



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

REQUEST FOR PROPOSALS

FOR

**Adult and Dislocated Worker Program
Funded Through
Workforce Innovation and Opportunity Act (WIOA)**

Proposal Due Date:

April 15, 2020 – 3:00 p.m. Central Daylight Time

Deliver or Mail Proposals to:

Mr. Seth Lentz

Executive Director

Re: Adult and Dislocated Worker Program

Workforce Development Board of South Central Wisconsin

3513 Anderson Street, Suite 104

Madison, WI 53704-2607

<https://www.wdbscw.org/>

RFP Issued:

March 19, 2020

The Workforce Development Board of South Central Wisconsin is an equal opportunity employer/program service provider. If you need assistance to access our services in a different language or need this material in an alternative format, contact us. Deaf, hard of hearing, or speech impaired callers may reach us by using Wisconsin Relay Services at 711. Proud partner of the American Job Center network.

Notice of Request for Proposals (RFP)

Due Date: April 15, 2020

Submit To: Mr. Seth Lentz
Executive Director
Re: Adult and Dislocated Program
Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704-2607

Services: Provision of Adult and Dislocated Worker 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, 2020 – June 30, 2021 with the option to renew

Funds Available: \$540,000

RFP Contact: Chris Ziegel
chiegel@wdbscw.org
(608) 249-9001

RFP Issued: March 19, 2020

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION.....4

SECTION II: PROPOSAL FORMAT.....19

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

SECTION IV: RESOURCES AND ATTACHMENTS.....27

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 six-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.

WDBSCW seeks service delivery proposals that meet the purpose and expectation of this 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 adult workers 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 Request for Proposal (RFP) is to solicit competitive proposals for the delivery of adult and dislocated worker services under the Workforce Innovation and Opportunity Act (WIOA). Contracts resulting from this RFP are anticipated to commence on July 1, 2020, and end June 30, 2021.

Based on future funding availability and contractor's performance, the Workforce Development Board of South Central Wisconsin reserves the option to extend the contract. 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, contractors' satisfactory performance, and other factors. However the WDBSCW is not bound to exercise a contract extension or renewal solely on stated performance outcomes.

WDBSCW currently estimates the available funding will not exceed **\$540,000** dollars for the one-year period of July 1, 2020 through June 30, 2021. 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 and 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 (adult and dislocated worker) will be determined by the WDBSCW. The WDBSCW has established a model framework which proposals must respond within. This framework identifies specific core staffing positions to be funded, the total amount of funds available for those positions, and the associated management and overhead. Funds available are to include all salary/wage, fringe, and associated costs. Specific funding costs by position are used to justify the budget to support and establish a staffing pattern. Cost/price comparisons will be a component of the review process.

There are positions reflected in this model which are identified as core and essential to the requested design. If bidders find that within the available resources they would propose additional or supporting positions, these positions must be reflected when establishing the budget and staffing patterns. Be sure to articulate role and responsibilities to explain and justify these positions and their anticipated impact to the model and successful service delivery.

C. Eligible Applicants

To be considered for funding in 2020-21, eligible applicants are required to submit a written Letter of Intent to Apply. Letters must be received by March 27, 2020. **The letter must state the intent of the proposer to participate in the process and their acceptance of the RFP evaluation criteria, process, and the instructions of the RFP.** The letter should also include the consortium name and the name, complete address, phone number and fax number of a designated individual to whom any correspondence/addendums should be sent.

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 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 of 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, and/or 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 19, 2020	Available on WDBSCW's website: www.wdbscw.org
Bidder's Conference	March 24, 2020	1:00 p.m. to 2:00 p.m. Central Daylight Time Call-In: +1 (872) 240-3412 Access Code: 413-230-205
Letter of Intent to Apply Submission Due	March 27, 2020	Must be received at wdbscwi@wdbscw.org by 12:00 p.m. Central Daylight Time
Questions to WDBSCW	April 1, 2020	Must be received at wdbscwi@wdbscw.org by 12:00 p.m. Central Daylight Time
Proposals Due	April 15, 2020	Must be received at WDBSCW office by 3:00 p.m. Central Daylight Time
Procurement Committee Review	TBD	TBD
Contract Recommendations	May 13, 2020	Recommendation to WDBSCW
Contract(s) Starts	July 1, 2020	

*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 <https://www.wdbscw.org/>. Beginning March 19, 2020, interested parties may download the Request for Proposals from the WDBSCW website. After the Bidders' Conference scheduled on March 24, 2020, 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. CDT on April 1, 2020 for a response to be posted to the RFP section of the WDBSCW website. Please note "RFP Question" in the subject line of the e-mail and submit questions to: wdbscwi@wdbscw.org. Questions received after April 1, 2020 will not be answered.

G. American Job Center and WorkSmart Network

The regional One-Stop Workforce Development System 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 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 for the region. The Workforce Development Center of Jefferson County and Sauk County Job Center are Affiliated Job Center locations. There are additional community locations which the WorkSmart Network (WIOA Title I) services are delivered, but positions associated with this RFP are to be primarily based in the three Job Center locations. For a mapping of the Job Centers and current WorkSmart Network, please see the reference documents located on the WDBSCW website (<https://www.wdbscw.org/>).

Comprehensive American Job Center	Dane County Job Center 1819 Aberg Avenue Madison, WI 53713-4221	
Affiliate Sites	Workforce Development Center of Jefferson County 874 Collins Road Jefferson, WI 53549-1976	Sauk County Job Center* 505 Broadway Street Room 232 Baraboo, WI 53913-2183

*WDBSCW maintains the lease for the Sauk County Job Center. Proposed budgets will **not** need to account for lease expenses.

A successful proposal will support and incorporate the following elements:

1. Support the maintenance of a regional platform that extends across the six counties of south-central Wisconsin (Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk Counties), is anchored by the existing American Job Center and Affiliated Site locations, while engaging WorkSmart Network partners.
2. Maintain active engagement 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 and WDBSCW initiatives.
6. Engage in the expansion of services to targeted, barriered, and underrepresented 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 continuous evolution of WIOA guidance, bidders are strongly encouraged to be familiar with online resources.

H. WIOA Services

The Workforce Innovation and Opportunity Act (WIOA) is a federally-funded program designed to increase the employment, retention, earnings, and occupational skill attainment for eligible adults and dislocated workers.

Individuals may receive a variety of services that may include career decision-making assistance, labor market information, skills assessment, basic career services, and/or individualized services. Job training opportunities are also available for individuals who are in need of such training to obtain productive, self-sustaining employment. These services will need to be accomplished in an efficient manner and may require multiple engagements.

I. WIOA Service Levels

The program provides three levels of service based upon the personal needs of a job seeker. These include basic career services, individualized career services, and training services. An individual may receive all or part of the services identified below. Once enrolled in WIOA programming, participants engaging in career services or training services will need staff assistance to achieve job placement, receive employment retention assistance, and access supportive services as appropriate.

A. Basic Career Services

WIOA basic career services represent “front end” basic services to job seekers. Basic career services are self-service and/or informational and do not require registration for WIOA. Services and activities include the following:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - Job search and placement assistance, and when needed by an individual, career counseling, including the provisions of information on nontraditional employment and in-demand industry sectors and occupations; and
 - Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system.
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and when appropriate, other workforce development programs;
- Provisions of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provisions of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system;

- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance; and
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

B. Individualized Career Services

Individualized career services assist WIOA-eligible adults and dislocated workers through the exploration of careers, training programs, and employment opportunities. The following individualized career services require registration and must be made available if determined appropriate in order for an individual to obtain or retain employment. These services may include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
- Development of individual employment plans to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication services, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services;
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

C. Training Services

The following training services require registration and are designed to equip individuals to enter the workforce and retain employment. Training services will be coordinated with training programs available under other Federal programs. Training strategies related to this RFP may include:

- Occupational skills training through a local technical college or other training provider, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;

- Skill upgrading and retraining;
- Entrepreneurial training;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with 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.

J. Additional WIOA Services to be provided:

A. Follow-up Services

Contracted staff will collect and report episode exit information for each Participant, including education status (where applicable), hourly wage at exit, employment status at exit, and collect the appropriate supporting documentation when necessary. Staff should not rely exclusively on UI wage record matching when collecting exit and employment information.

Subsequently, contracted staff will collect and report supplemental data information during each quarter of the follow-up phase for local management reporting purposes. This is to include employer, wage, hours worked, job title, and occupational code information. Information pertaining to credentials should also be reported for those individuals engaged in eligible training services. Supplemental data can be used by the WDBSCW and the Contractor to predict performance outcomes or to monitor their service provider activities.

Contracted staff will maintain regular contact with participants and provide follow-up services post program exit for a duration of three quarters following their exit quarter or 12 months, whichever is longest.

Participants in the follow up phase 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, participants will be contacted a minimum of once per quarter. If the participant 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 he or she obtains employment.

Services, activities, and contacts will be documented in accordance with program guidance, procedures, and WDBSCW local policy. For all participants who have exited, the Manage Follow-Ups screen and its affiliated overview and quarter tabs in ASSET must be completed with accurate information as it may impact performance. The WDBSCW may use information supplied

in the Manage Follow-Up screen (including the “For Local Management Reporting” section) to evaluate participant employment outcomes for contractual review.

B. Business Services

The WDBSCW believes that the cornerstone of workforce development begins with employers who offer the actual jobs. In addition to employer services offered through the individual JCW site, the WDBSCW staff lead contractor team meetings to discuss creative and innovative business outreach strategies. Contractors must be able to demonstrate successful outreach strategies, business relationships, job development experience, job placement and retention rates.

Contractors are required to record business engagement activity via Salesforce per locally set guidance. The WDBSCW will carry over Salesforce data into the State’s JCW Business platform, where data is then rolled up for Federal performance evaluation of the State-determined business performance indicators. The WDBSCW will monitor reporting and usage of Salesforce by Contractor as part of its annual monitoring at minimum and may evaluate usage as part of its future strategic planning and procurement practices and potentially funding for business-related contract activities.

C. Rapid Response Services

Rapid Response assistance can commence at the site of dislocation as soon as the State or the WDBSCW has received a Worker Adjustment and Retraining Notification (WARN) notice, a public announcement, or other information that a dislocation or plant closure is scheduled to take place. It is believed that this early intervention feature for dislocated workers is critical to support business health as well as enabling workers to minimize the duration of unemployment following layoff.

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

WDBSCW staff will be the primary contact for the Department of Workforce Development (DWD) in relation to dislocation events and will attend the company meetings with the DWD Dislocated Worker Unit Representative, the business representative, and other representative as deemed appropriate and essential to worker service and transition planning. The WDBSCW staff will notify and coordinate with the American Job Center and WorkSmart Network partners and contract staff to schedule worker informational sessions, deliver services and request additional funding when applicable. WDBSCW staff will also work with contractors to assign a specific staff to unique Rapid Response events. The WDBSCW would like to achieve a minimum 25% engagement rate of the affected workforce in situation when company based, pre-layoff engagement has been coordinated.

Rapid Response activities also present opportunities to request additional financial resources to augment the current service delivery model to accommodate the increased need for services. These additional resources can be used to support increases in staff levels as well as participant service needs.

Further information on WIOA services can be found at the resource's websites listed in [Section IV](#).

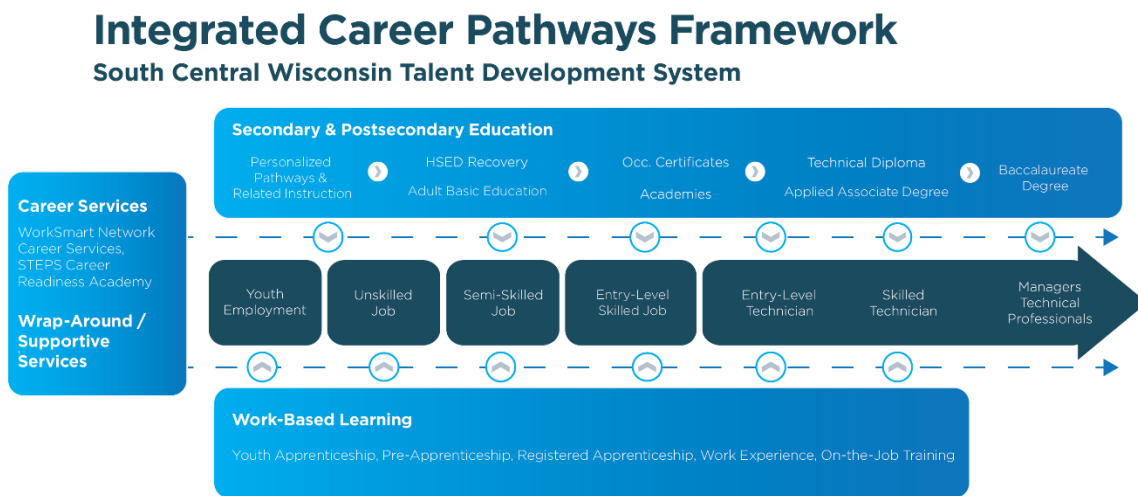
K. One-Stop Workforce Development System and WorkSmart Network Service Design

In developing the WorkSmart Network service delivery design, the WDBSCW examined the intent of the Workforce Innovation and Opportunity Act as far as expectations for new levels of collaboration among the other American Job Center WIOA-funded partners: Job Service, Department of Vocational Rehabilitation, Veterans Services, Department of Health Services, Department of Corrections, and the technical college adult basic education activities. The WDBSCW also considered the current and projected profile of program participants. There was acknowledgment that future participants across all our work: in-school youth, out-of-school youth, disadvantaged adults, and dislocated workers are facing similar challenges but may require different strategies to prepare and engage in the workforce. The need to be able to engage at various times throughout their career and the growing need to continue their skill development has been and continues to be confirmed by feedback from business and industry. Businesses continue to express that their greatest hiring challenge is identifying people who have strong workplace skills and technical skills. Thus, the WDBSCW validated that the Career Pathway Framework continues to be the foundation for our work (reference [Figure 1](#)).

The WDBSCW also considered the new emphasis on deliberate recruitment for and the delivery of career and training services in the WIOA legislation. Career services includes a significantly more robust package of services which could offer participants a direct path to employment. WIOA also emphasizes the alignment of partner resources to support participants in career services, including deploying staff resources so that we are not duplicating the career services provided by our American Job Center partners. To support the intentional alignment, WIOA legislation requires that the WDBSCW execute a Memorandum of Understanding (MOU) with other American Job Center partners to articulate service delivery alignments and the financial platform required to sustain the operation.

The WDBSCW has also engaged (as is required by WIOA) a One-Stop Operator (OSO) that will help the WDBSCW and its staff to guide, coordinate, and evaluate the American Job Center services delivery alignments, continuous improvement efforts, and compliance-related issues and performance.

Figure 1. Career Pathways Framework



L. American Job Center and WorkSmart Network Staff Roles

The WorkSmart Network contractors must partner and support the guiding principles described above and achieve at least the minimum work components outlined below. First and foremost, the contractor will function as a fully-integrated partner in the American Job Center and fully-committed partner of WDBSCW initiatives.

Contractor(s) will be expected to work closely with the WDBSCW staff and the OSO to bring a community presence to the American Job Center system and WorkSmart Network. The WDBSCW expects to hold subcontracts with community-based organizations to ensure proportional geographic and population-based coverage and strive to maximize access to WIOA services. The WDBSCW expects the successful bidder to assist in building a workforce development system and ensure successful tracking and outcomes of individuals through the Workforce Development Area. It is expected that the successful bidder will represent WIOA Title I resources in the respective MOUs, as well as work in close partnership with WDBSCW staff to provide guidance and leadership to the American Job Center and WorkSmart Network.

Staffing and Customer Flow

The WDBSCW staff will manage all WDBSCW system-related contracts and work with the OSO, partners, stakeholders, and contractors to report efforts and outcomes as well as work to ensure customer service remains a system priority. The day-to-day staff supervision, management, and initial troubleshooting is the responsibility of the various agency contractors. The WDBSCW staff will support contractors in the coordination of regional meetings, staff trainings, and system schedules to incorporate the various contracts and initiatives to maximize efficiency. The WDBSCW staff will assist the contractors in troubleshooting, system resource development, system initiative coordination, corrective action, and continuous improvement activities. It is vital that the WDBSCW staff have a very direct relationship with

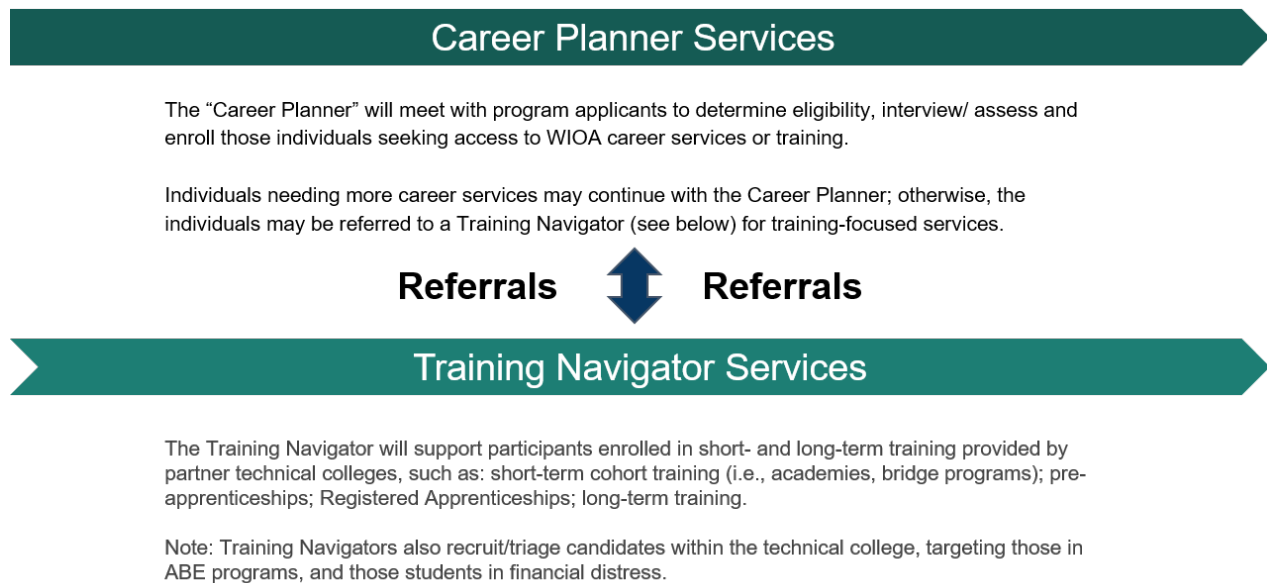
the American Job Center and WorkSmart Network system contractors to be responsive to requests and directives.

Important: The Career Planner staffing design for this RFP is built around proposed full-time positions. The WDBSCW is only interested in partially-funding positions to share a workload or program responsibilities that are aligned with the intent of WIOA and benefit the program goals and outcomes. Bidders are highly recommended to articulate any such alignments and the benefits to the proposed design which should be reflected in the respective narrative sections of the proposal. If necessary, additional follow-up questions may be requested or included as part of the contract negotiation process.

The positions included in the system model will be working together in a seamless manner serving participants across the region and possibly around programs. This will require professional communication abilities and clearly defined roles and responsibilities at each level of the design. Contractors selected through the procurement will be funded for the delivery of services to WIOA adult and dislocated worker program participants. All contractors will provide services in a coordinated systematic manner. The following is an overall description of the roles and services being solicited through this procurement.

There are two professional positions in the WorkSmart Network design: **Career Planner** and **Training Navigator**. Below is a description of their essential roles and relationship to each other to support the service delivery design. Please reference [Figure 2](#).

Figure 2. WorkSmart Network Positions



The Career Planner position reflected in this RFP is intended to be a full-time position dedicated to WIOA adult and dislocated worker program eligible individuals' engagement from recruitment leading to program eligibility determination and participation. Career Planners will need to build community relationships to create program awareness and conduct participant outreach. The role focuses on

eligibility determination and documentation, triage, and referral functions for program applicants and as appropriate, the delivery of intensive assessment to conceptualize an employment plan for individuals. This position includes outreach responsibilities which may include engagements outside of the traditional setting as necessary. These engagements may be related to specific projects, requests, and dislocation (Rapid Response) activities. Flexibility with schedules and the ability to accommodate various populations in a variety of settings will be essential. This position will be critically-aligned and work in tandem with the Training Navigators to ensure quality program enrollments and optimal programmatic performance outcomes.

The Career Planner will play a pivotal role in facilitating workshops (basic career services) on the front-end of the model to support quality program recruitment strategies. Workshops may be delivered in collaboration and alignment with staff from American Job Center partner agencies. Such workshop services may be open to the public. The intended purpose of providing a valuable basic career service, providing WIOA information, conducting initial assessments/triage and referrals, as well as, deliberate recruiting individuals to participate in various employment and training initiatives.

Staff in this role will also be providing the traditional “case management” functions and holder of the WIOA participant caseload. These positions will also provide intensive employment preparation, placement, and retention services to program participants. The position may also broker a participant’s utilization of training resources to support employment engagement (e.g., work experience, on-the job training, and community-based short-term training) when appropriate.

The Training Navigator

Important: The Training Navigator positions have been sole-sourced to the technical colleges and are not available for bid.

This position supports WIOA participants engaging in long-term training services, which are greater than one semester in length. The role will facilitate participant recruitment and access to approved training services and resources, as well as supporting employment preparation, placement, and retention services to program participants.

The WDBSCW approved the recommendation that the Training Navigator positions be sole-source contracted to our technical college partners and those staff are to be located at the respective technical college campuses. Having the Training Navigators employed by, and located at technical college locations has proven essential to align resources and support accessibility to the student population.

Support positions may be proposed under this procurement. These positions must fit within the established resources available and would be expected to augment the WorkSmart Network design. These positions are intended to support quality service delivery and successful execution of contracted services. The role should focus on providing essential support to allow the professional staff additional time to address direct participant services. Staff in this role must be knowledgeable of WIOA program eligibility, services, and reporting requirements as they continue to evolve. The role will need to stay apprised to the workforce development system initiatives and goals to play an essential part in the recruitment, informational, and engagement support for professional staff and program participants.

There is a graphic depiction of the current staffing deployment for reference purposes. This is intended only to provide an example of the current staff deployment regionally. All titles have been changed to Career Planner to not generate unnecessary confusion. Please reference [Figure 3](#).

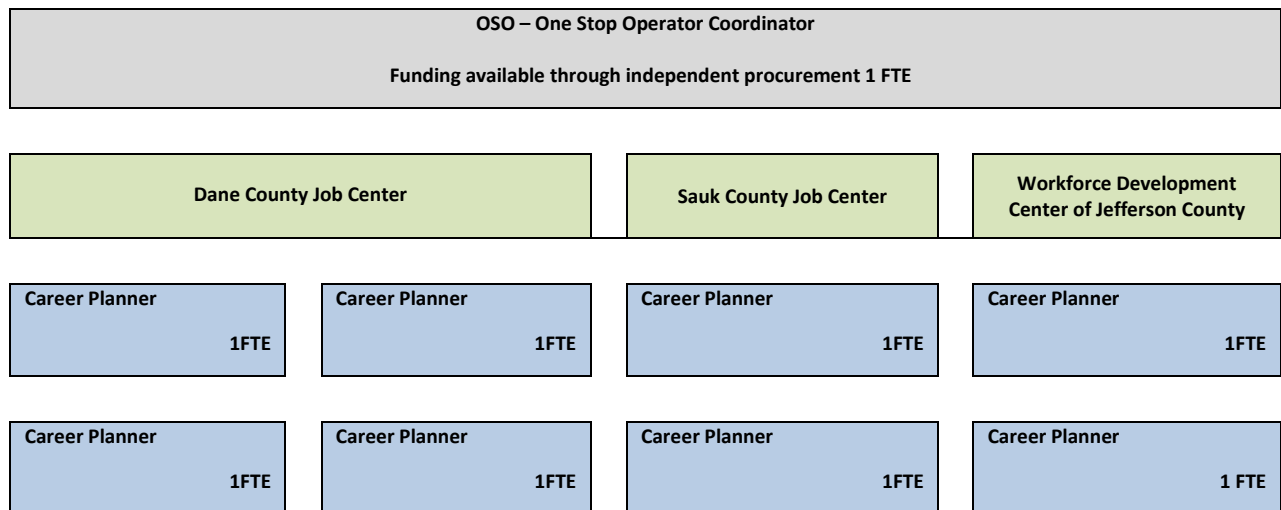
Note: Bidders can propose alternate staffing structures anchored around the Career Planner role as described in the procurement. For example, the bid for Dane County could include 3 Careers Planners and 1 Support Staff as opposed to 4 Career Planners.

M. Regional Design

The American Job Center System 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. The American Job Centers are the main service delivery locations for the workforce development system and historically have been the main office locations for WIOA-funded staff. As the system has developed, the identification of additional service locations to support accessibility for the entire regions had added affiliated sites from which WIOA-funded staff also maintain a regular presence and delivery of services. Additionally the development of Affiliate Sites and technical college campuses have demonstrated an ability and benefit to align resources, efforts, and enhance access to services. The design reflected in this RFP is intended to build on these previous efforts to continue to improve accessibility and service delivery.

The design will include a composition of staff whose primary location will be the Comprehensive American Job Center and the Affiliate Job Centers. This will support collaboration with American Job Center partners and leverage facilities resources. All staff will be expected to maintain flexibility to provide services outside of their primary location and hours as necessary. The intent of providing services in community-based locations is also to align and leverage services, resources, and increase accessibility and engagement of traditionally underserved, underprivileged populations. WIOA-funded staff are intended to be fully-funded to deliver WIOA services and be ambassadors for the WorkSmart Network and the American Job Center System.

Figure 3. Current Staff Deployment



N. Number To Be Served

As referenced earlier the WDBSCW is responsible for the delivery of services throughout the six-county region. WIOA has three primary participant categories; adult, dislocated worker, and youth. This procurement is focused on the adult and dislocated worker population but strategies will collaborate with WIOA youth programming and partner agency programming. There will be an existing caseload of WIOA program participants who will be transferred to the chosen contractor(s) but that figure will not be known until closer to contract initiation and contractual goals will be adjusted accordingly.

The WDBSCW has established a minimum target of approximately **400** participants to be served through this portion of the model during this program year and has expressed the focus on employment outcomes. Targeted numbers to be enrolled and served by Career Planners are minimums. Bidders may propose higher targeted numbers if they believe achievable and should be supported through design and narrative. Staff will also be responsible for carry-in participants as well as participants who have exited the program and may be in follow-up. The total participant workload will vary and not be limited to just active job-seeking participants. Proposers should be aware of WIOA programs and propose, and highlight specific populations or target groups they feel they have expertise in serving to achieve the WIOA programmatic outcomes. Cost/price comparisons will be a component of the review process.

O. WIOA Performance Standards

Successful proposals will be required to meet/exceed the performance standard levels required under WIOA. WIOA Adult & Dislocated Worker Program Performance Standards for Program Year 2020 (tentative; subject to change), as provided to the WDBSCW by DWD/DET are as follows (http://wi-cwi.org/pdf/py2020_py2021_expected_levels_of_performance.pdf):

WIOA Program Performance Measures	Adult	Dislocated Worker
Unsubsidized Employment during 2nd Quarter after Exit	76.0%	81.0%
Unsubsidized Employment during 4thd Quarter after Exit	71.0%	80.0%
Median Earnings	\$5,500.00	\$7,500.00
Credential Attainment Rate (CAR)	60.0%	65.0%
Measurable Skills Gain (MSG)	35.0%	40.0%

Adult and Dislocated Worker Measures

Definition source: <https://dwd.wisconsin.gov/wioa/policy/11/11.5.htm>

- **Unsubsidized Employment during the 2nd Quarter after Exit**
Definition: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program. Employment includes unsubsidized employment, registered apprenticeship, and military service.
- **Unsubsidized Employment during the 4th Quarter after Exit**
Definition: The percentage of program participants who were in unsubsidized employment during the fourth quarter after exit from the program. Employment includes unsubsidized employment, registered apprenticeship, and military service.

- **Median Earnings**

Definition: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program, as established through direct UI wage record match, Federal or military employment records, or supplemental wage information.

- **Credential Attainment Rate (CAR)**

Definition: The percentage of participants who obtain a recognized postsecondary credential during participation or within one year after exit from the program. Participants who receive a secondary school diploma or equivalent are successful if the participant was also employed or entered postsecondary education within one year of program exit.

- **Measurable Skill Gain (MSG)**

Definition: 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.

- **Employer Effectiveness – Employer Penetration** (Selected by Wisconsin for Pilot Years)

Definition: The total number of total establishments, as defined by the Bureau of Labor Statistics Quarterly Census of Earnings and Wages (QCEW) program that receives a service or, if it is an ongoing activity, are continuing to receive a service or other assistance during the reporting period DIVIDED BY the number of total establishments, as defined by the Bureau of Labor Statistics Quarterly Census of Earnings and Wages program, located within the state during the final month or quarter of the reporting period.

- QCEW – Definition of Establishments: An establishment is generally a single, physical location at which economic activity occurs (e.g., store, factory, farm, etc.). An enterprise, on the other hand, may consist of more than one location performing the same or different types of economic activities. Each establishment of that enterprise is assigned a NAICS code, based on its own primary activity.

- **Employer Effectiveness – Repeat Business Rate** (Selected by Wisconsin for Pilot Years)

Definition: Number of establishments served during the past three years who have continued to receive a service DIVIDED BY number of establishments served during the past three years.

P. Assurances

The chosen contractor(s) from this RFP 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

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	45 points
• General Design	Narrative	• 15 points
• Staff Specific	Narrative	• 30 points
7) Budgets / Costs	Form and Narrative	15 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 5-7. 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 but proposals are **not** required to include all positions. Proposals may be for specific staffing configurations and/or geographic regions. Scoring will be done in a manner to highlight competition for various positions reflected in the model.

Proposals must be comprehensive. Refusal to complete all of the sections of the proposal 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 the entire region or available funds. Proposals can be for parts of the region and financial request should be proportionate.

- 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 [Attachment C: Demonstrated Effectiveness Form](#).
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 of 5 pages* – 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 program design.
 - Scoring will include 2 sections; a General Section and separate Staff-Specific Section. Scores from the General Section and each Staff-Specific Section will be combined for proposal comparisons and evaluation. The effort is to create a consistent scoring method to compare proposals when competition for positions exists.
 - There will be a composite score of 45 points possible for each staffing role.
- 7) Budgets / Costs – 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 – 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)

1. Describe your agency's vision, mission, and service expertise, and how this proposal relates to your organization's goals and to the WDBSCW's work.
2. Describe your organization's experience serving diverse customers including, but not necessarily limited to: economically-disadvantaged individuals with little or no work experience, individuals with low educational attainment or low literacy proficiencies, veterans, individuals with disabilities, those with Limited English Proficiency (LEP), minorities, ex-offenders, dislocated

workers, or those who may have experience and skills but have not worked for an extended period.

- a. Please highlight any specific audience you would target.
 - b. Please highlight experience in the south-central region.
3. 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 and 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](#)).
- 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.
4. Describe your contract management structure to provide supervision to staff.
- a. Please provide an organizational chart representing staff alignment and accountability as an attachment.
5. Describe your internal review and 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.
6. Describe your organization's experience in managing various state and/or federal funded/government programs and 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 within our region to meet the workforce development needs of adult and dislocated workers as defined by WIOA and DWD's State Plan. Describe services provided, outcomes, and key successful strategies.
2. Describe your experience with an integrated service delivery model, information sharing, case management of co-enrolled clients, cross-training of staff, and shared performance and accountability.
3. Please describe other programmatic resources, programs, or experiences that you will bring to align and augment the American Job Center menu of services, WDBSCW targeted populations, and/or the WIOA Title I outcomes.
4. Describe how you envision collaborating with the WDBSCW staff to establish and maintain an effective service delivery model.

Design and Staffing – 45 points* – (Maximum of 5 pages)

***(15 points max for General Section & 30 points max for Staff Section)**

The narrative response portion of the proposal is divided into three sections. A general section for all to respond to, and one for each of the respective positions reflected in the model (Career Planner and Support Staff). Responses to each section should be clearly identified, separated, and are limited to two pages per section. Please note that bidders are **not** required to bid for all available positions. Proposals will be evaluated by adding the General Score to the respective Staff Section scores.

General Section – 15 points and applicable to all proposals (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 response.
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.
 - b. Please describe your approach and/or ability to onboard staff if additional resources become available.
4. Provide examples of previous experience in coordinating and conducting participant recruitment activities.
 - a. Describe essential elements needed, scale of event(s), and outcomes.
 - b. Describe partners and targeted audiences.
 - c. Describe how you will utilize technology to support and expand access.
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.

Staff Section: Career Planner – 30 points (Maximum of 3 pages)

1. Describe what you envision as necessary qualifications, credentials, characteristics, or experience for the Career Planner position. Be specific and provide examples and/or justification to support your response.
2. Describe key WIOA career services to be provided to support participant recruitment and employment preparedness for those participants who are not work ready. Include:
 - a. A description of topics and formats for delivery.
 - b. A description of your approach to support American Job Center and WorkSmart recruitment efforts.
3. Describe the recruitment efforts to attract a working participant in addition to the experience and services to be received. Be as specific as possible.
4. Include a description of specific strategies to support and/or facilitate placement to employment and retention.
5. Describe your approach to follow-up services. Include:
 - a. Strategies to maintain participant contact and communication.
 - b. A description on strategies and approaches to support career path progression once employed.

6. Describe how and what you will track in regards to report activities and impacts of the Career Planner position. Please include performance goals you envision and how you will evaluate the success of this position.
7. Describe how you will use technology in innovative ways to enhance participant engagement and efficient service delivery. Be specific and provide justification regarding the benefits to using this technology.
8. Describe what other roles, functions, or opportunities you envision for this position to maximize impacts and outcomes.

Staff Section: Support Staff (if applicable)

1. Describe what you envision as necessary qualifications, credentials, characteristics, or experience for the Support Staff position(s). Be specific and provide examples and/or justification to support your response.
2. Describe how position(s) being requested will impact the WIOA participant engagement to support the delivery of quality participant services, program compliance, and outcomes.
3. Describe how you envision the Support Staff location(s) will support WorkSmart Network services and accessibility.
4. Describe what other roles, functions, or opportunities you envision for this position to maximize impacts and outcomes.

Budgets / Costs – 15 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. Please 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 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. CDT, April 15, 2020. 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 and one full electronic version. Deliver proposals to:

Mr. Seth Lentz, Executive Director
Re: Adult and Dislocated Worker Program
Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704-2607

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 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 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 by a WDBSCW Review Committee. The Review Committee is compiled of WDBSCW Board members and possibly community members who have no fiduciary interest in bidding for any of the WIOA programs. All WDBSCW staff and Review Committee members have signed nondisclosure 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 WDBSCW Board of Directors 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 subject to appeal:

1. Proposals and any 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. The original proposal lacks an original signature by the applicant's authorized representative, and/or marked "original";
8. No electronic version submitted;
9. Facsimiles and electronic-only submissions of proposals;
10. Incomplete or erroneous information, withholding material information, or falsifying information will result in disqualification or subsequent contract termination; and,
11. 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 any 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 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, by 4:30 p.m. CDT, from the date of selection notification via a traceable delivery system that requires 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 that the WDBSCW's Executive Director's response is not satisfactory to the applicant; one 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 53704-2607

The letter of subsequent appeal is required to be sent first via traceable delivery service requiring a signature upon delivery by 4:30 p.m. CDT. 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

The following is a list of some web resources that may be helpful as you develop your proposal:

Workforce Development Board of South Central Wisconsin	https://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/about/final-rules/
WIOA Eligibility and Documentation Guide	https://dwd.wisconsin.gov/wioa/pdf/eligibility-documentation-201507.pdf
DWD WIOA Adult and Dislocated Worker Program Case File Documentation Guide	https://dwd.wisconsin.gov/wioa/policy/08/08.2.C.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	https://dwd.wisconsin.gov/DETAPPS/Login?ReturnUrl=%2fdetapps%2f
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, 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 provide 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 participant concerns, complaints, or grievance. Any such complaints or grievances must be documented 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. Contractor(s) 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 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 by 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 the 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
(Cover Page, Checklist, Budget Forms, and Compliance Forms)**

Proposal Cover Page

**Adult and Dislocated Worker Program Career Services
Funded Through
Workforce Innovation and Opportunities Act**

Submission Date: _____

Organization Name: _____

(If consortium list collaborators): _____

Address: _____

Proposal Contact: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Dollar Amount Requested: _____

Number to be served: _____

Request Summary:

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:

- Submit the *Letter of Intent to Apply*
- One original proposal and required documents
- One electronic copy of Proposal Response Package
 - Flash Drive
- 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
 - General Response
 - Specific Staff Sections (as applicable)
 - Career Planner
 - Support
 - 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 of 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 <https://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 subgrantees, subcontractors, 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 the South Central Workforce Development Board or DWD-DET.
- The Bidder/Contractor must give the 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/her 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 settles 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).

The 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.

**Equal Opportunity Nondiscrimination Assurance and
Affirmative Action Plan Requirements Compliance Form – Continued Page 3**

The Bidder/Contractor also acknowledges and agrees that it must comply with (and requires any subgrantees, subcontractors, successors, transferees, and assignees to comply with) applicable provisions of 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 Forms

Workforce Development Board of South Central Wisconsin - Effective: 7/1/2020 - 6/30/2021

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: 7/1/2020 - 6/30/2021

	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	
			X		X		=	0.00	
Staffing Total								=	\$0.00

Attachment C – Demonstrated Effectiveness Form

Contractor: _____

Demonstrated Effectiveness

	Program:				Program:				Program:			
	Fund Source:				Fund Source:				Fund Source:			
	Start Date		End Date		Start Date		End Date		Start Date		End Date	
Service Levels	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												
On-the-Job Training												
Short-term Training												
Other:												

- **Important:** An electronic version is included with the budget documents and available on the WDBSCW website