



Serving as Yuma County's Local
Workforce Investment Board

WIA Administration

**Yuma County's Workforce Development Board
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**ONE-STOP COMPREHENSIVE CENTER OPERATOR
REQUEST FOR PROPOSAL
PROGRAM YEAR 2016-2020**

opening

Issue Date:

March 1, 2017

doors

Bidders Conference/Technical Assistance Session

Wednesday, March 15, 2017 2:00 p.m.

Yuma Private Industry Education Opportunity Center

3842 W. 16th Street

Yuma, AZ 85364

between

job

Sealed Proposal Receipt Deadline:

April 7, 2017

3:00 p.m. - Mountain Standard Time

seekers

**Proposal Availability and Sealed Proposal Drop Off
Location (See below for electronic access for the RFP):**

Yuma Private Industry Council, Inc.

3834 W. 16th Street

Yuma, AZ 85364

(928) 329-0990

The RFP can also be down loaded at the website: www.ypic.com

and

employers

Contact:

Pat Ray

Operations Director

(928) 329-0990 Ext. 141

pray@ypic.com

(928) 329-0990

(928) 783-0886 Fax

3834 W. 16th Street

Yuma, AZ 85364

TABLE OF CONTENTS

Section 1	Introduction.....	4
	A. Purpose of the Workforce Innovation and Opportunity Act (WIOA)	4
	B. Background.....	4
	C. One-Stop Activities under (WIOA).....	5
	D. One-Stop Operator Role and Responsibilities.....	6
	E. Considerations.....	8
Section 2	Purpose of Request for Proposal	9
	A. Purpose of this Request for Proposal.....	9
	B. Method of Solicitation.....	10
	C. Eligible Applicants.....	11
	D. For Profit Proposers.....	11
	E. Availability of Funds.....	12
	F. Contract Term and Contract Type.....	13
	G. Compensation.....	13
	H. Subcontracting.....	14
	I. Right to Cancel.....	14
	J. Termination of Contract.....	14
	K. RFP Questions and Requests for Clarification.....	15
	L. Documents Referenced in this RFP.....	15
Section 3	Workforce Development Board One-Stop Characteristics ...	17
	A. Vision, Mission, and Goals.....	17
	B. One-Stop Staffing and Customer Service Levels.....	17
	C. Arizona@Work-Yuma County One-Stop Comprehensive Center and Location.....	18
Section 4	Performance Outcomes, Reporting, and Tracking.....	20
	A. Performance Measures	20
	B. One-Stop Performance Outcomes Requirements.....	21
	C. One-Stop Data and Customer Tracking System	21
	D. One-Stop Technology System	22
	E. One-Stop Reports.....	22
	F. One-Stop File Maintenance.....	23
	G. Monitoring and Evaluation of the One-Stop.....	23
	H. One-Stop Accessibility and Equal Opportunity.....	23
Section 5	Proposal Instructions.....	24
	A. Instructions to Proposers	24
Section 6	Narrative: Scope of Work/Agency Capacity.....	25
	A. Program Overview/Executive Summary.....	25
	B. Narrative Questions.....	25

Section 7	Financial Structure and Fiscal Plan.....	30
Section 8	Instructions for Budget.....	32
	A. Instructions.....	32
	B. Budget Categories.....	32
Section 9	File Compliance.....	34
Section 10	Proposal Process, Appeals and Contract Award.....	35
	A. Proposal Review Process and Contract Award Schedule.....	35
	B. Contract Award Process.....	36
	C. Appeals.....	37
	D. Procurement Process.....	37
	E. Standards for Financial Management and Participant Data System and Other Requirements.....	38
	F. Compliance With the Law.....	41
Section 11	Proposal Evaluation Criteria.....	42

SECTION 1 – INTRODUCTION

A. Purposes of the Workforce Innovation and Opportunity Act (WIOA)

The purposes of the Act are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- (2) To support the alignments of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- (6) For purpose of subtitle A and B of Title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation. (Workforce Innovation and Opportunity Act, Public Law 113-128, Sec. 2).

B. Background

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. 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 seeker 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.

As one of the twelve (12) Local Workforce Areas in the State of Arizona, the Yuma County region is comprised of 3 cities (Yuma, Somerton, and San Luis) and 1 town (Wellton). 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. The CEO has appointed the Yuma Private Industry Council, Inc.

(YPIC), to function as the Local Workforce Development Board (WDB) for Yuma County. 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 and Dislocated Worker funding.

The Workforce Development Board is authorized to oversee the workforce development system and investment of the county's federal and state workforce funds by forging partnerships that bring together the varied workforce development entities in our region. Federally required WIOA partners in the One Stop system include: Adult Education and Literacy, Wagner-Peyser Programs, Veterans Program, and Vocational Rehabilitation. Other Partners may be added to the Arizona@Work-Yuma County One Stop Comprehensive Center during WIOA implementation. Continuous labor market research and analysis help the One Stop Comprehensive Center work with partners to build a labor force and ensure a vibrant quality of life for Yuma County's communities. The WDB's challenge and mission is to meet the needs of the individual job seekers and businesses in Yuma County. In doing so, the board must address these needs in a mutually beneficial and efficient manner by examining data in new ways that reflect the changes in our local economy and its evolving workforce.

The Workforce Development Board has built a strong foundation and culture of data driven programming built around critical industries that led to a designation of a high performing board. During the past 28 years, the WDB's has met all required outcomes and consistently engaged partners, including companies and the local education systems, in quality programming to meet the workforce needs of the local economy.

C. One-Stop Activities under the Workforce Innovation and Opportunity Act

The intention of Workforce Innovation and Opportunity Act Programs is to offer allowable workforce development activities to eligible clients that will increase their employment retention and wages as well as increase occupational skill level attainment by the clients. Additionally, the act specifically details activities designed to create a talent pipeline for employers. The act also places an emphasis on the development of sector strategies by the local boards. Thus, successful application of these activities will enhance the quality of the county's workforce and enrich the competitiveness and productivity of Yuma County's businesses and employers. The Act outlines the activities permitted for One-Stop Operators. **Parties submitting proposals are responsible for reading the Act and regulations in order to comprehend the scope of approved activities.**

WIOA Section 121(e) requires activities that:

- a. A One-Stop delivery system be established;
- b. Provision of career services be delivered as described in Section 134(c)(2) to adults and dislocated workers, respectively, through the One-Stop delivery system;

- c. Provision of access to training services as described in section 134(c)(3), including serving as the point of access to training services for participants in accordance with section 134(c)(3)(G);
- d. Provision of access to the employment and training activities carried out under section 134(d), if any;
- e. Provision of access to programs and activities carried out by One-Stop Partners described in subsection (b);
- f. Provision of access to the data, information, and analysis described in section 15(a) of the Wagner-Peyser Act(29 U.S.C. 491-29(a)) and all job search, placement, recruitment, and other labor exchange services authorized under the Wagner-Peyser Act (29U.S.C. 49 et seq.).

D. One-Stop Operator Role and Responsibilities

The Arizona @ Work-Yuma County One Stop Operator’s role is to ensure that the One-Stop Center operates and maintains the operational procedures and policies of the Arizona@Work-Yuma County Workforce Development Board.

Additionally, the One-Stop Operator is required to collaborate with designated partners to manage the service delivery among service providers and multiple agencies with similar missions. The goal is to offer seamless services to jobseekers and employers. The One-Stop Operator must identify and work to solve service delivery and performance concerns. The operator will make every effort to achieve shared ownership for success of the job seekers, employers, and the delivery system.

The Arizona @ Work-Yuma County One-Stop delivery system is designed to benefit a range of jobseekers, particularly to support those needing skills development opportunities for successfully meeting immediate and long range employment goals. To accomplish this, Arizona @ Work-Yuma County One-Stop management and personnel must share a mutual understanding of the partner programs, service providers, labor market, and the One-Stop delivery system. Arizona @Work-Yuma County contributes to the shared responsibility that strengthens results for the local workforce system.

a. The One-Stop Operator roles and responsibilities include, but are not limited to:

1. Disclosure of any potential conflicts of interests arising from the relationships of the One-Stop operator with particular training service providers or other service providers, including but not limited to, career services providers;
2. Coordinating services and serving as a One-Stop operator, and refraining from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services, and
3. Compliance with Federal regulations, and procurement policies, relating to the calculation of use of profits (TEGL 15-16).
4. Coordination of the service delivery of participating One-Stop Partners and service providers;
5. Working with the Local Workforce Development Board (LWDB) staff to design and implement the integration of partners’ staff and systems;

6. Implementing LWDB approved Internal Operational Policies for the Comprehensive and affiliated sites (e.g. days/hours of operation, dress code, customer service expectations, etc.);
7. Fostering partnerships within the One Stop Center to facilitate the delivery of workforce services as a multi-agency team; promote and participate in collective accountability that recognizes system outcomes in addition to individual partner program outcomes;
8. Coordination of work-based training activities for enrolled participants (e.g., On the job training (OJT), registered apprenticeships, incumbent worker training, customized training, etc.); and
9. Coordination of the WIOA Career, training, and business services to ensure positive performance outcomes.
10. Ensuring the provision of all required WIOA services to participants including meeting minimum enrollment benchmarks for special populations (e.g., participants with disabilities, ex-offenders, veterans, etc.);
11. Ensuring that all partners co-located at the One-Stop Center implement and execute a priority of service for qualifying veterans and/or their eligible spouses, as mandated by Department of Labor (DOL);
12. Maintaining Equal Employment Opportunity (EEO) compliance in the provision of and access to One Stop Center services;
13. Ensuring that the One Stop Center is in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and is easily accessible to individuals with disabilities;
14. Using the Standardized forms provided by the LWDB (e.g., initial assessment, individual employment plan, individual training account (ITA), On the job training (OJT) Contract, Worksite Agreement, budget, etc.);
15. Coordination of staff training to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency;
16. Ensuring acquisition of proper certifications for staff that may be required for any assessment tools;
17. Ensuring that the LWDB's strategic initiatives are implemented in the delivery of services;
18. Ensuring the proper use of the LWDB's Management Information System (MIS) for client tracking and case management;
19. Collaboration with community-based, other government services, and other entities throughout the surrounding area in order to recruit individuals and businesses that can benefit from the one stop comprehensive center services;
20. Conducting regular outreach activities and develop recruitment strategies to inform the community of services available and ensure a steady pipe line of participants coming to the center.
21. Conducting regular outreach to employers in the County to ensure understanding of employer needs by One-Stop center staff, in collaboration with the WDB Employer Engagement staff.

Other One-Stop Operator responsibilities: ensuring that excellent customer service is provided to businesses, job seekers, and workers, as well as the One-Stop Partners.

This can be accomplished by meeting and exceeding the client's expectations and by being attentive, friendly, respectful, and professional. Staff should be knowledgeable of the services provided at the One-Stop Center in order to assist clients to make the best decisions concerning their workforce needs.

- b. A One-Stop operator **may not** perform the following functions:
1. Serve as staff to the Local Workforce Development Board (20 CFR 679.400(d));
 2. Convene system stake holders to assist in the development of the local plan;
 3. Prepare and submit local plans (as required under sec. 107 of WIOA);
 4. Be responsible for oversight of itself;
 5. Manage or significantly participate in the competitive selection process for One-Stop operators;
 6. Select or terminate One-Stop operators and career services.
 7. Negotiate local performance accountability measures;
 8. Develop and submit a budget for activities of the Local Board in the local area; and
 9. Any other functions specifically assigned to the Local Workforce Development Board by the Local Workforce Board (WIOA Sec. 107 (d)).

E. Considerations

Yuma County's Local Workforce Development Board (LWBD) 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 Technical Assistance Conference.

This RFP does not commit the Workforce Development Board (WDB) to accept any proposal, nor is the WDB responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The WDB 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 WDB. The WDB 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 WDB.

To the extent possible the Workforce Development Board desires that the new One-Stop operator hire the current experienced staff members. The experienced One-Stop staff has considerable knowledge of the organization's service and culture. In performing their job duties for a substantial period of time, the experienced staff has developed a strong knowledge base, which results in higher productivity. The current staff is certified to use the Arizona Job Connection (AJC) system which requires individual training from the Department of Economic Security. To minimize disruption of services and provide an orderly transition to the new One-Stop Operator, the current experienced staff meets the necessary employment qualifications.

The new One-Stop operator will be asked to continue providing services to customers already registered into the WIOA program. It is the wish of the local board that disruption of services to customers is avoided.

As required by the Arizona Department of Economic Security (DES), all of its contractors and sub-contractors must secure a valid ***Level One Fingerprint Clearance Card***. The Arizona Department of Public Safety must add the certification that the requirements of A.R.S. §36-594.01, 36-3008, 41-1964, and 46-141 are met and identified on the card. The employer of record's name must be added to the Department of Public Safety's account for this certification.

Personnel providing direct services to children and vulnerable adults must clear a ***Background Check with the Arizona Department of Child Safety Central Registry***. ***The Department of Economic Security's release of the annual allocation of funds to the WDB's fiscal agent is dependent upon meeting these criteria. The WDB will maintain records of all staff employed by the One Stop Operator to ensure compliance.***

DES requires that the One Stop Operator utilize the State-wide database entitled the **Arizona Job Connection (AJC)/Fiscal Link** upon receipt of certified training by State officials. One Stop personnel shall not be authorized to access the AJC system prior to completing the required certification and data sharing agreement with the Arizona Department of Economic Security.

Current staff of the WDB providing direct services to Adults and Dislocated Workers possesses the aforementioned clearances and certifications, along with extensive programmatic knowledge. The characteristics of the current staff are vital for effective provision of services under WIOA, and crucial for meeting performance measures.

To ensure a seamless transition and continuation of services to the community, the ideal proposer will employ, to the extent possible, the expertise and tacit knowledge of the current One Stop Center staff.

SECTION 2 – PURPOSE OF REQUEST FOR PROPOSAL

A. Purpose of this Request for Proposal (RFP)

It is the purpose of this Request for Proposal to secure and select a One-Stop Operator in an open and competitive process that meets the needs of the Workforce Innovation and Opportunity Act (the Act), the Regulations promulgated by the Act, and the local entities responsible for the implementation of this transformational legislation. **According to the Act, at a minimum, the One-Stop operator must coordinate the service delivery of required One-Stop Partners and service providers.** This solicitation has been designed by the issuing entity to request that the minimum activities are **accomplished along with the provision of career services as defined by the Act.** The One-Stop operator will be required to determine if the Core Partners and Service Providers are fulfilling their responsibilities under the Act, as well as providing services funded by Title I Adult and Dislocated Worker programs.

The One-Stop operator will be required to attend at least one local workforce development board meeting each quarter and report the status of the Core Partners and Service Providers' delivery of workforce services as indicated in the Act.

Core Partners and Service Providers Responsibilities:

Core Partners and Service Providers will have the responsibilities of meeting with the One-Stop operator and providing written and verbal updates that relate to their specific agreements that are spelled out in the required **Memorandums of Understanding for Core Partners and requirements as listed in the contracts of service providers.** Core Partners and Service Providers will be required to adhere to the requests of the One-Stop operator for any request for information approved by the Local Board. The Local Board expects that all parties involved in the workforce system will act in a collaborative manner so that aligned, quality, and seamless services are delivered to customers. Any disagreements or disputes between the Core Partners, Service Providers, and the One-Stop operator will be subject to the Local Board's problem resolution procedures.

As this scope of work is aimed at a One-Stop operator that will provide program and career services requirements as outlined in the Act, **price and related costs** will be a major factor in the award of this Request for Proposals (RFP). Additionally, the following factors will also be of substantial consideration: **experience in the labor market(s) of the local entities, demonstrated effectiveness in workforce service delivery, and a thorough understanding of Performance Measures as mandated by the Act.**

In the event that the One-Stop operator selected by this solicitation does not perform in an adequate manner, the local board may discontinue the contract and select a new One-Stop operator.

- ∞ The purpose of this Request for Proposal (RFP) is for the Yuma County Local Workforce Development Board (WDB), Operated by the Yuma Private Industry Council, Inc. to identify qualified One-Stop Operator(s) under the Workforce Innovation and Opportunity Act (Public Law 113-128 (WIOA)).
- ∞ Responses to this RFP will be evaluated by an **RFP Committee** composed of the WDB members and selected staff that will recommend the successful bidder to be awarded the contract.

The Workforce Development Board (WDB) reserves the right to make technical corrections or additions to this RFP. Such corrections or additions shall be sent to each registered applicant.

B. Method of Solicitation

This Request for Proposal (RFP) is a competitive solicitation method being used by the Yuma County Workforce Development Board (WDB) to maximize the likelihood of selecting a high performing One-Stop Operator for the Yuma County's One-Stop center.

Notice of this RFP is being published in the Yuma Sun newspaper, YPIC's website www.ypic.com, 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 website: www.ypic.com.

C. Eligible Applicants

WIOA Section 121(d) (2) (B) states that to be eligible to receive funds made available under this subtitle to operate a One-Stop Center referred to in subsection (e), an entity (which may be a consortium of entities) -

- A. Shall be designated or certified as One-Stop Operator through a competitive process; and
- B. Shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, include 3 or more of the One-Stop Partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area, which may include –
 - i. An institution of higher education;
 - ii. An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;
 - iii. A community-based organization, non-profit organization, or intermediary;
 - iv. A private for-profit entity;
 - v. A government agency; and
 - vi. Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

- C. **Exception** – Elementary schools and secondary schools shall not be eligible for designation or certification as One-Stop Operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certifications.

D. For Profit Entities: Pursuant to Training Employment Guidance Letter (TEGL) 15-16, For-profit entities that are recipients and Subrecipients of a Federal award, including as a One-Stop operator, **must 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 Subrecipients of a DOL award must adhere to the Uniform Guidance.

Consistent with WIOA Sec. 121(d) (2) (B) (iv), under 20 CFR 683.295(a) (1), a for profit entity may be a One-Stop operator. In 20 CFR 683.295(a)(2), consistent with WIOA Sec. 121 (d)(4)(C), DOL requires private for-profit entities that are a One-Stop operators to adhere to the requirements of 2 CFR 200.323 concerning earning and negotiating a fair and reasonable profit. The Uniform Guidance requires that profit is reasonable and fair and that the entity conducting the competition negotiate separately from costs (2 CFR 200.323(b)). The WDB will conduct such negotiations should a for-profit entity be selected. Records documenting or detailing the procurement history, including the negotiation and analysis of profit, will be maintained by all entities (2 CFR 300.318(h) (i)).

Proposers must provide criteria/deliverables for profit and a schedule of payment as part of the budget narrative. All criteria proposed must be specific, measurable, realistic, and

timely. Profit margins shall not exceed 10 percent (10%) of the contract amount. Criteria for profit will be reviewed and included in the negotiation of the final contracts.

For programs authorized by other sections of WIOA, 2 CFR 200.400(g) prohibits earning and retaining profit on Federal financial assistance unless expressly authorized by the terms and conditions of the Federal Law.

All proposers must demonstrate existing capacity and commitment to:

- ☞ Serve the One-Stop’s target populations;
- ☞ Operate cost-effectively;
- ☞ Operate in a continuous improvement mode guided by customer needs; satisfaction, and success;
- ☞ Meet state and local performance standards;
- ☞ Demonstrate ability to innovate;
- ☞ To design and develop complex programs with multiple sources of funding;
- ☞ Achieve, track, and report outcomes; and
- ☞ Meet government accounting and expenditures requirements.

Any proposer with whom the Local Workforce Development Board executes a contract for the provision of the services described in this Request for Proposal shall be a **Subrecipient** pursuant to applicable federal laws and regulations and shall be required to comply with 2 CFR Part 200, as well as the Workforce Innovation and Opportunity Act and all other applicable federal and state laws and regulations.

Note: Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR 200.93)

E. Availability of Funds

It is estimated that there will be \$1,300,000.00 available in WIOA program funds for Yuma County during the initial period of July 1, 2017 to June 30, 2018. The funding amount in this RFP is an **estimated figure only**. All funding under this RFP is contingent upon the WDB’s receipt of funds. The quantities listed below reflect the total funds available.

Categories	AMOUNTS
Adults	\$1,063,000.00
Dislocated Worker	\$ 237,000.00
Total funds:	\$1,300,000.00

One-Stop Operator will be responsible for thee following costs:

- | | |
|--------------------|----------------------------|
| Personnel Costs | Basic Career Services |
| Operational Costs | Training Services |
| Travel and Mileage | Individual Career Services |
| Insurance | Follow-Up Services |

The WDB will provide One-Stop Operator with the use of the following resources:

One-Stop Center Facility	
Computers	Desks
Internet	Other equipment
Telephone	Rent
Printer	Technology Services
Property Taxes	Backflow Prevention Assembly Testing
Common Area Costs	Electricity
Waste Disposal	Water and Sewer
Landscape Maintenance	Maintenance of copiers
Alarm Service	Building Repairs
Pest Control Services	Janitorial Supplies
Fire Sprinklers Maintenance	Fire Equipment Maintenance
Pest Control Services	Cleaning Services

****Note:* in the initial year, which will determine baseline funding for the One-Stop Operator, the WDB will provide a turnkey operation. These costs will be provided by the Local Board during the baseline first year of operations. In-Kind total contributions equals an additional \$250,000.**

F. Contract Term and Contract Type

Contract period shall start on July 1, 2017 and end on June 30, 2018.

Contract extensions may be available for an additional three (3) years following approval from the WDB.

Federal funding is the principal support for the One-Stop delivery system. Funding is subject to annual variation based upon the amount secured by the WDB. The contractual funding agreement shall be revised to decrease or increase funding as required to indicate concrete federal funds obtained through the contract period. The successful proposer will be awarded a “**cost-reimbursement contract**” pursuant to this RFP. Option-year contracts may be granted based on meeting the performance measures. The contracts will also be subject to any changes in the legislation, regulations or policies promulgated by the funding sources. The WDB may expand the scope of the contract to incorporate other funding, requirements, or workforce programs that the Workforce Development Board of Yuma County deems necessary and appropriate.

All conditions contained in this Request for Proposal and completed Appendices and any statements contained in the Request for Proposals 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 selection. The contractor **will assume responsibility** for all services offered in their proposal whether or not they were produced. The contractor **will be responsible** for all material errors and omissions in the performance of the contract.

G. Compensation:

The WDB will use a cost-reimbursement contract. The contractor will be reimbursed for allowable actual service delivery costs on a monthly basis after submittal and approval of

a payment invoice as described in the contract. Payment invoices will be due by the 15th of each month following the month reported. Payment invoices are to be submitted **every month** even if there is zero expenditure for the month reported.

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

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

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

H. Subcontracting

The successful proposers must clearly 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 a certification must be included from the subcontractor attesting to its agreement to the terms of the proposal and any resulting contract. The subcontractor(s) are subject to the same terms, conditions, and covenants contained with this RFP, including the insurance requirement. 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.

I. Right to Cancel

The WDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. The WDB also reserves the right to modify the RFP process and timeline as deemed necessary in its sole discretion. Subject to any guidance being issued by US Department of Labor, this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

J. 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 WDB staff. The Contractor must comply with corrective action requirements in a timely manner as specified by the WDB 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 thirty (30) day written notice of intent to terminate to the other party.

c. Funding

The Workforce Development Board may unilaterally terminate, renegotiate or modify this contract at any time if its federal, or state grants are suspended, reduced, or terminated before or during the contract period, or if federal or state grant terms and regulations change significantly. 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.

K. RFP Questions and Requests for Clarification

The primary mode of communication between the WDB and the potential bidders will be **ONLY** in writing. Questions **will not** be answered over the phone or in person. All questions pertaining to the RFP must be received in writing via email no later than **4:00 p.m. Friday, March 10, 2017** to: Pat Ray at pray@ypic.com.

To prevent perceived or actual conflict, or undue influence over the process, **all Respondents** are prohibited from contacting any WDB 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.**

The WDB anticipates posting answers to all questions by Thursday, March 16, 2017. A questions and answer page will be posted on the Yuma Private Industry Council Inc. website www.ypic.com. It's 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 Bidders Conference will be answered. **The Bidders Conference is scheduled to take place on March 15, 2017 at 3842 W. 16th Street Yuma, AZ.**

L. Documents Referenced in this RFP

This RFP references the following documents that can be found on line utilizing the following links:

Workforce Innovation and Opportunity Act, Public Law 113-128
<http://www.doleta.gov/wioa/>

State of Arizona WIOA Unified Workforce Development Plan
<https://des.az.gov/sites/default/files/media/wiostateplanfinal.pdf>

Yuma County - Arizona Workforce Development Plan Four Year Plan 2016-2020
http://www.ypic.com/documents/Public_Meetings_Archive/Public%20Notices/Arizona%20Workforce%20Development%20Plan%202016-2020.pdf

Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule

<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15977.pdf>

Workforce Innovation and Opportunity Act; Department of Labor Only; Final Rule

<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>

State Vocational Rehabilitation Services Program; State Supported Employment Services Program; Limitations on Use of Subminimum Wage; Final Rule

<https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15980.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>

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

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

Performance Accountability

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

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

Training and Employment Guidance Letter WIOA No. 3-15

https://wdr.doleta.gov/directives/attach/tegl/tegl_03-15_acc.pdf

Training and Employment Guidance Letter WIOA No. 15-16

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15-16.pdf

Training and Employment Guidance Letter WIOA No. 16-16

https://wdr.doleta.gov/directives/attach/TEGL/TEGL_16-16.pdf

All applicable career services must be made available at the One-Stop Center. Therefore, it is the proposer's responsibility to research the Act, DOL Regulations or any other documents referencing the One-Stop allowable services to be delivered.

It is the responsibility of all proposers to be familiar with the compliance aspects of the Uniform Guidance (2 CFR 200) and 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.

SECTION 3 – WORKFORCE DEVELOPMENT BOARD ONE-STOP CHARACTERISTICS

A. Vision, Mission, and Goals

Mission Statement

To enhance our community by providing quality employment services in collaboration with partnering agencies.

Vision Statement

To integrate quality services and strengthen our community through innovative workforce solutions and partnerships.

Goals

- To develop new program approaches designed to assist people to find and retain employment.
- To expand consumer access to the One-Stop Delivery System through collaborative partnerships and Technology.
- To expand, enhance, and leverage our level of partnerships.
- To revise the organizational structure.
- Expand our services and presence throughout Yuma County.

B. One-Stop Staffing and Client Service Levels

The average One-Stop and Career Services staffing is comprised of the following:

- 9 staff members from the Resource Center
- 3 Follow-up members from the Follow-Up Unit
- 6 Case Managers from the Training Department
- 1 Business Service Officer from the Business Unit

Client Service Levels (An average of the last two(2) years):

Service Level/Description	Average served	Average Served
Job Seekers:	Adults	Dislocated Worker
1. Enrolled Individuals	443 Adults	16
2. Basic Career Services	374	9
3. Individual Career Services	23	4
4. Training Services	46	3
5. Follow-Up Services	1043	31
Employer:	Averaged Served	
1. Job Orders Received	3,337	
2. Employer Recruitment Activities	72	

One-Stop Services	Average
One-Stop Visits	8422
Veterans Registered and Served	57

Note: The historical numbers shown above are provided for planning estimates **ONLY**. **The historical numbers cannot be directly used to project future enrollments/program participation for this program.** Actual service levels may be higher or lower depending on the local economy, impact of marketing, changes in legislation and/or funding, etc.

C. Arizona@Work-Yuma County One-Stop Comprehensive Center and Location

The One-Stop Delivery System brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs’ services and improves long-term employment outcomes for individuals receiving assistance. One-Stop Partners administer separately funded programs as a set of integrated streamlined services to job seeker and employer customers. (20 CFR 678.300)

Arizona@Work-Yuma County staff is comprised of the local board staff and a consortium of entities that, at a minimum, includes four or more of the required One-Stop Partners identified in WIOA Section 121 (b)(1). Arizona@Work-Yuma County provides employment and training services through a vast network of workforce experts while also providing business solution services to local employers and partners. A variety of services currently offered include:

- Veteran Services,
- On-the-Job Training Services,
- Re-entry Services,
- Disability Resource Coordination,
- Case Management,
- Mini-Recruitment,
- Job Hiring Events,
- Assessments,
- Workshops along with many other services for both job seeker and business partners.

The establishment of a One-Stop Delivery System requires that all available partners be physically co-located and/or, providing their core service on a part- time or full-time basis. Per Section 121(b) (1) of WIOA and §678.400 the following entities are required core partners in the One-Stop delivery system:

Mandatory Partners:

Title I: Adult and Dislocated Worker Services

Title II: Adult Education and Literacy

Title III: Wagner-Peyser Programs and Veterans Program

Title IV: Vocational Rehabilitation

Non-Mandatory Partners:

Portable Practical Educational Preparation

The required One-Stop Comprehensive Center delivery system services in Yuma County are currently carried out at: 3826 W. 16th Street Yuma, AZ 85364. The current hours are 8:00 a.m. to 5:00 p.m. Monday, Tuesday, Thursday, and Friday. Wednesday's hours of operation are from 9:00 a.m. to 5:00 p.m.

A One-Stop staff meeting takes place every Wednesday's from 8:00 a.m. to 9:00 a.m. In addition, ten (10) months out of the year (last Friday of the month) the One-Stop Center conducts an **In-Service Meeting** in which staff receives technical assistance for the One-Stop Operations.

The One-Stop must have a fully equipped resource area including access for disabled persons as part of their WIOA services. A completed Memorandum of Understanding (MOU) must be established with the partners in the One-Stop. A One-Stop Shared Agreement must be established with the Local Board and the Yuma County Board of Supervisors, who serve as the Chief Elected Officers (CEO). These agreements mentioned above are already in place. Some Career Training and Career Guidance Services are also provided at 3842 W. 16th street, Monday – Friday from 8:00 am to 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

The successful proposer must attend technical assistance session(s) which highlight the following:

- Workforce Development Board and its values;
- One-Stop Operational expectations and performance;
- Collaboration with the partners that are already established in Yuma County;
- Provision of excellent customer centric services;
- Corporate culture and values that the Local Workforce Development Board has established.
- Establishment, maintenance, and sustainability of relationships with workforce partners focusing on creating opportunities to engage in shared planning, visioning, continuous improvement, and program outcomes and evaluation.

In addition, the successful proposer is expected to periodically provide free space to employers for recruitment purposes so that the One-Stop staff can provide services to companies and job seekers within the community.

The proposer must clearly and completely demonstrate the organizational and management capacity necessary to ensure that the services and/or outcomes to be provided are achieved during the contract. These include but are not limited to:

Delivering high quality, timely, complete, consistent, and compliant contracted services:

- Meeting or exceeding the contract objectives and performance measures; and

- Working effectively with WDB staff, core partners, service providers and community partners.

Upon award of a contract, the Contractor shall designate a knowledgeable primary point of contact that shall have optimal management and operations authority and be available to the Workforce Development Board during normal business hours. During peak performance periods or emergencies, the Contractor’s primary point of contact and/or his/her designee(s) may be required to be available beyond these parameters. Contact information shall be made available to the WDB staff for after-hours assistance.

SECTION 4 – PERFORMANCE MEASURES, REPORTING, AND TRACKING

A. Performance Measurers

A. WIOA Adult and Dislocated Worker Performance Requirements

The U.S. Department of Labor tracks several performance measures for people served in the One-Stop system. WIOA Section 116 (2)(A) establishes performance accountability measures that apply across the core programs to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by those programs. The Selected Bidder will be required to meet performance measures based on the established negotiated goals.

The following formulas have been developed by the U.S. Department of Labor, where “exit” means leaving the program. At the present time, the State of Arizona has proposed the following performance measures with Yuma County.

Adult	Dislocated Worker
The percentages of program participants who are in unsubsidized employment during the second quarter after exit from the program;	The percentages of program participants who are in unsubsidized employment during the second quarter after exit from the program;
The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;	The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
The median earning of program participants who are in unsubsidized employment during the second quarter after exit from the program;	The median earning of program participants who are in unsubsidized employment during the second quarter after exit from the program;
The percentages of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program;	The percentages of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program;
The percentage of program participants who, during a program year are in an education or training program that leads to a recognized	The percentage of program participants who, during a program year are in an education or training program that leads to a recognized

postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment; and	postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment; and
The indicators of effectiveness in serving employers established pursuant to clause (iv).	The indicators of effectiveness in serving employers established pursuant to clause (iv).

The following are the final WIOA Title 1B Performance Measures and Negotiated Targets of Program Year (PY) 2017 accepted by the State for the Workforce Development Board.

WIOA Adults	Final PY17 Negotiated Target
Employed 2 nd quarter after exit	73.0%
Employed 4 th quarter after exit	73.5%
Median Wage (2 nd quarter after exit)	\$3,900.00
Credential	26.5%
Measurable Skills Gain	Baseline
WIOA Dislocated Worker	
Employed 2 nd quarter after exit	47.0%
Employed 4 th quarter after exit	73.5%
Median Wage (2 nd quarter after exit)	\$4,800.00
Credential	50.7%
Measurable Skills Gain	Baseline

B. One-Stop Performance Outcomes Requirements

WIOA performance measures are designed to measure the effectiveness and continuous improvement of the workforce services delivery system, and the contracting agency will be required to collect and report data pertaining to these measures. Performance measures are subject to change at any time, and the Workforce Development Board may set performance benchmarks or implement additional measures in response to regulations or local needs.

The One-Stop Operator will work with the partners to meet the established performance measures for Adult and Dislocated Worker Programs. Most of the performance measures are based on exits from the program. Therefore, the One-Stop operator and partners will track other key point benchmarks that will provide feedback throughout the program. Performance outcomes will be **reviewed quarterly**. Contract completion and renewals will be largely based on partners' achievement of performance outcomes.

C. One-Stop Data and Customer Tracking Systems

Staff of the One-Stop Operator will be required to use the Arizona Job Connection (AJC) System 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 provider(s) will be accountable for the integrity of the data presented and responsible for ensuring that staff are appropriately trained in the use of the system. The One-Stop Operator will be responsible for developing, implementing and overseeing processes to collect, manage and utilize information about the system

D. One-Stop Technology System

WIOA emphasizes technology as a critical tool for making information exchange possible, including client tracking, common case management, reporting, and data collection.

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

2. Integrated Services 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 to 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 system has been developed and will be available for use for the designated One-Stop operator.

E. One-Stop Reports

The One-Stop Operator must provide monthly and quarterly written programmatic reports on the following:

Monthly	Performance Quarterly
Business Services Visitation Report	WIOA AJC Report
Career Center Traffic – ISDS	Number of enrollments – AJC Reports
Career Guidance Specialist case load – Spreadsheet Report	Total number served – AJC Report
Number of job seekers served – AJC/ES Report	Number of placements – AJC Report
	Number of training related placements – AJC Report

F. One-Stop File Maintenance

The successful proposer must maintain all records pertinent to WIOA grant agreements and contracts, including financial, statistical, property, participant records and supporting documentation in accordance with Federal and State requirements and the WDB's record retention policies. Case files must include a variety of documentation including, but not limited to: program eligibility, suitability, assessment data, Individual Employment Plans, regular case notes (entered at least bi-weekly), progress reports, and time and attendance sheets (for individuals receiving training services). Participant's progress and outcomes will be tracked through the Arizona Job Connection. The designated One-Stop Operator must permit local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. As of October 1, 2016, new participant's files are required to be in electronic format files. The WDB will provide technical assistance to the successful proposer in order to meet this requirement.

G. Monitoring and Evaluation of the One-Stop Operator

The WDB is required to evaluate and monitor the successful proposer to verify that customers of WDB 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 WDB to contract for services in the area's workforce system.

H. One-Stop Accessibility and Equal Opportunity

The WDB is committed to equal programmatic and physical access to services for all customers. The successful proposer must ensure equal opportunity to all individuals. No individual in the WDB's regional area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WDB funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. The successful 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 successful proposer must ensure that staff receives accessibility training, and may be required to develop accessibility plans. The successful proposer must ensure all written materials and communications include the statement: **“This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.”**

SECTION FIVE – PROPOSAL INSTRUCTIONS

A. Instructions to Proposers:

- (i) Complete the Cover Page form provided in **Appendix A**. The cover page does not count against the narrative page limit.
- (ii) Write a proposal narrative that –
 1. Responds to the questions in **Section Six** – Narrative: Scope of Work/Agency Capacity.
 2. Responds to the questions in **Section Seven**– Narrative: Financial StructureThe proposal narrative may not exceed 30 pages. Responses should be typed in 12-point font, with one-inch margins, and double spaced.
- (iii) Complete required budget form for the proposal, with the **budget detail**. The budget form and budget detail do not count against the 30-page limit.
- (iv) Provide the required and any other supplementary items described in Section Nine in a separate appendix. The appendix does not count against the 30-page limit. However, items included in the appendix may or may not receive consideration in evaluating your proposal.
- (v) Provide a table of contents for the entire proposal. The table of contents does not count against the 30-page limit.
- (vi) **Authorized Signature**: The proposer’s authorized signature must appear on signature documents in the proposal. The person identified as the authorized signatory to this proposal must have the authority to negotiate and enter into the signed contract on behalf of the proposer’s organization.
- (vii) Submit one original and ten (10) copies of the entire proposal and appendix. (The audit must be included in the original copy)
- (viii) Each copy should be clipped together. Please do not staple your proposal copies. Please submit an electronic copy of the proposal in a thumb drive.
- (ix) **Submit sealed proposal no later than 3:00 p.m. MST on April 7, 2017, at 3834 W. 16th Street, Yuma, AZ. 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. Late submissions will not be considered.**
- (x) Be prepared, **if requested**, to attend the Proposal Review Committee meeting, April 26, 2017, at the Yuma Private Industry Educational Opportunity Center, 3842 W. 16th Street, Yuma, AZ.

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.

Funding, if awarded, **is contingent upon the information provided in this proposal**. The Workforce Development Board reserves the right to withdraw funding if significant changes are made to the scope of work, key staff, or other elements of the proposal.

Additionally, the submittal of a Proposal in answer to this Request for Proposal (RFP) does not guarantee funding to any proposer.

****Lobbying of YPIC staff, board members or elected officials in support of a proposal is prohibited and provides grounds for the rejection of a proposal.**

SECTION SIX – NARRATIVE: SCOPE OF WORK/AGENCY CAPACITY

A. Program Overview/Executive Summary

In the Executive Summary (**1 page only**), provide a high level overview of the Organizations' qualifications, proposed services to target communities and populations, the total amount of funding requested, and what makes your proposal effective and unique.

B. 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. Organizational Structure and Capacity:

The organization's success depends upon the strategy and direction set by leaders informed by data provided by customers, staff, labor market conditions and past history. The One-Stop Center work process (departments, functions, individual jobs) should be aligned with one another in ways that promote cross-learning, service integration and staff development. Staff composition, roles, and competencies should be aligned with current and future needs. Critically important in these demanding times is the organization's effort to build and maintain a work environment and employee support climate conducive to performance excellence and organizational growth.

1. Provide a concise description of your organization including the following:
 - a) legal status of the organization;
 - b) Date of establishment;
 - c) the governance structure;
 - d) mission;
 - e) vision; and
 - f) goals, along with the major programs currently offered.
2. Explain how your mission and other programs align with this funding opportunity.
3. Describe your organization's overall management structure.
4. Describe the extent to which the overall management structure adequately supports program operation and goal attainment.

5. Describe your organizations experience in providing services to adult and dislocated workers using WIA/WIOA funds.
6. Describe any other relevant experience within the past five (5) years in providing any type of workforce services.
7. Provide examples of how you were innovative, flexible and creative in service delivery.
8. Describe your experience in working with special populations such as:
 - a) individuals with disabilities;
 - b) ex-offenders;
 - c) individuals with basic skills deficiencies;
 - d) English Language Learners;
 - e) highly educated immigrants with limited English proficiency;
 - f) veterans; and
 - g) recipients of public assistance.

B. Staffing Plan and Qualifications:

It is the desire of the WDB that to the extent possible, the successful proposer for the position of the One-Stop operator hires the experienced staff members that currently work at the One-Stop center and those that provide career services.

1. Would you commit to hiring existing staff from the One-Stop staff?
 - Yes
 - No
2. Please describe your staffing plan for the One-Stop.
 - a) Please include resumes and job descriptions for vacant positions including required qualifications in Appendix M.
3. Provide a current organizational chart for the operating entity showing the following:
 - a) Size and structure of the organization; and
 - b) How the One-Stop Center would be integrated into the rest of the organization.
4. Identify the annual direct staff turnover rate for the last five (5) years.
5. Identify the turnover rate key manager positions for the last five (5) years.

C. Background Checks and Certifications:

As required by the Arizona Department of Economic Security (DES), all its contractors and sub-contractors must possess a valid ***Level One Fingerprint Clearance Card***. The Arizona Department of Public Safety must add certification that the requirements of statute A.R.S. §36-594.01, 36-3008, 41-1964, and 46-141 are met and identified on the

card. The employer of record's name must be added to the Department of Public Safety's account for this certification.

Personnel providing direct services to children and vulnerable adults must also clear a *Background Check with the Arizona Department of Child Safety Central Registry. The Department of Economic Security's release of the annual allocation of funds to the WDB's fiscal agent depends upon meeting this criterion. The WDB will maintain records of all staff employed by the One Stop Operator to ensure compliance.*

DES requires that the One Stop Operator utilize the State-wide database **Arizona Job Connection (AJC)/Fiscal Link** upon receipt of certified training by State officials. One Stop personnel shall not be authorized to access the AJC system prior to completing the required certification.

Current staff of the WDB providing direct services to Adults and Dislocated Workers possess the aforementioned clearances and certifications, along with extensive programmatic knowledge. The characteristics of the current staff are vital for effective provision of services under WIOA, and crucial for meeting performance measures.

To ensure a seamless transition and continuation of services to the community, the ideal proposer will employ, to the extent possible, the expertise and tacit knowledge of the current One Stop Center staff.

D. Program Description: Please be clear and concise in identifying the number of Adults and the number of Dislocated Workers that you will service based on the requested funding allocation :

1. Population Served/Orientation/Customer Flow:

1. Describe the anticipated populations to be served.
 - a) Number of Adult to be served; and
 - b) Number of Dislocated Workers to be served.
2. Discuss the proposed philosophy, approach and implementation plan for outreach and recruiting of diverse of target groups.
3. Address how the center will serve individuals with barriers such as:
 - a. Disabilities;
 - b. English Language Learners; and
 - c. Prioritized populations such as:
 - i. Recipients of public assistance;
 - ii. Other low-income individuals;
 - iii. Veterans; and
 - iv. Individuals who are basic skills-deficient
4. Describe your best practice concepts of various **orientation** techniques for the One-Stop Career Center customer service programs that are available.

5. Explain how your outreach services will be accomplished to meet the needs of the target population.
6. Design a conceptual framework for an ideal customer flow at the One-Stop Center.
7. Training services provided must be directly linked to an in-demand industry sector or occupations in the local area.
 - a. Describe how the delivery of various training options will meet this need.
 - b. Describe how the successful proposer will ensure a seamless process that avoids interruptions of the One-Stop Center services beginning July 3, 2017 including benchmarks for various operational processes.
 - c. Describe your plan for any contingency in the transition phase that may impact the delivery of services.

2. Required Elements: Provided for your information only.

The One-Stop Operator will be responsible for maintaining and providing continuous quality improvement of the Area's One-Stop delivery system and center. The successful proposer is responsible for ensuring that these elements are addressed:

- Coordination of partner services and activities to encourage efficiency and customer service;
- Oversight of the Integrated Delivery that is outlined in the WDB Four (4) Year Plan;
- Developing and providing staff development opportunities to One-Stop Partners;
- Assisting in the development of policies and processes to support the mission and vision of the WDB;
- Assisting the WDB staff in recertification with the One-Stop Center as required by U.S. Department of Labor and the State of AZ;
- Ensuring access of career, training, and employment services;
- Ensuring access to programs and activities carried out by all WIOA One-Stop Partners; and
- Ensuring access to data, information, and analysis for the local labor market.

3. Career Services Provided:

Explain how the **Career Services** listed below will be provided in a creative or innovative manner through the One-Stop Career Center (**demonstrate knowledge of best practice or evidence-based practices for each one**). The following activities are required as follows:

1. Provision of Basic Career Services;
2. Provision of Individualized Career Services;
3. Access to training services;
4. Access to employment and training activities;

5. Access to programs and activities carried out by all WIOA One-Stop Partners;
6. Access to data, information, and analysis for the local labor market; and
7. Provision of job search, placement, recruitment, and employment activities.

4. Service Integration and Coordination: The WDB expectation is that the center staff of all programs will be organized by function and fully integrated.

1. How will this be supported, including the provision of continuous quality improvement for delivery of services?
2. Describe the proposer's previous experience with integration activities within an environment similar to a One-Stop.
3. Describe how your program design will support these goals so that metrics for WIOA services providers, co-located and non-located partners, will be met.

5. Business Services:

The WDB has designed and desires the continuation of a coordinated approach to serving businesses in the region in line with the state's vision under WIOA.

1. What are your strategies to improve on the existing “**job driven/demand driven**” One-Stop Career Center system?
2. Describe your past experience and results in delivering demand driven services?
3. Describe your process for developing employer relationships/partnerships?
4. What particular strengths will your organization bring to this component of the One-Stop Career Center?
5. How do you foresee coordinating the business services process with WIOA Core Partners, who have their own outreach engagement goals?
6. Describe how your Business Services staff will collaborate and coordinate with the WDB Employer Engagement Officer?
7. Describe your experience in working with industry partnerships and/or sector initiatives.

6. Workshops/Job Fair/Events:

The selected One-Stop Operator will be expected to develop and provide jobseeker, WIOA-targeted and employer focused workshops, hiring events, job fairs and other related services. One Stop Operator Business/Employer

Services staff will be expected to collaborate with the Yuma County Business Service Team and the WDB Employer Engagement Officer.

1. Describe how you will ensure coordination and collaboration of these activities?

7. Marketing Public Relations:

1. Describe your experience with developing marketing plans.
2. Describe your ideas for marketing the One-Stop delivery system.
3. How will you evaluate the effectiveness of your marketing strategies?
4. How will social media be utilized in collaboration with the WDB technology Department?

Currently the WDB is managing the website and will be collaborating and cooperating with the One-Stop Operator for content. Please refer to the link: <https://www.arizonaatwork.com/>.

8. Performance Measures and Planned Outcomes:

1. Describe how you will manage the programs to meet or exceed each of the applicable WIOA performance measures metrics. **(Please see page 20 and 21 for the performance measures criteria).**
2. Describe your processes for detecting possible performance issue deficiencies in a timely manner and how they will be addressed and corrected.

9. Planned Outcomes:

Please complete the Planned Service Levels Form on Appendix J.

SECTION SEVEN – FINANCIAL STRUCTURE AND FISCAL PLAN

A. 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.
 - i. **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*** that the budget must support this information with a breakdown of the funding from each source as it is utilized in the program.

- ii. **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 proposing organization have 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 accounting firm.
 3. Describe the type of accounting software being utilized by either the agency or by the contracted 3rd party.
6. Describe the agency's payroll system.
7. Describe your agency's internal controls for the provision of 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 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. **Advances are not allowed.**
16. Attach a copy of the agency's audited financial statements for the last three (3) years (including single audits if applicable), management letter, and federal and state tax returns.
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 changes the agency has undertaken in response to audit findings (if applicable).
 3. Reported findings

B. 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.

SECTION EIGHT: INSTRUCTIONS FOR BUDGET

A. Instructions

- (i) Enter the total amount requested on your application cover form provided on **Appendix A**.
- (ii) Use the appropriate budget forms, on **Appendix B**, to show funds requested by cost categories. Include your rationale for allocating any shared costs, per Cost Principles cited above. Shared costs between the proposed program and other funding sources must be allocated in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal award requirement for federal awards.
- (iii) Use the appropriate budget narrative form on **Appendix C** and attach it to the budget form showing a detailed cost analysis of each line item. State sources for committed matching funds.

B. Budget Categories

- (i) Personnel & Benefits: Salaries, related fringe benefits (i.e. health insurance, retirement, leave etc.).

- (ii) Professional & Outside Services: Other skilled or trained professionals who are not officers or employees (i.e. contractors and tax accountants).
- (iii) In-State Travel: Indicate the amount requested for staff travel. Yuma County will not reimburse mileage costs in excess of the State-approved rate (currently at \$0.535).
- (iv) Out-of-State Travel: Indicate the amount requested for staff travel.
- (v) Payments to Contractors.
- (vi) 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.).
- (vii) 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.
- (viii) Client Training: Any training outside of listed training on the Eligible Training Provider List (ETPL).
- (ix) WEX/Internships: Work experiences or Internships are designed to enable the participant to gain exposure to the working world and its requirements. Work experience should help the participant acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the participant. Work experiences may include the following: 1) Instruction in employability skills or generic workplace skills 2) Exposure to various aspects of an industry; 3) Progressively more complex tasks; 4) Internships and job shadowing; 5) The integration of basic academic skills into work activities; 6) Supported work, work adjustment, and other transition activities; 7) entrepreneurship; and 8) Other elements designed to achieve the goals of work experience
- (x) On-the-Job Training: Training of an individual in the public (government) or private sector, while engaged in productive work which provides knowledge and skills essential to the full and adequate performance of the job. On-the-job training is conducted by an employer and the training costs are obligated through contractual agreement between the employer and the WIOA service provider
- (xi) Needs related payments: The adult 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. Amounts paid to a dislocated worker who is unemployed AND; has ceased to qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA AND; is enrolled in a WIOA program of training services after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker or, if later, by the end of the 8th week after the worker is informed that a short-term layoff, will exceed six months; OR, be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA. An eligible dislocated worker who has ceased to

qualify for unemployment compensation must have been enrolled in training. Payments are based on a locally developed formula and documented in the Individual Employment Plan (IEP).

(xii) Total

SECTION NINE: FILE COMPLIANCE

The Workforce Development Board will:

- Provide the selected provider(s) with technical assistance on WDB and AJC database systems;
- Provide Technical Assistance on Determination of Eligibility for Adults and Dislocated Workers;
- Provide Technical assistance on referring of files of eligible participants to Service Providers.
- Provide Programmatic and Fiscal monitoring; and
- Provide on-site visits to ensure quality of services.

The selected proposer (One Stop Operator) of the following Basic Career Services, Intensive Career Services, and Follow-Up Services will be required to:

- Maintain all aspects of file compliance such as: data entry and maintenance of data in the Arizona Job Connection (AJC) system.
- Develop an Individual Employment Plan (IEP) for each participant.
- Conduct case management from the enrollment period of the participant until the exit of participants from the program, 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.
- All other aspects and situations that may arise during the provision of services to Adults or Dislocated workers will be managed by the successful applicant to this Request for Proposal.

SECTION TEN: PROPOSAL PROCESS, APPEALS AND CONTRACT AWARD

A. Proposal Review Process and Contract Award Schedule

March 01, 2017	RFP Process Opens: Proposers may pick up RFP packages beginning at 8:00 a.m. MST at Yuma Private Industry Council, 3834 W. 16th Street, Yuma, AZ, or may download from the website: www.ypic.com . The primary mode of communication between the WDB and the successful proposer will ONLY be in writing. Questions will not be answered over the phone or in person.
March 15, 2017	Bidders Conference: Scheduled for 2:00 p.m. MST, at the Yuma Private Industry Council Educational Opportunity Center, 3842 W. 16th Street, Yuma, Arizona. 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 Friday, March 10, 2017. 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 and to proposers formally requesting such information.
April 07, 2017	Proposal Receipt Deadline: Proposals must be received by 3:00 p.m. MST at Yuma Private Industry Council, 3834 W. 16th Street. Late submissions will not be considered.
April 26, 2017	PROPOSAL REVIEW COMMITTEE: Review session to be held in the Yuma Private Industry Council Administration Office located at 3842 W. 16th Street. Proposers <i>may</i> be asked to attend to answer questions regarding their proposal.
May 10, 2017	WORKFORCE DEVELOPMENT BOARD APPROVAL OF RECOMMENDED PROVIDERS – THE SELECTED FINALISTS WILL BE REQUIRED TO PROVIDE A PRESENTATION (NOT TO EXCEED 15 MINUTES) TO THE WDB.
May 11 or 12, 2017 (Tentative Dates)	FINAL CONTRACT NEGOTIATIONS
July 3, 2017	PROGRAM START DATE

B. Contract Award Process

Funding recommendations shall be made by the Proposal Review Committee to the WDB.

The Proposal Review Committee may require the selected proposer to participate in negotiations, and to make revisions to the proposal as needed.

The Workforce Development Board (WDB) will review the recommendations made by the Proposal Review Committee, select finalists to make a presentation to the board, make the final selection, and award contracts.

WDB shall hold all proposals submitted in confidence pending completion of awards and negotiations. Following the award process, proposals may be available to the public.

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 Workforce Development Board to award a contract, to pay any costs for preparation of proposals, or to procure or contract for services.

The Yuma County Workforce Development Board reserves the right to:

- (i) Renew contract(s) up to three years, for the period July 1, 2017 to June 30, 2020 without re-issuing an RFP.
- (ii) Award locally allocated Federal Funds received by Yuma County and the State of Arizona to the successful bidder of this Request For Proposals.
- (iii) 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 WDB to do so.
- (iv) Make no fund award in any advertised proposal category.
- (v) Negotiate necessary adjustments in proposed funding levels and program activities.
- (vi) Direct subcontractors to implement changes in accordance with State directives in order to comply with the Workforce Innovation and Opportunity Act and applicable regulations.

Funding Allocation

Yuma County's WDB, operated by the Yuma Private Industry Council, Inc. (YPIC) is advertising for services with **\$1,300,000.00** as a planning figure for Adult and Dislocated Worker services. Initial funding awards may be increased or decreased if funding or priorities change. Additional awards through this process may be made if other workforce funding becomes available. The quantities listed below reflect the total funds available.

Categories	AMOUNTS
Adults	\$1,063,000.00
Dislocated Worker	\$ 237,000.00
Total funds:	\$1,300,000.00

C. Appeals

Any person wishing to appeal any decision made by Proposal Review Committee or the WDB must follow the appeal process as established by Yuma County Workforce Development Board.

Appeals may be made only for an alleged violation of the proposal review process which resulted in discrimination or does not meet the procurement requirements of WIOA.

Appeals must be submitted in writing to the Executive Director of the WDB. When an appeal is made, the Appeals Committee can make the following recommendations:

- (i) There was compliance with applicable procedural requirements.
- (ii) Any deviation from applicable requirements was not substantive and did not significantly affect the results. Therefore, a recommendation of changes to the review process may be made.
- (iii) There was a deviation from applicable procedural requirements which may have materially affected the outcome. The Appeals Committee may recommend a re-review or other appropriate remedies. The recommendation will be made to the WDB.

D. Procurement Process

The Yuma County WDB/Administrative Entity procurement process complies with:

- (i) The provisions of Sections 122 and 184 of the Workforce Innovation and Opportunity Act which states “ recipients and sub-recipients shall administer procurement systems that reflect applicable State and local laws, rules and regulations as determined by the Governor”.
- (ii) Purchases of contractual services by the Yuma Private Industry Council, Inc., Workforce Investment Board 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.
- (iii) The WDB 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.
- (iv) Per 2 CFR 215.42, "**Recipient Code of Conduct**". The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts.

1. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved.
2. Such a conflict would arise when;
 - the employee, officer, or agent;
 - any member of his or her immediate family;
 - his or her partner;
 - an organization which employs or is about to employ any of the parties indicated herein; or
 - has a financial or other interest in the firm selected for an award.
3. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
4. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

E. Standard Financial Management, Participant Data System, And Other Requirements

- (i) **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.

- (ii) **Financial Systems.** Contractors and subcontractors shall insure that their own 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:

1. 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 their proper 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
2. 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
- (iii) **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:
1. For each participant's enrollment in a Workforce Innovation and Opportunity Act funded program in sufficient detail to demonstrate compliance with the relevant eligibility criteria attending a particular activity and with the restrictions on the provision and duration of services and specific activities imposed by the Act; and
 2. For such participant information to develop and measure the achievement of performance standards established by the Secretary.
- (iv) **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 WDB shall be listed as an also insured on all policies)
- | | |
|---|-------------|
| • General Aggregate- | \$2,000,000 |
| • Products – Completed Operations Aggregate - | \$1,000,000 |
| • Personal and Advertising Injury - | \$1,000,000 |
| • Damaged to Rented Premises | \$ 50,000 |
| • Each Occurrence | \$1,000,000 |
- a. The policy shall be endorsed to **include coverage for sexual abuse and molestation.**
 - b. 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, employees, Yuma County, and YPIC as additional insured with respect of liability arising out of the activities performed by or on behalf of the Contractor.
 - c. 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, Yuma County, and YPIC for losses arising from work performed by or on behalf of the Contractor.

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

- d. 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 a 30-day advance notice of any modification, material change, non-renewal or cancellation. In addition, **evidence of statutory Workers' Compensation coverage must be provided.**

Automobile Liability

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

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, employees, Yuma County, and YPIC as additional insured with respect of liability arising out of the activities performed by or on behalf of the Contractor.
- 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, Yuma County, and YPIC for losses arising from work performed by or on behalf of the Contractor.

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

Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' 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, Yuma County, and YPIC for losses arising from work performed by or on behalf of the Contractor

- b) This requirement shall not apply to each Contractor or subcontractor that is exempt under A.R.S. 23-901, and when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor- Independent Contractor) form.
- (v) **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

F. COMPLIANCE WITH THE LAW

Contractors and subcontractors shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, including but not limited to:

- (i) The Workforce Innovation and Opportunity Act;
- (ii) The State Workers Compensation Act, as amended, 1992;
- (iii) Fair Labor Standards Act;
- (iv) Titles VI and VII of the Civil Rights Act of 1964;
- (v) The Age Discrimination in Employment Act;
- (vi) Section 504 of the Rehabilitation Act of 1973;
- (vii) State Executive Order 75-5. (Equal Employment Opportunity).
- (viii) Americans with Disabilities Act
- (ix) Non-Traditional Employment for Women Act
- (x) Veteran's Policy

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.

SECTION ELEVEN: PROPOSAL EVALUATION CRITERIA

Each Proposal will be scored independently by each rater on the point scale indicated on the chart below. Raters will use documents listed in Section One, G., to help them apply the criteria stated below to each proposal. Committee members are encouraged to make comments when rating each proposal. **Note: The Workforce Development Board retains the right to request additional information or request oral presentations from bidders. If no response adequately addresses the services and outcomes requested, the committee may recommend that no awards be made.**

Evaluation Criteria for SECTION SIX – NARRATIVE: SCOPE OF WORK

EVALUATION ITEMS	Maximum Points
Program Overview/Executive Summary	5
Organization Structure and Capacity	10
Staff Plan and Qualifications	10
Background Check and Certification	10
Population Served/Orientation/Customer Flow	5
Required Elements	5
Career Services Provided	10
Service Integration and Coordination	10
Business Services	5
Marketing Public Relations	5
Performance Measures and Planned Outcomes	10
Fiscal Accountability and Budget	10
Tax Info and IRS Status	5
Total	100

SUBMISSION FORMAT One-Stop Center Checklist

All proposals must be organized and assembled as described in this Section. Please submit proposals in this order:

- Cover Page Form – Appendix A
- Executive Summary
- Narrative Response – Section 6
- Organizational Chart –
- Resumes – Appendix M
- Summaries of Key Personnel/Job Descriptions – Appendix L
- Planned Outcome Form – Appendix J
- Fiscal Narrative Response – Section 7
- Summary Budgets and Budget Narratives – Appendix B and C
- Fiscal Questionnaire – Appendix K
- IRS w-9 for Taxpayer Identification Number and Certification
- Tax Exemption Certificate
- Most recent IRS Forms 990 (non-profit tax return)
- Copy of 3 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
- Memorandum of Understanding (MOU) with partners (if applicable)
- Letters of Commitment
- Certificate of Good Standing
- Statement of Assurance – Appendix D
- Signed Statement of Compliance and Disclaimer – Appendix I
- Certificate of Lobbying Activities – Appendix H
- Certificate of Debarment – Appendix G
- Drug-Free Workplace Certification – Appendix F
- One-Stop Center Checklist

SECTION TWELVE: APPENDIXES

Appendix A: Proposal Cover Form

2016-2020 Workforce Innovation and Opportunity Act	
One-Stop Operator Request for Proposal	
Legal name of the entity submitting this proposal:	
Address:	
FEIN Number:	DUNS Number:
Telephone Number:	Fax Number:
Name of contact person for this proposal:	
Contact person telephone number:	Contact person fax number:
Contact person e-mail address:	
Number of Years in Business:	
Type of Organization:	
Total WIOA funds requested:	Adult:
	Dislocated Worker:
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: Budget Summary for the Adult Program

Item Expenditures	Total Program Cost	Other Funding share of Cost	WIOA Share of Cost	WIOA % of Total Cost
Personnel Costs				
Personnel Benefits				
Professional & Outside Services				
In-State Travel				
Out-Of-State Travel				
Payment to Contractor				
Other Operating Expenses				
Client Support Services				
Client Training (ITA)				
Work Experience/Internship				
On-the Job Training (OJT)				
Need Related Payments				
Total:				

This form is also available at www.ypic.com.

Budget Summary for the Dislocated Worker Program

Item Expenditures	Total Program Cost	Other Funding share of Cost	WIOA Share of Cost	WIOA % of Total Cost
Personnel Costs				
Personnel Benefits				
Professional & Outside Services				
In-State Travel				
Out-Of-State Travel				
Payment to Contractor				
Other Operating Expenses				
Client Support Services				
Client Training (ITA)				
Work Experience/Internship				
On-the Job Training (OJT)				
Need Related Payments				
Total:				

The form is also available at www.ypic.com.

Appendix C: Budget Narrative for the Adult Program

Category	Budget Narrative	Total
Personnel Costs		
Personnel Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Payment to Contractor		
Other Operating Expenses		
Client Support Services		
Client Training (ITA)		
Work Experience/Internship		
On-the Job Training (OJT)		
Need Related Payments		
Total:		

The form is also available at www.ypic.com.

Budget Narrative for the Dislocated Worker Program

Category	Budget Narrative	Total
Personnel Costs		
Personnel Benefits		
Professional & Outside Services		
In-State Travel		
Out-Of-State Travel		
Payment to Contractor		
Other Operating Expenses		
Client Support Services		
Client Training (ITA)		
Work Experience/Internship		
On-the Job Training (OJT)		
Need Related Payments		
Total:		

This form is also available at www.ypic.com.

Appendix D: Personnel Budget

Please visit www.ypic.com to obtain Attachment D – One-Stop Personnel Budget Format.

Appendix E: Statement of Assurance

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

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

Name of Organization

Typed/Printed Name of Signatory

Signature of Authorized Official

Title

Date

Appendix F: 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 of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

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

Certified by:

Name of Organization

Typed/Printed Name of Signatory

Signature of Authorized Official

Title

Date

Appendix G: Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction

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

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

Name and Title of Authorized Representative

Organization

Signature

Date

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

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

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

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

- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including 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.

Name and Title of Authorized Representative

Organization

Signature

Date

Appendix I: 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 WDB 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 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 WDB 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 J: Planned Service Levels Form

ONE-STOP PLANNED SERVICE LEVELS		
Agency Name:		
	Planned Service Levels	
Benchmark	Adult	Dislocated Workers
Proposed Number of Served		
Proposed Number of ITAs		
Proposed Number of OJTs		
Proposed Number of Work Experience		
Proposed Number of Internships		

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, 2015 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 procedures 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
Does the agency have the ability to be an employer of record for work experience participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is trial balance prepared?		
Accounting System Disbursement/Reconciliation		
Are all disbursements made by check?	<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 name and title(s).		
How often is the bank reconciliation prepared?		
Accounting System Disbursement/Reconciliation		
Name:		
Address:		
Contact Person:		
Phone Number:		
Email:		
Length of Engagement:		

Appendix L: Resumes and Job Descriptions