



**WORKFORCE DEVELOPMENT BOARD
OF SOUTH CENTRAL WISCONSIN, INC.
(WDBSCW)**

REQUEST FOR PROPOSALS

FOR

**Out-of-School Youth Program
Funded Through
Workforce Innovation and Opportunity Act (WIOA) and
State of Wisconsin Department of Children and Families
Independent Living Program**

Proposal Due Date:

April 4, 2018 – 3:00 p.m. Central Standard Time

Deliver or Mail Proposals to:

Mr. Seth Lentz

Deputy Director

Re: Out-of-School Youth Core Programs

Workforce Development Board of South Central Wisconsin

3513 Anderson Street, Suite 104

Madison, WI 53704

RFP Issued:

March 7, 2018

Revised: March 9, 2018

See Requests for Proposals web page for revision notes
(www.wdbscw.org/requests-for-proposals)

Notice of Request for Proposals (RFP)

Due Date: April 4, 2018

Submit To: Mr. Seth Lentz
Deputy Director
Re: OSY Program
Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704

Services: Provision of Out-of-School Youth Core services funded under the Workforce Innovation and Opportunity Act (WIOA) within the South Central Wisconsin Workforce Development Area

Contract Type: Cost Reimbursement

Contract Term: July 1, 2018 – June 30, 2019 with the option to renew for an additional one-year period

Funds Available: \$291,720

RFP Contact: Seth Lentz
slentz@wdbscw.org
608/249-9001

RFP Issued: March 7, 2018

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION.....4

SECTION II: PROPOSAL FORMAT.....18

SECTION III: SUBMISSION AND REVIEW.....24

SECTION IV: RESOURCES AND ATTACHMENTS.....28

SECTION I: GENERAL INFORMATION

A. About the WDBSCW

The Workforce Development Board of South Central Wisconsin (WDBSCW) is a non-profit organization that collaborates with businesses and workforce in the counties of Columbia, Dane, Dodge, Jefferson, Marquette and Sauk to promote a healthy economy. We adapt to the changing economic environment and respond to the pressures felt by workers, businesses and communities in our 6-county region. We are recognized for our ability to anticipate needs and forge partnerships to address those needs directly. The WDBSCW's vision is to build public and private partnerships that support innovation and excellence in workforce development by maximizing access, alignment and accountability to build a talent pipeline for companies and workers. We dedicate time, talent and financial resources to: collaboration, flexibility, innovation and improvement, regionalism, customer focus, fiscal responsibility, valuing people and performance accountability.

The WDBSCW has worked to coordinate various funding sources, initiatives and efforts under a common American Job Center and WorkSmart Network branding strategy. The American Job Center and WorkSmart Network in the South Central Wisconsin Workforce Development Area is built on a Career Pathway Framework to support individuals' exploration and continuous engagement in a work-and-learn strategy to advance their careers. American Job Centers are the main service delivery locations for the workforce development system and serve as office locations for the majority of the WIOA-funded staff. The American Job Center and workforce development system are also supported by community-based partners, which, together, compose the WorkSmart Network.

The WDBSCW seeks service delivery proposals that meet the purpose and expectation of this Request for Proposal (RFP) and are aligned with the WDBSCW's principals. Through these services, the WDBSCW expects to achieve a measurable and positive impact on the success of employers and workers in the South Central Wisconsin region. This procurement is not "business as usual" for the WDBSCW. This is an opportunity to implement specific strategies targeted to prepare and connect youth (also referred to as young adults in this document) to careers in high-growth, high-opportunity and high-demand industries in the South Central Wisconsin region. It also offers selected service providers an opportunity to engage in workforce development efforts, collaborations and partnerships that are unique to the South Central Wisconsin region.

B. Purpose of Request for Proposal

The purpose of this RFP is to solicit competitive proposals for the delivery of WIOA eligible Out-of-School Youth Program services under the Workforce Innovation and Opportunity Act (WIOA).

Note: Proposers can choose one of the three following options in response to the RFP:

- 1) **Proposal to deliver both Out-of-School Youth Core Services *and* Resource Specialist Services**
- 2) **Proposal to deliver only Out-of-School Youth Core Services**
- 3) **Proposal to deliver only Resource Specialist Services**

Contracts resulting from this RFP are anticipated to commence on July 1, 2018, and end June 30, 2019. Based on future funding availability and contractor performance, the Workforce Development Board of South Central Wisconsin reserves the option to extend the contract by one year. Renegotiation will be initiated by the WDBSCW before the expiration of the first year's contract. In order for the WDBSCW to exercise a contract extension, consideration will be based on defined goals, including WIOA performance measures, future funding availability, contractor's satisfactory performance, and other factors. However, the WDBSCW is not bound to exercise a second-year contract solely on stated performance outcomes.

WDBSCW currently estimates the available funding will not exceed \$291,720 dollars per year for the one year period of July 1, 2018 through June 30, 2019. Final funding awards will be based upon WIOA funding allocations, WDBSCW priorities, and other factors at the discretion of the WDBSCW. The actual amount of the contract award will be based on the proposed budgets, availability of funds, and the standards for the use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). The proposal(s) most advantageous to WDBSCW in terms of quality and cost will be recommended for funding.

The funding by WIOA program category (Out-of-School Youth) will be determined by the WDBSCW. The WDBSCW has established a model framework which proposals must respond within. This framework identifies specific positions to be funded and the total amount of funds available for those positions and the associated management/overhead. Funds available are to include all salary/wage, fringe and associated costs. Specific funding costs by position are to be reflected in the staffing pattern. Cost/price comparisons will be a component of the review process.

Proposers can choose 3 options in respond to the RFP. The WDBSCW has established budgets to support proposal development. Below are the budgets to support the various proposal constructs.

1. **\$291,720** available to support proposals to deliver the both the Out-of-School Youth Core Service and Resource Specialist Services
2. **\$215,545** available to support proposals to deliver only Out-of-School Youth Core Service
3. **\$76,175** available to support proposals to deliver only Resource Specialist Services

C. Eligible Applicants

Proposals will be accepted from any private for-profit agency, private non-profit organization, government agency, or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations will be accepted but must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships. The lead agency will be responsible for management, coordination of services, operations, financial accountability, legal obligations and all reporting requirements. This lead entity must demonstrate its capacity to set direction, achieve outcomes, leverage matching or in-kind resources and manage overall operations, including staff oversight, customer services, continuous improvement and achievement of performance outcomes.

D. Contract Type

Contracts executed as a result of this RFP process will be cost reimbursement. Final contracts will also be subject to any changes in the legislation, regulations or policies initiated by the funding sources and funding availability. WDBSCW reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, goal, performance standards, as it deems necessary in the interest of the WDBSCW and its programs.

E. Schedule for RFP Submission, Review, and Awards

RFP Released	March 7, 2018	Available on WDBSCW's website: www.wdbscw.org
Bidder's Conference	March 9, 2018	10:00 a.m. to 11:00 a.m. Central Standard Time Madison College – Foundation 3591 Anderson Street, Madison, Wisconsin Room 111/113 You may obtain a parking pass and park at the WDBSCW office located at 3513 Anderson Street, Suite 104, Madison. The Foundation is directly across the parking lot in TEC 1.
Questions to WDBSCW	March 30, 2018	Must be received at slentz@wdbscw.org by 12:00 p.m. Central Standard Time
Proposals Due	April 4, 2018	Must be received at WDBSCW office by 3:00 p.m. Central Standard Time
Procurement Committee Review	TBD	TBD
Contract Recommendations	May 17, 2018	Recommendation to WDBSCW
Contract(s) Starts	July 1, 2018	

WDBSCW reserves the right to make changes to the above timeline.

F. Questions and Answers

The primary mode of communication between WDBSCW and potential bidders will occur at www.wdbscw.org. Beginning March 7, 2018 interested parties may download the Request for Proposals from the WDBSCW website. After the Bidders' Conference, scheduled for March 9, 2018, a question and answer page will be available on the WDBSCW website. Any questions must be submitted via e-mail no later than 12:00 p.m. Noon CST on March 30, 2018 for a response to be posted to the RFP section of the WDBSCW website (www.wdbscw.org). Please note "RFP Question" in the subject line of the e-mail and submit questions to: slentz@wdbscw.org. Questions received after March 30, 2018 will not be answered.

G. American Job Center and WorkSmart Network

The American Job Center and WorkSmart Network model was developed from a strategic planning process in which Workforce Development Board committees engaged program partners and current contractors to identify critical workforce development system elements to be incorporated into the

model. The WDBSCW intends to maintain a regional platform that extends across the six counties of South Central Wisconsin and builds on the existing American Job Center structure. The current structure includes three Job Center locations with full-time, WIOA-funded staff (Dane, Jefferson and Sauk Counties). The Dane County Job Center is the single Comprehensive American Job Center (One-Stop) for the region. The Job Centers in Jefferson and Sauk Counties are deemed Affiliated Job Center locations. There are community locations which the WorkSmart Network (WIOA Title I) services are delivered. For a mapping of the Job Centers and current WorkSmart Network, please see the reference documents located on the WDBSCW website: www.wdbscw.org.

Comprehensive American Job Center	Dane County Job Center 1819 Aberg Avenue Madison, WI 53713	
Affiliate Sites	Sauk County Job Center 505 Broadway Street Room 232 Baraboo, WI 53913	Jefferson County Workforce Development Center 874 Collins Road Jefferson, WI 53549

A successful proposal will support and incorporate the following elements:

1. Engage and collaborate with WorkSmart Network partners.
2. Maintain active engagement (signature and participation) in the local Memorandum of Understanding (MOU) to support a coordinated menu of services with partners to provide comprehensive customer services to employers and workers through the American Job Center.
3. Incorporate continuous improvement practices to meet and exceed established performance goals.
4. Support and utilize the WDBSCW sector partnerships to guide system services and activities.
5. Adhere to American Job Center and WorkSmart network branding parameters.
6. Engage in the expansion of services to targeted, barriered, underrepresented out-of-school youth populations while adhering to Equal Opportunity (EO) and accessibility requirements.
7. Maximize the utilization of technology to expand the availability of services and activities.

Due to the evolving WIOA guidance, bidders are strongly encouraged to be familiar with online resources.

H. WIOA Services

The Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth Program is a federally funded program designed to increase the employment, retention, earnings, and occupational skill attainment for eligible out-of-school youth individuals.

I. Who are the out-of-school youth?

Out-of-school youth must be aged 16-24, not attending any school, and meet one or more additional conditions, which could include:

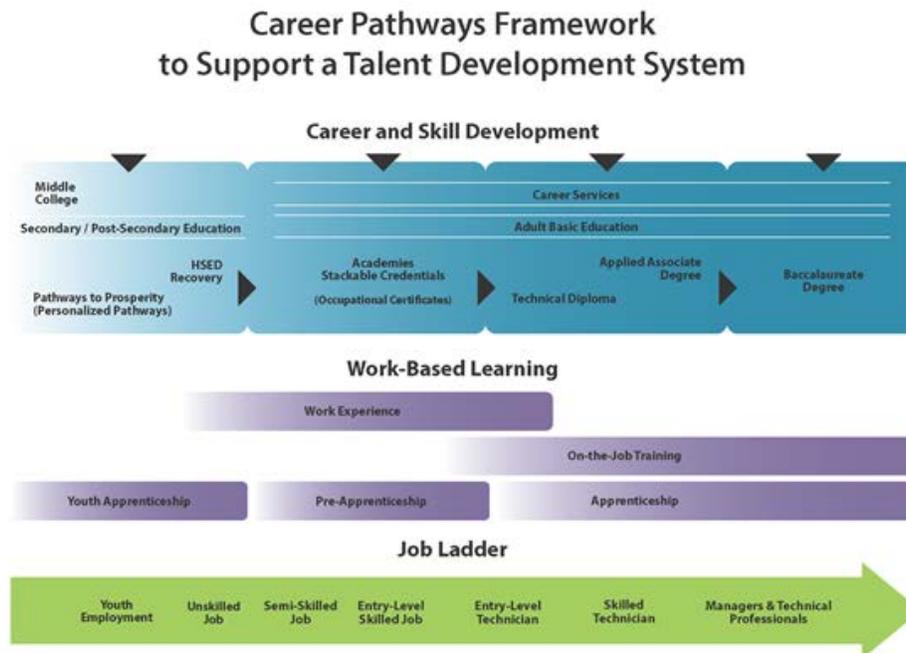
- School dropout;

- Within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter;
- Holds a secondary school diploma or recognized equivalent *and* is low-income *and* is basic skills deficient or an English language learner;
- Subject to the juvenile or adult justice system;
- Homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting;
- An individual with a disability;
- Low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.

II. Theoretical Framework for the Out-of-School Program Model

The Workforce Development Board expects the proposed Out-of-School Youth programming to be grounded in the Career Pathway Framework (Figure 1) and leverage the resources of the WorkSmart System partners (Figure 2).

Figure 1: Career Pathway Framework



All Out-of-School Youth programming is expected to leverage the resources of the WorkSmart System and not duplicate resources. This includes serving as a member of the WorkSmart System’s Career Services team. The WDBSCW believes that the cornerstone of workforce development begins with the employers who offer the actual jobs. In addition to employer services offered through the individual Job Center of Wisconsin website

(www.jobcenterofwisconsin.com), the WDBSCW staff lead a Career Services team to offer creative and innovative business outreach strategies. The successful contractor(s) will be able to demonstrate successful outreach strategies, business relationships, job development experience, job placement and retention strategies to meet contractual goals.

The WDBSCW was part of a statewide project which utilizes a web-based customer relations management system called Skills Wisconsin. This tool is built on a Salesforce platform and is being used by various workforce system partners and will continue to be used by WDBSCW contractors. Contractors may also be required to utilize the State business reporting tool, Job Center of Wisconsin (JCW) Business. This tool is currently under enhancement, and reporting policies and procedures have yet to be published and implemented. Once implemented, the contracted service providers will be required to report in accordance to State and local policy and procedures.

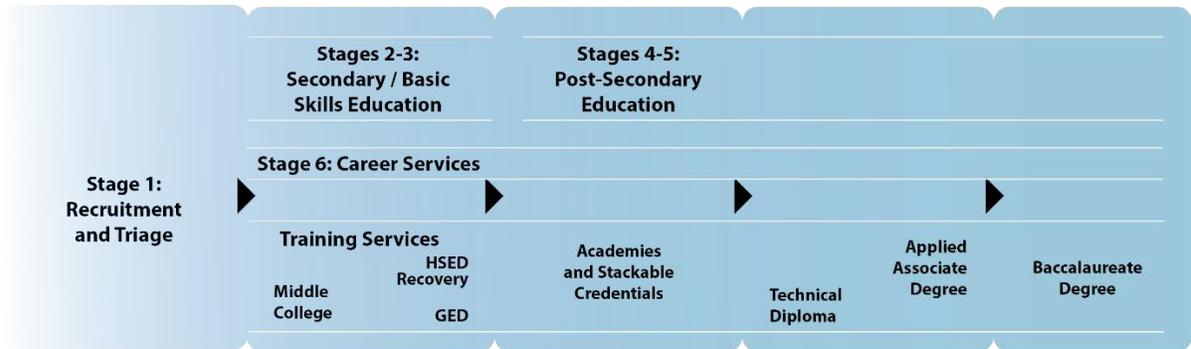
Figure 2: Program Year (PY) 2018 WorkSmart Service Model

Outreach and Recruitment	Career Services and Training Services		
<p>Establish a <u>new</u> role of the Outreach and Recruitment Specialist is to build community relationships that will generate referrals to WIOA and collaborative programming.</p>	<p><i>Step 1</i></p> <p>The Career Service Specialist will utilize a <u>new</u> strategy of delivering a combination of introductory workshops to program participants and as a means to recruit new participants such as: Labor Market Overview and Cracking the Hidden Job Market. Individuals seeking additional program services with a Career Services Specialist or a Training Navigator must next meet with a Career Planner (Step 2).</p>	<p><i>Step 2</i></p> <p>The <u>new</u> role of the Career Planner will meet with program candidates to interview, assess, triage and enroll those individuals seeking access to WIOA career services or training. This is the new sequencing of the triage function.</p>	<p><i>Step 3</i></p> <p>The Career Service Specialist continue to offer intensive coaching to help participants obtain employment. It also facilitates enrollment into credentialed, short-term training programs offered by a community partner. <i>At any time, a participant can be referred to a Training Navigator for cohort or long-term training.</i></p>
<p>The Training Navigator will support participants enrolled in short-term and long-term training provided by partner technical colleges, such as: short-term cohort training (i.e., academies, bridge programs); pre-apprenticeships; Registered Apprenticeships; long-term training. <i>Note: Training Navigators will continue to conduct recruitment, assessment and triage of candidates within the technical college, targeting those in Adult Basic Education (ABE) programs, and those students in financial distress.</i></p>			

For more details on the WorkSmart System Design go to the PY18 Request for Proposals at <http://wdbscw.org/requests-for-proposals/>

III. Stages of service expected in the proposed Out-of-School Youth Core Services

A key tenant of the Out-of-School Youth program design is the assignment of one dedicated caring adult who focuses on each youth's success.



- **Stage 1 – Recruitment and Triage**

Outreach specifically to the appropriate high school contacts throughout Dane County. Outreach should identify youth who either: did not graduate with their 12th grade cohort; or, did graduate and do not have a post-graduation plan. Once youth are identified, staff persons in this role should: assess both the personal and career development needs of the youth; assess interests and commitment to participate in OSY programming; and, develop a solid plan of engagement for the youth.

Note: Bidders will need to describe strategies to outreach to both high school seniors who are eligible but do not have a post-graduation plan and those who have dropped out-of-school or have completed high school without a post post-graduation career plan.

Youth interested in enrolling in WIOA programming would participate in the next stages of engagement.

Important: Stages 2 through 6 are not necessarily sequential engagements.

The South Central region's technical colleges have developed significant career pathway strategies that allow individuals who may not have a high school diploma to simultaneously participate in technical skill training while they are on their way to earning a high school diploma or GED.

- **Stage 2** – Applies to youth who are seniors in high school or older, but still engaged with the secondary education system. The goal is to engage the youth in one of the many options that are available; minimally WIOA youth employability programming. The purpose of this programming is to engage the youth in a meaningful relationship before they start to move to complete independence.

- **Stage 3** – Youth who have dropped out of high school will be engaged with the technical colleges’ high school diploma recovery programs.
- **Stages 4 and 5** – Youth who are assessed as needing technical skill training will also be engaged in “Career Pathway” training. The goal is that youth achieve the right educational credentials to start them on their way to economic success.
- **Stage 6** – The American Job Center and WorkSmart Network partners maintain a robust suite of career services. These services are available to youth and should be leveraged to support these individuals as they move into and advance in employment.

IV. Strategies that may be utilized within the Out-of-School Core Services design (Stages 1 through 6)

- Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential; dropout recovery services, as appropriate;
- Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and on-the-job training opportunities;
- Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the local workforce development board determines that the programs meet the quality criteria described in WIOA Sec. 123;
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- Supportive services, including the services listed in WIOA § 681.570;
- Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
- Follow-up services for not less than 12 months after the completion of participation;
 - *Contracted staff will maintain regular contact with participants and provide services post program exit for a duration of 4 quarters following their exit quarter or 12 months, whichever is longest. Customers in follow up will be contacted by their program staff a minimum of once a month in the first 90 days of services being closed. After the first 90*

days, customers will be contacted a minimum of once per quarter. If the customer is not responding to the contracted staff after the first three contact attempts each quarter, then local staff may contact the last known employer. Follow-up services can be useful for participants in order to maintain employment. Provider staff shall provide workplace information and guidance to support employment retention and advancement in the workplace. Additionally, follow-up services provide a continuing link between the participant and workforce system; these services allow the One-Stop to assist with other services the participant may need once employment is obtained. Services, activities, and contacts will be documented in accordance with program guidance and procedures.

- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- Financial literacy education;
- Entrepreneurial skills training;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and,
- Activities that help youth prepare for and transition to post-secondary education and training.

Important: Funds available within this RFP do not include funds for work experience, on-the-job training wages, tuition and fees paid for post-secondary education or supportive services. The WDBSCW maintains and administers a pool of funds to support these customer needs as identified in each individual's employment plan.

**V. Staff Roles – Funded by Out-of-School Youth Core Programming
(Bidders do not need to propose for all positions)**

Resource Specialist	1FTE	
Career Services Specialist - OSY	1FTE	Career Services Specialist - OSY
		1FTE
Management/Recruitment/Triage/Work Experience Site Support/ Staff Support		1 FTE+

a. Out-of-School Youth Recruitment and Triage/ Support Services/ Contract Coordination and Management/Work Experience Worksite Support

In the Out-of-School Youth Program model, the goal is to enable maximum flexibility in the alignment of resources to the functions of contract coordination/management, recruitment, triage, support services, and work experience worksite support. In some staffing designs one or more of these

functions may be integrated into the Career Services Specialist role. It is essential that a proposal includes all the required staff functions in the staff configuration.

The seven general responsibilities:

- 1) Support the attainment of contract goals and outcomes including troubleshooting, resources development, system coordination, corrective action and continuous improvement initiatives.
- 2) Facilitating recruitment and initial triage engagements to support the delivery of Out-of-School Youth Program services.
- 3) Conduct and review participant eligibility information to ensure adequate information has been collected to support an appropriate referral.
- 4) Providing referral to the Out-of-School Career Services team or to the appropriate WorkSmart Network or community agency staff. *The ability to provide quality referrals is a critical role to ensure quality customer service and successful program engagement with a WorkSmart Network partner and/or community resource best equipped to provide services to the individual.*
- 5) Support the alignment of WorkSmart Network, One-Stop partners and community partner to support regional workforce development initiatives.
- 6) Team with Career Services Specialists to provide extra staff support to participants engaged in work experience, or on-the-job training and pre-apprenticeship programming.
- 7) Support the overall needs of the program.

b. Out-of-School Youth – Career Services Specialist

In the Out-of-School Youth Program model, the Career Services Specialist must, as their primary role, serve as the caring adult at the beginning of each youth's WIOA OSY Program engagement. The Career Services Specialist is responsible for the delivery of WIOA OSY program services to youth whose primary need or employment plan goal is employment. The Career Services Specialist will provide the full spectrum of WIOA Out-of-School Youth services and support those who may be engaging in employment-related training services (i.e., work experience, on-the-job training or pre-apprenticeships). The Career Services Specialist is also expected to leverage the resources that are housed in Dane County Job Center and other community-based organizations.

The Career Services Specialist may support the function of recruitment and triage. Primarily, career services will be delivered to youth who have been recruited, screened for eligibility, triaged and referred by the staff holding the function of recruitment and triage. Career services will be targeted to youth who have demonstrated a need and commitment to programmatic participation and outcomes.

Specific functions of the Career Services Specialist role:

- 1) Complete the eligibility determination process for WIOA OSY Program enrollment.
- 2) Conduct career assessment(s) to evaluate the skills, abilities, interests and experiences of the individual. This may be done individually or in a group setting.

- *The career assessment is the foundation the participant's Individual Service Strategy (ISS), which will guide a participant's WIOA programmatic activities. The Career Services Specialist will assist youth in determining their short-and long-term career goals and establishing a plan. This plan must reflect steps to be taken to address both personal and career goals. It must also reflect the Career Pathway framework and work to provide a vision of continued development for the participant. If necessary, a Career Services Specialist may need to refer the youth for further assessment(s).*
- 3) Utilize workforce preparedness strategies and opportunities, facilitate employment placement, and support employment retention.
 - *If a youth is unsuccessful in obtaining employment within six months, the Career Services Specialist will need to reassess the ISS and the youth's skills, abilities and interests to gauge whether skill development training may be necessary to increase employability. If this is a consideration services may be coordinated with the appropriate Madison College Training Navigator to support service delivery.*
 - *At times the initial employment connection may need to be temporary and engagement and services should continue to achieve self-sufficiency. The Career Services Specialists will also be coordinating follow-up contacts and services to support worker employment retention and advancement*
 - 4) Case transfer – it is important that the Out-of-School Youth Career Services Specialist continue a connection to each enrolled youth as the primary caring adult. However, youth whose program results after one year of WIOA participation and retention into full time academic programming at Madison College should be transferred to the training navigator. In this case both contracts will earn the outcome results. The transfer should be looked at as expanding the young person's network of caring adults.
 - 5) Participate on the Business Services Team and conduct employer outreach to develop relationships to support the placement of Out-of-School Youth participants.
 - 6) Utilize the Skills Wisconsin system to record business interactions and communications which may support future placement opportunities.
 - 7) Be comfortable and able to facilitate group activities and comfortable with the use of technology to provide services on a regional level.
 - 8) Provide worker engagements outside of the traditional setting as necessary.

c. Resource Specialist – Additional staff resources to support the WDBSCW funded WIOA OSY Contractors

*Note: This staff position will be required to support all WIOA Out-of-School Youth Contractors and the WDBSCW Independent Living related resource specialist needs. This position will be partially funded with funds received by the Workforce Development Board through the State of Wisconsin Department of Children and Families. Proposer to provide this service **do not** need to propose to provide the WIOA Out-of-School Core Program.*

To complete the Out-of-School Youth Program model, the WDBSCW will fund one (1) FTE Resource Specialists in Dane County. The Resource Specialist will serve as a troubleshooter for issues such as: acquiring public assistance benefits and replacing lost documents; assessing housing and health care needs; assessing of financial resources for food, housing, transportation and other emergency needs.

The Resource Specialist position is intended to support OSY participants by facilitating and linking access to available community resources. This position is a shared resource for the Dane County-area WIOA Out-of-School Youth Program contractors. The position must be strategically located with a percentage of regularly scheduled work hours assigned where the out-of-school students are participating.

The Resource Specialist will also support the WDBSCW's Independent Living grant initiative. The Resource Specialist will be available to provide grant-eligible youth aging out of the foster care system appropriate services and referrals. The Resource Specialist will assess the needs of WIOA Out-of-School Youth Program and Independent Living participants by utilizing appropriate interview techniques and a variety of methods and tools.

This position will be available to provide the following youth-appropriate services:

- Assist in determining eligibility for specific State and Federal assistance programs;
- Facilitate the connection to emergency housing, health and safety partners; and advocate for additional community resources based on current and future need;
- Connect youth to supportive services available to youth (i.e., vocational rehabilitation, mental and behavioral health);
- Provision of access to financial resources for food, transportation and other emergency needs;
- Work with the South Central One-Stop Operator (OSO) to development and maintain an up-to-date community resource guide which will be used as a tool for WorkSmart Network staff and partners; and,
- Assist the WDBSCW Youth Program Manager with staffing the Independent Living Youth Advisory Council (YAC).

The Resource Specialist will be responsible for utilizing WDBSCW and other funding source tracking tools (i.e., ASSET, eWiSACWIS, spreadsheets) to maintain records, collect data, prepare specialized reports to ensure program goals are met.

I. Number to Be Served

PY17 Contract Performance Goals – OSY Core Programming		
Projected Carry In	New Enrollment Goal	Exit Goal
Successful contracts will acquire currently active cases. These cases will be evaluated and assigned as appropriate. This number is yet to be determines and will be clarified and incorporated into final contract negotiations.	60	TBD based on carry-in cases transferred. Bidders can reflect anticipated exit figures based on 60 new enrollment.
Note – goals are based on preliminary data and will be evaluated after 1 st quarter and revised appropriately		

J. WIOA Performance Standards

Successful proposals will be required to meet/exceed the performance standard levels required under WIOA. The WIOA Out-of-School Youth Program Performance Standards for PY2018 (tentative; subject to change), as provided to the WDBSCW by DWD/DET are as follows:

Out-of-School Youth Performance Measures	Youth
Q2 Employment/Education	75%
Q4 Employment/Education	70%
Youth Credential Attainment Rate	70%

Employment Rate - 2nd Quarter After Exit	The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit).
Title I Youth Education and Employment Rate - 2nd Quarter After Exit	The percentage of title I Youth program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
Employment Rate - 4th Quarter After Exit	The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit).
Title I Youth Education and Employment Rate - 4th Quarter After Exit	The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

Median Earnings - 2nd Quarter After Exit	The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program
Credential Attainment	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
Measurable Skill Gains	<p>The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:</p> <ol style="list-style-type: none"> 1. Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level; 2. Documented attainment of a secondary school diploma or its recognized equivalent; 3. Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards; 4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or 5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Effectiveness in Serving Employers	<p><u>Repeat Business Customers</u> - addresses the programs' efforts to provide quality engagement and services to employers and sectors and establish productive relationships with employers and sectors over extended periods of time; and</p> <p><u>Employer Penetration Rate</u> - addresses the programs' efforts to provide quality engagement and services to all employers and sectors within a State and local economy.</p>
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K. Assurances

The chosen contractor(s) from this RFP will must agree to the provisions outlined in Attachment A. Successful agencies through this RFP will be required to sign and agree to additional contractual assurance as part of the contract completion and implementation process.

SECTION II: Proposal Format

A. General Preparation Instructions

Proposers may respond to the full Request for Proposals or only the Out-of-School Youth Core Services or the Resource Specialist. Be sure to check on the RFP cover page to identify which category applies to your proposal.

The RFP response is divided into eight components as follows:

Section	Format	Evaluation Criteria
1. Cover Page	Form	Pass/Fail
2. Proposal Checklist	Form	Pass/Fail
3. Proposal Summary	Narrative	Pass/Fail
4. Organizational Experience and Past Performance	Narrative	20 points
5. Relationships and Collaborations	Narrative	20 points
6. Design and Staffing	Narrative	
a. General	Narrative	10 points max
b. Section Specific	Narrative	40 points/per section
<u>Section A: Out-of-School Core Services</u> <ul style="list-style-type: none">• Recruitment/Triage/ Support Services/Contract Coordination and Management• Career Planner/Service Specialist		
<u>Section B: Resource Specialist</u>		
7. Budgets / Costs	Form and Narrative	10 points
8. Compliance Forms	Form	Pass/Fail

The maximum number of points available is 100 points. Sections 1-3 and 8 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 4-7. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified they are to successfully carry out their proposal.

All sections are required to be completed. Refusal to complete all of the sections successfully will eliminate the proposer from consideration.

B. Proposal Sections Overview

The narrative section of the proposal should not exceed established page limits. The instructions for each section are provided below. Please repeat the question in your response. Bidders are not required to bid for all positions.

1. Cover Page – The cover page is to be completed by the proposing organization or lead applicant if the proposal is from more than one organization. The proposal cover page must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one cover page is needed per proposal.

2. Proposal Checklist – Please complete this form by placing a checkmark by each item included in your proposal. It is the bidder’s responsibility to make sure that all the required elements and forms are included in the proposal.
3. Proposal Summary – *Maximum of 1 page* – Please provide an executive summary of your proposal.
4. Organizational Experience and Past Performance – *Maximum of 2 pages* – Please answer the questions in the order listed. This category will evaluate past experience in providing services similar to those being proposed, including the ability to deliver as proposed, attain, track, and report performance. Additionally, this section will be used to evaluate the performance and management capability of the proposing agency(s).
 - Please complete the Demonstrated Effectiveness Form.
 - i. NOTE: All proposing agencies should complete this form. Current WDSBCW contractors may wish to provide information on non-WIOA programs they operate. Any WDBSCW contract performance referenced will be reviewed by the WDBSCW staff.
5. Relationships and Collaboration – *Maximum of 1 page* – Please answer the questions in the order listed. This category will evaluate how well the bidder has planned to work with the organizations needed to accomplish the proposed work.
6. Design and Staffing – *Maximum number of pages per section are reflected below* – Please answer the questions in the order listed. This category will evaluate the adequacy, creativity, and plausibility and alignment of staff and services within the of program design.
 - *Scoring will include 2 section. The General Section and separate Section Specific (A and/or B). Scores from the General and respective Section Specific will be combined for proposal comparisons and evaluation purposes. The effort is to create a consistent scoring method to compare proposals when competition for positions exists. Reference Attachment D for sample scoring methodology*
7. Budget/Cost – Please utilize the established format. This category will evaluate the cost of the proposal and the degree to which expenditure of funds relates to performance outcomes. Budgets will be reviewed for accuracy, completeness and competitiveness in comparison to other proposals.
8. Compliance Forms – Please certify the statement of compliance through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal.

C. Proposal Narrative Response

Proposal Summary

Please provide an executive summary of your proposal. (Maximum of 1 page)

- In addition to the executive summary narrative, please include: the organization name (if consortium, list collaborators), address, proposal contact, phone, email and dollar amount requested.

Organizational Experience and Past Performance – 20 Points (Maximum of 2 pages)

- A. Describe your agency’s vision, mission, and service expertise and how this proposal relates to your organization’s goals and to WDBSCW’s work.
- B. Describe your organization's experience serving “Out-of-School Youth” as defined by the Workforce Innovation and Opportunity Act.

- C. Describe your experience in administering WIOA or other employment and training programs. Please provide examples to how you were, flexible, innovative and creative in service delivery while being successful in achieving performance/outcomes.
 - a. Describe how many people annually have you served in a workforce program and what were the goals and quantifiable results?
 - b. Please complete the Demonstrated Effectiveness Form (Attachment C).
 - i. NOTE: All proposing agencies should complete this form. Current WDBSCW contractors may wish to provide information on non-WIOA programs they operate. Any WDBSCW contract performance referenced will be reviewed by the WDBSCW staff.
- D. Describe your contract management structure to provide supervision to staff.
 - c. Please provide organizational chart representing staff alignment and accountability as an attachment.
- E. Describe your internal review/monitoring practices or plan. Please describe any relevant timelines, specific content areas which will be evaluated and how the results will be documented and utilized.
- F. Describe your organization's experience in managing various state and/or federal funded/government programs, financial management (including use of acceptable accounting practices and controls).

Relationships and Collaborations – 20 points (Maximum of 1 page)

1. Describe your organizational experience in partnering with other organizations to meet the workforce development needs of "Out-of-School Youth" as defined by WIOA. Describe services provided, outcomes and key successful strategies.
2. Describe your experience with an integrated service delivery model, information sharing, and case management of co-enrolled clients, cross training of staff and shared performance and accountability.
3. Describe other resources or programs you propose to align to augment the WIOA resources available to OSY, Job Center scope of services and/or WDBSW targeted populations.
4. Describe how you envision effectively collaborating the WDBSCW staff to effectively establish and maintain an effective service delivery model

Design and Staffing – 10 points max for General Section; 40 points max for each specific section.

- General: All proposals are required to respond to this narrative portion.
- Section A: Out-of-School Youth Core Services will include narrative sections for the Out-of-School Youth Recruitment and Triage/ Support Services/ Contract Coordination and Management/Work Experience worksite support functions as well as the Career Service Specialist positions.
- Section B: Resource Specialist position

Please note:

- If the proposer is only proposing for the position of Resource Specialist, they would respond to the General section, but they do not need to respond to Section A questions addressing the Out-of-School Youth Core Services.
- Similarly, a proposer only proposing for the Out-of-School Youth Core Services would respond to the General section, but they would not need to respond to Section B questions addressing the Resource Specialist position.

- The Out-of-School Youth Core Services responses must include response to both sub-parts.
 - Part 1 – relates to the Recruitment and Triage/ Support Services/ Contract Coordination and Management/Work Experience worksite support functions.
 - Part 2 – relates to the Career Services Specialist functions.
- Responses to each section should be clearly identified and page limits are reflected below. Proposals will be evaluated by adding Staff Section Score and General Score.

General – (Maximum of 2 pages)

1. Explain the composition of proposed staff.
 - a. Include the number of staff proposed for each position.
 - b. Primary location and any other service delivery locations and geographical region to be served.
 - c. Describe your justification for the staffing disbursement and expected impacts (example: partner/resource/services alignment, target population engagement).
2. Describe how you will be flexible with staffing. Explain some of your innovative personnel policies or practices and your ability to shift staff responsibilities and hours of service to respond to demands. Provide examples as appropriate to support your proposal.
3. Describe your plan to ensure that staff is well trained and ready to deliver WIOA services.
 - a. Please describe any specific topics you feel will be critical for staff to be successful in supporting the program design, the delivery of quality services or achieving programmatic performance outcomes.
4. Describe you plan to minimize any disruption in services to existing customers or access to program services.
5. Describe your employer services experience. Include specifics on the scale of industry engagements, purpose of the engagements, strategies utilized to identify and approach businesses and outcomes from these efforts.

Section A – Part 1: Out-of-School Youth Core Services – Recruitment and Triage/ Support Services/ Contract Coordination and Management/Work Experience worksite support – (Maximum of 3 pages)

1. State what position/title you will use to satisfy the required functions.
2. Describe what you envision as necessary qualifications, credentials, characteristics or experience of each position. Be specific and provide examples and/or justification to support your response.
3. Provide examples of previous experience in coordinating and conducting recruitment events. Describe essential elements needed, scale of event(s) and outcomes.
4. Describe how orientation, triage and referral services will be provided. Also describe how you envision relevant participant information will be transferred to the appropriate the Career Services staff or referred to another community-based organization.
5. Describe how you will track and report activities and impacts recruitment, triage function. Include any goals which will be established and how you will evaluate the success of these functions.
6. Describe what technology will be needed to support the recruitment and triage functions. Be specific and provide justification regarding the benefits to having this technology.
7. Describe other elements that you believe are essential to achieve the functions of Out-of-School Youth Recruitment and Triage/ Support Services/ Contract Coordination and Management/Work Experience worksite support. Be specific.
8. Provide a staffing chart with FTE designation per position to visually explain your staffing support to the required functions.

Section A – Part 2: Out-of-School Youth Core Services – Career Services Specialist – (Maximum of 2 pages)

1. Describe what you envision as necessary qualifications, credentials, characteristics or experience for the Career Services Specialist position. Be specific and provide examples and/or justification to support your response.
2. Describe the participant's experience once referred to the Career Services Specialist. Be specific in describing the flow, understanding that individual needs vary and the Career Services Specialist is to focus on those whose priority is to connect to employment. Include:
 - a. A description of the assessment tools you are familiar with and any others you would suggest be used.
 - b. WIOA service integration with other funds and programs, if applicable.
 - c. A description of your approach to data collections and programmatic enrollment and/or referral.
 - d. A description of your approach to case management to support program engagement.
3. Describe key WIOA career services to be provided to support workforce preparedness for those participants who are not work ready. Include:
 - a. A description of topics and formats for delivery.
 - b. Be specific when describing WIOA service integrations with other funds and programs if applicable.
 - c. A description of your approach to case management to support continued program engagement.
4. Describe the experience and services a work-ready participant will receive. Be specific. Include:
 - a. A description of specific strategies to support and/or facilitate placement to employment.
 - b. WIOA service integration with other funds and programs, if applicable.
 - c. A description of the case management approach to support employment retention.
5. Describe any contract/performance goals you would set and plan to track related to this position.
6. Describe what technology will be needed to support the position. Be specific and provide justification regarding the benefits to having this technology.
7. What other roles, functions or opportunities do you envision for this position?

Section B: Resource Specialist – (Maximum of 2 pages)

1. Describe what you envision as necessary qualifications, credentials, characteristics or experience for the Resource Specialist position to be. Be specific and provide examples and/or justification to support your response.
2. Describe how this position will identify and coordinate the delivery of resources for specific to each participant.
3. What other roles, functions or opportunities do you envision for this position?
4. Describe the experience a customer will have after referral to the Resource Specialist. Be specific.
5. Provide a description of your approach in making referrals to community partners.
6. Describe the boundary between providing mental health support and crisis resources firsthand and connecting with mental health experts.
7. Describe what strategies the Resource Specialist will use to encourage youth to stay connected and utilize the offered resource.

8. Describe your approach to paperwork, funding requests for youth and overall data collection methods.
9. Describe your experience and organizational methods in building resource guides or tools.
10. Describe any contract/performance goals you would set and plan to track related to this position.
11. Explain your experience in facilitating youth-led leadership efforts.

Budget/Cost – 10 points

Please complete the Budget Summary to summarize your total budget. If you are submitting a consortium proposal, please complete the Consortium Budget Summary to articulate the funding directed toward each consortium partner. Please reflect leveraged resources which support the proposal design. Please complete a Detail Budget and provide narrative to explain costs reflected. Please complete a Detail Budget describing the leveraged resources. Also complete the Staffing Pattern to articulate the staffing strategy to support the proposal design.

Please be sure to reference 2 CFR part 200 when compiling your budget. Please review the 10% de Minimis and approved indirect cost rate requirements as applicable to your proposal. If you have and are using a Federally Approved Indirect Cost Rate, please acknowledge on your budget document accordingly. You will be required to supply appropriate documentation upon contracting.

SECTION III: Submission and Review

A. Submission

WDBSCW must receive all sealed proposals no later than 3:00 p.m. CST, April 4, 2018. Regardless of postmark or arrival, (if hand-delivered), proposals received after the due date and time will not be considered. Proposals may be submitted by U.S. mail, other mail carrier services, or hand-delivered. Faxed or e-mailed proposals will NOT be accepted. Untimely proposals are not eligible for appeal. The applicant is solely responsible for assuring that everything sent to WDBSCW arrives completely, legibly and on time. Submissions must include one original, six (6) copies of the proposal (narrative and budget only) and one full electronic version. Deliver proposals to:

Mr. Seth Lentz, Deputy Director
Re: OSY Program
Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704

B. Format Requirements

Clear, thorough, concise and relevant information and answers are required. If it is necessary to repeat text within the proposal, please do so rather than referring the evaluator to another section of the proposal. Clarity and completeness are essential. Use specific details to describe activities, tasks, knowledge, skills, abilities, results and leveraged resources. A journalistic approach of “who, what, when, how, why and how much” is recommended. Charts may be inserted to communicate information and data as appropriate.

Each proposal must contain all required documents identified and physically adhere to the following:

1. Must be printed on 8.5” x 11” plain white paper
2. Must be single spaced in 12-point Times New Roman or Arial font
3. Each page must have a one-inch margin
4. Each page must be single sided
5. Pages must be sequentially numbered
6. Must submit one (1) original proposal marked “Original” and manually signed by officials authorized to represent and bind applicants
7. Include six (6) copies and one electronic copy on flash drive. The files must be compatible with Microsoft Word and Excel.

C. Proposal Review and Evaluation Process

Phase I: WDBSCW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria. The following minimum criteria will be used to determine which proposals will continue on to Phase II:

- All required services for the program for which they are bidding are addressed;

- All requested information and documentation is included in the application package; and,
- The proposal is submitted in accordance with the RFP.

Phase II: Proposals that have met the minimum criteria, as stated above, will then be reviewed and by a WDBSCW Review Committee. The Review Committee is compiled of WDBSCW Board and community members who have no fiduciary interest in bidding for any of the WIOA programs. All WDBSCW staff and Review Committee Members have signed non-disclosure agreements and cannot be lobbied or share any information relating to the procurement review process or submissions.

Proposals will be scored based on evaluation criteria outlined previously in Section II-A. These rankings will be used to identify the strongest proposals. Once the strongest proposals are identified and affirmed by the review committee, the proposals will be further discussed and the committee will formulate the recommendation(s) for contracting. **Note: WDBSCW retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.**

Phase III: The recommendations of the Review Committee, if any, will be presented to the full WDBSCW board for approval and award of contracts. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, the successful completion of contract negotiations, and the availability of funds.

D. Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to WDBSCW. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of WDBSCW and may be subject to public disclosure.

E. Disqualification

Proposals containing one or more of the following will not be considered nor will they be subject to appeal:

1. Proposals and any other requested information received after the stipulated due date and or time;
2. Proposals that are incomplete, not containing all required documentation stated;
3. All mandatory certifications not completed and/or submitted;
4. Not printed on 8.5" x 11" plain white paper with 1" margins on each side, top and bottom;
5. Not printed in 12 point Times New Roman or Arial font;
6. Not have pages sequentially numbered on the bottom right hand corner of the page;
7. Not have page numbers reflected in the table of contents;
8. The original proposal lacks an original signature by the applicant's authorized representative, and/or marked "original";

9. None less than six (6) copies or no digital version on CD/flash drive;
10. Facsimiles and electronic submissions of proposals;
11. Incomplete or erroneous information, withholding material information, or falsifying information will result in disqualification or subsequent contract termination; and,
12. Inappropriate contact. To avoid actual conflicts, the appearance of conflicts, or undue influence over the process, all prospective applicants, their employees, agents, sub-applicants etc. are prohibited from contacting and WDBSCW member, staff or other persons identified by WDBSCW regarding this RFP.

F. Appeals

Applicants will receive written notice advising them of WDBSCW's selection from this RFP. Non-selected applicants have the right to file one (1) original appeal.

To appeal, the applicant must submit a letter to the WDBSCW Executive Director within three (3) business days from the date of selection notification. The letter must state that an appeal to the selection is being filed and all specific reasons for that appeal or disqualification must be based on one or more of the following:

- Clear and substantial error or misstated facts upon which the decision was made by WDBSCW,
- Unfair competition or conflict of interest in the decision making process,
- Any illegal or improper act of violation of law, or
- Any other legal basis on grounds that may substantially alter WDBSCW's decision.

The letter of original appeal must be received within three (3) business days from the date of selection notification via a traceable delivery system that required signature upon receipt at the address below. Letters of original appeal cannot be submitted via facsimile or electronic mail. The same person that signed the applicant submitted proposal must sign the letter of original appeal.

WDBSCW's Executive Director will review the original appeal and determine whether or not the appeal meets one of the established criteria. The applicant will receive written notice advising as to whether or not their original appeal has been accepted or rejected within ten (10) calendar days from the appeal date. In the event WDBSCW's Executive Director's response is not satisfactory to the applicant; one (1) subsequent appeal to the WDBSCW Executive Committee is permitted. This appeal must clearly state why the applicant believes a review is justified and must be submitted in writing within ten (10) calendar days from the date of the Executive Director's decision to:

WDBSCW Chair
Re: RFP Subsequent Appeal
WDBSCW
3513 Anderson Street, Suite 104
Madison, WI 53704

The letter of subsequent appeal is required to be sent first via traceable delivery service requiring a signature upon delivery. The same person that signed the applicant's submitted proposal and original appeal must sign the letter of subsequent appeal. WDBSCW will schedule the subsequent appeal hearing after consultation with the WDBSCW Executive Director. Decisions by the WDBSCW Executive Committee will be mailed to the applicant and are final. An original or subsequent appeal will not delay the WDBSCW from conducting and concluding contract negotiations with the selected applicant(s).

SECTION IV: Resources and Attachments

Resources

Workforce Development Board of South Central Wisconsin	www.wdbscw.org
Wisconsin Department of Workforce Development - WIOA Resource Page	https://dwd.wisconsin.gov/wioa/
WIOA Final Rules – Workforce Innovation and Opportunity	https://www.doleta.gov/wioa/Final_Rules_Resources.cfm
WIOA Eligibility and Documentation Guide	http://dwd.wisconsin.gov/dwdWIA/PDF/eligibility_documentation_201507.pdf
DWD WIOA Youth Program Case File Documentation Guide	https://dwd.wisconsin.gov/dwdwia/PDF/youth_documentation_201507.pdf
DWD/DET Policy and Procedure Guide	https://dwd.wisconsin.gov/wioa/policy/
Uniform Guidance	http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1
DWD/DET ASSET Users Guide	http://dwd.wisconsin.gov/asset/manual/default.htm
WIOA Performance	http://www.doleta.gov/performance

Attachment A – Provisions and Disclaimers

1. All solicitations are contingent upon availability of funds.
2. This RFP is for 12 months and is renewable at the discretion of the WDBSCW.
3. WDBSCW reserves the right to accept or reject any or all proposals received.
4. WDBSCW reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit WDBSCW to award a contract.
6. This RFP is for WIOA services and other related programs and funding streams which may become available to WDBSCW during this funding period.
7. WDBSCW may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
8. WDBSCW may select a service provider based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WDBSCW.
9. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
10. WDBSCW retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the WDBSCW and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
13. The final award and execution of a contract is subject to receipt of WIOA funds, WDBSCW's satisfactory negotiation of the terms of the contract, and the continued availability of funds.
14. Any changes to the WIOA program, performance measures, funding level, or WDBSCW direction may result in a change in contracting. In such instances, WDBSCW shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
15. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations, State of Wisconsin policies, and WDBSCW policies and procedures.
16. Bidders selected for funding must also ensure compliance with the following, as applicable: US Department of Labor (DOL) regulations 2 CFR Part 200, 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200, 48 CFR Part 31, 29 CFR Part 93, 37 and 98, and 20 CFR Part 652 et al.
17. Bidders will be expected to adhere to WDBSCW procedures to collect, verify, and submit required data and submit monthly invoices to WDBSCW.
18. Additional funds received by WDBSCW may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of WDBSCW.
19. WDBSCW may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of WDBSCW, the services proposed are not needed, or the costs are higher than WDBSCW finds reasonable in relation to the overall funds available, or if past

management concerns lead WDBSCW to believe that the bidder has undertaken more services than it can reasonably provide.

20. WDBSCW has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
21. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by WDBSCW staff. This site visit will establish, to WDBSCW's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of WDBSCW, that the bidder may not be able to fulfill contract expectations, WDBSCW reserves the right not to enter into contract with the organization, regardless of WDBSCW approval of the bidder's proposal.
22. WDBSCW is required to abide by all WIOA legislation and regulations. Therefore, WDBSCW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
23. All contractors must ensure compliance with the State of Wisconsin Department of Workforce Development (DWD)'s Civil Rights Compliance plan and expectations and provided equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
24. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Bidders selected for funding must ensure equitable access to clients with limited English speaking, reading or writing ability and upon contracting will need to identify a Limited English Proficiency (LEP) coordinator as part of the Civil Rights Compliance planning.
26. Contractors must accept liability for all aspects of the WIOA program conducted under contract with WDBSCW. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
27. Contractors must have an established grievance and complaint process and procedure to address any customer concerns, complaints or grievance. Any such complaints or grievances must be documents and addressed and resolved if possible prior to the engagement of the WDBSCW complaint and grievance process.
28. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
29. Contractors will allow local, state, and federal representatives access to all related records, program materials, staff, and participants. In addition, bidders are required to maintain all contract related records for the period required by State of Wisconsin DWD record retention requirements, beginning on the last day of the program year.
30. The contract award will not be final until WDBSCW and the successful bidder have executed a mutually satisfactory contractual agreement. WDBSCW reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WDBSCW

approval of the award and execution of a contractual agreement between the successful bidder and WDBSCW.

31. Contracts will be cost reimbursement only. Developed budgets shall define anticipated costs associated with the delivery of proposed service plan.
32. WDBSCW reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
33. WDBSCW reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
34. The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
35. WDBSCW reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
36. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage in the amount of \$1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The contractor will provide a certificate of insurance satisfactory to WDBSCW.
37. Applicants are advised that most documents in the possession of WDBSCW are considered public records and subject to disclosure.

**ATTACHMENT B – Proposal Support Documents for Out-of-School Youth Core Programming
(Cover Page, Checklist, Compliance Forms and Budget Forms)**

**Proposal Cover Page
Out-of-School Youth Funded Through
Workforce Innovation and Opportunities Act and State of Wisconsin Department of Children and
Family Independent Living Program**

Submission Date: _____

Organization Name: _____

(If consortium list collaborators): _____

Address: _____

Proposal Contact: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Dollar Amount Requested: _____

Number to be served: _____

Note: Proposers can choose 3 options in respond to the RFP.

- 4. ___ Proposal to deliver the both the Out-of-School Youth Core Service and Resource Specialist Services
- 5. ___ Proposal to deliver only Out-of-School Youth Core Service
- 6. ___ Proposal to deliver only Resource Specialist Services

I hereby declare that the information provided in this RFP response is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization(s) listed above and act on behalf of in all matters relating to the RFP. Additionally, I will comply with all RFP provisions and associated contract assurances upon successful award.

Proposal Contact Signature: _____

Date: _____

For WDBSCW Internal Use Only

Date Received:

Time Received:

Received By:

PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms are subject to disqualification. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to WDBSCW to be answered on our website.

Before submitting your proposal, checkmark the following:

- One original proposal and required documents, plus six (6) hard copies
- One electronic copy of Proposal Response Package
- Proposal Response Package Requirements:
 - Proposal Cover Page
 - Proposal Checklist
 - Proposal Summary
 - Organizational Experience and Past Performance
 - Organizational Chart
 - Demonstrated Effectiveness Form
 - Relationships and Collaboration
 - Staffing Design
 - Narrative Response(s)
 - Budget / Cost
- Budget Summary
 - Consortium Budget Summary (if applicable)
 - Budget Detail
 - Leveraged Detail
 - Staffing Pattern
- Statement of Compliance Form
- Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance Form
- Letter(s) of Commitment (if applicable)
- One copy each of the last two years' audited financial statements

STATEMENT OF COMPLIANCE FORM

As the authorized signatory official for: _____
Submitting / Lead Organization

I hereby certify:

1. That the above named proposer is legally authorized to submit this application requesting funding under the Adult and Dislocated Worker program procurement.
2. That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Wisconsin Department of Workforce Development Division of Employment and Training, Workforce Development Board of South Central Wisconsin policies and guidelines, and other administrative requirements issued by the State of Wisconsin Department of Workforce Development or governing authority. The vendor shall notify the WDBSCW within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and,
3. That the above named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature; and,
4. That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the provisions and policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the WDBSCW reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above named proposer waives any right to claims against the members and staff of the Workforce Development Board of South Central Wisconsin.

Authorized Representative Signature

Typed Name and Title: _____

Date: _____

Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance Form

Bidders and successful contractors must, as a condition of receiving Federal assistance, acknowledge and agree to comply with (these requirements apply to any other sub-grantee, subcontractor, successors, transferees, and assignees that is extended Federal assistance under this subcontract), to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin (42 U.S.C. 200d et seq.), [as implemented by the Department of Labor (DOL), 29 CFR Part §31.

As clarified by Executive Order 13166-Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access and equal opportunity to your program in accordance with DOL Enforcement of Title VI of the Civil Rights Act of 1964 Federal Register Vol. 68, No. 103. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>;

- Title IX of the Education Amendments of 1972 as amended, prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 168 et seq.), as implemented by the DOL 29 CFR Part § 36;
- The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age (42 U.S.C. 6101) as implemented by DOL 29 CFR Part §35;
- Section 504 of the Rehabilitation Act of 1972, as amended, prohibits discrimination on the basis of disability (29 U.S.C. 794) as implemented by DOL 29 CFR Part §32;
- Title VII of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, religion, national origin, or sex (including gender identity, sexual orientation and pregnancy), protection is afforded to individuals due to retaliation for having file a complaint of discrimination.
- The Age Discrimination Act of 1967 (ADEA)
- The Genetic Information Nondiscrimination Act of 2008 (GINA), prohibits discrimination on the basis of genetic information with respect to health insurance and employment.
- The Equal Pay Act of 1963 (EPA), makes it illegal to pay different wages to men and women if they perform equal work in the same workplace and retaliation against persons because the person complained
- Title I, II, and III of the American with Disability Act of 1990, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain entities conducting testing (42 U.S.C. §§ 12131 – 12189), as implemented by the Department of Justice regulations at 28 C.F.R Part 35 and 36.

**Equal Opportunity Nondiscrimination Assurance and
Affirmative Action Plan Requirements Compliance Form – Continued page 2**

The successful bidder/contractor acknowledges and agrees that it must comply and require any sub-grantees, sub-contractors, successors, transferees, and/or assignees to also comply with all applicable provisions governing **Workforce Development Board of South Central Wisconsin** and allow DWD-DET and DOL access to records, accounts, documents, information, facilities, and staff as follows:

- The Bidder/Contractor must cooperate with any compliance review or complaint investigation conducted by South Central Workforce Development Board or DWD-DET.
- The Bidder/Contractor must give South Central Workforce Development Board, DWD-DET, and/or DOL access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant. Must also permit access to facilities, personnel, and other individuals and information as may be necessary, as required under DOL provisions at, 29 CFR Part §31.5 (c), 29 CFR Part §32.44 (c), and 29 CFR Part §38.40.
- The Bidder/Contractor must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether the Bidder/Contractor has complied or are complying with relevant obligations.
- The Bidder/Contractor must comply with all other reporting, data, collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
- If, during the past three years, the Bidder/Contractor has been accused of discrimination on the basis of race, color, national origin (including LEP), sex (include gender identity, gender expressions, and sex stereotyping, and on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom), age, disability, religion, or family status, against the Bidder/Contractor, or the Bidder/Contractor settled a case or matter alleging such discrimination, you must provide a list of such proceedings, pending or completed, including outcome and copies of settlement agreements.
- In the event any court or administrative agency rules there is a finding of discrimination on the basis of race, color, national origin, (including LEP), sex (include gender identity, gender expressions, and sex stereotyping, and on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom), age, disability, religion, familial status, against the Bidder/Contractor or the Bidder/Contractor settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to **Workforce Development Board of South Central Wisconsin (EO Officer or Executive Director)**.

Workforce Development Board of South Central Wisconsin, the Department of Workforce Development, Division of Employment and Training and the United States Department of Labor have the right to seek judicial enforcement of these obligations.

The Bidder/Contractor also acknowledges and agrees that it must comply with (and requires any sub-grantees, sub-contractors, successors, transferees, and assignees to comply) with applicable provisions of the Section 188 of WIOA nondiscrimination policy requirements and regulations at 29 CFR Part §38.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this RFP document is accurate and complete, and that the Bidder/Contractor is or will come into compliance with the nondiscrimination requirements set forth above.

Submitting / Lead Organization

Authorized Representative Signature

Typed Name and Title

Date

Budget Documents

Workforce Development Board of South Central Wisconsin - Effective: 7/1/2018 - 6/30/2019

Proposing Agency	Total WIOA Request	Leveraged Resources
Staff Salaries	\$-	
Staff Fringe Benefits	\$-	
Staff Total Salary + Fringe	\$-	\$-
Non-Personnel:		
Audit and Accounting	\$-	
Communication	\$-	
Rent	\$-	
Facilities	\$-	
Supplies	\$-	
Staff Travel	\$-	
Staff Training *	\$-	
Equipment (Single Item Cost >\$5,000)*	\$-	
Contracted Services	\$-	
Equipment Lease/Maintenance	\$-	
Indirect Costs	\$-	
Other: (specify)	\$-	
Other: (specify)	\$-	
Other: (specify)	\$-	
Total Non-Personnel	\$-	\$-
Grand Total	\$-	\$-

* Items require pre-approval before expenditure

Please complete based on above budget	
Fringe Rate:	
Non-Personnel Rate:	

If Applicable (documentation will be required upon contracting)	
Federally Approved Indirect Cost Rate	

Workforce Development Board of South Central Wisconsin - Effective: 7/1/2018 - 6/30/2019

	Partner	Partner	Total WIOA Request	Leveraged Resources
Staff Salaries			\$ -	\$ -
Staff Fringe Benefits			\$ -	\$ -
Staff Total Salary + Fringe	\$ -	\$ -	\$ -	\$ -
Non-Personnel:				
Audit and Accounting			\$ -	\$ -
Communication			\$ -	\$ -
Rent			\$ -	\$ -
Facilities			\$ -	\$ -
Supplies			\$ -	\$ -
Staff Travel			\$ -	\$ -
Staff Training *			\$ -	\$ -
Equipment (Single Item Cost >\$5,000)*			\$ -	\$ -
Contracted Services			\$ -	\$ -
Equipment Lease/Maintenance			\$ -	\$ -
Indirect Costs			\$ -	\$ -
Other: (specify)			\$ -	\$ -
Other: (specify)			\$ -	\$ -
Other: (specify)			\$ -	\$ -
Total Non-Personnel	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ -	\$ -	\$ -	\$ -

Please complete based on above budget	
Fringe Rate:	
Non-Personnel Rate:	

Program Budget Detail

	WIOA Request	Detail / Description
Staff Salaries	\$ -	
Staff Fringe Benefits	\$ -	
Staff Total Salary + Fringe	\$ -	
Non-Personnel:		
Audit and Accounting	\$ -	
Communication	\$ -	
Rent	\$ -	
Facilities	\$ -	
Supplies	\$ -	
Staff Travel	\$ -	
Staff Training *	\$ -	
Equipment (Single Item Cost >\$5,000)*	\$ -	
Contracted Services	\$ -	
Equipment Lease/Maintenance	\$ -	
Indirect Costs	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
Total Non-Personnel	\$ -	
Grand Total	\$ -	

Leveraged Budget Detail

	Leveraged	Detail / Description
Staff Salaries	\$ -	
Staff Fringe Benefits	\$ -	
Staff Total Salary + Fringe	\$ -	-
Non-Personnel:		
Audit and Accounting	\$ -	
Communication	\$ -	
Rent	\$ -	
Facilities	\$ -	
Supplies	\$ -	
Staff Travel	\$ -	
Staff Training *	\$ -	
Equipment (Single Item Cost >\$5,000)*	\$ -	
Contracted Services	\$ -	
Equipment Lease/Maintenance	\$ -	
Indirect Costs	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
Other: (specify)	\$ -	
Total Non-Personnel	\$ -	
Grand Total	\$ -	

Staffing Pattern

Position	Location	Monthly Salary / Wages		Percent Charged		Number of Months		Total	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
			X		X		=	0.00	
Staffing Total								=	\$0.00

Attachment C – Demonstrated Effectiveness Form

Demonstrated Effectiveness

Contractor: _____

Service Levels	Program:				Program:				Program:			
	Fund Source:				Fund Source:				Fund Source:			
	Start Date		End Date		Start Date		End Date		Start Date		End Date	
	Planned	Actual	% of Plan	Cost Per	Planned	Actual	% of Plan	Cost per	Planned	Actual	% of Plan	Cost Per
New Enrollments												
Total Served												
Exits												
Exits to Employment												
Strategies												
Work Experience												
OJT												
Short Term Training												
Other:												

- PLEASE NOTE: An electronic version is included with the budget documents and available on the WDBSCW Website

Attachment D – Scoring Summary Sample

Scoring Summary - Sample to highlight proposal competition

SAMPLE - Agency A

Proposal Sections	Points Available	Review Score	OSY Core Services	Resource Specialist
Organizational Experience & Performance	20	19		
Relationships & Collaborations	20	19		
Design and Staffing - General	10	9		
Budget/Cost (WDBSCW Staff Provided)	10	10		
Sub-Total	60	57	57	57
Design and Staffing - Position Specific	40		38	35
Total	100		95	92

SAMPLE - Agency B

Proposal Sections	Points Available	Review Score	OSY Core Services	Resource Specialist
Organizational Experience & Performance	20	20		
Relationships & Collaborations	20	19		
Design and Staffing - General	10	7		
Budget/Cost (WDBSCW Staff Provided)	10	9		
Sub-Total	60	55	55	55
Design and Staffing - Position Specific	40		25	37
Total	100		80	92

SAMPLE - Agency C

Proposal Sections	Points Available	Review Score	OSY Core Services	Resource Specialist
Organizational Experience & Performance	20	19		
Relationships & Collaborations	20	22		
Design and Staffing - General	10	9		
Budget/Cost (WDBSCW Staff Provided)	10	9		
Sub-Total	60	59	59	59
Design and Staffing - Position Specific	40		34	
Total	100		93	N/A

SAMPLE - Agency D

Proposal Sections	Points Available	Review Score	OSY Core Services	Resource Specialist
Organizational Experience & Performance	20	19		
Relationships & Collaborations	20	16		
Design and Staffing - General	10	8		
Budget/Cost (WDBSCW Staff Provided)	10	10		
Sub-Total	60	53	53	53
Design and Staffing - Position Specific	40			31
Total	100		N/A	84