term: 07/01/20xx – 06/30/20xx

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

Invoice number: \_\_\_\_\_

	<b>Total</b>	<b>Expenditures</b>	<b>Expenditures</b>	<b>Balance</b>
<b>Expense Category</b>	<b>Budget</b>	<b>This Month</b>	<b>Year-to-Date</b>	<b>Available</b>
Personnel – Salaries				
Personnel – Taxes and Benefits				
Professional & Outside Services				
In-State Travel				
Out-Of-State Travel				
Other Operating Expenses				
Occupancy				
Non-Capital Equipment				
Client Support Services				
Client Training/ITA				
WEX/Internships				
On-The-Job Training				
Needs Related Payment				
Incentives/Bonuses				
Indirect Costs Rate (xx%)				
Pay for Performance (if applicable)				
<b>Total Amount:</b>				

**Total Amount Due:** \$

I certify that to the best of my knowledge this request is complete and is for the purpose set forth in the contract agreement.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Appendix K: Fiscal Questionnaire

Is the agency a non-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 January 1, 2021, 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. 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.	<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
How often is trial balance prepared?		
<b>Accounting System Disbursement/Reconciliation</b>		
Are all disbursements made by check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all disbursement by electronic direct deposit?	<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?		
<b>Accounting System Disbursement/Reconciliation</b>		
Name:		
Address:		
Contact Person:		
Phone Number:		
Email:		
Length of Engagement:		



## **Appendix L: W-9 Form for Taxpayers Identification 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, 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 prohibits discrimination against qualified people with disabilities based on disability;
- The Age Discrimination Act of 1975, as amended, 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 contractor 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.

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Name of Organization

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Typed/Printed Name of Signatory

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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 does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, Local Workforce Development Board policies and guidelines, and other administrative requirements issued by the Governor of the State of Arizona. The vendor shall notify the YCLWDB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- That the above-named respondent will ensure special efforts to prevent fraud, abuse, waste 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 YCLWDB 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(s)/family member of any agency,
  - (b) a Member of Congress,
  - (c) an officer or employee(s) 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 Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence:
  - (a) an officer or employee(s)/family member of any agency,
  - (b) a Member of Congress,
  - (c) an officer or employee(s) 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 is included in the award documents for all sub-awards at all tiers (including subcontractors, 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.

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Name and Title of Authorized Representative

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Organization

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Signature

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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;
  - (c) 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.

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Name and Title of Authorized Representative

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Organization

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Signature

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Date

## Appendix Q: Drug-Free Workplace Certification:

This certification is required by the Federal Regulations, Implementing Section 5150-5160 of Drug-free Workplace Act, 41, U.S.C. 701; for the Department of Agricultural (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 688, and 682), 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 the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation, and employee assistance programs, and the penalties may be imposed on employees for drug abuse violation in the workplace;
3. Providing each employee with a copy of the Contractor's policy statement;
4. Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notify the Contractor 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 Contractor's recipient of a notice of a conviction of an employee; and,
6. Taking appropriate personnel action against an employee for violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are the material representation 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:

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Name of Organization

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Typed/Printed Name of Signatory

---

Signature of Authorized Official

Title

Date

## Appendix R: Conflict of Interest Certification

1. Proposer 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 YCLWDB 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 proposer's company or spouse or children of any manager, employee of paid consultant is a member of the YCLWDB or Chief Elected Officials.
- d. They have disclosed any interest, fact or circumstance which does or may present a potential conflict of interest below:  

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

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f. All employees will be required to read the Workforce Arizona Council Conflict of Interest Policy #8.

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

I \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

of \_\_\_\_\_ (Name of proposer's entity)

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

\_\_\_\_\_  
(Name of Proposer's entity)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Appendix S: Procurement Process**

### **Procurement Process**

The YCLWDB 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., YCLWDB 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 YCLWDB 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". Contractors and subcontractors 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 subcontractors 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 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 Contract Manager at [YOUTHFRFP@ypic.com](mailto:YOUTHFRFP@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 Contract Manager [YOUTHFRFP@ypic.com](mailto:YOUTHFRFP@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 YCLWDB 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 YCLWDB 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 YCLWDB shall affirm, modify, or revise the original decision: When a decision is modified or reversed, the YCLWDB shall State the specific reasons for modification or reversal. The Contract Manager shall mail notice of the YCLWDB 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 YCLWDB shall become final on the date the decision is announced to the public.

## Appendix U: Definitions

The YCLWDB provides the following definitions and references as a courtesy. Each proposer is responsible for conducting all necessary research to prepare its proposal.

### A. Definitions

Affiliate Site(s) An affiliated site, or affiliate one-stop center, is a site that makes available to jobseeker 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.

Board of Supervisors means the contracting authority for the County. They serve as the Chief Elective Officials (SEO's) and Yuma County has been granted WIOA Local Areas designation by the Governor of Arizona.

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. The CRS will be available for use for the designated One-Stop Center Operator.**

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.

Contractor means any entity that has a contract with the County.

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.

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 and will be available for use for the designated One-Stop Center Operator. **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.

Limited Adult Basic Education (ABE)/High School Equivalency (HSE) offering the educational services component to assist with raising their TABE levels and/or to pass the high school equivalency and/or qualify for selected training.

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 Service Strategy (ISS).

Offer means bid, proposal, or quotation.

Offer Due Date means the exact date and time offers are due.

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.

Proposer means a vendor who responds to a Solicitation.

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

Service Provider means an entity such as an educational institution, a nonprofit organization, or a commercial organization that delivers services to WIOA participants under a contract.

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.

YCLWDB means a Yuma County Local Workforce Development Board

Yuma County Local Workforce Development (YCLWD) 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 that can be found online utilizing the following links:

Arizona Job Connection

[www.azjobconnection.gov](http://www.azjobconnection.gov)

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](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](https://www.doleta.gov/performance/reporting/eta_default.cfm)

Training and Employment Guidance Letter No. 21-16

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_21-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf)

Training and Employment Guidance Letter No. 23-14

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=4244](http://wdr.doleta.gov/directives/corr_doc.cfm?docn=4244)

Training and Employment Guidance Letter No. 10-09

<https://wdr.doleta.gov/directives/attach/TEGL/TEGL10-09.pdf>

Training and Employment Guidance Letter WIOA No. 10-16

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_10-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16.pdf)

Training and Employment Guidance Letter No. 19-13

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_19\\_13.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19_13.pdf)

State of Arizona WIOA Unified Workforce Development Plan

<https://des.az.gov/sites/default/files/media/wioStateplanfinal.pdf>

U.S. Department of Labor, WIOA Core Indicators of Performance and Operational Parameters

<http://www.doleta.gov/wioa/Overview.cfm>

Conflict of Interest – State Workforce Policy #8

<https://arizonaatwork.com/sites/default/files/media/Conflict%20of%20Interest%20Policy%20Adopted%20022819.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>

Workforce Innovation and Opportunity Act, Public Law 113-128

<http://www.doleta.gov/wioa/>

Workforce Innovation and Opportunity Act, Policy Manual  
<https://des.az.gov/sites/default/files/media/wioayouthprogram.pdf>

Workforce Innovation and Opportunity Act U.S. Department of Labor Regulations, 2 CFR parts 200 and 2900  
[http://www.ecfr.gov/cgibin/texidx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgibin/texidx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

YPIC Support Services Policy  
<https://arizonaatwork.com/sites/default/files/Youth%20Yuma%20County%20Supportive%20Services%20Policy%2011.13.19.pdf>

Yuma County Guidelines for training  
<https://www.arizonaatwork.com/sites/default/files/Training%20Policy.pdf>

Yuma County - Arizona Workforce Development Plan Four Year Plan July 1, 2020 – June 30, 2023  
<https://arizonaatwork.com/sites/default/files/Arizona%20Workforce%20Development%20Plan%202020-2023.pdf>

It is the responsibility of all proposers 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. Therefore it is the proposer's responsibility to research the ACT, DOL Regulations, or any other document referencing the Youth Program.