

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

RFP #6341

WORKFORCE INVESTMENT ACT (WIA) PROGRAM

Prepared by:

Washtenaw County Purchasing
Administration Building
PO Box 8645
Ann Arbor, MI 48107

Anne Strieter
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

Phone (734) 222-6760, Fax (734) 222-6764

May 18, 2007

Washtenaw County Purchasing Division on behalf of the Washtenaw County Employment Training and Community Services Group is seeking proposals for the 2007 – 2008 Workforce Investment Act (WIA) program.

Sealed Proposals: Please submit one (1) original and two (2) copies to the following address and due date:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
PO Box 8645
Ann Arbor, MI 48107**

By Friday, June 15, 2007 at 2:30 pm

A prebidders conference will be scheduled for Friday, May 25, 2007 at 9:00 a.m. at the Washtenaw County Human Services building, 555 Towner, Ypsilanti, room 107.

This submission shall include the entire Request for Proposal document and any amendments if issued.

Proposals received after the above-cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6341.

- Please direct any technical questions regarding this RFP to Rana Al Igoe, (734) 544-2953 or aligoer@ewashtenaw.org
- Please direct procedural questions regarding this RFP to Anne Strieter at (734) 222-6760 or strietera@ewashtenaw.org.

RFP 6188 Workforce Investment Act (WIA) Program

I. PROPOSAL

Definitions:	"County" is Washtenaw County in Michigan.
	"MWA" Michigan Works! Agency
	"Bidder" an individual or business submitting a bid to Washtenaw County.
	"Contractor" One who contracts to perform work or furnish materials in accordance with a contract.

Introduction:

Washtenaw County ETCS in conjunction with the Washtenaw County Workforce Development Board is requesting proposals for the provision of the Workforce Investment Act services which will operate upon approval from July 1, 2007 through June 30, 2008.

Workforce Investment Funds (WIA) funds are allocated by the State of Michigan to local Michigan Works! Areas of which Washtenaw County, Michigan, is one. WIA programs in the Washtenaw County MWA are managed by a partnership of the County Board of Commissioners (Board) and the Washtenaw County Workforce Development Board. The programs are administered by an entity called ETCS.

The Administrative Entity of ETCS reviews proposals submitted in accordance with the Evaluation Criteria Specifications included in this Request for Proposal. Qualifying bidders will proceed to the negotiation process with approval of the Washtenaw County Workforce Development Board. Washtenaw County will enter into a contract upon completion of successful negotiations.

Service providers will be selected in accordance with the Michigan Department of Labor and Economic Growth directive on procurement and local policies.

Proposal Terms:

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.

RFP 6341 Workforce Investment Act (WIA) Program

- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of contract.
- D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, original proposal and two copies must be at the County Purchasing Division on or before the date and time specified.
- F. Implementation and funding of any program is subject to regulations, policies and funding allocations from the United States Government, the State of Michigan and/or rescissions by Congress. Employment Training and Community Services Group will provide notice of any changes affecting your approved program.
- G. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

Type of Contract:

- A. The proposal is for a cost-reimbursement contract. All contracts shall be enforced as performance agreements and will be negotiated to determine reasonableness of cost. All proposals must contain a line item budget in sufficient detail to justify all costs to program activities and shall include a written cost allocation plan for any joint and/or shared cost. All costs shall be supportable and subject to a cost/price/benefit analysis.
- B. The Federal, State and Local Program Guidelines relative to Conflict of Interest will be effective throughout all phases of this procurement process.
- C. The time period for contract activities conducted under this RFP is through June 30, 2007. The County has sole discretion to extend this contract through June 30, 2008. Program activities may not begin before completed negotiations and contract authority to incur cost.

RFP 6341 Workforce Investment Act (WIA) Program

II. BIDDER SPECIFICATIONS

- A. The organization must be capable of supporting its own operation. It is the general policy of the MWA not to give advance payments. Special requests will be considered, however, and financial stability of the organization must insure that any advance is supported by actual expenses or performance.
- B. All proposed program costs must be reasonable, allocable, necessary to achieve program goals, and in accordance with federal, state and local policy and the terms of the Employment Training and Community Services Group contracts. Any cost which does not meet all of the above criteria cannot be approved either for inclusion in the contract budget or for reimbursement. Such disallowed costs are the sole responsibility of the bidder.
- C. Contractor's financial management systems must comply with federal and state accountability standards. All costs reimbursed by the County will be subject to audit in accordance with the Single Audit Act requirements for state and local, as well as non-profit organizations, colleges, universities and other eligible programs.
- D. The Contractor shall be responsible for the provision of appropriate Work First services. The Contractor shall follow the principles of Equal Opportunity and Affirmative Action in the selection and enrollment of, as well as, in all subsequent dealings with participants.
- E. All organizations receiving Workforce Investment Act awards will be required to submit copies of a number of documents and forms which may be necessary for award finalization, including but not limited to the following:
 - 1. Audits and Financial Statements
 - 2. Articles of Incorporation
 - 3. Licenses as applicable
 - 4. Insurance Certificates as required
 - 5. Staff job descriptions and qualifications
- F. Bidder Background: **Complete Attachment A**

III. PROGRAM OVERVIEW

The basic premise behind the One-Stop system for delivering employment and training services is the “customers should be able to access through a single point of entry all major workforce development/economic development services.” Through this universal system, employers, employees and the unemployed will find access to needed services.

SERVICES TO ADULTS AND DISLOCATED WORKERS

Registration:

Individuals who visit the Washtenaw County Michigan Works! Service Center and are seeking information or looking to access self-services and do not seek direct individual staff assistance, do not need to be registered.

Registration is the process for collecting information for supporting determination of eligibility. Adults and dislocated workers who receive services other than self-service or informational activities must be registered and determined eligible. Registration is the point at which information that is used in performance measurement is collected. In addition, equal employment opportunity data must be collected on individuals during the registration process.

Eligibility:

Adult

To be an eligible adult in the adult and dislocated worker program, an individual must be 18 years of age or older.

Dislocated Workers

To be eligible for the dislocated worker program, an eligible adult must be an individual who:

- Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
- Is a displaced homemaker - The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the

RFP 6341 Workforce Investment Act (WIA) Program

home and who: (1) has been dependent on the income of another family member but is no longer supported by that income, and (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Services:

The WIA provides for three levels of services: *(1) core services; (2) intensive services; and (3) training services*. All persons will have access to core employment-related information and self-service tools, without restrictions. Core services that are not primarily informational and must be staff assisted, will require WIA registration. Intensive services and Training also requires WIA registration. Eligibility for intensive services is restricted to adults and dislocated workers who are unemployed or employed and in need of intensive services in order to obtain or retain employment that allows for self-sufficiency.

The following core services are self-service and informational and do not require registration for WIA.

1. Determinations of whether the individuals are eligible to receive assistance under WIA Title I adult and dislocated worker employment and training services.
2. Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system.
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
4. Job search and placement assistance, and where appropriate, career counseling.
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including (i) job vacancy listings by labor market area, (ii) information on job skills necessary to obtain those jobs, and (iii) information related to local occupations in demand and the earnings and skill requirements for such occupations.
6. Provision of performance information and program cost information on eligible providers of training services, provided by program, and eligible providers of youth employment and training activities, providers of adult education, providers of postsecondary vocational education activities and vocational education activities available to school dropouts, and providers of vocational rehabilitation program activities.

RFP 6341 Workforce Investment Act (WIA) Program

7. Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area.
8. Provision of accurate information relating to the availability of supportive services, including childcare and transportation, available in the local area, and referral to such services, as appropriate.
9. Provision of information regarding filing claims for unemployment compensation.
10. Assistance in establishing eligibility for (i) welfare-to-work activities available in the local area and (ii) programs of financial aid assistance for training and education programs that are not funded under WIA and are available in the local area.
11. Resource room usage.
12. "How to" group sessions (e.g., writing a resume).
13. Job referrals.
14. Internet browsing for job information and training searches.
15. Internet accounts (e.g., Career Kit, Personnel Kit).
16. Talent referrals.
17. Individual job development when accomplished through the use of self-service and informational activities.
18. Job clubs when accomplished through the use of self-service and informational activities.
19. Screened referrals when accomplished through the use of self-service and informational activities.

The following core and intensive services require the registration of the individual for WIA.

Core Services:

1. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities under Title I who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.
2. Individual job development when accomplished through the use of services beyond self-service and informational activities (e.g. staff-assisted customized services).

RFP 6341 Workforce Investment Act (WIA) Program

3. Job clubs when accomplished through the use of services beyond self-service and informational activities (e.g. staff-assisted customized services).
4. Screened referrals when accomplished through the use of services beyond self-service and informational activities (e.g. staff-assisted customized services).

Intensive Services:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers including (i) diagnostic testing and use of other assessment tools and (ii) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.
3. Group counseling.
4. Individual counseling and career planning.
5. Case management for participants seeking training services.
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employ.

Intensive services, beyond those listed in the Act, may also be provided based on an assessment or individual employment plan. Additional services may include:

- (1) Out-of-area job search assistance;
- (2) Literacy activities related to basic workforce readiness;
- (3) Internships; and
- (4) Work experience - for adults and dislocated workers, work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid. A work experience workplace may be in the private-for-profit sector, the non-profit sector, or the public sector.

Services beyond core services, such as intensive services and, if appropriate, training services, may be provided to adults and dislocated workers who are unemployed or who are employed and who need intensive services in order to obtain or retain employment that allows for self-sufficiency.

RFP 6341 Workforce Investment Act (WIA) Program

At a minimum, an individual must receive at least one core service, such as an initial assessment or job search and placement assistance, before receiving intensive services. The initial assessment should determine the individual's skill levels, aptitudes, and supportive service needs. The job search and placement assistance should help the individual determine whether he or she is unable to obtain employment, and thus requires more intensive services to obtain employment. Documentation of the need for intensive services must be maintained in the client's file.

Training Services

Training services require registration and are only available to eligible targeted populations after receiving core and intensive services.

Training services that may be available include:

- (1) Occupational skills training;
- (2) On-the-job training;
- (3) Programs combining workplace training with related instruction;
- (4) Training programs operated by the private sector;
- (5) Skill upgrading and retraining;
- (6) Entrepreneurial training;
- (7) Job readiness training;
- (8) Adult education and literacy activities provided in combination with services described above; and
- (9) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- (10) Incumbent Worker Training

Funding for training services should only be used when there are no other forms of assistance available to pay for these costs. The Washtenaw County MWA requires the coordination of training costs with funds available under other Federal programs. The use of Individual Training Accounts (ITA) will allow the participant the opportunity to choose training from a variety of eligible training providers.

Rapid Response Services

Any agency bidding to provide services to adults and dislocated workers will be required to provide rapid response services.

Rapid Response assistance can commence at the site of dislocation as soon as the State has received a WARN notice, a public announcement, or other information that a mass dislocation or plant closure is scheduled to take place. It is believed that this early intervention feature for dislocated workers is critical to enabling workers to minimize the duration of unemployment following layoff.

RFP 6341 Workforce Investment Act (WIA) Program

Rapid Response activities are activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible, following either a permanent closure or mass layoff, or a natural or other disaster resulting in a mass job dislocation. Rapid Response activities must include:

1. On-site contact with the employer, representatives of the affected workers, and the local community, which may include assessment of their layoff plans and employer schedule; potential for averting the layoff(s) in consultation with state or local economic development agencies, including private sector economic development entities; background and probable assistance needs of the affected workers; reemployment prospects for workers in the local community; and available resources to meet the short- and long-term assistance needs of the affected workers.
2. The provision of information and access to unemployment compensation benefits, comprehensive One-Stop system services, and employment and training activities, including information on the Trade Adjustment Assistance program.
3. The provision of guidance and/or financial assistance in establishing a labor-management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community. The committee may devise and oversee an implementation strategy that responds to the reemployment needs of the workers. The assistance to this committee may include the provision of training and technical assistance to members of the committee; funding the operating costs of a committee to enable it to provide advice and assistance in carrying out rapid response activities and in the design and delivery of WIA-authorized services to affected workers. Typically, such support will last no longer than six months and providing a list of potential candidates to serve as a neutral chairperson of the committee.
4. The provision of emergency assistance adapted to the particular closing, layoff, or disaster.
5. The provision of assistance to the local board and chief elected official(s) to develop a coordinated response to the dislocation event and, as needed, obtain access to state economic development assistance.

Individual Service Strategy (ISS)

The ISS is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

RFP 6341 Workforce Investment Act (WIA) Program

Supportive Services

Supportive services for adults and dislocated workers are defined as services that are necessary to enable an individual to participate in activities. These services may include:

- (1) Transportation;
- (2) Needs Related Payments
- (3) Child care;
- (4) Dependent care; and
- (5) Housing.

Supportive services may only be provided to individuals who are:

- (1) Participating in core, intensive, or training services; and
- (2) Unable to obtain supportive services through other programs providing such services.

Adult Performance

The following are performance indicators for adults:

- Entered Employment Rate – entry into unsubsidized employment.
- Employment Retention Rate – retention in unsubsidized employment is measured in both the second and third quarters after the exit quarter.
- Average Earning – earnings received in unsubsidized employment.
- Employment Credential Rate – attainment of educational or occupational skills credential by clients who enter unsubsidized employment.

Listed below are the four adult performance indicators in calculation format:

Performance Indicator Percentages for Adults

Listed below are the performance percentage minimums that will be required of all contractors operating programs for adults.

PERFORMANCE INDICATOR	PERCENTAGE
Entered Employment Rate	85%
Employment Retention Rate	80%
Average Earnings	\$8,000
Employment Credential Rate	81%

RFP 6341 Workforce Investment Act (WIA) Program

Dislocated Worker Performance

The following are performance indicators for dislocated workers:

- Entered Employment Rate – entry into unsubsidized employment.
- Sixth Month Retention Rate – retention in unsubsidized employment six months after entry into employment.
- Average Earnings Change in Six Months – earnings received in unsubsidized employment six months after entry into employment.
- Credential Attainment Rate – attainment of educational or occupational skills credential by clients who enter unsubsidized employment.

Listed below are the four Dislocated Worker performance indicators in calculation format:

Performance Indicator Percentages for Dislocated Workers

Listed below are the performance percentage minimums that will be required of all contractors operating programs for dislocated workers:

PERFORMANCE INDICATOR	PERCENTAGE
Entered Employment Rate	90%
Employment Retention Rate	88%
Average Earnings	\$13,500
Employment Credential Rate	81%

SERVICES TO YOUTH:

Services for youth are intended for preparation for postsecondary educational opportunities or unsubsidized employment (as appropriate). At least 50 percent of youth served must be out-of-school youth.

Eligibility:

An eligible youth is defined, under WIA section 101(13), as an individual who:

- Is age 14-21:
- Is a low income individual: and
- Is within one or more of the following categories:
 - Deficient in basic literacy skills (Deficient is defined as computes or solves problems, reads, writes, or speaks English at or below a grade level of 8.9; or a person who 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 in society.);

RFP 6341 Workforce Investment Act (WIA) Program

- School dropout (defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent);
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender; or
- Is an individual (including a youth with a disability) who requires additional assistance to complete an education program, or to secure and hold employment?

Youth Program Design

The new Workforce Investment Act (WIA) requires that the youth program operate year-round. Participants would receive classroom training and work-based experiences. Those who were not working toward the end of the school year would have an opportunity to obtain summer work experience. Those in internships or regular work experience would remain in those jobs.

Youth programs should be designed using the ten mandatory program elements listed below: Programs should be designed using the following elements. If a bidder cannot provide all of these elements, you must tell us how you will make the element **available** to youths enrolled in your program:

- ❑ Tutoring, study skill training, and instruction leading to secondary school completion;
- ❑ Alternative secondary school offerings;
- ❑ Summer employment opportunities directly linked to academic and occupational learning;
- ❑ Paid and unpaid work experiences, including internships and job shadowing;
- ❑ Occupational skill training;
- ❑ Leadership development opportunities which includes activities such as positive social behavior and soft skills, decision-making, and teamwork
 - Leadership development opportunities for youths may include the following:
 - Exposure to postsecondary educational opportunities;
 - Community and service learning projects;
 - Peer-centered activities, including peer mentoring and tutoring;
 - Organizational and team work training, including team leadership training;
 - Training in decision-making, including determining priorities;
 - Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
 - Employability; and positive social behaviors - positive social behaviors, often referred to as soft skills, are incorporated by many local programs as

RFP 6341 Workforce Investment Act (WIA) Program

part of their menu of services which focus on areas that may include, but are not limited to, the following:

- Positive attitudinal development;
 - Self-esteem building;
 - Cultural diversity training; and
 - Work simulation activities.
- ❑ Supportive Services – may include the following:
 - Linkages to community services;
 - Assistance with transportation costs;
 - Assistance with child care and dependent care costs;
 - Assistance with housing costs;
 - Referrals to medical services; and
 - Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear.
 - ❑ Adult mentoring for a duration of 12 months, that may occur both during and after program participation
 - ❑ Follow-up services - may include:
 - The leadership development and supportive service activities listed above;
 - Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
 - Assistance in securing better paying jobs, career development, and further education;
 - Work-related peer support groups;
 - Adult mentoring; and
 - Tracking the progress of youth in employment after training.

All youth participants must receive some form of follow-up services for a minimum of 12 months.

- ❑ Comprehensive Guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

Providers have the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy.

In addition, as program providers must:

- ❑ Provide an objective assessment of each youth participant, which includes a review of the academic and occupational skills levels, as well as the service needs, of each youth;
- ❑ Develop an Individual Service Strategy (ISS) for youth participant, which includes identifying a career goal and consideration of the assessment results for each youth; and
- ❑ Provide preparation for postsecondary educational opportunities, provide linkages between academic and occupational learning, provide preparation for employment, and

RFP 6341 Workforce Investment Act (WIA) Program

provide effective connections to intermediary organizations that provide strong links to the job market and employers.

Individual Service Strategy (ISS)

An Individual Service Strategy (ISS) must be completed for each participant enrolled into the program. The ISS will specify obligations of the participant and the contractor.

The ISS contains personal information about the client, as well as list a long-term employment goal with a plan for reaching the goal. It will contain barriers that participants have. A short-term goal will be required with a plan of action for reaching the short-term goal. Estimated start and end dates are also requested. Contractors must provide information on the service(s) to be provided to the client and estimated start and end dates. Each participant must be offered a copy of his/her Individual Service Strategy and initial subsequent changes.

Each participant shall have their barrier(s) to employment and expected benefit from the program in overcoming their barrier(s) recorded in their ISS (such individuals may include, but are not limited to, those who have limited English language proficiency, displaced homemakers, school dropouts, teenage parents, disabled, older workers, veterans, offenders, alcoholics, or addicts.)

The Individual Service Strategy for each participant will be reviewed quarterly and clients will have their ISS updated to reflect the participant's progress in acquiring basic skills and occupational skills as appropriate.

The ISS will document the appropriate services for each participant. If the contractor determines through Objective Assessment that the participant would be most appropriately served by another agency, the contractor will document this in the participant's ISS and make the appropriate referral.

Summer Component

Summer 2000 represented the first year since 1964 that a stand-alone summer youth program is not authorized or funded. Program bidders are required to develop strategies for comprehensive programs based on principles such as preparation for post-secondary opportunities, linkages between academic and occupational learning, and connections to the local job market in their youth systems. Summer youth employment only represents one of the ten required program elements. Emphasis for youth programming has shifted to comprehensive services.

If you are proposing a summer component for participants not enrolled in regular work experience, you must include an academic or occupational learning experience in conjunction with a summer job. The duration for the summer component is six weeks.

RFP 6341 Workforce Investment Act (WIA) Program

Occupational Learning

All occupational training must be for occupations for which there are employment opportunities in the Washtenaw County area.

Work Experience

Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid. Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector. Work experiences are designed to enable youths to gain exposure to the working world and its requirements. Work experiences should help youths acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may benefit from the activities performed by the youths. Work experiences may be subsidized or unsubsidized and may include the following elements:

- Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
- Exposure to various aspects of an industry;
- Progressively more complex tasks;
- Internships and job shadowing;
- The integration of basic academic skills into work activities;
- Supported work, work adjustment, and other transition activities;
- Entrepreneurship; and
- Other elements designed to achieve the goals of work experience.

One-Stop Services to Youth

Youths must have access to the Washtenaw County Michigan Works! Service Center and must use the services provided by the Center. Services, at a minimum, should include: inputting their resumes on the Talent Bank, searching for jobs that are available, access to information in the Resource Room, and access to other career-related information. When appropriate, youths should also be included in the recruiting pool conducted by employers during the "Face-to-Face" Job Fairs.

Out-of-School Youths

The Washtenaw MWA is requiring that one out-of-school youth be enrolled for every in-school youth a program provider enrolls.

An of-school youth is defined as an individual who:

- ❑ Is an eligible youth who is a school dropout; or

RFP 6341 Workforce Investment Act (WIA) Program

- ❑ Is an eligible youth who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

A youth attending an alternative school is not considered a "dropout." A school dropout is defined as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Youth Performance Outcomes

Youth Performance Indicators

The following are performance indicators for youths 14-18 years of age:

- ❑ **Skill Attainment Rate** – attainment of basic skills and, as appropriate, work readiness or occupational skills.
- ❑ **Diplomas or Equivalent Attainment Rate** – attainment of secondary school diplomas or its recognized equivalents.
- ❑ **Retention Rate** – placement and retention in post-secondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

The following performance indicators are for youths 19-21 years of age:

- ❑ **Entered Employment Rate** – entry into unsubsidized employment.
- ❑ **Employment Retention Rate** – retention in unsubsidized employment after entry into employment.
- ❑ **Average Earnings** – earnings received in unsubsidized employment.
- ❑ **Credential Attainment Rate** – attainment of a recognized credential, relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by youths who enter unsubsidized employment or by youth who enter post-secondary education or advanced training.

RFP 6341 Workforce Investment Act (WIA) Program

Performance Indicator Percentages

Listed below are the performance percentage minimums that will be required of all contractors operating programs for youths.

PERFORMANCE INDICATOR	PERCENTAGE
Skill Attainment Rate*	90%
Diplomas or Equivalent Attainment Rate*	79%
Retention Rate*	72%
Entered Employment Rate**	80%
Employment Retention Rate**	82%
Average Earnings Change **	\$1,200
Credential Rate**	73%

* Denotes for youths 14-18 only.

**Denotes for youths 19-21 only

Customer Satisfaction Performance

The following are performance indicators for overall program activities:

- Customer Satisfaction Index – Participant**
- Customer Satisfaction Index - Employer**

Customer satisfaction surveys must be conducted on participants and employers who utilize WIA funding. Measures of customer satisfaction must: (1) be quantifiable; (2) be able to track progress toward improvement; (3) be comparable across states; (4) be measured at the conclusion of participation; and (5) must promote continuous improvement in performance along with the core measures.

Satisfaction for all customers in all service categories will be measured through a set of 3-5 questions that together form the indicator. The following three questions should be included:

- (1) Overall, how satisfied were you with the services received? (Scoring would range from 1—Very Dissatisfied to 10—Very Satisfied)
- (2) How likely would you be to refer others to these services? (Scoring ranging from 1—Not Very Likely to 10—Very Likely)
- (3) If you were in a similar situation again, how likely would you be to use these services? (Scoring ranging from 1—Not Very Likely to 10—Very Likely)

For participant customers receiving self-help/information and core services, the survey should be conducted at the point of contact, immediately after the service is provided. For intensive and training services, the participant will be surveyed after the completion of services (this does not mean necessarily that they have “exited” or been “terminated” from a program). Additional surveying may be conducted as part of follow-up to determine other aspects of satisfaction.

RFP 6341 Workforce Investment Act (WIA) Program

For employer customers, it is suggested that employers be grouped into three categories: (1) informational; (2) labor exchange, and (3) special services such as rapid response). For employers receiving information services, the survey should be conducted at the point of contact, immediately after the service is provided. For labor exchange and special services, the employer should be surveyed after the completion of services.

- (4) Overall, how satisfied were you with the services received? (Scoring would range from 1—Very Dissatisfied to 10—Very Satisfied)
- (5) How likely would you be to refer others to these services? (Scoring ranging from 1—Not Very Likely to 10—Very Likely)
- (6) If you were in a similar situation again, how likely would you be to use these services? (Scoring ranging from 1—Not Very Likely to 10—Very Likely)

Participant Customer Satisfaction Index	90%
Employer Customer Satisfaction Index	85%

IV. PROGRAM NARRATIVE

The Narrative will describe how the proposing agency proposes to meet the Specifications outlined in the Request for Proposal (RFP). Please complete your proposal according to the following format. Number your responses to correspond with the numbers here. If an item is not applicable, write N/A next to the appropriate number. It is the responsibility of the proposing agency to address any and all requirements contained in this RFP.

This element of the proposal should describe the proposed program in detail sufficient to demonstrate an understanding of the work to be performed, the needs of the participants, and the desired results. The Program Narrative shall consist of the following:

Staffing/Management:

- 1) Past Experience - Describe your agency's past experience in providing the types of services proposed for WIA. Indicate the number of years of experience your agency has had in operating such programs.
- 2) Staffing - Include a description of the proposed staffing pattern of any staff that will be charged in whole or in part to this proposed project.
- 3) Staff Training: Describe your agencies procedures on orienting and training new employees on an on-going basis for both the WIA program guidelines and the local MWA policies and procedures.
- 4) Scheduling/Hours of Operation: Washtenaw County Michigan Works! Service Center will operate 5 days per week, and must be staffed Monday, Wednesday and Friday 8:00 a.m. to 5:00 p.m. and on Tuesday and Thursday 8:00 a.m. to 8:00 p.m. Describe how your organization will assist the Service Center partners in staffing the two evenings. The Service Center may only close on State recognized legal holidays as listed:

RFP 6341 Workforce Investment Act (WIA) Program

Veteran's Day	President's Day
Thanksgiving Day	Half-day Good Friday
Day after Thanksgiving	Memorial Day
Christmas Eve	Independence Day (July 4 th)
Christmas Day	Labor Day
New Year's Eve	
New Year's Day	
Martin Luther King, Jr. Day	

- 5) Management Plan: Describe your system for ensuring contract compliance, as well as compliance to the policies and procedures of the : MWA, MDLEG, Washtenaw County Government, and fiscal and programmatic reporting. Describe the lines of authority and responsibility related to the proposed program and its components. Describe in detail the methods and frequency with which components and activities will be monitored by your staff for contractual, program and quality compliance. All proposals MUST include a provision and system for conducting internal monitoring. Describe the procedures for corrective actions.

Program:

- 1) Outreach & Recruitment - Describe your outreach and recruitment process. How will potential customers be identified? How will employers be identified and appraised of the services available? 2) Assessment - Describe the assessment process that will be utilized to not only meet the requirements of assessment under the WIA guidelines, such as individual skill level, aptitudes, and supportive service needs, but any other barriers to employment that could be addressed through One-Stop collaboration.
- 3) Case Management – describe your process of case management that will follow the participant's progress through the program.
- 4) Individual Service Strategy (adults and dislocated workers) – Describe how you will set forth a mutually developed action plan with the participant based on the evaluation of Objective Assessment data that will lead to the attainment of program goals.
- 5) Individual Service Strategy (youth) - Describe how you will set forth a mutually developed action plan with the participant based on the evaluation of Objective Assessment data that will lead to the attainment of program goals.

RFP 6341 Workforce Investment Act (WIA) Program

- 6) Registration (adult & dislocated workers) – Explain your process for registering clients. What process will you use to determine that adults are income eligible?
- 7) Customers - Identify the number of clients you will serve and the types of services they will receive. You should provide a description of the activities you will provide and the number of clients that will receive each activity. Suggestion: May want to use chart format.
- 8) Objectives - State specific program objectives to be attained.
- 9) Evaluation - Describe the methods to be used to evaluate the progress of participants toward task comprehension/follow-through and completion.
- 10) Facilities (youth) - If classroom training is to be provided, describe the educational setting, equipment, and materials that will be available. Include a training curriculum or listing of comprehensive service to participants, outlining the number of training hours devoted.
- 11) Strength of Collaborations- Describe your collaboration with partnering agencies and programs within the One-Stop. Include your participation on teams, in workshops and in job fairs. Discuss linkages within your own agency or with other agencies that will result in additional assistance or services to participants. Be sure to list private sector linkages. Describe the coordination and integration of the proposed program with those of Post Secondary Education, Vocational Technical Education, Carl Perkins, and other Education/Job Training Programs.
- 12) Overview - Provide a clear, concise explanation of the program you are proposing to operate, including an overview of the proposed activities to be utilized. Describe what will be done, by whom, when, where, and how

Fiscal:

A. Direct administrative costs refer to the costs of managing the proposed program. Direct administrative costs shall be that portion of necessary and allowable expenditures which are not directly related to the provision of services and otherwise allocable to other costs categories.

1. All activities that are conducted to coordinate and exchange information with other programs to assist eligible individuals;
2. All direct costs associated with the management of the program
3. Direct administrative costs, which represent the general management and support function of an organization. Included are salaries, fringe benefits, related materials and supplies, equipment, office space, staff training and travel of administrative personnel (those engaged in executive, fiscal, personnel, legal, audit, procurement, data processing, communications, maintenance and similar functions); and,
4. Direct administrative costs, which are comprised of goods and services, which neither contribute to the general management and support functions of an organization, nor directly and immediately affect participants. Included are salaries, fringe benefits, and related materials, supplies, equipment, space, utilities, travel and all costs of clerical personnel of direct program administrative positions such as supervisors, program analysts, and labor market analyst and project directors.

B. Direct client services costs are costs associated with the delivery of, but are not limited to, the following direct client services:

RFP 6341 Workforce Investment Act (WIA) Program

1. Registration
2. Assessment
3. Development of Individual Service Strategy
4. All services allowable under Core Services
5. All services allowable under Intensive Services
6. All allowable Training Services
7. Incumbent Worker Training
8. Rapid Responses

A. Budget and Staff Wages: **Complete Attachments B and C1**

B. In-Kind Contribution: Attach a description of services, materials, equipment, etc. to be provided to the program by your agency at no charge to Washtenaw County Employment Training and Community Services Group. Include the approximate dollar value of each.

C. Certification Regarding Debarment and Suspension: **Sign and Date Exhibits 1 and 2**

RFP 6341 Workforce Investment Act (WIA) Program

V. CONTRACT PROVISIONS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become part of any formal agreement. These provisions are general principles which apply to all providers of service to Washtenaw County, such as the following:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to ETCS, or her designee and will cooperate and confer with her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Drain Commissioner.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the Drain Commissioner.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on date of contract signed and ends on (date to be determined).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

RFP 6341 Workforce Investment Act (WIA) Program

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

RFP 6341 Workforce Investment Act (WIA) Program

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

RFP 6341 Workforce Investment Act (WIA) Program

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.19 per hour with benefits or \$11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Termination without cause: The County may terminate the contract, without cause and without prejudice to any other right or remedy, upon giving 7-days written notice to the contractor. In such cases, the Contractor shall be paid for all work executed and any expense sustained.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

RFP 6341 Workforce Investment Act (WIA) Program

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that all unresolved disputes arising out of this contract will be submitted to non-binding mediation under the rules of the American Arbitration Association. All disputes not resolved by mediation will be submitted to binding arbitration under the rules of the American Arbitration Association.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

VI. TERMS AND CONDITIONS

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

The County plans to evaluate the bids based on the criteria in this RFP. Then award to the vendor that has the highest percentage.

Term of Contract:

| From July 1, 2007 through June 30, 2008.

Cost of RFP:

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

RFP 6341 Workforce Investment Act (WIA) Program

VII. EVALUATION CRITERIA

All proposals must be assembled according to the format outlined in Section IIB, page 3, of this RFP. This format is part of the proposal review criteria listed under Technical Correctness. Failure to adhere to this outline will result in point reduction and could jeopardize a favorable or competitive rating. Proposals received in response to this RFP will be reviewed and scored in the following categories:

CATEGORY	NUMBER OF POINTS
<i>Technical correctness</i>	15
<ul style="list-style-type: none">○ Proposal is complete, all questions answered and All attachments included○ Proposal submitted in correct format with requested Number of copies○ Proposal language is concise and does not reiterate RFP language	
<i>Demonstrated past performance</i>	10
<ul style="list-style-type: none">○ Success of agency in providing employment & training Services or experience and management capabilities of First time proposing agency.	
<i>Organizational Capacity</i>	30
<ul style="list-style-type: none">○ Staffing is adequate to deliver comprehensive Services to proposed number of customers○ Management plan is adequate to ensure Contract/program compliance○ Collaboration narrative demonstrates an understanding Of One-Stop customer service goals and community Awareness	
<i>Program design</i>	40
<ul style="list-style-type: none">○ Narrative demonstrated an understanding of the work To be performed, the needs of the participants and the Desired results○ Outreach and recruitment acceptable○ Meeting or exceeding Performance Indicators○ Meeting or exceeding Enrollment Goals	
<i>Budget Consideration</i> will be evaluated for cost per participant.	5
	<hr/>
TOTAL POINTS AVAILABLE	100

RFP 6341 Workforce Investment Act (WIA) Program

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City
_____ Telephone #	_____ Fax #
_____ Email Address	_____ St. Zip
_____ Federal Tax ID #	<u><i>CHECK ONE</i></u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

RFP 6341 Workforce Investment Act (WIA) Program

ATTACHMENT A

Bidder Background

1. Public/Private Status
 Public Private Non-Profit Private for Profit

2. Federal I.D. Number _____

3. Type of Business Organization
 Sole Proprietorship Partnership
 Corporation Public Agency

4. The agency is established in accordance with State statutes and is authorized to conduct business in the State of Michigan?
Yes No

5. Provide a brief overview of the applicant agency. Include its mission, purpose, and any experiences and/or capabilities that it may have had in operating employment and training programs or similar training programs:

6. What is your total estimated agency budget?

7. If this proposal is funded, what percentage will it provide of your agency's total income from all sources? _____

8. Has your agency been audited by any agent within the last three years?
 Yes No

9. For all audits identified above, indicate what action has been taken in regard to the letters and opinions?

10. Has your agency had any contracts (JTPA, WIA, Work First or other) that were either not renewed or terminated since July 1, 1988?
 Yes No

RFP 6341 Workforce Investment Act (WIA) Program

If yes, provide a brief explanation of what changes are being proposed to overcome deficiencies of problems identified with previous contracts.

- 11. Indicate the agency's experience over the past four years (1997- 2000) in reference to the following items:
 - a. Were grievances or complaints filed against the organization (not including discrimination)? Yes No
 - b. Were lawsuits or judgments filed? Yes No
 - c. Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?
Yes No
 - d. Was there a default or breach of contract? Yes No
 - e. Was bankruptcy or receivership by this organization or a parent organization declared? Yes No
 - f. Were there any discrimination complaints or rulings against the agency?
 Yes No

If any one of the above occurred, information must be provided which should include at a minimum:

- Date item checked was initiated
- Party or parties involved with specific reference to Work First or other federal funds.
- Brief description of the circumstances
- Final disposition and date
- A brief explanation if action is still pending.

The information above must be included as an addendum and may be submitted as a table, if desired. Failure to include the above information, to provide false information or to omit relevant information may be grounds for not awarding a contract or canceling a contract if awarded.

- 12. Describe the overall management of the project. Identify the fiscal agent's capability to administer and be accountable for Federal and State funds.

RFP 6341 Workforce Investment Act (WIA) Program

ATTACHMENT B Budget

Line Item	A. Total Cost (B + E = A)	B. Total Contract Cost (C + D = B)	C. Direct Admin.	D. Program Services	E. In-Kind Contribution
Staff Wages*					
Staff Fringes**					
Staff Travel					
Communications (Postage & Telephone)					
Facilities Rent/Usage					
Facilities Maintenance					
Consumable Materials and Supplies					
Instructional Materials**					
Equipment Lease/Usage**					
Equipment Maintenance					
Insurance**					
Other**					
Total					

*Complete the Worksheet on Staff Wages

**Provide detailed information supporting costs

***Identify other sources

ATTACHMENT C

EXPLANATION OF WORKSHEET FOR STAFF WAGES

This form is designed to give specific information about the contractor's staff necessary to operate the Work First Program. It is to be submitted with to the Washtenaw County Employment Training and Community Services group for approval. The worksheet also tells the Employment Training and Community Services office how each staff position spends 100% of his/her time.

Salaries and wages paid to employees of the contractor for full- and part-time work, including overtime, is to be considered when computing staff wages. Also include payment for time not worked, including sick leave, vacation, holidays and other paid absences (jury duty, military duty, etc.). Consideration should be given to anticipated increases or decreases in the number of employees, deductions and withholdings, and changes in group insurance and other benefit plans that are deducted from the employees pay.

1. STAFF POSITION - enter the title of each staff position whose salary is being paid out of this contract.
2. NUMBER OF PAY PERIODS - enter the number of pay periods of each staff position that will be paid out of the contract.
3. PAY PER PERIOD - enter the total amount of salary earned from all sources for the position indicated regardless of the percentage of salary paid out of the contract.

EXAMPLE: Total salary of instructor is \$400 per week with 10% of the salary paid from the Work First contract. A figure of \$400 should be entered. Indicate the hourly rate x number of hours worked per week for each position, such as \$10 x 40 = 400.

4. PERCENT - enter the percentage of time that the position will devote to this project.
5. AMOUNT - enter the total Work First cost of each staff position by cost category. (Formula: # of pay periods x pay per period x % for each cost category).
6. NON-WORK FIRST FUNDS - enter the percentage of pay allotted to non-Work First activities.

RFP 6341 Workforce Investment Act (WIA) Program

Instructions for Certification Regarding Debarment and Suspension

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The term "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

RFP 6341 Workforce Investment Act (WIA) Program

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Instructions for Certification Regarding Lobbying

Organizations that have not been involved in any lobbying activities should sign, date and submit The short form package.

If an organization has been involved in any lobbying activities, the SF-LLL should be completed and submitted with the application package. **(See Appendix - Michigan Job Training Partnership Act Instruction Letter No. 89-19).**

EXHIBIT 1

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION;
PRIMARY TRANSACTIONS AND LOWER TIER COVERED
TRANSACTIONS**

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

(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 local) transaction 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 participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative:

Signature

Date

RFP 6341 Workforce Investment Act (WIA) Program

EXHIBIT 2 Certification Regarding Lobbying

Certification of 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 any 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 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 Member of Congress in 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 it's 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 subcontracts, sub-grants and contract under grants, loans, and cooperative agreements) and that all sub-recipient shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction 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 \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED