

Region Q Workforce Development Board



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To: Potential RFP Bidders
From: Walter Dorsey, Workforce Development Director
Date: March 23, 2010
Subject: Youth Program Request For Proposal Corrections

The following changes/corrections have been to the Region Q Workforce Investment Consortium Request for Proposal for the Youth Program. Please replace these pages in your copy of the RFP.

Page 26 Section A. 2008 WIA Response Package Cover Sheet – 2008 has been removed.
Page 28 Heading 2008 WIA Response Package Cover – 2008 has been removed.
Page 29 Certification – date of submission has been corrected.
Page 31 #20 – The program operation date has been corrected.
Page 67 The signature section has been added to the Assurance – Non-Construction Programs

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Mid-East Commission • Workforce Development Department

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PROPOSAL FORMAT AND REQUIRED FORMS

Proposals should include all items listed below, in the order shown. The following forms should be completed with all information requested and executed properly. Proposals must be clear and in the order in which they appear in accordance with the guidelines below. Omissions, inaccurate submissions, or out-of-order responses may result in a section being deemed incomplete or non-responsive and a low rating during the review process. Proposals that fail to include all applicable forms and information will not be considered.

Contractors must submit six (6) full sets of the proposal – one set bearing original signatures where required and five (5) additional copies. Each set must be secured in a three ring binder. Proposals should include all items listed below, tabbed, in the order shown. **Number each page.**

The following sections must be included in the RFP:

- A. WIA RESPONSE PACKAGE COVER SHEET** - Complete the information and indicate the type of activities proposed and funds requested, counties, and number of participants to be served, performance outcomes, and budget. **The Response Package Cover Sheet Page must be completed entirely and Notarized.**
- B. PROGRAM – PROPOSAL NARRATIVE RESPONSE SECTION**– This portion of the bid should give reviewers a detailed and clear picture of the design of the program, the anticipated outcomes, and the capability of the offeror to deliver the proposed services. Proposers should follow the alphabetical and numerical sequence of the attached format. If a section does not apply, write "N/A" or "Does not apply" by the respective section. Responses to questions should be typed under each question. and follow the alphabetical and numerical sequence.
- C. PROGRAM AND FINANCIAL MANAGEMENT SECTION –**
- D. BUDGET** – Complete the Budget Summary and supporting worksheets for all costs required to implement the program design. If there is no answer, please indicate N/A or zero (0).
- E. JOB DESCRIPTIONS AND RESUMES** – A Job Description – Workforce Investment Act form must be completed for each position funded by WIA Youth Funds.
- F. ASSURANCES & CERTIFICATION**
 - ◆ **EQUAL OPPORTUNITY NON-DISCRIMINATION** (Complete form)
 - ◆ **LA CODE OF CONDUCT/CONFLICT OF INTEREST** - Requires signature of authorized representative & date. This form has to be completed by all WIA funded staff and submitted to the Local Area.
 - ◆ **LA GENERAL ASSURANCES & CERTIFICATION FORM** - Requires signature of authorized representative & date. Notary Required.
 - ◆ **CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS** - Requires signature of authorized representative & date.
 - ◆ **STATEMENT OF COMPLIANCE FORM** - Requires signature of authorized representative & date. Notary required.
 - ◆ **DRUG FREE CERTIFICATION** - Requires signature of authorized representative & date.
 - ◆ **ASSURANCES NON-CONSTRUCTION PROGRAMS** - Requires signature of authorized representative & date.
 - ◆ **COPELAND ACT CERTIFICATION** - Requires signature of authorized representative & date.
- G. OTHER – ATTACH THE FOLLOWING ITEMS:**
 1. Federal ID Number
 2. Financial Statement and Copy of last audit
 3. Agency Grievance Procedures
 4. Copy of Bond Coverage (or explanation of planned coverage if an award is made)
 5. Current Organization Chart

WIA RESPONSE PACKAGE COVER
REGION Q WORKFORCE INVESTMENT CONSORTIUM
(All bidders must complete)

NAME OF ORGANIZATION _____

WEB SITE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TITLE: _____

PHONE NUMBER: _____ EXTENSION: _____

FAX NUMBER: _____ E-MAIL ADDRESS: _____

FEDERAL TAX I.D. NUMBER: _____

1. SERVICE AREA:

Proposed employment and training services will be provided only to residents in the following counties:
(Check ones applicable)

Beaufort _____ Bertie _____ Hertford _____ Martin _____ Pitt _____

2. ORGANIZATIONAL EXPERIENCE:

Check the appropriate bracket that describes your organization.

- Unit of Local Government
- State Government Agency
- Private Non-Profit Agency
- Private For-Profit Agency
- Other _____

3. **TOTAL WIA PROGRAM FUNDS REQUESTED:** _____

“ADMINISTRATIVE” _____

“PROGRAM” _____

4. **TOTAL PARTICIPANTS SERVED:**

In-School _____ Out-of-School _____

Total # New Enrollments _____ Total # Carried Over _____

5. **TOTAL PARTICIPANTS EXITED:**

In-School _____ Out-of-School _____

6. **TOTAL COST PER PARTICIPANT:** _____

7. "PROGRAM" COST PER PARTICIPANT: _____

8. PERCENTAGE OF TOTAL PROJECT FUNDS FOR STAFF: _____

Are funds from other funding sources being requested in order to implement this proposed WIA program?

YES ___ NO ___ If the answer to the above question is yes, please complete the following to indicate sources, amounts and expected dates of funding approval.

OTHER EXPECTED FUNDING SOURCES EXPECTED AMOUNT EXPECTED DATE OF APPROVAL:

TOTAL OTHER FUNDS EXPECTED ==> _____

CERTIFICATION: I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed WIA Employment, Training and Services Program Activities described herein. I acknowledge that I have read and understand the requirements of the Request For Proposal (RFP) and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating therefrom on behalf of the entity submitting the proposal. This PROPOSAL or OFFER is firm for a period of at least ninety (90) days from the closing date for submission, which is Monday, April 19, 2010, at 4:00 PM. This Response Package Cover Sheet has the following PARTS attached:

- 1) RFP RESPONSE NARRATIVE WITH APPROPRIATE ATTACHMENTS
- 2) PROGRAM AND FINANCIAL MANAGEMENT FORM
- 3) EQUAL OPPORTUNITY NON-DISCRIMINATION
- 4) LA CODE OF CONDUCT/CONFLICT OF INTEREST
- 5) LA GENERAL ASSURANCES & CERTIFICATION FORM
- 6) CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS
- 7) STATEMENT OF COMPLIANCE FORM
- 8) DRUG FREE CERTIFICATION
- 9) ASSURANCES NON-CONSTRUCTION PROGRAMS
- 10) COPELAND ACT CERTIFICATION -
- 11) INTERAGENCY COORDINATION AND LINKAGES FORM
- 12) JOB DESCRIPTION (S)
- 13) BUDGET SUMMARY AND WORKSHEETS
- 14) OTHER ITEMS AS REQUESTED

_____/_____
(SIGNATURE and DATE of Signatory Official)

_____/_____
(Typed or Printed NAME and JOB TITLE of Signatory Official)

My Commission Expires: _____

Notary Name

Date

Affix Notary Seal

- 11) Describe how the proposing entity will use input from youth customers/clients to improve services. Describe how the proposing will evaluate services and activities offered to youth and their importance or value to the youth customer.
- 12) Describe the proposing entity's processes for identifying youth needs, defining the requirements and expectations of youth customers, and delivering customer-centered services.
- 13) Provide a brief history (type of organization, date established, major line or lines of work and general background) of the proposing entity and how entity's mission and philosophy relates to the provision of youth development services.
- 14) Describe the proposing entity's knowledge and experience of WIA, Title I, Youth programs, youth development programs and services.
- 15) Collaboration, Partnering and Linkages
 - a. What type of in-kind services will be provided?
 - b. What other funding sources will be leveraged?
 - c. What strategy will be used to keep youth in school?
 - d. What strategy will be used to re-engage out of school youth?
 - e. Describe in details the strategies you will use to motivate and/or reward positive participation in the program and creative methods to keep youth actively engaged.
 - f. How are participant incentives incorporated to assist in meeting program goals?
 - g. How will you work with other agencies to provide services?
- 16) Describe how your agency will perform quarterly self-evaluation of program success. Describe the types of documentation and/or supplemental data that will be used in the self-evaluation.
- 17) Describe the type and quantity of paid and unpaid work experiences you plan to provide for both older and younger youth and in and out of school youth.
- 18) Describe how your program, partners or leveraged agreements with other youth agencies will provide the ten WIA Required Service Elements. *Provide a detailed description of each of the 10 Program Elements (to include programs/services offered under each component).* These are:
 - a. Tutoring
 - b. Alternative secondary education
 - c. Paid and unpaid work experiences
 - d. Occupational skill training
 - e. Summer employment opportunities
 - f. Leadership development activities
 - g. Comprehensive guidance counseling
 - h. Adult mentoring
 - i. Summer Employment Opportunities and job development
 - j. Follow-up services
- 19) Describe the referral process for youth who are not enrolled into the program/connection to other appropriate services.
- 20) Provide a brief explanation of where the program of services will be offered and hours of operation. *Describe in details your hours of program operation from July 01, 2010 – June 30, 2011 (regular hours, Saturdays & extended or non-traditional hours).*
- 21) Does the service provider plan any subcontracts with others for services or activities contained in the proposal. If so, please describe the nature of the subcontracts. All third party agreements or subcontracts must have prior approval.
- 22) Outline your organization's plan and method for leveraging non-WIA Youth funding to enhance the system of services and opportunities for youth.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Standard Form 424B (Rev. 7-97)