**REQUEST FOR PROPOSALS**

**Released March 22, 2023**

**Workforce Innovation and Opportunity Act (WIOA) Title 1-B**

**ADULT AND DISLOCATED WORKER SERVICES**

**FUNDING PERIOD: July 1, 2023 - June 30, 2024**

**PROPOSALS DUE: April 25, 2023, 3:00 P.M. CDT**

**Workforce Development Board of South Central Wisconsin, Inc. (WDBSCW)**

3513 Anderson Street, Suite 104, Madison, WI 53704

[procurement@wdbscw.org](mailto:procurement@wdbscw.org)

# NOTICE OF REQUEST FOR PROPOSALS (RFP)

**Due Date: April 25, 2023, 3:00 p.m. CDT**

**Submit To: Proposals must be submitted via email to** [**procurement@wdbscw.org**](mailto:procurement@wdbscw.org)

before the deadline; alternate proposal methods will not be accepted.

**Services:** Provision of Adult and Dislocated Worker services funded under the Workforce Innovation and Opportunity Act (WIOA) Title 1-B within the South Central Wisconsin Workforce Development Area #10

**Contract Type:** Cost Reimbursement

**Contract Term:** July 1, 2023 – June 30, 2024 with the option to renew

**Funds Available:** $560,000

**RFP Contact:** procurement@wdbscw.org

**RFP Issued:** March 22, 2023

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# SECTION I: Background and Overview of RFP

1. **Purpose of the RFP**

The Workforce Development Board of South Central Wisconsin is pleased to issue this Request for Proposal (RFP) to identify and select a qualified subrecipient for Department of Labor federal funds to provide Workforce Innovation and Opportunity Act (WIOA) **Title 1-B Adult and Dislocated Worker services** to the populations within the south-central Wisconsin counties of: **Columbia, Dane, Dodge, Jefferson, Marquette and Sauk**.

1. **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.

The WDBSCW is governed by a Board of Directors, composed of community leaders with expertise in the public, private and philanthropic sectors that provide leadership and oversight to the local workforce development system, with services carried out by the contracted service providers under the WorkSmart Network brand and its American Job Center partners. To learn more, visit [wdbscw.org](http://www.wdbscw.org).

The WDBSCW administers key workforce development resources, including WIOA Title 1-B formula funds. These funds, made available through the U.S. Department of Labor, are provided to local workforce development areas to deliver a comprehensive range of services to its populations including career pathway exploration, training, education, work-based learning, supportive services and follow-up/retention, with the ultimate goal of securing jobs that offer livable wages.

The subrecipient(s) selected through this RFP will coordinate with the South Central Wisconsin Workforce Development System partners, including the service providers of the WorkSmart Network, to provide and promote high-quality, integrated WIOA Title 1-B services in alignment with the WDBSCW’s principles. 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 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.

1. **Available Funding and Performance Period**

The WDBSCW currently estimates the available funding will not exceed **$560,000** dollars for the one-year period of July 1, 2023 through June 30, 2024.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.

## 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 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.

## Eligible applicants are required to submit a written Letter of Intent to Apply by March 31, 2023 by 12:00 p.m. CDT. The letter must state:

* The intent of the proposer to participate in the process;
* Acceptance of the RFP evaluation criteria, process, and the instructions of the RFP;
* Agency, organization or consortium name; and,
* Name, complete address, phone number and email address of a designated individual to whom any correspondence/addenda should be sent

1. **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.

Based on future funding availability and contractor’s performance, the WDBSCW reserves the option to extend and/or renew the contract. Renegotiation will be initiated by the WDBSCW before the expiration of the established contract. In order for the WDBSCW to exercise a contract extension/renewal, consideration will be based on defined goals, including WIOA performance measures, future funding availability, contractors’ satisfactory performance, the WDBSCW’s strategic vision, and other factors.   
The WDBSCW is not bound to exercise a contract extension or renewal solely on stated performance outcomes.

The funding associated with each WIOA program category (adult and dislocated worker) will be determined by the WDBSCW. The WDBSCW has established a staffing model framework. This procurement reflects resources to support the Career Planner role associated with the staffing model. Funds available are to include all salary/wage, fringe, and associated costs. Cost/price comparisons will be a component of the review process.

The Career Planner positions are core and essential to the 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 roles and responsibilities to explain and justify these positions and their anticipated impact to the model and successful service delivery.

## Tentative Schedule of Events

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| Tentative Schedule of Events | |
| RFP Release Date | March 22, 2023 |
| Letter of Intent to Apply Due  [procurement@wdbscw.org](mailto:procurement@wdbscw.org) | March 31, 2023, 12:00 p.m. CDT |
| Deadline for Written Questions  Email questions to: [procurement@wdbscw.org](mailto:procurement@wdbscw.org)  Questions and answers will be posted to:  [wdbscw.org](http://www.wdbscw.org) | April 12, 2023, 12:00 p.m. CDT |
| Proposals Due | April 25, 2023, 3:00 p.m. CDT |
| Procurement Committee Review | TBD |
| Contract Recommendations | May 31, 2023 |
| Announcement of Subaward | TBD |
| Contract(s) Starts | July 1, 2023 |
| Initial Contract End Date | June 30, 2024 |

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

## Questions and Answers

The primary mode of communication between WDBSCW and potential bidders will occur via email. Entities may submit questions via email to [procurement@wdbscw.org](mailto:procurement@wdbscw.org) until April 12, 2023 at 12:00 pm CDT. Please note “RFP Question” in the subject line of the e-mail and submit questions to: [procurement@wdbscw.org](mailto:procurement@wdbscw.org). Responses to questions will be posted at [www.wdbscw.org](http://www.wdbscw.org).

## Service Locations

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 primary public service locations (Dane County Job Center, Workforce Development Center of Jefferson County and the Sauk County Job Center) that carry varied technical designations but will be considered Job Centers within the model. These Job Center locations are outlined below. There are additional community locations where WIOA Title 1-B services are delivered, but staffing positions associated with this RFP are to be primarily anchored in the three Job Center locations.

|  |  |  |
| --- | --- | --- |
| **Service Locations (American Job Centers)** | | |
| 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 | |
| Specialized Sites | Sauk County Job Center\*  505 Broadway Street  Baraboo, WI 53913-2183 | Oakhill Correctional Institution (OCI)\*\* 5212 County Hwy M Oregon, WI 53575 |

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

\*\*While not accessible to the public, the WDBSCW maintains a working relationship with the Department of Corrections and will continue to support WIOA staff resources and the delivery of itinerant services at this location.

1. **Model - South-Central Wisconsin Workforce Development System**

The South-Central Wisconsin Workforce Development System encompasses the organizations and activities that prepare people for employment, help workers advance in their careers, and ensure a skilled workforce. The System requires strong collaboration and partnership amongst the other American Job Center WIOA-funded partners: Wisconsin Job Service, Department of Vocational Rehabilitation, Veterans Services, Department of Health Services, Department of Corrections, and the technical college adult basic education activities. Our System extends beyond these core partners to include industry, businesses, and community-based organizations -- whom we recognize as critical players in workforce development.

***Career Pathways Framework***

The sustainability of our regional Workforce Development System requires partnership and collaboration under a unified framework. Career Pathways, a nationally-recognized framework long adopted by our organization, grounds our South Central Wisconsin Workforce Development System. (See Figure 1.) Under this work-and-learn model, our System is responsive to the skill needs of our region’s industries and sectors to ensure economic viability. Workers and job seekers have the flexibility to access essential skill-building and support activities at any point in their career pathway. It’s a formula that supplies business with the talent they need and for workers to develop skills for great careers and attain self-sufficiency.

***WorkSmart Network***The WDBSCW coordinates various funding sources, programs and initiatives under a common

brand, WorkSmart Network. The WorkSmart Network is comprised of contracted service providers

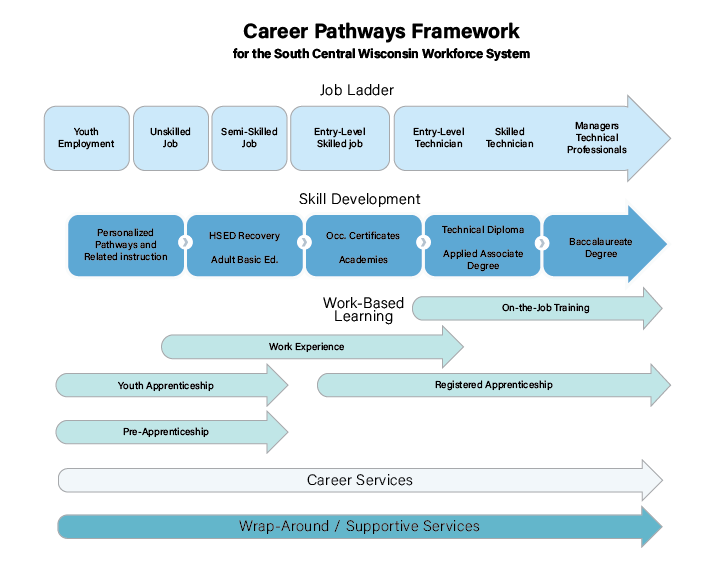
to deliver career, training-related, business and wraparound services to customers within the South- Central Wisconsin Workforce Development System. The services and strategies delivered by providers within the WorkSmart Network aligns with the Career Pathways framework. This framework aims to engage and support customers’ exploration and pursuit of career advancement using a work-and-learn strategy.

The American Job Centers are the main service delivery locations for the South-Central Wisconsin Workforce Development System. These sites serve as the office locations for the majority of WIOA Title 1-B staff. The Job Centers and South Central Wisconsin Workforce Development System are also supported by community-based partner locations, which compose the WorkSmart Network.

The WDBSCW through its strategic planning discussion also acknowledges the reality that we are currently in unprecedented economic times. Our efforts to engage the workforce, which may include unemployed, underemployed or marginally-employed, will need to continue to evolve. This evolution will require our services strategies to meet the workforce where they are; physically, geographically, and developmentally. This will likely lead us to develop new collaborations, platforms, and delivery schedules. It will be essential for the selected service providers to understand these elements and factors while also being able to build morale and lead initiatives.

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 service delivery alignments, continuous improvement efforts, and compliance-related issues and performance.

**Figure 1: Career Pathways Framework**

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## WIOA Program Services

WIOA is landmark legislation that is designed to strengthen and improve our nation's public workforce system and help get workers, including youth and those with significant barriers to employment, into high-quality jobs and careers, and help employers hire and retain skilled workers. The federally-funded program is 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 need such training to obtain productive, self-sustaining employment. These services will need to be accomplished in an efficient manner and may require multiple engagements. Essential to the overall service delivery is ensuring a common platform, required fund and branding identifiers (Proud Partner of the American Job Center Network and WorkSmart Network), equal opportunity accessibility requirements and compliance. The awarded Contractor(s) are expected to comply with these elements.

## WIOA Program Services Overview

The program provides levels of service based upon the personal needs of a job seeker. These include basic career services, individualized career services, training and support 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 receive staff assistance to achieve job placement, receive employment retention assistance, and access supportive services as appropriate.

***Basic Career Services***

WIOA basic career services represent “front end” basic services to job seekers and must be universally accessible to all individuals seeking employment and training services through the South Central Wisconsin Workforce System. Generally, these services involve less staff time and involvement. Self-service and/or informational services do not require registration for WIOA. Some basic career services are more intensive and require programmatic registration which initiates program participation and triggers performance accountability.

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| **Service Name** | **Definition** |
| Financial Aid Information | Providing information and/or resources to individuals about financial aid from non-WIOA sources to support the cost of training and education programs. Examples could include providing information about the Free Application for Federal Student Aid (FAFSA), grants and/or scholarships. |
| Information about Eligible Training Programs (ETPs) | The State list of eligible training providers (including performance and cost information) has been given to the customer. |
| Information on Local Area Performance | Providing information, in understandable formats, about how the local area is performing on the local performance accountability measures and any other relevant information on local one-stop performance. |
| Intake and Orientation | Providing introductory information about the job center, including programs and services, in an individual or group setting. |
| Job Requirements Information | Staff reviews with the participant the knowledge, skills and abilities needed for a specific job or type of job and discusses how to develop them. |
| Labor Market Information | Provision of information on state and local labor market conditions, from data sources such as the Bureau of Labor Statistics (BLS), Wisconomy, O\*Net, etc. |
| Referral | Connecting an individual to, and/or providing information about, another program or resource. |
| Eligibility Determination | Applying information collected during program registration to the eligibility criteria to see if an individual is eligible for the program |

***Individualized Career Services***

Individualized career services assist WIOA-eligible adults and dislocated workers through the exploration of careers, training programs, and employment opportunities. Generally, these services involve significant staff time and customization to each individual’s needs. 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.

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| **Service Name** | **Definition** |
| Financial Aid Application Assistance | Providing assistance in applying for financial aid from non-WIOA sources to support the cost of training and education programs. Examples could include assistance with applications for the Free Application for Federal Student Aid (FAFSA), grants and/or scholarships. |
| Initial Assessment of Interests, Skill Levels & Supportive Service Needs | Initial assessment of skill levels (includes literacy, numeracy, and English language proficiency), aptitudes and interests, and supportive service needs given to all participants, which forms the basis of future services. |
| Job Referral/Placement Assistance | Bringing one or a group of registered job seekers who are available for a posted job to the attention of an employer. |
| Job Search Assistance | Assistance in planning and carrying out a successful job hunting strategy. |
| Résumé Development | Assistance in creating or improving a résumé. |
| Unemployment Insurance (UI) Claim Assistance | Providing meaningful help with filing an initial UI claim or weekly claim certification. Meaningful help is help provided by staff who have completed the DWD's UI certification training. |

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| **Service Name** | **Definition** |
| Career Planning | Providing job, education, and career counseling, including assistance in choosing an occupation and identifying general steps to be taken to achieve success in that occupation. |
| Comprehensive Individualized or Specialized Assessment | Additional individualized or specialized assessment of skill levels, service needs, employment barriers and appropriate employment goals which may include (1) diagnostic testing and assessment tools or (2) in-depth interviewing and evaluation. |
| Disaster-Relief Employment | Temporary employment under a Disaster Recovery Dislocated Worker Grant to assist in disaster-related humanitarian services, cleanup, or restoration. |
| English Language Learning | Participant is engaged in a program designed to help English language learners achieve competence in reading, writing, speaking and comprehension of the English language. The goal must be to aid in the attainment of a secondary school diploma or its recognized equivalent, transition to postsecondary education or training, or employment. |
| Financial Literacy Services | Providing services to support participant's ability to make informed financial decisions, including learning how to: budget; open a checking or savings account; manage spending, credit and debt; evaluate financial products, services and opportunities; and avoid and resolve identity theft. |
| Group Employment Counseling | Participant involvement in a group employment counseling session with a licensed counselor. |
| IEP Development or Review | Developing or reviewing a plan that identifies the participant's employment goals, appropriate achievement objectives, supportive service needs, and the appropriate combination of services for the participant to achieve their employment goals. |
| Individual Employment Counseling | Participant involvement in an individual employment counseling session with a licensed counselor. |
| Integrated Education and Training Programs | Providing adult education and literacy activities (including English language acquisition or integrated English literacy and civics education) concurrently and contextually with workforce preparation activities and training for a specific occupation or occupational cluster. |
| Job Development | Helping an individual get a job interview where there is no published job opening. |
| Out of Area Job Search Assistance | Providing funding or assistance relating to a job search for employment beyond normal commuting distance. May include paying for transportation or hotel stays. |
| Out of Area Relocation Assistance | Providing funding or assistance relating to relocation for employment beyond normal commuting distance. |
| Short-term Pre-vocational Services | Providing services to help the participant develop soft skills to prepare for unsubsidized employment or training. Examples: learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct. |
| Work Experience | A planned, structured learning experience that takes place in a workplace for a limited period of time. |
| Workforce Preparation | Providing services designed to help the participant acquire skills necessary for successful transition into and completion of postsecondary education or training, or employment. Examples: basic academic skills (through the grade 8.9 level); critical thinking skills; digital literacy skills; and competencies in using resources, using information, and understanding systems. |

***Training Services***

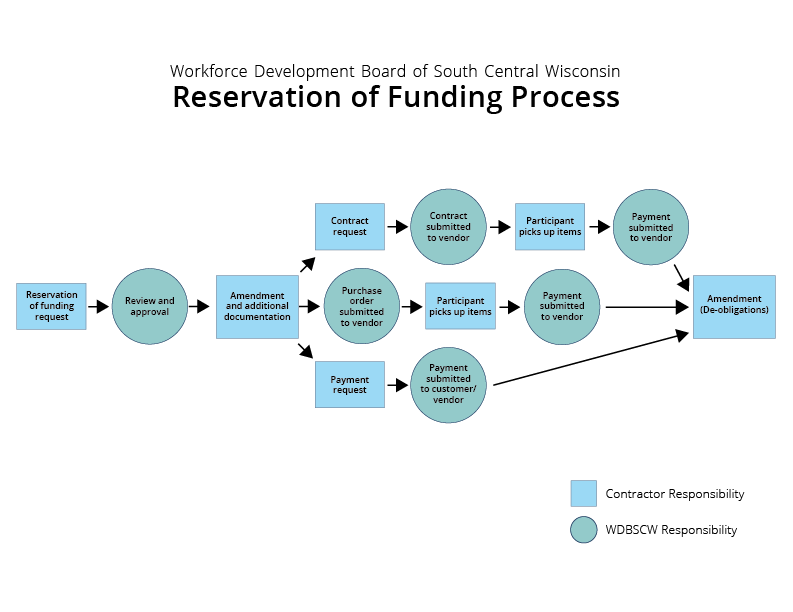
The following training services require registration and are designed to equip individuals to enter the workforce and retain employment. Training services will be coordinated with training programs available under other Federal and State programs through the System.

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| **Service Name** | **Definition** |
| Adult Education and Literacy | Engaged in an adult basic education or literacy program. Allowable ONLY IF in conjunction with occupational classroom, On-the-Job Training (OJT), incumbent worker training, programs that combine workplace training with related instruction, or entrepreneurial training. Individual Training Account (ITA) eligible. |
| Apprenticeship Training | Engaged in a registered apprenticeship program. The classroom portion of any registered apprenticeship program on the ETPL is ITA eligible. An OJT contract may be used to fund the on-the-job training portion of any registered apprenticeship program. |
| Combined Workplace Skills Training & Related Instruction | A structured training program that combines classroom instruction and work experience (includes pre-apprenticeship and cooperative education programs.) ITA eligible. |
| Customized Training | Engaged in training customized for a specific employer/individual, for which the employer pays a significant portion of the cost of training. Not ITA eligible. |
| Entrepreneurial Training | Engaged in training providing the basic skills needed to start and operate a small business. ITA eligible. |
| Job Readiness Training | Training designed to improve skills in seeking and retaining employment. ITA eligible when provided in conjunction with occupational classroom, OJT, incumbent worker training, programs that combine workplace training with related instruction, entrepreneurial training, or transitional jobs. |
| Occupational Classroom | Engaged in an organized program of study consisting of one or more courses or classes, which when successfully completed leads to one or more of: a recognized postsecondary credential, employment, measurable skills gains towards a recognized credential. ITA eligible. |
| On-The-Job Training (OJT) | Limited-term, onsite training provided to a participant by their employer under contract with the WDB. The participant's wages are subsidized by the program. Not ITA eligible. |

***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.*

* The WDBSCW requires Contractors to follow a Reservation of Funds Process to access available training and support (wraparound) funds.

**Figure 2. Reservation of Funds Process**



***Support Services***

Supportive services may be made available to any adult or dislocated worker participating in WIOA Title 1-B career services or training activities that are unable to obtain supportive services through other programs providing such services. Additionally, the supportive services must be necessary to enable the individual to participate in career services or training activities.

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| **Service Name** | **Definition** |
| Child Care Assistance | Receiving or authorized to receive Title 1-B child care assistance. |
| Housing Assistance | Provided housing assistance or information. |
| Other Support Service Assistance | Provided with support service(s) not elsewhere described. |
| Transportation Assistance | Assistance to cover the cost of transportation to and from WIOA-approved activities. Reimbursement for mileage driven by clients engaged in Trade Adjustment Assistance (TAA)-approved training at a facility beyond their normal commuting distance. |
| Treatment and Recovery Services | Services related to the treatment of alcohol and/or substance abuse. |

***Follow-up Procedures and Services***

Contractors are required to 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.

Contracted staff will maintain regular contact with participants and provide follow-up services post program exit for a duration of 4 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.

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.

*Follow-up Services*

* Counseling Individuals About the Workplace;
* Additional Career Planning and Counseling;
* Additional Educational and Employment Opportunities Information;
* Employer Contact;
* Participant Contact;
* Peer Support Groups;
* Referral to supportive services (Adult Program and Dislocated Worker Program participants in follow-up may not receive program-funded supportive services.)

Services, activities, and contacts will be documented in accordance with program guidance, procedures, and WDBSCW local policy. For all participants who have exited, the Follow-Up screen and its affiliated overview and quarter tabs in the ASSET data system must be completed with accurate information as it may impact performance. The WDBSCW may use information supplied in the Follow-Up screens (including the “For Local Management Reporting'' section) to evaluate participant employment outcomes for contractual review.

1. **Additional System Engagements**

***Outreach***Contractors will need to build community relationships to create program awareness and conduct outreach for program enrollment. Outreach responsibilities 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 with cultural competence will be essential.

***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 Job Centers, 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 in the State’s data system, JCW Business, per locally set guidance. The data contributes toward the Federal performance evaluation of the State-determined business performance indicators. The WDBSCW will monitor reporting and usage of JCW Business 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 potential funding for business-related contract activities.

***Rapid Response***

Rapid Response engagements provide necessary information and services to affected workers in order to assist them in planning for their transition. These engagements enable dislocated workers to enter into 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.

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 strategy for dislocated workers is critical to support business health as well as enabling workers to minimize the duration of unemployment following layoff.

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(s) as deemed appropriate and essential to worker service and transition planning. The WDBSCW staff will notify and coordinate with Contractor staff and Workforce System partners 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.

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.

## Staffing Roles

The awarded Contractor(s) must partner and support the guiding principles described above and achieve at least the minimum work components outlined below. First and foremost, the contractor(s) will function as a fully-integrated partner in the South-Central Wisconsin Workforce System--as part of the WorkSmart Network--and a fully-committed partner of WDBSCW initiatives and branding.

Contractor(s) will be expected to work closely with the WDBSCW staff and the One-Stop Operator to bring a community presence to the South-Central Wisconsin Workforce Development System and the 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 Title 1-B services. The WDBSCW expects the awarded Contractor(s) to assist in enhancing the workforce development system and ensure successful tracking and outcomes of individuals through the System. It is expected that the awarded Contractor(s) will represent WIOA Title 1-B resources in the respective MOUs, as well as work in close partnership with WDBSCW staff to provide guidance and leadership to the regional Workforce System and the WorkSmart Network.

***Staffing and Customer Flow***

The staffing positions included in the system model will be working together in a seamless manner serving participants across the region and across programs. This will require professional communication abilities and clearly defined roles and responsibilities at each level of the design. Contractor(s) selected through the procurement will be funded for the delivery of services to WIOA Adult and Dislocated Worker Program participants. Contractors will provide services in a coordinated systematic manner.

The WDBSCW staff will manage all WDBSCW system-related contracts and work with the One-Stop Operator, partners, stakeholders, and Contractors to report efforts and outcomes as well as work to ensure customer service remains a system priority. The WDBSCW staff will assist the contractors in troubleshooting, system resource development, system initiative coordination, corrective action, and continuous improvement activities. The day-to-day staff supervision, management, staff training and initial troubleshooting is the responsibility of the Contractor. It is vital that the WDBSCW staff have a very direct relationship with the Contractors to be responsive to requests and directives.

There are two professional positions in the 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.

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 resulting in employment and follow-up. 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 and implement an employment plan for participants.

Staff in this role will also be providing the traditional “case management” functions and hold a 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** position supports WIOA participants engaging in longer-term training services, which tend to be 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. **Important:** **The Training Navigator positions have been sole-sourced to the technical colleges and are not available for bid.**

The WDBSCW Board of Directors 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 System design and delivery of WIOA program services. These positions are intended to support quality service delivery and successful execution of contracted services. Staff in this role must be knowledgeable of all WIOA program services and reporting requirements as they continue to evolve. The role will need to stay up-to-date with the workforce development system initiatives and goals in order to play an essential role in the system design.

Figure 3 (below) emulates the current staffing deployment and is for reference purposes. **All titles have been changed to Career Planner to limit confusion**.

**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.

### Figure 3. Current Staff Deployment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **OSO – One Stop Operator Coordinator** | | | | | | |
| **Funding available through independent procurement 1 FTE** | | | | | | |
|  |  |  |  |  |  |  |
| **Dane County Job Center** | | |  | **Sauk County Job Center** |  | **Workforce Development Center of Jefferson County** |
|  |  |  |  |  |  |  |
| **Career Planner** |  | **Career Planner** |  | **Career Planner** |  | **Career Planner** |
| **1 FTE** |  | **1 FTE** |  | **1 FTE** |  | **1 FTE** |
|  |  |  |  |  |  |  |
| **Career Planner** |  | **Career Planner** |  | **Career Planner** |  | **Career Planner** |
| **1 FTE** |  | **1 FTE** |  | **1 FTE** |  | **1 FTE** |

## *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.

**Participant Volume in PY21 - Adult and Dislocated Worker Programs**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Participants Served | New Participants (Enrollments) | Continuing Participants (Active) | Participants in Follow-Up |
| 385 | 300 | 85 | 225 |

Omits Training Navigator volume

**Caseloads per Career Planner (CP) in PY21 - Adult and Dislocated Worker Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Participants Served | New Participants (Enrollments) | Continuing Participants (Active) | Participants in Follow-Up |
| 38 per CP (avg) | 30 per CP (avg) | 8 per CP (avg) | 22 per CP (avg) |

Based on 10 Career Planners across the region

***Number to be Served Example: Four Proposed Career Planners***

* Continuing Participants (per CP): 10 participants per CP (40 participants)
* New Participants (Enrollments) (per CP): 40 participants per CP (160 participants)
* Total Served (per CP) - 50 participants per CP (200 participants)

The WDBSCW has established a regional 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 it is achievable and should be supported through design and narrative. Staff will also be responsible for continuing 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 purpose, 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.

## 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 2023 (tentative; subject to change), as provided to the WDBSCW by DWD/DET are as follows in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Year 2023**  **WIOA Title 1-B Program Performance Measures** | **Adult** | **Dislocated Worker** | **Youth** |
| Unsubsidized Employment (or Education) during 2nd Quarter after Exit | 75% | 81% | 76% |
| Unsubsidized Employment (or Education) during 4th Quarter after Exit | 72% | 79% | 75% |
| Median Earnings 2nd Quarter after Exit | $7,300 | $9,600 | $3,600 |
| Credential Attainment Rate (CAR) | 72% | 70% | 65% |
| Measurable Skills Gains (MSG) | 79% | 74% | 79% |

**Adult and Dislocated Worker Measures**  
*Definition source:* [*https://dwd.wisconsin.gov/wioa/policy/11/11.5.htm*](https://dwd.wisconsin.gov/wioa/policy/11/11.5.htm)

## Assurances

The chosen contractor(s) from this RFP must agree to the provisions outlined in Attachment E. 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

## General Preparation Instructions

The RFP response is divided into sections as follows:

|  |  |  |
| --- | --- | --- |
| **Section** | **Format** | **Evaluation Criteria** |
| 1. Cover Page | Form | Pass/Fail |
| 1. Proposal Checklist | Form | Pass/Fail |
| 1. Proposal Summary | Narrative | Pass/Fail |
| 1. Organizational Experience | Narrative | 20 points |
| 1. Relationships and Collaborations | Narrative | 20 points |
| 1. Staffing Design and Development | Narrative | 25 points |
| 1. Service Delivery | Narrative | 25 points |
| 1. Budgets / Costs | Form and Narrative | 10 points |
| 1. Compliance Forms | Form | Pass/Fail |

The maximum number of points available is 100 points. Sections 1-3 and 9 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 4-8. 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.

## 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 requests 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.
   * Be sure to describe your organization’s experience implementing services relevant to the services described in the RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.
4. *Organizational Experience* *– Maximum of 2 pages –* Please answer the questions in the order listed. This category will evaluate 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(ies).
5. *Relationships and Collaborations – 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. *Staffing Design and Development* *– Maximum of 2 pages –* Please answer the questions in the order listed. This category will evaluate the adequacy, creativity, plausibility and alignment of staff and services within the program design.
7. Service Delivery *– Maximum of 2 pages* *–* Please answer the questions in the order listed. This category will evaluate the bidder’s knowledge/competence, flexibility and proposed strategic approach(es) in serving the identified program populations.
8. *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.
9. *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.

## 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.

* Be sure to describe your organization’s experience implementing services relevant to the services described in the RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.

**Organizational Experience – 20 Points – *(Maximum of 2 pages)***

1. 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).
2. Describe your experience with researching and implementing evidence-based practices. Please provide information on the practice, lessons learned as well as measurable impacts.
3. Describe your internal quality assurance and monitoring practices or plan. Please describe relevant timelines how the results will be documented, evaluated and utilized.

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

1. Considering the Workforce Development Board’s alignment with the [WIOA State Plan](https://dwd.wisconsin.gov/wioa/pdf/wi-wioa-state-plan-2020.pdf), describe your experience with an integrated service delivery model.
   1. Highlight a current or recent collaboration or partnership, specifying organization name(s), collaboration/partnership goal(s) and outcome(s), as well as information about your shared work and accomplishments.
2. 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.

**Staffing Design and Development - 25 points – *(Maximum of 2 pages)***

1. Please complete Attachment H to show the composition and allocation of responsibilities of proposed staff.
   1. Please also describe your strategy behind the allocation of roles and responsibilities.
2. Describe the training plan you will use to ensure that staff are well-trained and ready to deliver WIOA services.
   1. Please describe specific topics that are covered, frequency of training engagements and any other information you feel is relevant to support your ability to train and onboard staff.
   2. Please describe your approach and/or ability to onboard staff if additional resources become available or staff transitions occur.
3. Describe how you will evaluate staff’s ability to provide quality program elements and services (from recruitment to employment retention).
   1. How will these evaluations support the enhancement of service accessibility and delivery?
4. How does your agency exemplify the Career Pathways methodology in its internal staff development model?

**Service Delivery - 25 points – *(Maximum of 2 pages)***

1. Describe how you will be flexible with staffing (personnel policies and practices) in order to respond to and meet various demands.
2. What strategies have you used or would you implement to improve the Career Planner and Participant relationship?
3. Describe how your agency intends to engage and support business and industry. Include strategies utilized to identify and approach businesses and anticipated impacts from these efforts.
4. In light of the recent announcement by the U.S. Department of Labor for its [Good Jobs initiative](https://www.dol.gov/general/good-jobs/about-us), describe how your agency will provide job placement assistance for job seekers, with a focus on high-growth, high demand industries and career pathways.
5. What suggestions might you have to improve WIOA service accessibility, approachability efficiency and effectiveness?
   1. Complete Logic Model (Attachment G)

**Budget/Cost – 10 Points**

Please complete the [Budget Summary](https://docs.google.com/document/d/1aH5Xq9MoK9asZTON2kIHSmhGWcHu_7z9/edit#heading=h.3rdcrjn) 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 a 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

## Submission

WDBSCW must receive proposals no later than **3:00 p.m. CDT, April 25, 2023** via email at [**procurement@wdbscw.org**](mailto:procurement@wdbscw.org). Proposals received after the due date and time will not be considered. Untimely proposals are not eligible for appeal. The applicant is solely responsible for assuring that all required documents are complete, legible, and on time.

## 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 single-spaced in 12-point Times New Roman or Arial font
2. Each page must have a one-inch margin
3. Each page must be single-sided
4. Pages must be sequentially numbered
5. Files must be compatible with Microsoft Word and Excel unless otherwise specified
6. **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 composed 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 Review 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. Letters of support and/or references are not required and should not be submitted with the RFP documents; however, they may be requested at a later date if necessary.** **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.

## 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.

## 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 in 12-point Times New Roman or Arial font;
5. Not have pages sequentially numbered
6. The original proposal lacks an original signature by the applicant’s authorized representative, and/or marked “original”;
7. Facsimiles of proposals;
8. Incomplete or erroneous information, withholding material information, or falsifying information will result in disqualification or subsequent contract termination; and,
9. 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.

## 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 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:

|  |  |
| --- | --- |
| **Source** | **Link** |
| 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.dol.gov/agencies/eta/wioa/guidance> |
| DWD/DET WIOA Policy and Procedure Guide | <https://dwd.wisconsin.gov/wioa/policy/> |
| (WIOA) Titles I-A and I-B Policy & Procedure Manual - Chapter 12 - File Documentation | <https://dwd.wisconsin.gov/wioa/policy/default.htm> |
| Uniform Guidance | <https://www.ecfr.gov/> |
| WIOA Performance | <https://www.dol.gov/agencies/eta/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 the 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. Letters of support and/or references are not required and should not be submitted with the RFP documents; however, they may be requested at a later date if necessary.
12. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
13. 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.
14. 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.
15. 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 Proposal package or subsequent contract.
16. 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.
17. 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.
18. Bidders will be expected to adhere to WDBSCW procedures to collect, verify, and submit required data and submit monthly invoices to WDBSCW.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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, English proficiency, sexual orientation, political affiliation or belief.
25. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
26. 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.
27. 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.
28. Contractors must have an established grievance and complaint process and procedure to address any participant concerns, complaints, or grievances. 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.
29. 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.
30. 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.
31. 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.
32. Contracts will be cost reimbursement only. Developed budgets shall define anticipated costs associated with the delivery of the proposed service plan.
33. WDBSCW reserves the right to cancel an award immediately if new state or federal regulations or policies make it necessary to change the program purpose or content substantially, or to prohibit such a program.
34. 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.
35. 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 to any other individual for the same services performed by the bidder.
36. WDBSCW reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
37. 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.
38. Applicants are advised that most documents in the possession of WDBSCW are considered public records and subject to disclosure.

## ATTACHMENT B – Proposal Cover Page

**Workforce Innovation and Opportunity Act (WIOA)**

**ADULT AND DISLOCATED WORKER PROGRAM SERVICES**

Submission Date:

Organization Name:

(If consortium list collaborators):

Address:

Proposal Contact:

Phone:

Email:

Website:

Dollar Amount Requested:

**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**

## ATTACHMENT C – 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*
* Proposal Response Package Requirements:
* Proposal Cover Page
* Proposal Checklist
* Proposal Summary
* Organizational Experience
* Relationships and Collaborations
* Staffing Design and Development
* Service Delivery
* 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
* One copy each of the last two years’ audited financial statements

**Note:** Letters of support and/or references are not required and should not be submitted with the RFP documents; however, they may be requested at a later date if necessary.

## ATTACHMENT D – Statement of Compliance

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 WIOA Title 1-B 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 (WDBSCW) 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 or staff of the WDBSCW.

Authorized Representative Signature:

Authorized Representative Name:

Authorized Representative Title:

Date:

## ATTACHMENT E – Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance

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), 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 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 filed 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.

## ATTACHMENT E – Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance

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 WDBSCW or DWD-DET.
* The Bidder/Contractor must give the WDBSCW, 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)**.

The WDBSCW, 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.

## ATTACHMENT E – Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance

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 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 Name:

Authorized Representative Signature:

Authorized Representative Name:

Authorized Representative Title:

Date:

## 

## Budget Forms

**Workforce Development Board of South Central Wisconsin - Effective: 7/1/2023 - 6/30/2024**

|  |  |  |
| --- | --- | --- |
| **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** |  |  |  |

## 

## Budget Forms

## Workforce Development Board of South Central Wisconsin - Effective: 7/1/2023 - 6/30/2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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**

|  |  |  |
| --- | --- | --- |
| Workforce Development Board of South Central Wisconsin - Effective: 7/1/2023 - 6/30/2024 | | |
|  | **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** |  |  |
| Workforce Development Board of South Central Wisconsin - Effective: 7/1/2023 - 6/30/2024 | | |
|  | **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** |  |  |  |  |  |  |  |  |
| Workforce Development Board of South Central Wisconsin - Effective: 7/1/2023 - 6/30/2024 | | | | | | | | |
| **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 |

| **Goal** | **Resources** | **Action Plan** | **Measures of Success** |
| --- | --- | --- | --- |
| *What are you trying to achieve?* | *In order to carry out the set of activities we will need the following:* | *What are your planned activities or processes to achieve the goal?* | *How will you measure success?* |
|  |  |  |  |

## 

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Core Services** | **Program Services** | | **Other System Services** | |
|
| Position Title | Location | Total % of Time | Direct Customer Services | Outreach | Business Services | Staff Training & Development | Quality Assurance & Compliance |
|
| Contract Manager |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | 0% |  |  |  |  |  |
|  |  | **0%** | **0%** | **0%** | **0%** | **0%** | **0%** |
|  |  |  |  |  |  |  |  |
| Proposed Total Number Served: | |  |  |  |  |  |  |