

Request for Proposal (RFP)

Issued by:

Southern Illinois Workforce Development Board (SIWDB)

For:

Local Workforce Area #25
Franklin, Jackson, Williamson, Jefferson, and Perry Counties

Program:

WIOA Youth Services

Date Issued: 03/16/2022

Due Date: 04/19/2022

Limitations:

This RFP does not commit the SIWDB or Man-Tra-Con Corp. to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

Bidder's Conference:

Thursday, March 31, 2022

1:30pm Central

Via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/84899774915?pwd=azN0dHJLRHIYa3dDSjBuSW1DUWFjUT09>

Meeting ID: 848 9977 4915

Passcode: 404628

One tap mobile

+13126266799,,84899774915#,,,,*404628# US (Chicago)

+16465588656,,84899774915#,,,,*404628# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 848 9977 4915

Passcode: 404628

Find your local number: <https://us02web.zoom.us/j/84899774915?pwd=azN0dHJLRHIYa3dDSjBuSW1DUWFjUT09>

Sub-grant Recipient and Administrative Entity:
Man-Tra-Con Corporation
3117 Civic Center Blvd., Suite B
Marion, IL 62959

Note: For those unable to attend the Bidder's Conference, questions may be submitted via email only (no phone calls) to michellecerutti@mantracon.org . Questions must be received by close of business on Wednesday, March 30, 2022. No questions will be accepted after this time. All questions and responses will be posted directly to www.SIWDB.org

Evaluation and Review:

Proposals will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted in the proposal.

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Attachment A: Definitions and Eligibility Criteria

I. General

A. HISTORY

The Workforce Innovation and Opportunity Act (WIOA) of 2014 enacted a comprehensive youth employment program for serving eligible youth, ages 14-24, who face barriers to education, training, and employment. WIOA provides local workforce development areas resources to deliver comprehensive youth services that focus on assisting out-of-school (eligible youth) youth and in-school youth (eligible youth), with one or more barriers to employment, prepare for employment and postsecondary education opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities. Specifically, WIOA has a commitment to provide high-quality services for these individuals beginning with career exploration and guidance, with continued support for educational attainment and opportunities for skills training (e.g. apprenticeships, internships, and work based learning) within high demand industries in the local workforce area. Within the local workforce area #25, high demand industries include positions within the manufacturing, healthcare, IT, and TDL sectors.

WIOA youth programs will provide a needed continuum of services to help disconnected youth navigate between the educational and workforce systems with the ultimate goal being the attainment of a High School Diploma or equivalent and employment within a sustainable career pathway, enrollment in post-secondary education, or enrollment into a work based learning program. To help youth reach this goal, strong emphasis is placed on providing high-quality services that **prioritize work experience** and require a minimum of 20% of expended funds be used for work experience (or work readiness) activities. The SIWDB is interested in funding projects that will incorporate these activities and will be tailored to meet the needs of eligible youth in the local workforce area.

Individuals who are 16 years old or older and not enrolled in secondary school or required to be enrolled in secondary school under State law and meet the requirements of Section 203(4)(C) are eligible for Title II services. In this way, age eligibility for Title II services varies among states similar to youth eligibility criteria for OSY. Additionally, under WIOA, AEFLA expands what activities can be provided to eligible individuals. New activities include workforce preparation and integrated education and training, two activities that are prominent in the WIOA Youth program. This presents an important opportunity for Title I youth and Title II programs to coordinate to ensure successful education and employment outcomes for OSY. There are important changes in WIOA that should allow for increased alignment and coordination with WIOA Title I youth and Title II programs.

Examples of where coordination can occur include:

Emphasis on low-skilled young adults: Title II (AEFLA) includes requirements for states to consider a number of factors when awarding grants or contracts. Factors include whether providers are serving individuals who are most in need of adult education and literacy services, including those with low levels of literacy skills or who are English language 9 learners and the past effectiveness of providers in improving literacy of eligible individuals, especially with respect to individuals who have low levels of literacy.

Integrated Education and Training, Workforce Preparation, and Career Pathways: WIOA promotes the integration of adult education with occupational education and training and workforce preparation, as well as the creation of career pathways for youth in Title I WIOA Youth Programs. The definition of “career pathway” is codified in WIOA Section 3(7). Title II authorizes the use of funds for integrated education and training and workforce preparation activities. Leveraging funding between WIOA Title II and the Title I Youth Program

provides an opportunity to create a service strategy that concurrently enrolls OSY in education programs combined with workforce preparation and training. Partnering with Title II programs and leveraging resources effectively can assist local areas in meeting their requirement to develop and implement career pathways by aligning the employment, training, education, and supportive services youth need. (WIOA Section 107(d)(5))

Man-Tra-Con Corporation, as the sub-grant recipient and administrative entity for the SIWDB and Title IB funds, will administer the RFP, secure the financial award and administer the fiscal monitoring process of all funds awarded under this proposal Man-Tra-Con Corp. will also provide the design framework component, such as services for intake and eligibility, objective assessment, the development of the individual services strategy (ISS) and follow-up services. This will ensure that all participants meet the required enrollment standards, as well as provide a non-biased appraisal and referral to supportive service needs.

B. Intent and Purpose of the Request for Proposal

The SIWDB is requesting proposals to provide WIOA services to eligible in-school youth (ISY) between the ages of 17-21 and eligible out-of-school youth (OSY) between the ages of 17 to 24, including developmental activities that provide a holistic approach to meeting the needs of this emerging population. WIOA encourages local projects that address the needs of eligible youth and support all aspects of the youth's life while also preparing him/her to succeed in the world of work.

Please refer to Attachment A for WIOA definitions and eligibility requirements.

The goal for serving WIOA Eligible youth is geared towards obtaining a High School Diploma or equivalent, and preparing for work based learning activities such as job shadowing, internships, apprenticeships and employment. These funds can be used to provide student services to assist with activities such as career readiness. *NOTE: Man-Tra-Con Corp. is the administrative entity for the SIWDB and will be assisting youth with employment and work based learning activities.*

To carry out this strategy, the following goals have been identified:

1. To encourage school drop-outs to attain a secondary completion or GED certificate utilizing the local workforce area #25's existing Adult Education providers. These programs are administered by Carbondale Rebound, John A. Logan Adult Education, Rend Lake College Adult Education.

and

2. To encourage and prepare for post-secondary school training within in-demand occupations and industries, where appropriate.

or

3. To provide **adequate preparation** for entry into the workforce through:
 - a. Exposure to labor market information, career exploration and guidance
 - b. Work readiness instruction including soft skills
 - c. Work-based learning through, job shadowing, Internships and paid work experience, On-the-job training in local in-demand occupations, Registered and Pre- Apprenticeships
 - d. Building social interactions skills such as self-esteem, communication, teamwork, etc.

C. Funding

A portion of Youth WIOA Title 1B funding will be used to accomplish the purpose of this RFP. Every effort will be made to award contracts deemed as meeting the intent of this RFP within reasonable WIOA program budgetary limits. In the event that the total amount of successful projects exceeds the amount of funding initially set aside for this purpose, one or more successful bidder(s) may be asked to negotiate the cost of the project.

Funding for individuals projects should not exceed \$75,000.

D. PROJECT Duration

Projects can begin as soon as 04/18/2022. The timeframe for this contract can be 4/18/2022 through 08/31/2022. Successful projects may be extended up to one additional year upon written request and approval by the SIWDB.

E. Inquiries

Bidder's Conference:

Date: Thursday, March 31, 2022

Time: 1:30pm Central

Via Zoom: Join Zoom Meeting

<https://us02web.zoom.us/j/84899774915?pwd=azN0dHJLRHIYa3dDSjBuSW1DUWFjUT09>

Note: For those unable to attend the Bidder's Conference, questions may be submitted via email only (no phone calls) to michellecerutti@mantracon.org with Youth RFP in the subject line. Questions must be received by close of business on Wednesday, March 30, 2022. No questions will be accepted after this time. All questions and responses will be posted directly to the Southern Illinois Workforce Development Board (SIWDB) website (www.SIWDB.org)

F. Submittal/Proposal

Each bidder will submit one (1) electronic copy of their proposal to: michellecerutti@mantracon.org with **Youth RFP** noted in the subject line. Copies that are received by mail or fax will not be accepted.

Proposals must be received by 4:00 p.m. Central on Wednesday, April 13, 2022. All proposals that are received by the RFP deadline, will receive an electronic acknowledgement from Man-Tra-Con Corp., the Administrative Entity. If the bidder does not receive an electronic acknowledgement from Man-Tra-Con Corp., the proposal will not be considered in the evaluation and review process.

Questions regarding the submittal process should be directed to: michellecerutti@mantracon.org or by calling (618) 998-0970, ext. 229.

II. SERVICES Description

The SIWDB is looking to fund programs and services that assist eligible youth and on an individual basis. Successful program models will be designed to equip these youth with obtaining their GED or High School Equivalency, work readiness preparation, academic instruction, career exploration and work-based learning. These models should provide an array of services that will lead to a career pathway that provides sustainable employment, occupational skills training, or work-based learning opportunities.

Since these youth may enter the workforce system with a wide variety of backgrounds, skill levels, interests and needs, the SIWDB has identified the following program model that best captures the needs and services for this targeted population.

1. **Credit Recovery/High School diploma or High School Equivalency diploma**

Target population: ISY aged 17-21 and/or OSY aged 17-24 who do not have a high school diploma or equivalency

Objective: to provide this population with the resources and training needed to attain a high school diploma or equivalency.

Goals: attainment of GED or high school equivalency diploma, demonstrated educational skill gains (e.g. improved math and reading scores), and through collaboration with the Man-Tra-Con Youth staff, develop a plan that shows a path/transitional strategy for continued post-secondary education or a defined work based learning training plan (e.g. job shadowing, internships) for entry into a sustainable career path.

This model is designed to serve Youth who do not have a high school diploma, GED or high school equivalency diploma and are not currently attending a traditional high school. At its core, this model must deliver the intensive training necessary to prepare individuals for the GED or diploma granting programs. Program models must demonstrate effective outreach strategies to recruit youth and should feature linkages to the public school system for recruitment and outreach. Additionally, this model should provide a curriculum that will help to ensure measurable educational skill gains in core areas such as reading and math. Each program model must also provide a strong connection to continued career training/sustained employment pathways or to planned post-secondary enrollment for its participants.

Agencies who submit an RFP under this model are responsible for providing access to the following WIOA program elements when applicable via referrals:

WIOA Elements that must be provided by the bidding agency/organization under this model:

- a.) Tutoring, study skills training, instruction and evidence based drop-out prevention that leads to completion of the requirements for a secondary school diploma or recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
- b.) Alternative secondary school services or dropout recovery services as appropriate.
- c.) Financial literacy education, which may include activities such as planning a budget, understanding credit reporting, and how to protect against identity theft.
- d.) Activities that help participants prepare for and transition to post-secondary education and training.
- e.) Referrals to comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.

In addition to the information outlined above, each of the program models must provide the following components:

- a.) Conduct outreach and recruitment activities to identify potentially eligible participants.
- b.) Complete an initial intake interview.
- c.) Coordinate support service needs with Man-Tra-Con staff.
- d.) Comply with Uniform Administrative requirements and the Cost Principles as described in 2 CFR Part 200 and 2900 the OMB Super Circular.

Man-Tra-Con Corporation will provide all framework services to support the local workforce area WIOA Youth Program. These services include, but are not limited to, the following:

- a.) Determine eligibility and suitability for the youth services;
- b.) Provide for objective assessment of each youth participant that meets the requirements of WIOA sec. 129 (c)(1)(A);
- c.) Develop, and update as needed, an individual service strategy for each youth participant;
- d.) Provide case management of youth participants, including follow-up services;

Any of the services and activities that will be offered may be made available only to eligible youth who live in the area served by Local Workforce Area #25 which includes: Franklin, Jackson, Williamson, Jefferson, and Perry Counties.

Youth to be served in a project will be enrolled in the WIOA Program and must meet the eligibility guidelines listed on Attachment A of this proposal. Man-Tra-Con staff will be responsible for final eligibility determination, and final determination of appropriateness for youth services. The total number of youth participating in the project will vary according to services to be provided and the youth determined to be in need of those services.

Project proposals will contain the following:

1. Well-defined mission statement.
2. Written job description(s) for any staff that will be a part of this project. An explanation of how each position will coordinate with Man-Tra-Con staff should also be included.
3. The screening process and suitability criteria for selection of staff. This could include character references, child abuse or sexual offender check, driving record and criminal record check, personality profile, skills identification, education level, career interest and the ability to understand the needs of WIOA eligible youth.
4. A detailed plan for recruiting and referring eligible youth to participate in the project. Include the anticipated number of youth to be served by this project and the expected outcomes to be achieved by the end of the project. Man-Tra-Con Corporation expects 50% of participant enrollment to occur no later than 06/30/2022.

NOTE: Previous experience with WIOA-funded projects shows that in order to achieve planned enrollment numbers, at least 2 – 3 times that number of youth should be recruited/referred to the project.

5. An Operational Plan that addresses the following areas:
 - a.) Level of commitment to the project, such as time, staff, and/or agency's other resources.
 - b.) Identification and description of the WIOA youth program elements.
 - c.) Quarterly reporting, both content and format, that outlines project activity, progress to date and at least one success story to be submitted by project staff.

- d.) Orientation for youth that provides a project overview, outlines expectations, restrictions, accountability, benefits and rewards.

III. Contract and Proposal Information

- A. Bidders are required to follow the guidelines contained in this document in preparing response proposals. Guidelines address both the structure and the content of the proposal. Proposals not adhering to the guidelines and/or instructions may not be reviewed or considered for selection.
- B. All proposals submitted in response to this RFP will be subject to review by a committee composed of SIWDB members. Final approval for any and all youth projects is the responsibility of SIWDB.
- C. This RFP does not commit SIWDB to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written contract document.
- D. Bidders shall supply one (1) electronic copy of the proposal.
- E. Proposals submitted in response to the RFP and not selected for funding will not be returned.
- F. The final proposal, including any revisions made as a result of negotiations or modifications, submitted by the selected bidder (contractor) will become part of the contract with SIWDB.
- G. Proprietary rights to all data, materials, documentation, and products originated by and prepared for SIWDB Board pursuant to the contract shall belong exclusively to SIWDB Board.
- H. The contractor will be prohibited from disseminating products and information developed under the contract without the prior written consent of SIWDB.
- I. Man-Tra-Con Corp, the Administrative Entity for the SIWDB, will meet with the selected bidder prior to finalizing the contract. The purpose of the meeting will be to make sure both parties share the same understanding of the project goals, activities, outcomes, billing schedule and billing submittal procedures. If the contract is with a school, a copy of the ADA compliance letter will be required at this meeting for the contract.
- J. Man-Tra-Con Corp. is authorized to accept, modify and approve or reject the services furnished by the contractor.
- K. The contractor shall provide written progress reports to Man-Tra-Con Corp. on a quarterly basis. These reports are due on the fifteenth day following the end of each quarter. (i.e. 10/15, 1/15, 4/15, 7/15). Such reports will address the contractor's progress in completing project activities. Oral and/or other written communication to project liaison during the contract period is encouraged as well.
- L. In addition to any other reporting requirement specified in this Agreement, the Contractor shall complete and submit a final Contract Close-out Report on forms provided by Man-Tra-Con Corp., within time limits established by Man-Tra-Con Corp., after the expiration or termination of this Agreement. The Contractor must report on the expenditures of contract funds provided by Man-Tra-Con Corp. The Contractor is responsible for taking the necessary steps to correct any deficiencies disclosed by such Contract Close-out Report, including such action as Man-Tra-Con Corp., based on its review of the Contract Close-out Report, may direct.
- M. Payment for services provided under the contract shall not be construed as evidence of the SIWDB or Man-Tra-Con Corp. acceptance of the project deliverables, as identified in Section II and described in Section IV. E. of this RFP. The contractor will provide copies of all written deliverables in draft and final form to Man-Tra-Con Corp. Should Man-Tra-Con Corp. reject any or all of the project deliverables, Man-Tra-Con Corp. will notify the contractor in writing and cite the reasons for the rejection. The right to reject the report shall extend throughout the term of the contract and for ninety (90) days after the contractor submits the final billing for payment.
- N. The contract may be modified to include additional tasks reasonably related to the initial project with necessary funding to support completion of those additional tasks provided as appropriate. Requests

for any modification to the original contract must be submitted in writing to Man-Tra-Con Corp. In accordance with established policies concerning modifications, this request will need to be approved by the Man-Tra-Con Corp. Final approval of modifications requiring formal action will be the authority of the Man-Tra-Con Corp. and SIWDB.

- O. The contractor will make every effort to meet or exceed all applicable WIOA objectives. If monitoring results or other programmatic reviews by the staff of Man-Tra-Con Corp. indicate that the contractor may not meet these objectives, a corrective action plan may be requested to address problems and/or deficiencies.
- P. The SIWDB Board and its administrative entity, retains the right to accept or reject any or all proposals received. It also retains the right to negotiate with any qualified party, or to cancel in part or in its entirety this RFP process if that action would be determined to be in its best interests.
- Q. If 50% of the planned numeric goals as identified in Section II Services Description and described in Section IV. E. Narrative Descriptions are not achieved by the end of the second quarter of the Program Year, the agreement, including the contract amount is subject to re-negotiation unless acceptable justification can be provided by the contractor in writing to Man-Tra-Con Corp..
- R. The contract will be on a cost reimbursement basis using the vouchering process to be provided by Man-Tra-Con Corp and must include copies of backup documentation.
- S. The contract shall be subject to termination and cancellation without penalty in the event that any Federal funding source, upon which all funds for workforce services are dependent, fails to appropriate or otherwise make available the funds required to operate program services. The contract may be terminated for any reasons stated in the final contract award.
- T. The contractor is required to submit their most recent audit with this proposal. An audit is also required after the program year ends based on final contract award stipulations.
- U. The contractor is not allowed to sub-contract services.

IV. Guidelines for the Preparation of the Proposal

The proposal **must** be typewritten, on one side of standard sized (8-1/2" x 11") paper. All proposals **must** be assembled according to the following outline:

- A. Cover Sheet
- B. Table of Contents
- C. Executive Summary (1- 2 pages)
- D. Information on Bidder
- E. Narrative Description
- F. Past Demonstrated Effectiveness
- G. Cost Information

1. Budget Worksheets

2. Certification/Agreement Sheets

Please read and follow the guidelines. Proposals that are not in compliance with the guidelines provided in this RFP may not be considered for funding. Specifications along with comments and suggestions that will appear in *italicized* print are presented on the following pages.

Although the SIWDB and its administrative entity, Man-Tra-Con Corp., reserves the right to negotiate the price and terms of any proposal, bidders should submit their proposals on the basis of their best offer since an award may be made solely on the initial submission.

A. Cover Sheet

- 1) Complete all items of information on the cover sheet.
- 2) Include the cover sheet as the first item in the proposal.

Comments and Suggestions: *The cover sheet is the identification tag for the proposal. Be sure that all the information has been completed accurately.*

B. Table of Contents

- 1) Indicate all headings and subheadings with appropriate page numbers.
- 2) List all appendices by title and page number. For ease of the reviewer, appendices should be inserted at the end of the appropriate section rather than at the end of the entire proposal.

C. Executive Summary

Prepare a brief (1-2 pages) abstract that summarizes the **key** points regarding the completion of this project.

Comments and Suggestions: *The summary is probably the first thing that will be read. It should be clear, concise and specific. It should identify the number of OSY and ISY anticipated to be served through the program and the process for recruiting these youth. It should also briefly describe the approach for delivering the WIOA youth program elements required for the model the proposal is addressing. This section is not intended to provide detailed information regarding delineation of tasks to support completion of the project - this type of detailed information should be provided in part E of the proposal.*

D. Information on Bidder

- 1) Provide an explanation of the bidder's experience and background which demonstrates that it has the necessary expertise to successfully carry out the objectives and achieve the goals of the proposed project. Additionally, indicate any experience or the extent to which the organization is familiar with a) the WIOA program and related regulations, and b) strategies and/or program design for serving youth.
- 2) Provide information as to the organization's size and structure as well as the length of time in business. If applicable, indicate if the organization is a minority or female owned and operated business.
- 3) Provide brief resumes indicating qualifications of staff members to be assigned to perform services requested. Identify the individual to serve as project liaison.
- 4) Indicate the number of hours each staff assigned to the project will devote to the project.
- 5) Identify references who can be contacted regarding the organization's quality of work on similar projects and capabilities in general.
- 6) Provide a time line demonstrating the planning, implementation and completion of the project.

E. Narrative Description

This section should provide a detailed narrative description of the entire project. Specifically, it should describe how access to each of the required WIOA program elements for the program model being bid on will be delivered and how the outcomes within those activities will be monitored. This section should also address how the goals and objectives listed for the model will be achieved. A Project Schedule should be included which will provide a timeline for planning, implementing and completing the project. This schedule will also be utilized to detail the sequence in which the desired activities and services will be completed. The Narrative Description should indicate the planned number of OSY and ISY to be served by the project and describe how the additional components outlined in Section II will be delivered.

F. Past Demonstrated Effectiveness

This section should provide documentation of past performance in meeting or exceeding WIOA youth enrollment and attainment goals. Data should be presented that demonstrates placement in employment or education, literacy and numeracy gains, and attainment of degrees and/or certifications. Bidders that are not currently providing WIOA youth services will need to document similar performance criteria.

G. Cost Information

- 1) Using the forms in Section V. Budget Worksheets, develop a budget that supports the proposed cost for performing project activities and completing project deliverables. Include both the total hours and the hourly rate for each staff position under this project.
- 2) Provide a statement that recognizes vouchers for payment will be submitted on a monthly basis unless prior approval for an alternative schedule is obtained from the grantor. Include a payment schedule of estimated expenditures by quarter.

EVALUATION CRITERIA

The applicant's proposal for youth services will address the following content requirements. Providers will be selected based on performance, program design, qualifications and budget. All proposals shall clearly separate each of the four sections of their proposal. Aside from the boilerplate material, the narrative of the proposal shall be limited to 25 pages. All proposals shall be stapled and in order by section. Adherence to RFP guidelines is required for consideration. Each proposal will be independently evaluated by a committee of SIWDB.

1. Bidders will receive a maximum of 20 points for performance based on:
 - Documentation of past performance in meeting or exceeding WIOA youth enrollment and attainment goals.

Examples would include the following data:

- Placement in employment or education
- Literacy and numeracy gains
- Attainment of degree or certificate

Bidders that are not currently providing WIOA youth services will need to document similar performance criteria.

2. Bidders will receive a maximum of 40 points for program design based on:

- Description of the strategy and methods for providing eligible youth access to the required WIOA elements for the model being proposed.
 - Methods for providing outreach and services to eligible youth.
 - The proposed number of eligible youth to be served.
 - Description of how the agency will work to provide coordination with Man-Tra-Con Corp. staff regarding supportive service or additional assistance to obtain goals.
3. Bidders will receive a maximum of 20 points for qualifications based on:
- Quality of programming based on:
 - Linkage to employment or post-secondary education.
 - The Credit Recovery/High School Diploma/High School Equivalency Diploma or the occupational based training credentials that are planned to be offered.
 - Ability to create strong community and business relationships.
 - Education and credentials of the staff that will be providing services as part of the WIOA eligible youth program.
4. Bidders will receive a maximum of 20 points for budget based on:
- Line item budget and budget narrative:
 - Budget detail, including salaries, for each item of cost
 - Narrative providing a description of each budget category.
 - Average cost per participant served

Youth Program Proposal Cover Sheet

Name of Organization:

Address:

City, State, Zip Code:

Phone:

Fax:

Organization FEIN:

Project Contact Person and Title:

Contact's Phone:

Contact's email:

Name/Title of Person Authorized to Negotiate Contract:

Phone and email:

Name/Title of Person Authorized to Sign Contract:

Phone and email:

I hereby certify that, to the best of my knowledge, this proposal is complete and complies with the requirements of the Request for Proposal (RFP). The submission of this proposal has been authorized by the governing body of this organization.

Authorized Signature: _____ Date: _____

CONDITIONS/ASSURANCES

In submitting this proposal, the respondent must agree to follow and abide by the conditions/assurances stated below. Please read each item carefully and sign where indicated.

Include this section in your submission.

- 1) The SIWDB Board reserves the right to reject any and all proposals which are not complete or not prepared in accordance with RFP guidelines.
- 2) The SIWDB Board and its administrative entity, retains the right to accept or reject any or all proposals received. It also retains the right to negotiate with any qualified party, or to cancel in part or in its entirety this RFP process if that action would be determined to be in its best interests.
- 3) The contents of proposals submitted will become part of any contract award.
- 4) Proprietary rights to all products, data, materials, and documentation originated and prepared pursuant to a contract shall belong exclusively to SIWDB Board.
- 5) Contractors will be prohibited from disseminating products developed under contract with SIWDB Board without prior written consent.
- 6) Contractors must participate in project reporting, evaluation, and monitoring required or conducted by SIWDB Board.
- 7) The Contractor shall operate and comply with the project described in the proposal, which will be included as a part of the contract. Any deviation from the project as defined in this proposal must be approved in writing by the SIWDB Board. Failure to gain such written approval shall constitute breach of contract. In the event of breach of contract, SIWDB Board reserves the right to impose sanctions as deemed appropriate.
- 8) All funds received pursuant to this contract must be used exclusively for the proposed project. Any expenditures or performances that exceed those agreed to in the contract are the sole responsibility of the contractor and shall not entitle him/her to additional payments or benefits.
- 9) The Contractor agrees to permit SIWDB Board, Man-Tra-Con Corp. or any of its authorized agents full access to and the right to examine any pertinent books, documents, papers, and records involving transactions related to the funding of this project as often as deemed necessary.
- 10) The Contractor agrees to maintain record confidentiality as required. The Contractor also agrees to retain all records pertinent to this project for a period of five (5) years from the date of final contract payment or until pending matters of litigation, audit, or other related claims are resolved. This includes but is not limited to financial, statistical and participant records and supporting documentation.
- 11) The Contractor must be able to maintain control over the accountability for all WIOA funds received. The Contractor's financial management system must be able to provide for accurate, current, and complete disclosure of all project costs/expenditures.
- 12) The Contractor certifies that it possesses the legal authority to apply for WIOA funds, enter into any contract awarded and execute the proposed project.
- 13) The contracting organization agrees to comply with all Federal and State non-discrimination provisions. Specifically, upon receiving funding under the WIOA program, the contractor agrees that it will not discriminate on the basis of race, color, creed, religion, age, sex, physical or mental ability, marital status,

arrest or conviction records (whenever appropriate), national origin, political affiliation, veteran status, or for persons with AIDS or HIV infection.

- 14) The Contractor agrees to meet all of the requirements of Section 504 of the Rehabilitation Act of 1973.
- 15) The Contractor agrees to meet all applicable labor laws, including Child Labor Law standards.
- 16) The Contractor affirms that it is not on any Federal, State of Illinois or local Debarment List.
- 17) **Veteran's Priority Provisions.** Services provided under this contract are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215), as implemented by the Final Rule published on December 19, 2008 at 73 Fed. Reg. 78132, and codified at 20 CFR Part 1010. The JVA provides priority of service to veterans and spouses of eligible veterans for the receipt of employment, training, and placement services. To obtain priority service, a veteran must meet the program's eligibility requirements. ETA Training and Employment Guidance Letter (TEGL) 10-09 dated November 10, 2009 provides general guidance on the scope of the veteran's priority statute and its effect on current employment and training programs.
- 18) The purchase of equipment using WIOA funding is not allowed without written consent. Consumable supply purchase must be reasonable and appropriate with a cost less than \$1,000.00.

Signature

Date

Name of Authorized Representative

Title

V. Budget Information Worksheets

Please include the completed Fiscal Questionnaire and all Budget Worksheets with your proposal. Specific instructions are provided on appropriate forms.

FISCAL QUESTIONNAIRE

1. Name/Title of person(s) responsible for bookkeeping, billing, record-keeping and reporting relative to this project:

2. Are all persons responsible for fiscal matters bonded? Yes No

If "yes", name of bond carrier: _____

3. Has any officer of your agency ever been convicted of fraud or embezzlement? Yes No

If "yes", please explain: _____

4. Does your agency have written guidelines for fiscal management? Yes No

6. Does your agency maintain a general liability or other type of insurance policy that will hold SIWDB Board and Man-Tra-Con Corp. harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIOA contract or agreement?

Yes No

Budget Information Summary
(enter total funding requested from each separate worksheet)

	Funding Request	Total
Personnel		
Fringe		
Travel		
Other		
Total		

Personnel Budget Worksheet

Costs are for personnel who are directly involved with the project. Under payment schedule, note the method of payment (monthly, bi-monthly, weekly)

Position	Payment Schedule	Hourly rate	Number of hours per week (WIOA)	Number of weeks	Total Charged to WIOA

Total Personnel costs charged to WIOA: _____

Provide a Budget Narrative explaining this budget line item.

Please note: Dated and Signed timesheets will be required of all employees paid with WIOA funds. The timesheets will reflect hours worked, itemized by WIOA hours and other hours at a minimum.

Fringe Benefits worksheet

Benefit	Rate%	Total WIOA salary	Total
FICA			
Worker's Comp			
Unemployment Insurance			
Health & Life Insurance			
Retirement			
Other (specify)			
		Total Training Fringe Cost	

Provide a Budget Narrative explaining this budget line item.

Travel Budget Worksheet

Please note only staff assigned to WIOA program activities can be calculated in the staff travel costs worksheet.

Staff Travel Costs

Mileage _____ per mile x _____ # of miles = _____

Staff Travel Costs

Mileage _____ per mile x _____ # of miles = _____

Total Travel

Mileage _____ per mile x _____ # of miles = _____

Provide a Budget Narrative explaining this budget line item.

Other Costs Budget Worksheet

<u>Cost Items</u>	<u>Funding requested</u>
Facility Rent/Usage fee	
Facility Utilities	
Phone	
Postage	
Printer/Copiers	
Office Supplies	
Equipment rental	
<i>Attach list of equipment to be leased or for which usage allowance will be billed. Equipment purchase is not allowed with WIOA funds.</i>	
Training and Instructional materials to be used by Youth	
Meeting Costs	
<i>Costs associated with the orientation meeting and other group program meetings. Please note: WIOA funding cannot be used to provide refreshments/food for staff meetings.</i>	
Other costs	
Attach list of any other expenses not included above. Specify the cost for each item.	

Total Other Costs _____

Provide a Budget Narrative explaining this budget line item.

PART VI
STATE OF ILLINOIS REQUIRED
CERTIFICATIONS

The Contractor makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any federal funding source as set forth in this Agreement. Contractor's execution of this Agreement shall serve as its attestation that the certification made herein are true and correct.

6.1 Compliance with Applicable Law. The Contractor certifies that it shall comply with all applicable provisions of Federal, State and local law in the performance of its obligations pursuant to this Agreement.

6.2 **Bid-Rigging/Bid-Rotating.** The Contractor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720ILCS 5/33 E-3 and 5/33 E-4).

6.3 **Default on Educational Loan.** The Contractor certifies that this Agreement is not in violation of the Educational Loan Default Act (5 ILCS 385/3) prohibiting certain contracts to individuals who are in default on an educational loan.

6.4 Americans with Disabilities Act. The Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et. seq.) and the regulations thereunder (28 CFR Part 25-130) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this grant, the Contractor certifies that services, programs and activities provided under this Agreement are, and will continue to be, in compliance with the ADA.

6.5 DrugFree Workplace Act. The Contractor certifies that:

A) _____ It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.

B) _____ That the purpose of this grant is to fund solid waste reduction.

C) _____ It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or

D) _____ That it is an individual.

If Option "A" or "B" is checked, this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this grant is five thousand dollars (\$5,000.00) or more, the Contractor is notified that the Drugfree Workplace Act (30 ILCS 580/1 et. seq.) is applicable to this Agreement, and the Contractor must comply with the terms of said Act, as set forth below:

Contractor will provide a drugfree workplace by:

(a) Publishing a statement:

(i) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace.

(ii) Specifying the actions that will be taken against employees for violations of such prohibition.

(iii) Notifying the employee that, as a condition of employment on such grant, the employee will:

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction for a violation

occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (i) the dangers of drug abuse in the workplace; 26
- (ii) the Contractor's policy of maintaining a drug free workplace;
- (iii) any available drug counseling, rehabilitation and employee assistance programs; and
- (iv) the penalties that may be imposed upon an employee for drug violations.

(c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.

(d) Notifying the granting agency within ten (10) days after receiving notice, under Part (B) of paragraph (iii) of subsection (a) above, from an employee or otherwise receiving actual notice of such conviction.

(e) Imposing a sanction on, or requiring the satisfactory participation in, a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act, 30 ILCS 580/5.

(f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation are required and indicating that a trained referral team is in place.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, 30 ILCS 580/5.

If the Contractor is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

6.6 Anti-Bribery. The Contractor certifies that neither it nor its employees have been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, nor has Contractor or any of its employees made an admission of guilt of such conduct which is a matter of record as defined in the Illinois Procurement Code (30 ILCS 500/50.5).

6.7 Discrimination/Illinois Human Rights Act. The Contractor certifies (i) that it will not commit unlawful discrimination in employment in Illinois as that term is defined in Article 2 of said Act; (ii) that it will comply with the provisions of Article 5 of the Act regarding equal employment opportunities and affirmative action; and, (iii) that it will comply with policies and procedures established by the Department of Human Rights under Article 7 of the Act regarding equal employment opportunities and affirmative action. The Contractor further certifies that, if applicable, it will comply with "An act to prohibit discrimination and intimidation on account of race, creed, color, sex, religion, physical or mental handicap unrelated to ability or national origin in employment under contracts for public buildings or public works." (775 ILCS 10/0.01 et. seq.).

6.8 Sexual Harassment. The Contractor certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human 27 Rights Commission; (vi) directions on how to contact the Department and Commission and, (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105 (B)(5)). A copy of the policies shall be provided to SIWDB upon request.

6.9 International Anti-Boycott Certification. The Contractor hereby certifies that neither the Contractor nor any substantially owned affiliate company of the Contractor is participating or will participate in an international boycott, as defined by the provisions of the U.S. Export Administration Act of 1979, or as defined by the regulations of the U.S. Department of Commerce, promulgated pursuant to that Act (30 ILCS 582/1 et. seq.).

CONTRACTOR'S Federal Taxpayer Identification Number

Under penalties of perjury, I certify that is my correct Federal Taxpayer Identification Number. I am doing business as a (Please check one):

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> (IRC 501(a) only) |
| <input type="checkbox"/> Medical and Health Care Trust or Estate | |
| <input type="checkbox"/> Services Provider Corporation | |

Signed

Date

Enter your taxpayer identification number in the appropriate space. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.

If you do not have a TIN, apply for one immediately. To apply, get form SS-5, Application for a Social Security Number Card (for individuals) from your local Social Security Administration, or form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your correct TIN to this agency, you are subject to an IRS penalty of \$50.00 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND
COOPERATIVE AGREEMENTS**

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and 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 an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, A Disclosure Form to Report Lobbying@, in accordance with its instructions.

Contractor/Contractor Organization

Name of Certifying Official

Signature

Date

*Note: In these instances, "All", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000.00 (per OMB).

Certification Regarding

Debarment, Suspension, and Other Responsibility Matters

Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 200 and 2900, Participants responsibilities. The regulations were published as part of the Federal Register published on December 26, 2013.

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its 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 commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or on or contract under a public transaction; 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 participants shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Attachment A: Definitions and Eligibility criteria

Allowable Costs: Those costs which are necessary, reasonable, allocable and allowable under applicable Federal, State, and local law for the proper administration and performance of services to customers.

Basic Skills Deficient: An individual who has English reading, writing, or computing skills at or below 8.9 grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or society.

Out-of-school youth (OSY): An OSY is an individual who is:

(a) Not attending **any** school (as defined under State law);

For purposes of WIOA, the Department does not consider providers of adult education under Title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, or dropout re-engagement programs to be schools (20 CFR 681.230). WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if he or she attend adult education provided under title II of WIOA, YouthBuild, Job Corps, high school equivalency programs, or dropout reengagement programs regardless of the funding source of those programs. Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are an exception: they are considered ISY.

(b) Not younger than age 16 or older than age 24 at time of enrollment; and

(c) One or more of the following:

(1) A school dropout;

(2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;

(3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;

(4) An offender;

(5) A homeless individual, a homeless child or youth, or a runaway;

(6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

(7) An individual who is pregnant or parenting;

(8) An individual with a disability; or

(9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In-school youth (ISY): An ISY is an individual who is:

(a) Attending school (as defined by State law), including secondary and postsecondary school;

Alternative school – an alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs. Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school

(b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) **not older than age 21 at time of enrollment;**

(c) A low-income individual; and

(d) One or more of the following:

(1) Basic skills deficient;

(2) An English language learner;

(3) An offender;

(4) A homeless individual, a homeless child or youth, or a runaway;

(5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

(6) An individual who is pregnant or parenting;

(7) An individual with a disability; or

(8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Individual Who Requires Additional Assistance to Complete an Educational Program, or to Secure and Hold Employment:

Has one or more of the following barriers:

1) is a member of family receiving Medicaid;

2) is attending an alternative school to complete secondary education;

3) has repeated a minimum of one secondary grade level;

4) is a minimum of one year older than normal “age for grade”;

5) is at least 2 semester credits behind rate required for graduation;

6) has a grade point average of 1.5 or less or has dropped a minimum of a 1.5 grade point average from previous report card;

7) is on school “D” or “F” list;

- 8) has been suspended from secondary school 3 or more times or has been expelled;
- 9) has been mandated by court to attend school;
- 10) has aged out of foster care;
- 11) resides in nontraditional family setting (single parent, lives with grandparent(s), lives with siblings etc.);
- 12) has an IEP with listed disability;
- 13) has documented emotional, medical, physical or psychological disability;
- 14) receives Supplemental Security Income;
- 15) is receiving counseling or has been referred to agency for substance abuse related problems;
- 16) has documentation of termination from employment within last 12 months;
- 17) has held a minimum of 3 jobs for less than 45 days;
- 18) has not held full time employment for more than 13 consecutive weeks;
- 19) does not have a vocational or educational goal;
- 20) has documented gang activity; or
- 21) is an ethnic minority youth.

Family: Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in on or more of the following categories:

- A) a husband, wife, and dependent children
- B) a parent or guardian and dependent children
- C) husband and wife

Follow-Up Services: These services will be provided by Man-Tra-Con to all youth upon exit from the WIOA youth program for a minimum of 12 months. The type of services provided and the duration of services must be determined based on the needs of the individual and may include:

- A) Leadership development and supportive service activities.
- B) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.
- C) Assistance in securing better paying jobs, career development and further education.
- D) Work-related peer support groups.

- E) Adult mentoring.
- F) Tracking the progress of youth in employment after training.

High Demand Industry: High demand industries within the local workforce area includes: manufacturing, healthcare, IT, and transportation sectors.

Low-Income Individual: For purposes of this RFP, eligibility as a “low-income youth” will be determined by Man-Tra-Con Corp. staff and meets the following criteria:

A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance programs;

B) received an income, or is a member of a family that received a total family gross income for the previous six-month period multiplied by two that, in relation to family size does not exceed the higher of

- (i) the poverty line, or
- (ii) 70% of the lower living standard income level;

C) is a member of a family that receives food stamps or received food stamps sometime during the previous six month period before the application date

D) is homeless;

E) is a foster child;

F) is an individual with disability whose own income meets (A) or (B)

Offender: Any adult or juvenile who:

- A) is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- B) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

School Dropout: An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Self-Sufficiency: A family’s level of personal and economic independence from public assistance for the basic needs of food, clothing, shelter, and medical care.

Southern Illinois Workforce Development Board (SIWDB): The local workforce board responsible for carrying out the Workforce Innovation and Opportunity Act. SIWDB is responsible the local workforce area #25 which includes the counties of Franklin, Williamson, Jefferson, Perry, and Jackson.