



Request for Proposals

Workforce Innovation and Opportunity Act - Title I Integrated Services for Adults, Dislocated Worker & Youth Services

Issued By:

Central Oklahoma Workforce Investment Board
3813 N. Santa Fe, Suite 135
Oklahoma City, OK 73118

Release Date: July 12, 2024

Due Date for Proposals: August 19, 2024 3:00PM CDST

Contract Period

October 1, 2024 through September 30, 2025 with options to renew

Funded by

The Workforce Innovation and Opportunity Act – Title I



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“Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

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BABEL NOTICE: (29CFR 38.9(g)(3))

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Northeast Workforce Development Board
Jeremy Frutchev, EO Officer
5238 N Highway 167
Catoosa, OK 74015
Cell: 405.269.2821
Email: jeremy.frutchev@northeastworkforceboard.com

Or,

EO Officer
Oklahoma Employment Security Commission
PO Box 52003
Oklahoma City, OK 73152-2003
TTY 711 or 800.722.0353
Email: eoofficer@oesc.ok.gov

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and trainees only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.

SECTION 1. INTRODUCTION AND SCHEDULE

The Northeast Workforce Development Board (NEWDB) is pleased to announce a Request for Proposals (RFP) for qualified service providers to deliver comprehensive services under the Workforce Innovation and Opportunity Act (WIOA) Title I programs. These programs, aimed at supporting adults, dislocated workers, and youth, are integral to our mission of fostering economic growth and enhancing workforce readiness in the Northeast region. We invite experienced and innovative organizations to submit proposals that demonstrate their capacity to provide impactful and effective workforce development services, aligning with NEWDB's commitment to creating a skilled and competitive labor force.

The time line shown below is an estimated schedule of the RFP process.

Request for Proposals (RFP) Schedule

Proposal Issue Date	July 12, 2024
Final Submission of Technical Questions	July 26, 2024 by 3:00 PM CDST
Deadline for Receipt of Completed Proposals	August 19, 2024 by 3:00 PM CDST
Public Opening of Sealed Bids	August 19, 2024 by 3:30 PM CDST
Review and Negotiations with Approved Bidders	August 26- September 16, 2024
Contract Written By	September 20, 2024
Contract Performance Begins	October 1, 2024
Contract Performance Ends	September 30, 2025

Note: The deadline shown above is extremely important. The completed proposal must have been physically received on or prior to that deadline. If you plan to have your proposal delivered other than by personal delivery, please remember that even though the proposal may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered.

The Proposal should be delivered or mailed to:

Central Oklahoma Workforce Investment Board

Attn: Ashley Sellers

3813 N. Santa Fe Suite 135

Oklahoma City, OK 73118

SECTION 2. PROPOSAL INFORMATION

This Request for Proposal (RFP) is issued to procure services as a part of the local service delivery of the Workforce Innovation and Opportunity Act. This Request for Proposal is released to procure services and/or products as described in this package. All individuals, companies, agencies or other entities submitting proposals must be aware of the limitations stated in this section.

- The Central Oklahoma Workforce Innovation Board (COWIB), in receiving proposals, reserves the right to withdraw this proposal at any time prior to the signing of a contract. COWIB acting as an agent on behalf of the Northeast Workforce Development Board, Inc. reserves the right to cancel or reissue this RFP in part or in its entirety.
- Proposals selected for review will be evaluated and may be negotiated. The NEWDB reserves the right to fund all, some, or none of the proposals received. The actual amount of any contract that is written is subject to negotiation prior to the finalization of the contract. The proposals that are most advantageous to the Workforce Development Area (WDA) in terms of both quality and cost will be recommended for contract negotiations.
- Proposers may be asked for clarifying statements or other data prior to or during the review and negotiation process. These statements or data will be requested only to clarify items already included in the proposal that was submitted. The statements or data provided by the proposer will be considered to be a part of the proposal.

Proposals selected for review will be evaluated according to criteria set forth in this proposal package. Some evaluation criteria will have minimum acceptable scores that must be met. Failure to meet the minimum scores will eliminate the proposal from further evaluation and consideration. Proposals will be evaluated by an RFP Committee. This RFP Committee will consist of members of the NEWDB. The RFP Committee will make a recommendation to the full NEWDB. The NEWDB will then make the final decision on the organization(s) to which a contract will be awarded.

The RFP Committee will only review proposals for programs that include the services requested in this proposal package. Proposers may include additional services as a part of the proposal, but the proposal must, at a minimum, contain the training or services that are specifically shown.

The proposals that are received will be made available, upon request, to the public. However, the proposals will be made available only after the NEWDB has made the award to a proposer and the protest period has begun.

The NEWDB has established a procedure to resolve any protests, disputes, claims, or grievances that may arise from this procurement process. A copy of this procedure will be made available to any proposer upon request. This procedure gives a proposer an opportunity to protest the award and provides for a review of the process and a determination to be issued by the individuals conducting the review. The notice of award and notice of the protest process will be provided at the time proposers are notified of the outcome of their proposal. This notice will be provided to each proposer within 10 days of the date of award of a contract and may be provided via e-mail, direct contact by telephone, or by regular mail. The protest process will provide for a minimum of 30 days

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for a proposer to submit a protest. The notice of the protest process will provide information on the name and contact information of the individual to whom the protest must be submitted.

This RFP contains a proposal format. This **must** be followed. The signature page must be completed, signed, and notarized or the proposal will not be accepted for review.

Submitting the proposal will constitute a legal, binding offer for a period of not less than 120 days from the date of the submitting of the proposal and if awarded. All conditions contained in this RFP, completed forms, and any statements contained in the RFP responses will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The contractor shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The contractor will be responsible for all material errors and omissions in the performance of the contract.

Proposers shall not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the NEWDB, Local Elected Officials, Youth Committee, or other organization for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

Modifications to proposals that have been submitted will be accepted only under these guidelines. (1) The original proposal that was submitted must be withdrawn. The proposer must provide a written request to withdraw the original proposal; and (2) A completely new proposal must then be submitted. No changes may be made to the proposal subsequent to the deadline date.

Pre-contract costs and the costs of preparing this proposal are not allowable costs and cannot be included in the proposal budget nor in any resulting contract budget.

Proposers should be aware that funding for WIOA programs is always subject to availability and other conditions. Funding for future periods may be changed significantly if appropriations for WIOA programs change or if demographics change within the State or local workforce development area.

No employee, officer, or agent of the Fiscal Agent, NEWDB, Local Elected Officials, Youth Committee, or other organization shall participate in the selection, award, of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.

Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected.

The COWIB and/or NEWDB reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any and all proposers. The NEWDB also reserves the right to conduct a review of records, systems and procedures, including credit and criminal background checks, of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the

proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.

The Sub-recipient will be monitored by the NEWDB monitor and COWIB acting as Fiscal Agent and must have an annual audit included in the contract. Other monitors auditors or reviewers from State and/or Federal agencies may also monitor or audit the Sub-recipient and must be provided access to all records and documents associated with the performance of this contract.

The Sub-recipient that is selected through this RFP is expected to be familiar with the WIOA and Regulations and applying them in developing the response to the RFP. The NEWDB, after the contract has been awarded, may provide technical assistance to the Sub-recipient.

SECTION 3. STATEMENT OF WORK

The sub-recipient that is selected shall deliver comprehensive services under the Workforce Innovation and Opportunity Act (WIOA) Title I for Adult, Dislocated Worker, and Youth Programs. These services must be designed to enhance employment opportunities, facilitate career advancement, and promote self-sufficiency for eligible participants. The sub-recipient will provide a range of activities, including but not limited to, career counseling, job readiness training, skills development, work-based learning opportunities, and supportive services. For Adult and Dislocated Worker Programs, the focus will be on career pathway development, re-employment services, and connections to high-demand industries. For Youth Programs, emphasis will be placed on educational attainment, work experience, leadership development, and transition to post-secondary education or employment. The sub-recipient must collaborate with local businesses, educational institutions, community organizations, and other stakeholders to create a robust network of support and opportunities. Performance will be evaluated based on participant outcomes, such as employment rates, earnings, credential attainment, and measurable skills gains, in alignment with WIOA performance indicators.

THE CONTRACT THAT MAY RESULT FROM THIS RFP

The following are examples of the contract provisions that will be included in the contract that will be developed as a result of this RFP. The exact text of the contract provision may differ slightly from the example shown.

Contract Costs - All costs that are approved in a contract must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to the proper grants and cost categories. If the Sub-recipient is a public entity or non-profit entity, the contract will not include a provision for profit. Profit margins with for-profit organizations will be negotiated prior to the start date of the contract. Profit margins must be reasonable and cannot be based on a percentage of actual costs.

Contract Type - The successful proposer may be offered a standard cost reimbursement and/or a performance-based contract with the potential of profit, depending on the type of entity that is offered a contract. The Sub-recipient chosen will be reimbursed for costs on a monthly basis.

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The successful proposer will be offered a contract with possible performance incentive. Profit should be based on the competitor's efforts and risk in achieving performance measures outlined by the NEWDB. Other considerations to account for when quantifying the opportunity to earn profit are referenced in the Federal Acquisition Regulations, otherwise known as the FAR.

The NEWDB may cap the maximum potential profit that can be earned in accordance with the performance results and funding availability. For-profit entities are subrecipients of a federal award and must adhere to the Uniform Guidance as well as DOL exceptions, including any requirements identified by DOL's exceptions, and this includes the provisions of audit and access to records requirements. The contract will contain language that will establish a reduction in payment for the expense of reviewing and requiring a correction in the reporting. Selected Sub-recipient(s) will be required to manage the Adult, DLW, and Youth direct client cost.

Criminal History Reports - The contract that results from this RFP may contain a requirement that the Sub-recipient provide a current (within the past 12 months) and satisfactory OSBI criminal history report on all individuals working in any manner for the Sub-recipient if the individual will be providing services to workforce customers. The criminal history report shall be deemed to be satisfactory if it contains no history of criminal offences which would be considered crimes which present a danger to customers. These reports, if required, must be submitted not less than 10 days prior to the scheduled beginning date of performance under the contract. If the reports are not submitted by that deadline, the contract will be declared to be void and no payments will be made to the Sub-recipient. The cost of the criminal history reports will be paid by the Sub-recipient and cannot be included in the contract costs.

Contract Renewal, Extension and Profit - The contract that results from this RFP may have a provision for extension. The terms and lengths of any extension will be established by the NEWDB and will be included in the contract provisions. All extensions must be documented in a modification to the contract. Each extension must be for not more than one year and a maximum of two extensions are permitted. Extensions will be contingent upon the Sub-recipients documented and verified established performance. Performance incentive will only be considered if the State Negotiated Performance measures are met and validated, as well as the contractual measures identified below. Performance Indicators, minimum spending requirements as outlined in [OWDI 08-2019](#) Adult and Dislocated Worker 40% Minimum Training Expenditure Rate Spending Requirements, and [TEGL 21-16](#) that a minimum of 20% of local area funds for the Title I Youth program be spent on work experience.

NEWDB’s PY 2022 – PY 2023 State Negotiated Performance Measures are as follows:

Northeast OK			
PY 2022 & 2023 Negotiated Goals			
Performance Metric	Adult	Dislocated Worker	Youth
Employment 2 nd Quarter After Exit	72.00%	75.00%	74.00%
Employment 4 th Quarter After Exit	70.00%	69.50%	71.00%
Median Earnings	\$5,750	\$8,200	\$3,900
Credential Rate	72.50%	75.00%	71.00%
Measurable Skill Gains	65.00%	70.50%	59.50%

Sub-recipient Performance will be based on the following measures:

Adult – Dislocated Worker Measures

1. **Budget Management and Expenditures** - Of the direct client dollars budgeted to the Service Provider, at least 65% will be obligated each year by March 31st. Documentation sources will include budget reports submitted to NEWDB staff including Work Based Learning, Occupational Skills Training, Supportive Services or any other obligations by customers.
2. **Resolved Monitoring and No Disallowed Costs** - Absence of unresolved monitoring issues and absence of disallowed costs as evident by monitoring and/or audit by DOL, NEWDB, State Monitoring Entities, and Fiscal Agent monitoring documents on or at the end of the third quarter of this contract.
3. **Work Based Learning** – The number of Adults and Dislocated Workers who are enrolled in Registered Apprenticeships, On-the-Job Training, Job Shadowing and Work Experience activities. Work Based Learning activities may be progressive and built into the IEP and a progressive career pathway. Participants may enroll in a second Work Based Learning activity if it is a different activity than the first and if there is sufficient documentation to justify the opportunity is necessary to support the participant’s goals and IEP. Advance approvals from the NEWDB are required for participants who are entering more than one Work Based Learning activity to be counted as positive performance. Budgets will reflect a plan to spend a significant percentage of client-based expenditures on Work-Based Learning, especially OJT, activities. The Service Provider will use OKJobMatch to validate these activities. This information will be reviewed for accuracy and performance verified by the NEWDB staff.
4. **Participants Receiving Industry Recognized Credentials*** - Measures the number of participants enrolled in Occupational Skills Training during the program year and receiving an industry recognized credential. The measure counts the number of participants who receive an industry recognized credential during the program year. Participants who

receive stackable credentials may be counted multiple times in a program year, if those credentials meet the definition of "Recognized Postsecondary Credential" as outlined in [TEGL 10-16 change 2](#), pages 12-14. The Service Provider will provide reports from OKJobMatch that validate the number of participants who have received a credential and documentation will be uploaded into the state's system to validate credential attainment. This information will be reviewed for accuracy and performance by NEWDB staff.

* Positive credential attainment may include co-enrollments funded by other/partner funding.

5. **Placement in Critical Occupation** – Of the Adults and Dislocated Workers who receive Occupational Skills Training, the percentage that are placed in unsubsidized employment in an occupation on the current [NEWDB Critical Occupation List or Demand Occupation](#), or the Critical Occupation List that was effective at the time of enrollment. The O*net code for the placement occupation must align with an O*net code from one of the applicable lists outlined above. The Service Provider must complete and upload the Placement Validation Form, or another approved validation document, which will demonstrate the job title and O*net code to be compared to an applicable list. This information will be reviewed for accuracy and performance verified by NEWDB staff.
6. **Direct Participant Placement into Employment:** Number of Adult and Dislocated worker participants who receive direct placement into self-sufficient employment in occupations on NEWDB's critical occupations list. This may include WIOA Title I participants who are placed through collaboration with WIOA required partners, such as DRS Voc-Rehab, Wagner Peyser, or NEWDB's Business Services team (as examples). Participants may include those who receive training services, as referenced in measures 4 and 5, and participants who have only received basic or individualized services. Participants must be placed in occupations paying a wage that aligns with [NEWDB's Self-Sufficiency policy](#). NEWDB's critical occupations list can be found in attachment B of [NEWDB's Demand Occupations Policy](#).
7. **Priority and Vulnerable Populations** -Number of clients enrolled as priority and vulnerable populations as described in [TA 05-2020](#) or [NEWDB Priority of Service Policy](#) including, veterans and eligible spouses, justice involved, dropouts, aging out of foster care, TANF recipients, homeless, older individuals -defined as individuals who are age 55 and older, individuals with disabilities etc.. This will be measured by using OKJobMatch and/or receiving a list from the Service Provider of all Adult and Dislocated Worker participants in these categories. This information will be reviewed for accuracy and performance verified by NEWDB staff.

Youth Measures

1. **Youth Enrollments.** The number of youth enrollments. Note that 75% of all WIOA youth funds must be expended on OSY. Will be validated utilizing OKJobMatch's enrollment verification quarterly tracking reports provided by the Service Provider and verified by NEWDB staff.

2. **High school Diploma or Equivalency** – Of the Out-of-School youth who do not have a High School Diploma or equivalent at program entrance, the percentage of youth who exited during the period July 1st through March 31st that will have obtained an HSE or High School Diploma. This will be documented from a list of all Out-of-School youth who exited during the stated time frame, showing educational status at entrance, along with documentation from those who have obtained their HSE or High School Diploma. This information will be reviewed for accuracy and performance verified by NEWDB staff.
3. **Work Based Learning** – The number of Youth participants who are enrolled in Registered Apprenticeships, On-the-Job Training, Job Shadowing and Work Experience activities. Work Based Learning activities may be progressive and built into the IEP and a progressive career pathway. Participants may enroll in a second Work Based Learning activity if it is a different activity than the first and if there is sufficient documentation to justify the opportunity is necessary to support the participant’s goals and ISS. Advance approvals from the NEWDB are required for participants who are entering more than one Work Based Learning activity to be counted as positive performance. Budgets will reflect a plan to spend a significant percentage of client-based expenditures on Work-Based Learning, especially OJT, activities. The Service Provider will use OKJobMatch to validate these activities. This information will be reviewed for accuracy and performance verified by the NEWDB staff.
4. **Priority Youth Populations** –The percentage of Youth participants enrolled July 1 through March 31 as priority and vulnerable populations including, veterans and eligible spouses, justice involved, dropouts, Foster Youth/Aging out, TANF recipients, homeless, individuals with disabilities high school drop outs or youth who fall into priority populations as described in [TA 05-2020](#) or [NEWDB Priority of Service Policy](#). This will be measured by OKJobMatch reports and/or receiving a list of Quarterly Performance Reports from the Service Provider. This information will be reviewed for accuracy and performance verified by NEWDB staff.
5. **Participants Receiving Industry Recognized Credentials*** - Measures the number of Youth participants enrolled in Occupational Skills Training during the program year and receiving an industry recognized credential. The measure counts the number of Youth participants who receive an industry recognized credential during the program year. Participants who receive stackable credentials may be counted multiple times in a program year. The Service Provider will provide reports from OKJobMatch that validate the number of participants who have received a credential. This information will be reviewed for accuracy and performance by NEWDB staff.
*Includes co-enrollments funded by other/partner funding.

NEWDB reserves the right to modify and/or clarify the measures during negotiations.

The determination of whether the Sub-recipient has met or exceeded the performance items shown above will be made as of March 31st of the contract period. To be determined to have satisfactory performance, the Sub-recipient must meet 10/13 performance items listed above with no measure falling below 90%. Even though the Sub-recipient may meet or exceed the performance measures

shown above the Sub-recipient must also submit a satisfactory budget for the extension period. The budget for the extension will be negotiated.

Program and Performance Measures- The contract that results from this RFP will have certain requirements for performance. The contract may require that the Sub-recipient submit reports of expenditures, clients served, goals versus actual performance reports, WIOA performance reports, audits, reviews made by other entities, or other information that is necessary for the NEWDB to evaluate the performance of the Sub-recipient. The contract may have provisions requiring minimum performance levels to be achieved before funding for remaining periods is available. The contract may have a provision to reduce or eliminate funding for future periods if that minimum performance level is not attained. It is also possible to eliminate specific service areas from the contract should the Sub-recipient fail to meet minimum performance standards in each of the areas.

Transitioning - The Sub-recipient will be required to continue to provide services to customers that are transitioned from the previous Sub-recipient that is providing the services included in this proposal. The new Sub-recipient must assure that the original plan of services for the customer will be followed with no interruptions in service to the customer. Costs for these “transitioned” or “inherited” customers must be factored into the costs that are included in the budgets for this proposal.

Early Terminations - The contract that results from this RFP will have provisions for termination of the contract for failure to satisfactorily perform the tasks that are required. The contract that results from this RFP may also have provisions which allow the contract parties to cancel the contract at any time by providing advance notice to other contract parties. The contract will also provide for termination of the contract for lack of funds.

Modifications - The contract will have a provision for modifying the contract. Modifications may be necessary to incorporate changes required by Federal or State laws and policies. Modifications may be necessary to increase or decrease funds to the Sub-recipient if funds become available through National Emergency Grants, Trade Adjustment Assistance or other sources. Additional modifications may be necessary to increase or decrease funds when circumstances that were not known or foreseeable at the time of procurement and which require re-negotiation of the contract and/or additional areas or counties join together requiring a larger service area.

Assignment and Subcontracting - A part of the proposal evaluation is based upon the previous experience of the proposer and its staff. The contract will contain a provision that prohibits subcontracting or assigning the work to be performed without the written permission of the NEWDB.

Staffing - In efforts to maintain the continuity of programs and services, the successful proposer for WIOA Title I services will retain current project leadership and career managers for at least the first ninety (90) days of the contract period. Additionally, the successful proposer will carryover accrued leave for incumbent staff and provide health benefit coverage day one of employment. NEWDB values ensuring that staff transitioning to a new contract do not face setbacks because of changes in employer

or service provider. Therefore, the selected awardee should be willing to take into account the length of tenure of existing staff in the NEWDB area when considering fringe benefits, retirements, and other related benefits during the hiring process.

Indemnification – The contract will include an indemnification clause. The indemnification clause will state that the proposer (Sub-recipient) shall indemnify and hold harmless the State of Oklahoma, the U. S. Department of Labor, the Northeast Workforce Development Board, the Northeast Workforce Development Board officers, agents, and employees and the WIOA Local Elected Officials from liability of any nature and kind, including costs, expenses, and attorney fees, for or on account of any actions, claims, suits, and damages of any character whatsoever arising out of any negligent act or omission of the proposer (Sub-recipient) or any of its employees, agents, volunteers, Sub-recipients, or representatives.

Dispute Resolution - The contract will have a provision for dispute resolution. This provision will require the Sub-recipient to use administrative processes and negotiation in attempting to resolve disputes arising from this contract. The contract will require the Sub-recipient to continue to provide services while the dispute process is ongoing.

Audit Rights – The contract will have a provision which will allow the Fiscal Agent, the state of Oklahoma, the U. S. Department of Labor, the Comptroller General of the United States, any of their duly authorized representatives, or others with statutory audit rights to perform audits after reasonable advance notice to the Sub-recipient at any time during the contract period or within five (5) years from the date of final payment of this contract. At any time during normal business hours and as often as Fiscal Agent or any of the above parties may deem necessary, the Sub-recipient shall make available to their duly authorized representatives for examination, all its records with respect to all matters covered by this contract. The Fiscal Agent, the State of Oklahoma, the U. S. Department of Labor, the Comptroller General of the United States, or any of their duly authorized representatives shall have authority to audit, examine, and make excerpts or transcripts from, any books, documents, papers, and records of the Sub-recipient which are directly pertinent to this Contract, including all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to all matters covered by this contract as required by parts of the OMB Uniform Guidance 200.501-200.521.

Access to Records and Records Retention - The contract will have a provision relating to Records Retention. That provision will require the Sub-recipient to maintain all records pertinent to this contract, including financial, statistical, property, participant records, and supporting documentation. These records shall be preserved and made available to the NEWDB and its agents for a period of five (5) years after the date of final closeout of this contract. However, in the event of an audit, records shall be kept by the Sub-recipient for 3 years past any audit or monitoring resolution even if the period is longer than 5 years. If the Sub-recipient is unable to retain the necessary participant and financial records for the required period, the Sub-recipient shall transfer such records to NEWDB. Such records shall be transmitted to Fiscal Agent for acceptance in an orderly fashion with documents properly labeled and filed, and in an acceptable condition for storage. Contract will be subject the

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provide access to records as required by the OMB Uniform Guidance parts 200.336-200.337, and 200.201 as applicable.

Copyrights and Rights to Data - The contract will have a provision relating to Copyrights and Data. That provision requires the Sub-recipient to agree that the Oklahoma Employment Security Commission, the State of Oklahoma, and the U. S. Department of Labor shall have unlimited rights to any data first produced or delivered under the contract.

Pre-Agreement Cost Clause - The contract will have a provision relating to Pre-Agreement Costs. That provision will state that in the event any signatures on the contract are made subsequent to the beginning date of the contract, allowable expenditures of funds between the beginning date of this contract and the actual signature date of the contract will be allowed for no more than 30 calendar days prior to the actual signature dates of the contract.

De-obligations - The contract that results from this RFP will contain clauses regarding availability of funds. Those clauses will allow the NEWDB to decrease or eliminate funding to the Sub-recipient if funding made available to the Northeast Workforce Development Area is not sufficient to allow for full payment of the contract.

At the time the contract is written, the actual funding amounts provided to the Northeast Workforce Development Area for Program Year 2024 for Adult and Dislocated Worker may not be available. It is likely that the only known funding will be for the period of October 1, 2024 through June 30, 2025. The Youth Program Year 2024 funding amounts may also be unknown for the purposes of this contract. If additional funds are received for the period beginning October 1, 2024, this contract may be modified subsequent to the beginning of the contract period to reflect changes that are necessary due to actual funding amounts received. Any budget amounts remaining from budgets at the end of the year may not be carried over and expended in the extended period if the contract is extended after the original period.

Price Adjustment - The contract will have a provision relating to Price Adjustment. That provision will state that if the contract was negotiated in reliance upon cost data supplied by the Sub-recipient, the NEWDB can adjust the price to exclude any significant sum by which the price was increased because the Sub-recipient had submitted cost data in the original proposal which was not accurate, complete, or current.

Insurance - The contract that results from this RFP will have certain requirements for insurance. There is no requirement that proof of insurance be submitted with the proposal, but evidence of insurance must be provided upon request. The NEWDB has a policy regarding insurance that is required of it and Sub-recipients. Those requirements will be included in the contract. Those requirements may include general liability coverage, fire/theft insurance on property, insurance for motor vehicles used by employees of the Sub-recipient, workers compensation, and blanket bond coverage.

EEO Requirements – All electronic and information technology must meet the applicable accessibility standards of 36 C.F.R. § 1194 et seq. and Section 508 of the Rehabilitation Act of 1973, as amended. (29 U.S.C. § 794). Specifically, the following Section 508 technical standards may be applicable: " Software Applications and Operating Systems (36 C.F.R. § 1194.21)" Web-based Intranet and Internet Information and Applications (36 C.F.R. § 1194.22) " Video or Multimedia Products (36 C.F.R. § 1194.24). Contracts and RFPs must, at a minimum, state the level of compliance to each applicable regulatory section.

Nondiscrimination and Equal Opportunity Assurances

The contract must comply fully with the nondiscrimination and equal opportunity provisions of the WIOA, including with Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and all other relevant regulations implementing the laws listed above. (29 CFR Part 38).

The contract also assure compliance with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the parties' operation of the WIOA Title I-financially assisted program or activity, and to all agreements to carry out the WIOA Title I-financially assisted programs or activities. The Sub-recipient understands that the United States has the right to seek judicial enforcement of this assurance.

The Sub-recipient shall take Affirmative Action to ensure that qualified applicants from groups which have historically been denied equal opportunity for employment because of the above factors shall be provided access to and encouraged to participate in employment and training activities.

The Sub-recipient agrees to develop and implement an Affirmative Action Plan or MOA (Methods of Administration) as a formal assurance and guide for compliance with EEO requirements.

Participant Grievances – The contract will include a provision that requires the Sub-recipient to adopt procedures for hearing and resolving grievances and complaints arising out of this contract, in conformity with NEWDB's established policies.

The Sub-recipient agrees that any customer grievances initiated as a result of this contract and left unsettled by Sub-recipient's grievance procedures shall be received and resolved in accordance with NEWDB's Grievance Procedure. The Sub-recipient shall abide by Final Determinations issued under NEWDB's grievance procedures.

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The Sub-recipient agrees to inform all Sub-recipients, including OJT employers, of the availability of NEWDB grievance procedures, for use by the Sub-recipient.

Duplicate Funding – The contract will have a provision requiring the Sub-recipient to agree that any Sub-recipient’s costs which are already allocated to other sources may not be included in the cost of the contract. The Sub-recipient must inform the NEWDB if the Sub-recipient applies for or receives funds which affect the cost or performance of work under this contract and how the Sub-recipient plans to allocate duplicated funds. The NEWDB must have the right to renegotiate the contract relative to the changed cost. This provision will notify the Sub-recipient that Oklahoma Employment Security Commission federal funds can be used only to supplement training resources available through Education Assistance Programs. Oklahoma Employment Security Commission federal funds may be used in conjunction with PELL, SEOG, and other programs, but funds from different sources must be used to pay for different services with no duplication.

Participant Rights – The contract will have a provision concerning participant rights. That provision will state that at a minimum: Employment Terms, Benefits, and Working Conditions. All individuals employed in subsidized jobs shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work, except that no funds available under this contract may be used for contributions on behalf of any trainee to retirement systems or plans.

Orientation - All participants enrolled under this contract shall be orientated by Sub-recipient concerning integrated services, project goals and training conditions, including: (1) attendance and punctuality standards; (2) training and other services which will be made available; (3) other project expectations.

Disciplinary Action - Sub-recipient shall notify the NEWDB as far in advance as possible of services, work or training related problems involving Northeast Workforce Development Area participants. The Service Provider shall be offered every reasonable opportunity to work with the site supervisor and the participant to resolve the problem. When participant suspension or termination appears to be necessary, the site supervisor service provider shall give the NEWDB and the Fiscal Agent office advance notice by telephone. In extreme cases, the site may immediately suspend a participant for dangerous or outrageous behavior but in no case shall the participant be terminated without advance notice by telephone to the appropriate NEWDB staff.

Confidentiality Standards - If disclosure of trainee records is requested by the public, current State of Oklahoma confidentiality standards and Title 5, USC 552, commonly known as "The Privacy Act", pertaining to records of participants in Fiscal Agent programs, shall apply.

Participant Safety – The contract will require that conditions of employment and training shall be appropriate and reasonable in light of such factors as the type of work, geographical region, and proficiency of the trainee.

Participant trainees enrolled under the contract shall be adequately supervised during training hours and be provided with safe training conditions that, at a minimum, shall conform to the health and safety regulations established by the State of Oklahoma.

Compliance with Law— The contract will have a provision requiring the Sub-recipient to maintain compliance with the Workforce Investment Act, all implementing regulations, and any other applicable laws including but not limited to:

- a. The Workforce Innovation and Opportunity Act;
- b. The Workforce Investment Act Regulations;
- c. The Welfare-to-Work Regulations;
- d. Other Federal laws;
- e. State laws;
- f. Oklahoma State Policies;
- g. Local laws;
- h. LWDB Policy;
- i. The U.S. Department of Labor Statement 29 CFR 37.20(a)(1), Section 188 of WIOA.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence shall be given to the laws and regulations.

Reporting – In addition to completion of Attachment A (Projected Performance):

The Sub-recipient agrees to provide certain reports to the Board relating to the expenditures or performance of work under this contract. The Sub-recipient specifically agrees to provide a monthly determination of expenditures classified so that the NEWDB can readily and accurately determine cost categories. The Sub-recipient agrees to provide reports to the NEWDB, and/or Local Elected Officials regarding such items as the contract expenditures, expenditures compared to the budget, current progress toward meeting performance measures, audit reports, monitoring reports, participant counts and other reports that are determined to be necessary.

Items that may be required to be reported to NEWDB on a monthly basis are:

- Number of Participants beginning education/training activities
- The types of services that were provided
- The costs of those services
- Number of Participants completing education/training activities
- Number of Participants completing education/training activities that received a credential
- Identify the types and number of credentials earned by type
- Number of Participants who completed education/training and entered unsubsidized employment
- Number of Participants who entered unsubsidized employment after training and are employment in the first and fourth quarter following the initial placement
- Number of Participants by county and expenditures
- Status of contracted performance measures

All Sub-recipients must submit a cumulative report for the period October 1, 2024 through September 30, 2025 herein referred to as a final report, that sets forth the amount of funds received and paid for services under the contract. The final report must also set forth the number of participants that received services, the types of services that were provided to participants and the costs of those services. The final report must also set forth the final disposition of applicants in job placement or placement in further training. The monthly and final reports shall also set forth the amount spent on contract administration as well as the amount spent on the provision of services to participants.

The contract that results from this RFP may have additional requirements that the Sub-recipient make regular presentations to the NEWDB, Local Elected Officials, or other similar groups. These reports may include information on customers, customer needs identified, services being provided for customers, employer needs, reports on progress that has been made on meeting the real time performance metrics, and similar types of information.

The Sub-recipient will also be required to provide to the NEWDB any narrative, statistical, and financial reports related to the elements of the contract in the forms and at such times as required by the NEWDB.

Program Income - The contract will have a provision relating to Program Income. That provision will state that if the Sub-recipient receives any program income as a result of activities funded under this contract, the income must be properly accounted for and cannot be spent without advance NEWDB approval. Program income must be accounted for according to the requirements of the applicable OMB Uniformed Guidance policies of the Oklahoma Employment Security Commission, State of Oklahoma, and/or the WIOA and Regulations.

Property/Capital Expenditures - The contract will have a provision relating to Property/Capital Expenditures. That provision will state that the Sub-recipient shall follow their normal procedures in purchasing, renting, or leasing any property described in the Project Budget. Procurement procedures must be in compliance with the policies of the State of Oklahoma for WIOA as outlined in the policy guidance provided by the State. The provision will stipulate that the property must be handled in accordance with the Property policies of the State of Oklahoma. No Property/Capital expenditures will be allowed without prior approval of NEWDB.

Corrective Action - The contract will have provisions describing processes relating to corrective actions. This provision will describe notices to the Sub-recipient, corrective action steps, corrective action plans, timeframes, and similar provisions.

The contract that results from this RFP will have certain requirements for performance. The contract may require that the Sub-recipient submit reports of expenditures, customers served, goals versus actual performance reports, WIOA performance reports, audits, reviews made by other entities, monitoring and compliance reports, or other information that is necessary for the NEWDB to evaluate the performance of the Sub-recipient. The contract will have provisions requiring minimum performance levels to be achieved before funding for remaining periods is available. The contract

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may have a provision to reduce or eliminate funding for future periods if that minimum performance level is not attained.

Intangible Property - The contract will have a provision relating to Intangible Property as addressed in OMB Uniform Guidance part 200.315. That provision will state that if products are produced under this contract to which a patent is granted, the patent rights shall belong to the NEWDB, the State of Oklahoma, or the U. S. Department of Labor. This provision shall not apply to products produced by the Sub-recipient other than this contract and which are used in the performance of the work required by this contract.

Recruitment of Participants – The contract will have a provision concerning the recruitment of participants. The Sub-recipient will be responsible for recruitment of participants in sufficient numbers and types so that a sufficient level of local WIOA expenditures can be maintained. The contract will explain that if a sufficient number of participants are not recruited and enrolled, the contract funding levels may be negotiated to adjust staffing levels funded through the contract.

Disallowed Costs - The contract that results from this RFP will have certain provisions regarding disallowed costs and audit/monitoring findings. The contract will have provisions that require the Sub-recipient to repay any expenditure that is found to be unallowable. The contract will have provisions requiring the Sub-recipient to remedy any deficiencies found in audits or monitoring reports prior to additional expenditures or additional receipts of funds.

Contract Administration - The contract that results from this RFP will have certain requirements for contract administration. The Sub-recipient will be required to comply with appropriate OMB Uniformed Guidance, State of Oklahoma policy guidance, and applicable local policy guidance from the NEWDB. The proposer must have the technical competence and expertise in management and administration to properly administer the contract.

Sub-recipient Self-Monitoring - The contract that results from this RFP will have certain requirements for self-monitoring. The Sub-recipient(s) will be required to periodically conduct this self-monitoring to ensure compliance with WIOA and local policies, budgets, performance measures, and similar measures. The NEWDB may require the Sub-recipient to submit periodic reports on its self-monitoring efforts.

Integrated Service Delivery - The contract will have provisions regarding the delivery of integrated services and/or services being delivered in a functional delivery system. This may require the Sub-recipient to provide some services that are traditionally delivered by other entities that are none-the-less allowable services. In the integrated delivery system, other entities may also be required to deliver some of the services that are included in the statement of work of this contract. The contract includes a requirement that staff provided by the Sub-recipient will be functionally supervised by staff of other entities that are assisting in the provision of services in the workforce system or that the Sub-recipient's staff supervise staff of other entities working in the workforce centers.

Drug-Free Workplace - Each sub-recipient of Federal funds must comply as required by the Drug-Free Workplace Act of 1988, codified at 29 CFR 98.

Other Contract Provisions - The contract may have provisions which are not described in this RFP. Those provisions may be necessary due to changes in applicable laws or regulations, provisions added or changed to reflect negotiations made subsequent to the issuance of this RFP, requirements not known at the time of the issuance of this RFP, or other reasons.

SECTION 4. INTEGRATED DELIVERY OF SERVICES AND INFORMATION ON THE ONE-STOP SYSTEM

The NEWDB has selected the following locations for Oklahoma Works American Job Centers in their seven (7) county workforce development area. The NEWDB is also looking at ways to improve the quality and quantity of services available to customers through the centers. NEWDB reserves the right to identify and move the Sub-recipient’s staff to other locations or centers. Staff may be required to travel outside of their assigned offices to meet with or provide services to participants.

The chart shown below represents the preferred WIOA Title I staffing structure and positions in the Oklahoma Works American Job Centers. The Sub-recipient chosen through this RFP will be expected to provide Title I services in each of these centers however has the flexibility to propose different staffing models/levels.

Locations of Workforce Centers and Current Delivery Methods

Center Location	Delivery System	Current Staffing Provided by WIOA Title Program Funds
Bartlesville	Comprehensive Center delivering integrated services with other One-Stop Partners and provide Youth Services	1.00 FT staff to provide delivery of WIOA Title I services.
Miami	Specialized Center delivering integrated services with other One-Stop Partners and provide Youth Services.	1.00 FT staff to provide delivery of WIOA Title I services.
Pryor	Affiliate Center delivering integrated services with other One-Stop Partners. Provide Youth Services.	1.00 FT staff to deliver WIOA Title I services.

The NEWDB has competitively selected a One Stop Operator through a separate RFP that will have functional management, compliance, and oversight of the Oklahoma Works American Job Centers and will be responsible for the coordination of all system partner’s services throughout the region. In addition, center managers will be selected in each of the centers. It is also possible that some of the WIOA Title I funded staff may assume the role of a center manager.

The staff that is provided to the Oklahoma Works American Job Centers may, on a temporary or permanent basis, be assigned to work in other positions within the centers. In some instances, staff

working in a functional unit may be supervised by staff who is employed by an entity other than the Sub-recipient. However, for matters such as payroll, personnel, travel, disciplinary actions, etc., staff provided by the Sub-recipient will be responsible to their employer, the Sub-recipient.

Proposers should note that they are not required to provide rent, utilities, telephone service, internet service, supplies used by workforce customers, lawn and grounds maintenance, equipment purchases, equipment maintenance, equipment software, and assessment supplies for Comprehensive Center and Satellite Offices. All of these items will be provided by the WIOA Fiscal Agent for the workforce area.

NEWDB has developed a “Product Box” (see Attachment D) that is a listing of services and training which may be available to workforce system customers. The “Product Box” will contain services that promote Talent Improvement, Earn the Best Job Possible Skills and Occupational Skills. Talent improvement may include items such as life management skills, literacy and adult basic education, ESL, computer skills, foundation training, etc. Earning the best Job Possible may include items that are centered on job readiness, job seeking and job getting skills. Skills Development may include paid work experience, OJT, Registered Apprenticeships, internships, customized training and earning a degree or credential.

In the course of providing services to workforce customers, staff of the Sub-recipient may be referring customers for some of those Products, staff may provide some of the Products as a part of their work at the Oklahoma Works Centers, or staff may request that the specific Product be made available after procurement. The Sub-recipient will only be required to pay the costs of staff wages and related cost of FICA, FUTA, SUTA and workers compensation insurance.

SECTION 5. SERVICES TO BE PROCURED BY THIS PROPOSAL

The Sub-recipient will provide the staff to deliver Title I services throughout the NEWDB’s seven county area. These staff members will assist One Stop Partners in the provision of services at the Oklahoma Works American Job Centers within the workforce development area. These staff members will provide services in accordance with the Policies and Procedures and the Northeast Workforce Development Board Strategic Plan, and guidance from the Oklahoma Employment Security Commission and the US Department of Labor. The Sub-recipient will be working with NEWDB to develop new services for jobseeker customers to be included in the Product Box (see Attachment D).

To deliver integrated services, case managers must not feel constrained by the services available in one program, but must have the training and ability to offer customers the services they need from multiple programs. To move toward integrated service delivery, the NEWDB is establishing integrated intake systems – “no wrong door”/multiple entry points for customers with the understanding that all partners share responsibility for the customers and will match services to their needs. A [One Workforce](#) approach supports an integrated workforce staff, so that any customer who walks into any AJC can be served seamlessly by any staff member.

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The Sub-recipient selected to provide integrated services to the Adult and Dislocated Workers will provide staff to work with a variety of partners to deliver services in Oklahoma Works American Job Centers. The staff may be required to serve in a variety of functions inside the Oklahoma Works American Job Centers. However, most of the work can be distinguished into three categories: Basic career services, Individualized career services, and Training Services and Follow Up Services for Adult and Dislocated Workers as well as the Youth Elements. Currently the model used in the Northeast Workforce Development Area is very linear and participants are moved through the delivery of services in such a fashion.

The Sub-recipient who will be providing integrated services to Adults, Dislocated Workers, and Youth participants must hire staff that understands that they are providing a service system. The Sub-recipient must ensure that all staff are trained to be experts at providing the full array of services available in the Oklahoma Works American Job Centers, one in which quality customer service is required at all times. The Sub-recipient must provide a detailed staff development plan at the contract launch and provide an onboarding plan for new hires. Staff must listen to each customer to understand the needs of each individual and must make every effort to provide the customer with the tools to become more successful. This means that staff will help each customer to identify the best mix of services to meet their needs.

The Service Provider will deliver the Adult, DLW and Youth Program Design Framework Services. This Service Provider will also provide portions of certain program elements such as work experience, internships, and job shadowing. For those specific elements, the Service Provider may work with NEWDB's business services team to identify and qualify the worksites that will be used, but the actual work experience, internship, and job shadowing will be conducted at the worksite of other public and private entities.

Basic Career Services for Adult and DLW customers start at the front door. They are available to any person who wants or needs these services. They may be provided electronically or by staff. Basic Career Services are designed to help job seekers get a job, keep a job, or get a better job. Basic Career Services are the following:

- Determinations of whether the individual is eligible to receive assistance through adult or dislocated worker programs
- Outreach, intake and orientation to services available through the AJC system
- Initial assessment of skill levels including literacy, numeracy and English language proficiency, as well as aptitudes, abilities (including skills gaps) and supportive service needs
- Provision of workshops, including orientation to services and other workshops that meet the customer's career services needs
- Labor exchange services, including: 1. Job search and placement assistance, and, when needed by an individual, career counseling, including— i. Provision of information on in-demand industry sectors and occupations, regional labor market information (as defined

- in sec. 3(23) of WIOA); and, ii. Provision of information on nontraditional employment (as defined in sec. 3(37) of WIOA)
- Provision of information and referrals to and coordination of activities with other programs and services, including those within the AJCC delivery system and other workforce development programs
 - Provision of information and direct referrals to supportive services or assistance, including: 1. Child care, child support, medical, or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; 2. State programs such as the Supplemental Nutrition Assistance Program (SNAP), earned income tax credits, housing services through the U.S. Department of Housing and Urban Development (HUD), Temporary Assistance for Needy Families (TANF), and other applicable assistance programs.
 - Provision of performance information and program cost information on eligible providers of training services by program and type of providers via the Eligible Training Provider List and/or other performance criteria set by NEWDB
 - Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA
 - Provision of information and assistance regarding filing claims under Unemployment Insurance (UI) programs, including meaningful assistance to individuals seeking assistance in filing a claim, such as: 1. Where applicable, using staff on-site who are properly trained in UI claims, filing and/or the acceptance of information necessary to file a claim; or 2. By phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time; 3. Having the costs associated with providing meaningful assistance paid for by the State's UI program, the WIOA Adult or Dislocated Worker programs, the Wagner-Peyser Employment Service, or some combination of these funding sources.

Often there are special efforts to provide recruitment to aid businesses looking for new employees. It is also crucial that we attract youth that are about to graduate from high school and are beginning to make career decisions. Keeping recent college graduates in the area is another key for Northeast Oklahoma's ability to grow and staff will be required to ensure contacts with local career techs, colleges and universities are cultivated to aid in this process.

The Sub-recipient will be responsible for assuring quality career services are delivered to all customers. Managers may do this by closely supervising the service delivery process and directly serving customers. Since each customer may choose from an array of the services to help meet his/her individual employment goals, each step of the service process must build on the step before it with some value added. It is the responsibility of the Oklahoma Works American Job Centers staff to assure the customer is always aware of their next step in the process. All staff must be competent and able to provide career services.

Individualized Career Services is the next level of service. These services require more staff assistance than those typically found in basic career services. Customers who progress to this level

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of service are often in need of specific “skills” in order to help them find suitable employment. In this category you will find customers who haven’t been able to find a job while receiving only basic career services. In order to receive and benefit from Individualized Services it is necessary that a Comprehensive Assessment be completed. This assessment provides each customer with a detailed career compatibility report that will aid them as they work with staff to complete an Individual Employment Plan.

Individualized Career Services are meant to be individualized for each participant. While a variety of these services will benefit most of the customers in an American Job Center, each customer must have their particular career path to a better job charted to fit their circumstances. Individualized Career Services include but are not limited to the following:

- Comprehensive and specialized assessments of the skill levels and supportive service needs of eligible adults and dislocated workers, which may include: 1. Diagnostic testing and use of other assessment tools; and 2. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual employment plan (IEP) to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the customer to achieve his or her employment goals;
- Group and/or individual counseling and mentoring;
- Career planning (e.g., case management);
- Short-term, pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training; in some instances, pre-apprenticeship programs may be considered as short-term prevocational services;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of post-secondary education, training or employment;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition and integrated education and training programs.

Customers who utilize these services should find their way to an improved employment potential. The necessary staff time to work with customers who take advantage of Individualized Career Services increases dramatically over those who are only served with basic career services. They may also need to work in a fashion, according to their Individual Employment Plan, that they have to take the necessary steps to move from one service to the next service. It will not always be possible for a customer to benefit from several of these services in a short time frame. As staff works with

customers, they may identify other service needs that are not available within the job center and would then refer customers to a partner agency for services before it is appropriate to continue with the Individual Employment Plan. Additionally, Follow-up Services will be required. Follow Up Services are a type of individualized career services and must be provided for no less than 12 months after the first day of employment for Adult and DLW participants who are placed in, or have attained, unsubsidized employment. The NEWDB has policies that define appropriate follow-up services, including when to provide follow-up services to participants. Work place counseling (i.e., strategies for retaining employment) is an example of an appropriate follow-up service. Follow-up services occur after program exit and do not change, delay, or extend the exit date (TEGL No. 10-16, Change 1). Still, there may be customers who need the next level of services – Training Services.

Training Services are offered to those participants who need additional occupational training to find employment that will provide sustainable wages for them and their family. Candidates for training must show that they are interested in entering a career that is on the NEWDB’s list of demand occupations, able to benefit and finish the necessary training in order to go to work in that occupation and must fall within the NEWDB’s Priority of Service Policy. When it is determined that a customer would benefit from training, in an occupation that is on NEWDB’s demand occupation list, then staff must work with that customer to determine the most appropriate training institution that has the specific occupation on the approved training provider list. Trainings must be from approved programs and on the Eligible Training Provider list. Staff will work with the customer and training provider to ensure that the enrollment is completed in a timely manner and that the customer has a very short waiting period. Staff will have already made certain, through the assessment process, that the customer is able to complete the course.

After the customer has started training, it is imperative that staff maintain contact with them to provide counseling and encouragement. Staff’s job is to ensure that if any barriers to successful completion of the training arise that they are in a position to work with the customer and overcome those barriers. Successful completion and employment in that occupation is the required outcome.

The NEWDB emphasizes Work Based Learning as a means to support the needs of local business and to advance the skills of job seekers. The NEWDB may establish a percentage of funds designated to support Work Based Learning activities such as Registered Apprenticeships, OJTs, Work Experience etc.

Additionally, the Service Provider could provide all or parts of other elements as long as there is no cost associated with the provision of the element. For example, if software was available, the staff of the Service Provider could provide study skills training at the Service Provider offices.

Other Sub-recipients, vendors, community organizations, public and private worksites, etc. may be used to provide the program elements. (Element Providers) Those providers will be chosen through separate procurement or referral processes. The Service Provider will make referrals for the elements that are shown in the “Delivered by Other Sub-recipients, Vendors, and Community Organizations”.

Work Based Learning: Job Shadowing, Work Experience, On the Job Training (OJT) and Registered Apprenticeships (RA) - The Board has established priorities for Work Based Learning activities in Job Shadowing, Work Experience, OJT and Registered Apprenticeship programs. Staff will need to be familiar with this training as well. These Work Base Learning activities provide an earn and learn opportunity for the job seeker and provides the talent needed by business. The board supports RA programs through financial support of classroom training and/or OJTs. Staff will be required to work with NEWDB Business Service staff directly in order to facilitate this type of training.

Program Design Framework of Local Youth Programs - Services provided by the Sub-recipient must be provided only to youth that have been determined to meet the eligibility criteria for WIOA Title I. Intake, eligibility determination, development of an Individual Service Strategy, and tracking will be performed using the state mandated system, OKJobMatch, a client management information system that is provided to all Oklahoma Works American Job Centers

Follow-Up Services - Follow-up services are within the design of the WIOA Youth Program to help ensure the youth is successful in employment and/or postsecondary education and training and may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow up services are a federally mandated requirement (20 CFR 681.580). The successful proposer will include a detailed follow up description and program design. Follow-up services may begin immediately following the last expected date of service in the youth program when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. Five program elements are permitted as follow-up services during the follow-up period:

- Supportive Services
- Adult Mentoring
- Financial Literacy Education
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the NEWDB, such as career awareness, career counseling, and career exploration services; and Activities that help youth prepare for and transition to postsecondary education and training.

The NEWDB anticipates the potential to spend more time and effort and program costs supporting a client in follow-up than in intake through participation.

A. Sub-recipient(s) selected through this RFP will provide the following:

1. All of the provisions contained in the NEWDB Youth Policy that direct the scope and design of the youth program activities in the Northeast Workforce Development Area as well as other policies issued by NEWDB.
2. Intake activities which may involve services such as registration, eligibility determination and collection of information to support verification of eligibility for services. It may also include pre-screening potential participants and general

orientation to self-help services. Other activities include referrals to other services which may include providers of the 14 program elements.

3. An Objective Assessment must meet the requirements of WIOA Title I and is a process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs, and measures barriers and strengths. It includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. The result of an assessment is an Individual Service Strategy. Assessments provided must use valid and reliable instruments and provide reasonable accommodations to individuals with disabilities.
4. The development of an Individual Service Strategy for each youth participant that meets the requirements of WIOA Title I including identifying a career goal and consideration of the assessment results for each youth participant. This Individual Service Strategy must also meet all of the requirements that have been set by State and NEWDB policy.
5. Preparation for postsecondary educational opportunities; provide linkages between academic and occupational learning; provide preparation for employment; and, provide effective connections to intermediary organizations that provide strong links to the job market and employers.
6. Follow up services.

B. Referrals for Youth

The Sub-recipient must ensure that the referral requirements in WIOA Title I for all youth participants are met, including:

1. Providing these youth with information regarding the full array of applicable or appropriate services available through the NEWDB, providers found eligible by the board, or One-Stop partners; and
2. Referring these youth to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.
3. The Sub-recipient(s) must ensure that the referral requirements in WIOA Title I for youth that do not meet the enrollment requirements of a particular program or who cannot be served by the program are met, including:
 - a. Referral for further assessment, as necessary, and
 - b. Referral to appropriate training or educational programs that have the capacity to serve them either on a sequential or concurrent basis.

The Workforce Innovation and Opportunity Act stipulates that a minimum of 75% of youth program funds be expended for services to Out of School Youth. In delivering services to youth, the service provider must recruit, determine eligibility for, and enroll sufficient youth that are Out of School to allow the workforce development area to meet this requirement. The sub-recipient(s) must also understand that 20% of youth funds must be spent on work related activities as defined at Section 129(c)(2)(C).

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C. Development or Provision of Certain Elements

Youth programs must make certain services (elements) available to youth participants. Some of these elements will be provided or partially provided by the Sub-recipient(s). Others may be provided by other organizations designated or selected in a competitive process.

Elements to be provided by the Service Provider

[NEWDB Youth Policy](#)

[Oklahoma Workforce Development Issuance #02-2016, Change 2](#) and subsequent issuances.

Special Projects Proposed

Proposers may wish to present information on any special projects that the proposer believes will be of benefit to workforce customers. Should these special projects require an additional expenditure of funds, the proposer should include an estimate of the additional amount needed, but should not include those costs in the proposal budget.

National Emergency Grant / TAA Services / Competitive Grants

If National Emergency Grants or TAA Grants are received, the Service Provider must provide services to those new dislocated workers. If new National Emergency Grants or TAA Grants are received which require additional staffing to provide services, the Service Provider, and the NEWDB may negotiate a modification to the Service Provider contract for any additional costs that are required in providing these services. If the NEWDB receives any other grants that include services being delivered in a one-stop environment, then the Service Provider and the NEWDB may negotiate a modification to the existing contract or any additional costs required in providing these services.

Strategic Priorities

The following priorities represent strategic and specific goals set for local Title I program. When possible and practical, proposers should incorporate these priorities into their WIOA programs and explain the method of delivery/implementation.

Collaborations and Partnerships – The proposer should seek to complement programs and leverage resources in working with partners in the program and demonstrate a collaborative and cooperative spirit.

Targeted Priority and Vulnerable Populations – The NEWDB is committed to serving targeted populations. Examples of these groups include veterans and eligible spouses, justice involved, dropouts, Foster Youth/Aging out, homeless, older individuals, defined as individuals who are age 55 and older, individuals with disabilities, etc. Proposers shall explain their efforts to incorporate these priorities into their WIOA program, addressing data collection and the services to be provided.

Expand Work Base Learning Opportunities – The NEWDB service strategy includes emphasis on Work Base Learning activities, including Registered Apprenticeships, Work Experience, Job

Shadowing and OJTs. The proposer should explain their experience with innovative practices to advance WBL activities.

Linkages to Employment – Participants receiving basic, individualized, and/or training services should receive intentional assistance in improving employment prospects through the use of Title I and partner services and direct linkages to employment opportunities.

SECTION 6. TECHNICAL ASSISTANCE TO PROPOSERS

For questions about the RFP or NEWDB, please submit in via electronic mail no later than 3:00 P.M. CDST July 26, 2024 to:

Contact Name: Ashley Sellers
Address: 3813 N. Santa Fe Suite 135
Phone Number: 405.642.8924
E-mail address: ashleysellers@cowib.org

Answers to all submitted questions will be posted at www.cowib.org

Proposers must also be aware that there are certain policies and guidance that have been issued by the State Administrative Entity, the Oklahoma Employment Security Commission (OESC). Those policies and guidance are provided to the local workforce development areas in the form of Workforce System Directives (WSD) and also in the form of Technical Assistance. These guides are available to the public through the Oklahoma Works website.

Proposers should review the policies and memorandums that apply to WIOA Title I programs as the Sub-recipient chosen will be required to comply with those documents.

Demographics and Labor Market Information specific to the Northeast Workforce Development Area are available through the Oklahoma Works website. Other useful information and resources pertaining to the Northeast Workforce Development Board can be found on the board website, <http://northeastworkforceboard.com/>.

For general information only, the total NEWDB planning numbers for PY 24 are as follows and subject to the minimum spending requirements as established by the Oklahoma Employment Security Commission and the US Department of Labor:

NEWDB Planning Numbers - PY 24	
Adult PY 24	\$214,215.89
DLW PY 24	\$195,465.18
Youth PY 24	\$202,673.04
Total	\$612,354.11

NEWDB SP Budget – PY 24	Operating	Client Dollars	Total
Adult	\$72,469.66	\$71,565.48	\$144,035.14
DLW	\$54,242.40	\$58,737.73	\$112,980.13
Youth	\$128,028.95	\$51,366.20	\$179,395.15
Total	\$254,741.01	\$181,669.41	\$436,410.42

This budget is based off of current planning numbers and expected carry over funds. Budget amounts are subject to change based on actual award amounts and carry over dollars. The proposer will be responsible for all direct client payments (OJTs, Work Experience, Occupational Skills Training, Supportive Service, etc.)

Proposers Must Note: The NEWDB is required to meet the minimum spending requirements as outlined in [OWDI 08-2019](#) Adult and Dislocated Worker 40% Minimum Training Expenditure Rate Spending Requirements, and [TEGL 21-16](#) that a minimum of 20% of local area funds for the Title I Youth program be spent on work experience. There must be collaboration between the NEWDB and the awardee to design a service strategy that will ensure the NEWDB meets the minimum spending requirements.

SECTION 7. BUDGET INFORMATION

Budget forms are provided in Section 9 (Attachment B) of this RFP. Those forms are to be used to present your proposed budget. Only include a budget for the period October 1, 2024 through June 30, 2025. Once planning numbers are released for the next program year, an additional 3-month budget will be provided. A new budget for the subsequent periods will be negotiated prior to entering contract extensions, if so allowed.

Indirect costs and allocated costs can be charged to the contract only if the proposer has an approved indirect cost plan or cost allocation plan included with the budget as described in [PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#)

The budget should be presented for the period of time that is shown in the Dates and Deadlines section of this RFP. The Budget Information Forms must be used and must be completed by detail line items. Multiple pages of these forms may be necessary. If multiple pages are used, please label them appropriately.

Proposers should include detail costs such as, but not limited to:

- Staff Positions & Salaries
- Staff Fringe Benefits
 - Payroll Taxes
 - Unemployment Insurance
 - Workers Compensation

- Health Insurance
- Retirement
- Staff Travel/Training
- Copying/Printing
- General Insurance
- Postage/Freight
- *Telephone/Communication
- Indirect costs (if applicable)
- Profit (if applicable)

*The NEWDB will reimburse the cost of cell phone service for contract management staff only.

Proposers should include a copy of their most recent Negotiated Indirect Cost Rate Agreement, if applicable.

The actual costs incurred during the performance of the contract will require that the actual costs be distributed among various cost categories and different funding streams. That distribution will be based upon the Sub-recipient's cost allocation plan. The amount of funds available per funding streams (Adult, Dislocated Worker and Youth) will be identified during the contract negotiations and included in the contract.

SECTION 8. PROPOSAL EVALUATION CRITERIA

Proposals received subsequent to the deadline will not be reviewed and considered for funding. The signature page must be complete, signed, and notarized or the proposal will not be considered.

A proposal must receive at least 140 points to be considered. A proposal receiving less than 140 points will be considered to be unacceptable. The total maximum points that can be awarded are 200.

The following criteria will be used to evaluate all proposals. The evaluators will award some, all, or none of the points that are shown for each evaluation item.

Evaluation Item	Range	Maximum Points
Format and Completeness. (A) Up to 10 points may be deducted if the proposal submitted does not follow the prescribed format or if other forms are not satisfactorily completed.	0 - (-10)	0
Program Service Delivery Model (B)	0 - 35	35
Qualifications of Staff and Implementation (C)	0 - 20	20
Performance Measures (D)	0 - 30	30
Previous Experience and Financial Capabilities (E)	0 - 20	20
Monitoring and Self-Evaluation (F)	0 - 15	15
Budgets (G)	0 - 35	35
Administrative Ability (H)	0 - 15	15
Demonstrated Knowledge of Programs, Objectives (All)	0 - 25	25
Totals	(-10) - 200	195
Small, Minority, Women's and Labor Surplus	+5	200 MAX

SECTION 9. PROPOSAL INSTRUCTIONS AND PROPOSAL OUTLINE

All responses must be sent as follows:

Mail one (1) signed original, five (5) copies and one (1) electronic copy to:

Central Oklahoma Workforce Investment Board

Attn: Ashley Sellers

3813 N. Santa Fe Suite 135

Oklahoma City, OK 73118

Email: ashleysellers@cowib.org

One (1) signed original, five (5) paper copies and one (1) electronic copy must be submitted. The original and copies MUST be submitted in a sealed envelope with the **proposer's name** and the words: **Proposal for NEWDB Workforce Innovation and Opportunity Act Adult/Dislocated Worker and Youth Programs** written on the exterior of the envelope. Use only white letter sized paper in preparing your proposal. **One (1) original and one (1) electronic copy of an abstract must be included with the proposal.** This page is only for instructions and should not be included as a part of the completed proposal.

Forms/Outline to Be Used by Proposers

When completed, your proposal must be in the following sequence:

The cover page

The narrative sections (A-H)

The Certifications and Signature section (I)

NEWDB-RFP

WIOA Title I Adult, Dislocated Worker, & Youth Programs

Release Date: July 12, 2024

Projected Performance Form (Attachment A)
Budget Information Forms (Attachment B)
Additional Signed Certificates (Attachment C)
Most recent audit report, monitoring reports, three letters of referral/recommendation

All pages must be numbered. The cover page must be page #1. Please check the formatting of the pages containing charts. Each of those pages should fit on a single page.

Your completed proposal must be submitted to the location and within the time limits as shown in the RFP package.

Cover Page

Proposal For: Integrated Services for Adults, Dislocated Workers and Youth Framework

To: Northeast Workforce Development Board

Proposer Information

Legal Name:

Address:

Date This Proposal Was Prepared:

Proposers Federal Tax Identification Number:

Total Budget of This Proposal: _____\$

A. Proposers Contact Information and Description of Organization (Page Limit – 2)

The proposer should name a responsible person as the contact person. This individual should be familiar with the capabilities of the proposing organization, knowledge in contracting including financial budgets, and should have the authority to negotiate contractual issues on behalf of the proposer.

1. Include the full name, title, address, telephone numbers, e-mail addresses, etc.
2. Include a description of the entity type and the principal functions which are performed by the proposer entity.
3. Include an organizational chart showing names and positions.
4. Include data on how long your organization has been in business and how long your organization has been providing services similar to those being proposed.

B. Program Service Delivery Model (Page Limit – 12)

1. Describe your organizational philosophy on partnerships, collaboration and community involvement with Core partners, local organizations, agencies, schools, Chambers of Commerce, etc. Provide specific examples of the success of your organization in creating collaborative and innovative partnerships that have supported local board initiatives.
2. Include a description of any special projects that the proposer feels would be of benefit to workforce customers.
3. Describe your organization's experience in implementing programs which address the needs of priority populations including, individuals with disabilities, individuals with basic skills deficiency, limited English speakers, veterans, justice involved, recipients of public assistance, rural communities, dislocated workers and vulnerable youth. Describe innovative ways to recruit and engage these priority populations in the delivery of services.
4. Describe how your organization will support the NEWDB's Work Based Learning initiatives and your experience in implementation of career pathways and [career ladders](#).
5. Describe in detail your strategies for engaging, recruiting, enrolling and serving Adult/DLW job seekers. Describe innovative ways in which you will engage these customers.
6. Describe your follow-up strategies for Adult/DLW/Youth and how they will enhance job retention and career path growth.
7. Include a brief description of your perceived role in providing services to dislocated workers who are receiving services through National Emergency Grant or Trade Adjustment Assistance.
8. Describe the service delivery that will be used for Youth Services. Please address the methods utilized to engage young adults and keep them engaged until they achieve goals and outcomes.
9. Describe the methods to be used in recruitment of eligible youth. Include recruitment methods and strategies for serving at risk youth populations.

10. Describe the strategy for meeting the 75% funding requirement for Out-of-School Youth and specifically how you will establish a program that focuses on at risk Out-of-School Youth.
11. Describe the strategy for meeting the 20% spending requirements for Work Based Learning activities and how you will collaborate with the NEWDB Business Service Team to expand Youth Work Based Learning activities.
12. Describe the process you will use to identify the specific program elements that are required for WIOA Title I Youth Programs. For each of the program elements, provide a short narrative explaining the needs/deficiencies that will be addressed through the element and the planned outcomes.
13. Describe how your organization will ensure employment placement and self-sufficient wages for Adult, Dislocated Worker, and Youth participants who have become engaged in WIOA Title I services.

C. Qualifications of Staff and Implementation (Page Limit – 3)

1. Describe the qualifications for staffing that will be providing services to the customers and process for consideration of incumbent staff.
2. If staff has already been selected for this project, provide names and prior experience of each staff.
3. Provide a plan of implementation, including onboarding of staff, coordination with current provider/board, adaption of local policies and relationship with the NEWDB.
4. Describe the organizations plan for providing ongoing staff development and the role of corporate staff in supporting the project.

D. Performance Measures (Page Limit – 2)

1. Describe your strategy to manage, achieve, and document the performance standards and your organizations continuous quality improvement strategies for performance standards, both contractual and the performance indicators. Include a description of the tools used to manage and track performance and how you address deficiencies.
2. Explain fully the steps you will take to assist the workforce system in meeting the negotiated measures and the contractual measures. Complete Projected Performance Form (Attachment A).

E. Previous Experience and Financial Capabilities (Page Limit – 5)

1. Describe experience your organization has in managing Federal funds and the experience of currently employed fiscal staff in administering such programs and describe how your organization ensures compliance with Federal financial management standards.
2. Describe your organization's payment procedures, including frequency and methods, of direct participant costs, including work experience payments and process. Include invoicing procedures.

3. Describe your organization's payroll system and accounting software including internal controls for accuracy and validity.
4. The narrative must describe how funds are allocated to minimize administrative costs and support direct services to participants. The narrative should also describe the indirect costs that are proposed, indicate what costs are included, and explain how these indirect program costs were determined. Any indirect costs budgeted must be supported by an Indirect Cost Rate Agreement with a Federal or State cognizant agency, a copy of which must be attached to the budget request. (ICR Agreement not counted against page limits)
5. Describe your previous/current experience in delivering Title I WIOA programs. Include the entity name, contact person, and telephone number of references. (Letters of recommendation referenced in the instructions are separate from references and do not count against page limits.
6. Provide data (performance history) that will show the demonstrated effectiveness of those programs or services. This should include financial as well as programmatic demonstrated effectiveness.
7. Include a copy of the most recent audit and Board or Management letter regarding audit. (Audit not included in page limits)

F. Monitoring and Self-Evaluation (Page Limit – 2)

1. Describe the monitoring and self-evaluation procedures that will be followed. This should include the processes, the activities that will be monitored, who is responsible for the monitoring, and procedures by which deficiencies noted are corrected and frequency of these self-monitoring activities. Self-monitoring procedures should include programmatic and fiscal and include a description of how you analyze expenditures versus budget and other measurements.

G. Budgets (Budget forms not included in page limit)

Present a program budget by line item using the Budget Information Forms. Proposers should refer to the Budget Information section of the RFP for additional information regarding budget content. This section should include the Budget Information Forms and the In-Kind Contributions Form.

If the proposer wishes to make comments regarding the budgets, the proposer should prepare a narrative to include those comments.

H. Statement of Administrative Ability (Page Limit – 2)

1. Include a statement explaining the systems that you have in place and how they will provide the administrative support that is necessary to carry out administrative and financial oversight.
2. Include a description of financial systems and include a narrative describing your cost allocation plan.

3. Describe process that are in place to prevent over obligations of funds.
4. Describe procedures that are in place to ensure proper charging of costs to cost categories, grants and contracts, and other cost objectives.

I. Certifications and Signature

Certificate Regarding Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Certificate Regarding Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Sub-recipient must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Certificate Regarding Rights to Inventions Made Under a Contract of Agreement

If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Certificate Regarding Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended

Contracts and sub-awards grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water

Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Certificate Regarding Debarment and Suspension (2CFR 200.13, 2CFR 180, and Executive Orders 12549 and 12689)

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Certificate Regarding Byrd Anti-Lobbying Amendment (2 CFR 200.450 and 31 U.S.C. 1352)

Sub-recipients that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Certificate Regarding Audit and Access to Records

Contract certifies that it will comply with the Uniform Guidance, will provide notice of the completion of required audits and any adverse findings which impact this sub-award as required by parts 200.501-200.521, and will provide access to records as required by parts 200.336, 200.337, and 200.201, as applicable.

Certificate Regarding Conflict of Interest

The Northeast Workforce Board, Inc., maintains a written code of conduct that governs the performance of its Board Members, employees, and agents engaged in the award and administration of contracts.

The proposer certifies that it is either not aware of any potential conflicts of interest between itself and the Northeast Workforce Board, Inc., or that if there is a potential conflict of interest between itself and the Northeast Workforce Board, Inc., the proposer shall declare this potential conflict of interest below:

Certificate Regarding Compliance with Federal Laws

The proposer certifies that it is in compliance with:

- Americans with Disabilities Act of 1990
- Age Discrimination Act of 1976

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- Civil Rights Act of 1964
- Drug-Free Workplace Act of 1988
- Drug-Free Workplace Act of 1998
- Hatch Act, the Pro Children Act of 1994
- Title IX of the Education Amendments of 1972, 31 U.S.C. Section 1352, Public Law 105-78
- Section 504 of the Rehabilitation Act of 1973 (as amended)
- Single Audit Act of 1984, as applicable
- Executive Orders 11246 and 11375

The proposer certifies that it will provide guidelines for client grievance procedures.

Certification of Intent to Participate in the One-Stop Delivery System

The proposer certifies that it, if selected for a contract through this proposal, agrees to support the WIOA One-Stop concept and agrees to establish a cooperative and mutually beneficial relationship between the One-Stop Partners to participate in the planning and implementation of individual and mutual duties, obligations, and responsibilities under WIOA. The proposer certifies that it will participate in the local integration plan and will fully participate in the integrated delivery of services that have been approved by the NEWDB.

Certification of Indemnification

The proposer certifies that it is aware that an indemnification clause will be included in the contract that is awarded as a result of this proposal. The proposer certifies that it is aware that the indemnification clause will state that the proposer (Sub-recipient) shall indemnify and hold harmless the Northeast Workforce Development Board, Inc., Eastern Workforce Board, officers, agents, and employees and the Northeast Local Elected Officials and Eastern Local Elected Officials from liability of any nature and kind, including costs, expenses, and attorney fees, for or on account of any actions, claims, suits, and damages of any character whatsoever arising out of any negligent act or omission of the proposer (Sub-recipient) or any of its employees, agents, volunteers, Sub-recipients, or representatives.

Certificate Regarding Cost

The proposer certifies that to the best of its knowledge and belief, the cost data submitted is accurate, complete, and current at the time this proposal is submitted.

Certificate Regarding Transitioned Clients

The proposer certifies that it will honor the original plan of service to all clients that are being transitioned from a previous service provider. Clients that are “transitioned” are those eligible participants that are receiving WIOA services and have been registered as a WIOA client prior to the effective date of the contract arising from this RFP. The proposer certifies that services to those transitioned clients will not be interrupted.

Certificate Regarding RFP Content

The proposer certifies that it has read all of the information presented in the RFP. The proposer certifies that it understands that the contract that will arise from this RFP will have the conditions, stipulations, and requirements that are stated in the RFP and that the contract will have other legal provisions that are standard and customary contract provisions, but which are not specifically shown in this RFP.

The proposer (proposer’s representative) being duly sworn upon oath, deposes and says:

- That I executed the accompanying proposal on behalf of the Proposer, and that I had the lawful authority to do so.
- That the prices in this proposal have been arrived at independently.
- That the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other actual potential proposer or Proposers having for its objective the controlling of the amounts of proposals, or the limiting of the number of proposals or proposers.
- That the Proposer has not paid, given or donated or promised to pay, give or donate to the NEWDB and/or the Fiscal Agent or any officer or employee of the NEWDB and/or the Fiscal Agent any money or other thing of value, including any special consideration, either directly or indirectly, in seeking to procure this contract.
- That, unless otherwise required by law, the prices quoted in this proposal have not been and will not be knowingly disclosed by Proposer until after proposals are opened.
- I understand that this proposal represents a legal offer to provide the services herein described, at the prices stated herein. This proposal is binding for a period of 60 days from the date submitted.
- That by signing and submitting this proposal, the proposer agrees to each of the certifications contained in this proposal.

Signature of Proposers Representative

Typed Name and Title

Name of Proposer

Subscribed and sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission Expires ___/___

SEAL

Period of Performance – October 1, 2024 through September 30, 2025
Projected Performance
Adult, Dislocated Worker

The NEWDB has established performance measures for the basis of awarding a renewal of the contract for the Adult and Dislocated Worker and Youth Programs for the performance period of October 1, 2024–September 30, 2025. Renewals are possible from this contract’s ending date and will be in one-year increments as allowable by federal and state law. Contract extensions will be based on Sub-recipient’s documented and verified performance of the outcomes referenced below:

Contractual Performance Standards – Adult and DLW Services

Period of Performance: October 1, 2024 through September 30, 2025				
Projected <i>Cumulative</i> Participant Service Levels	Ending 12/31/2024	Ending 3/31/2025	Ending 6/30/2025	Ending 9/30/2025
1. Budget Management and Expenditures: Of the direct client dollars budgeted to the service provider- at least 65% will be obligated each year by March 31 st . Provide the percentage for each quarter leading up to the Mach 31 st deadline.	%	%	%	%
2. Resolved Monitoring and Disallowed Costs: No unresolved monitoring issues/no disallowed cost.				
3. Work Based Learning: Participants enrolled in Work Based Learning Activities.				
4. Industry Recognized Credentials: Number of participants enrolled in OST during the program year and receiving an industry recognized credential, includes stackable credentials.				
5. Placement in Critical Occupations: Number of Adults and Dislocated Workers who receive Occupational Skills Training and are placed into employment in one of the state’s or NEWDB’s critical occupations.				
6. Direct Customer Placement: Number of participants placed into self-sufficient employment on NEWDB’s Critical Occupations list				
6. Priority Populations: Number of participants enrolled as priority populations as described in TA 05-2020 and NEWDB Priority of Service Policy.				

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Contractual Performance Standards – Youth Services

Period of Performance: October 1, 2024 through September 30, 2025				
Projected <i>Cumulative</i> Participant Service Levels	Ending 12/31/2024	Ending 3/31/2025	Ending 6/30/2025	Ending 9/30/2025
1. New Youth Enrollments: Projected number of new Youth enrollments.				
2. HS Diploma or Equivalency: The percentage of youth who do not have a high school diploma at program entrance and exited between July 1 and March 31 will have obtained an HSE or High School Diploma.				
3. Work Based Learning: Participants enrolled in Work Based Learning Activities.				
4. Priority Youth Populations: Number of Youth participants enrolled as priority populations as described in TA 05-2020 and NEWDB Priority of Service Policy.				
5 Industry Recognized Credentials: Number of Youth participants enrolled in OST during the program year and receiving an industry recognized credential, includes stackable credentials.				

Proposed Budget – WIOA Title I Services (Need a budget for each service program proposed)

Proposed Budget Summary October 1, 2024 through June 30, 2025		
	Cost	% of Total
Staff Salaries		
Staff Fringe		
Payroll taxes		
Unemployment Insurance		
Workers Compensation		
Health Insurance		
Retirement		
Staff Travel/Training		
Copying/Printing		
General Insurance		
Office Supplies		
Postage/Freight		
Telephone/Communication/Internet		
Program Management/Support Staff		
Profit If Applicable		
Total Proposed Cost Reimbursement Budget:		
		100%

Direct costs are those costs associated with staff providing direct client services and housed in a workforce center or satellite office.

Program Management is the costs associated with the corporate overhead cost in administering the contract. These costs would typically include the cost of required insurances, audit, a portion of space rental, communications needs, utilities, accounting functions and other necessary administrative costs. The proposed cost should be documented and explained in the budget narrative. The bidder would need to detail how cost would be shared and distributed to the locations in the area they propose to serve. *If the organization has an approved indirect rate, then their proposed indirect cost would show on this line.*

Staffing Costs – Adult, Dislocated Worker and Youth Services

Salaries: Include all positions, which will be charged to the contract award. Record the number of people who will fill the position, the position’s gross monthly salary, its time distribution to WIOA by cost category, and the number of months the position will be filled. “Program total” is a sum of these factors.

Note: *This budget needs to be for a 9-month period. Once planning numbers for the next program year are received, and additional 3-month budget will be agreed upon for the remainder of the contract period. Performance should still be planned for the full 12-month timeframe.*

Direct Programmatic Costs: Leveraged from other Programs/Resources:

# of Positions	Title * (must be described below)	Gross Monthly Salary (\$)	% of Time	# of Months	WIOA Total Cost (\$)	Other Program Name	Salary %	Other Program Total	Both: WIOA and Other

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Primary Covered Transactions

Applicant Organization

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspensions and 2 CFR Part 180—Grants and Agreements

- (1) The prospective subrecipient, (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective subrecipient is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature Date

Typed name and Title of Authorized Representative

**Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an Officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Typed name and Title of Authorized Representative

Certificate Regarding Conflict of Interest

By signing and submitting this Certificate Regarding Conflict of Interest the undersigned covenants that no officers, members or employees of its governing board have any interest, and that none shall acquire any interest, direct or indirect, that would conflict with full and complete execution of this contract. Sub-recipient further covenants that in the performance of this contract, no person having any such interest will be employed

No employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit no accept gratuities, favors or anything of monetary value from Sub-recipients, or parties to sub agreements.

Signature Date

Typed Name and Title of Authorized Representative

These Products May be Delivered Directly by One-Stop Staff or by referral process.

Orientation/Informational

- Labor Market Information
- Supportive Service Information
- UI Information
- Self Service/Job Referral
- Demand Occupational Information
- Financial Aide Information
- Follow Up Services
- Training Provider Information
- Initial Skills Assessment
- Veterans Service Information
- Career Consultation
- Youth Services
- Dislocated Worker Information

Talent Improvement (Short-Term Pre-Vocational) – Skills Improvement

- Job Readiness /Soft Skill/ Life Skills /DVD and Workbook
- High School Equivalency Preparation
- Mousearobics www.pbclibrary.org/mousing/mouercise.htm
- Microsoft Tutorials (<http://www.microsoft.com/education/tutorials.msp>)
- Online Talent Improvement www.gcflearnfree.org
- High School Equivalency (HSE) Preparation (TASC, GED, or HiSet)

Job Search Skills

- Interviewing Preparation
- Resumes and Application
- Job Search Overview
- Customized Resume Assistance
- Customized Labor Market Information
- Job Referrals

Occupational Training /Credentialing Opportunities /Skill Development Lab Opportunities

- Occupational Training
- OJT/Customized Training Opportunities
- Registered Apprenticeships
- Work Experience
- ITA
- IEP
- Case Management
- Supportive Services
- Paid Pre-Vocational Classes
- Comprehensive Assessment
- Individual Career Management
- Career Planning
- Proficiency Testing

Employer Based Services

- Job Fairs (virtual and/or in-person)
- Customized Labor Market Information
- Employer Application Management (self-assisted and staff-assisted)
- Mass Hiring Events
- Lay-off Aversion and Rapid Response
- Job Order Management
- Registered Apprenticeships
- Skills Based Hiring
- WOTC Tax Credit
- Federal Bonding
- Pre-employment Skills Assessment
- Referral Management