



**IMPERIAL COUNTY
WORKFORCE DEVELOPMENT BOARD
(ICWDB)**

**REQUEST FOR PROPOSAL (RFP)
FOR
AJCC OPERATOR
PY 2020-2021**

America's **JobCenter**
of CaliforniaSM

**2799 S. 4TH STREET
EL CENTRO, CA 92243
(442) 265-4974 and/or (442) 265-4955**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

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I - WIOA INTRODUCTION AND REQUEST FOR PROPOSAL (RFP) INFORMATION

I A. WIOA Introduction

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Barack Obama on July 22, 2014, and took effect on July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. WIOA is the legislation that provides funding, guidance and alignment of public workforce development systems across the United States. The intent of WIOA is to equip workers with the skills necessary to meet business needs and to provide businesses with access to the talent pool needed to compete in local, regional and global economies.

The Imperial County Workforce Development Board (ICWDB) is required to conduct an open and competitive process in order to select their WIOA America's Job Center of California (AJCC) Operator WIOA Section 121[d][2][A]. In accordance with WIOA regulations, the purpose of the Request for Proposal (RFP) for AJCC Operator PY 2019-2020 is to solicit year-round services from an experienced and qualified entity to serve as the One-Stop Operator, facilitator, and coordinator for the ICWDB.

I B. Purpose of RFP

AJCC Operators are responsible for coordinating service delivery among all AJCC partners and service providers within Imperial County. The RFP solicits services for a one year period. However, proposers should base their budgets on a one-year allocation based on acceptable service delivery, satisfaction and available funding, contracts will be extended by a one-year period. The period of performance of the first year is January 1, 2020, through January 1, 2021. The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

I C. Eligible Respondents

ICWDB is requesting proposals from experienced, qualified entities/individuals. Qualified respondents may include:

- For-profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to the RFP; however, the proposal must demonstrate that all contractual responsibility rest solely with one legal entity serving as the fiscal agent and that there is a minimum of three (3) WIOA required programs in partnership. The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that document the partnership(s).

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II - PROPOSER SCOPE OF WORK, CONTRACTS AND ACCOUNTABILITY

II A. Proposer Scope of Work

The One Stop Operator will be expected to do the following:

- Facilitate and coordinate the service delivery of required ICWDB AJCC partners and service providers.
- Ensure the implementation of partner responsibilities and contributions agreed upon in the AJCC Partner Memorandums of Understanding.
- Provide services for a one year period, proposers should base their budgets on a one-year allocation. The period of performance for the first year is January 1, 2020, through January 1, 2021.
- The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

II B. The Roles and Responsibilities of the ICWDB One Stop Operator

The One Stop Operator will serve as the facilitator and coordinator of AJCC partner shared services. The role and responsibilities include the following:

Coordinating the service delivery of required AJCC partners and service providers.

- In collaboration with ICWDB staff, coordinate the implementation of ICWDB negotiated agreements and Memorandums of Understanding (MOU's) with all mandated partners.
- Act as a liaison between the ICWDB and AJCC partners, for the purpose of:
 - Identify changes that may be needed to partner working agreements
 - Facility coordination
 - Addressing grievances
 - Resolving disputes
- Convening and facilitating quarterly partner meetings to ensure effective communication in the delivery of services such as:
 - Process improvement
 - Partner collaboration
 - Implementing recommended changes as identified by the ICWDB
- Support general coordination of Service Delivery teams.
- Identifying needs for AJCC partner coordinated activities, such as:
 - Equipment
 - Resources
 - Aesthetics
- Ensure ICWDB's AJCC strategic initiatives are implemented in the delivery of integrated services.

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- Working with the AJCC Supervisors team to designate, implement and maintain customer flow for AJCC shared services.
- Assess, develop and generate a ICWDB AJCC System quarterly reports that accurately reflect/measure:
 - Client Services
 - Business Services
 - Partner Activity
 - Referrals and outcomes
 - Co-enrollments
- Schedule face-to-face meetings with partners as needed.

II C. Term of Contract

The contract period will be from January 1, 2020, through January 1, 2021. The County reserves the right to extend the term of the contract for up to four (4) successive one (1) year periods, subject to performance history and availability of funding.

II D. Proposal and Contract Conditions

1. All costs of proposal preparation shall be borne by the proposer. The ICWDB shall not, in any event, be liable for any costs incurred by the proposer in the preparation and/or submission of the proposal.
2. The proposer shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the ICWDB that will remain open and valid for a minimum of four months from the proposal submission deadline.
3. Nothing contained in this RFP shall create any contractual relationship between the proposer and the ICWDB. Selection of proposer as a contractor is not an acceptance of the terms and conditions included in the proposal as is.
4. The proposal must set forth accurate and complete information. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award.
5. The ICWDB reserves the right to withdraw this RFP at any time without prior notice and also reserves the right to reject any or all bids and or items therein.
6. The ICWDB reserves the right to determine that the RFP is a “failed competition”; that there are not a sufficient number of satisfactory proposals to award all of the funds. In that case, the ICWDB may reissue the RFP in order to solicit additional proposals or award the contract on a sole source basis.
7. Proposals submitted shall be prescreened and evaluated for minimum qualifications. Award recommendations will be presented by a specialized evaluation team under the direction and guidance of the ICWDB. No changes or additions may be made by the proposer after the deadline for receipt of proposals.
8. If proposer knowingly submits false information, the ICWDB reserves the right to reject that proposal. If a contract was awarded as a result of false data submitted in response to this RFP, the ICWDB reserves the right to withdraw the award or terminate contract.
9. The release of the RFP does not commit ICWDB to award a contract or to pay any cost incurred in the preparation of a proposal. The ICWDB reserves the right to accept or reject any or all proposals received as a result of this request.

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10. The ICWDB reserve the right to negotiate final terms of the contract, including but not limited to contract amount, performance measures, and length of contract in accordance with WIOA regulations and/or reauthorization funding availability.

II E. Funding Available

Total funding of up to \$50,000 is available through WIOA funds.

II F. Fiscal Accountability and Audit Requirements

A sound financial management system, based upon Generally Accepted Accounting Principles. An integral part of the required financial management system is a system of internal accounting controls that will provide reasonable assurance that all funding is safeguarded against loss from unauthorized use or disposition, and that accounting transactions affecting accountability are properly recorded to permit the preparation of accurate and supportable financial reports which are required to be submitted in accordance with the terms of the contract.

All funds awarded for the new program year must be audited in accordance with the Single Audit Act of 1984 and the applicable Uniform Guidance. Audit reports must be submitted to the ICWDB no later than six (6) months after the end of the audit period.

II G. Record Keeping, Reporting Requirements and Monitoring

Contractors are required to maintain fiscal records and must submit expenditure invoices monthly. A final report of expenditures and invoice will be submitted no later than 30 days after program year is ended of each program year.

Services shall be monitored at least twice during the program period by ICWED and ICWDB staff to ensure compliance with applicable fiscal requirements and federal/state and local policies and regulations. Audits or reviews by the State of California and/or U.S. Department of Labor representatives may also occur.

III - RFP TIMELINE, SUBMISSION AND EVALUATION PROCESS

III A. RFP Timeline - Tentative

The planned timeline for RFP-related activities/actions is as follows:

PRESENT RFP TO ICWDB/ICWDB EXECUTIVE COMMITTEE	September 25, 2019
RECOMMENDATION FOR APPROVAL TO ICBOS FOR RELEASE	October 2, 2019
TECHNICAL ASSISTANCE WORKSHOP	October 10, 2019
DEADLINE TO SUBMIT RFP SUBMITTALS	November 4, 2019
RFP EVALUATION COMMITTEE MEETING	November 12, 2019
EXECUTIVE COMMITTEE APPROVE RECOMMENDATION	November 20, 2019
ICWDB APPROVE RECOMMENDATION	November 20, 2019
RECOMMENDATION FOR APPROVAL TO ICBOS	December 10, 2019
CONTRACT COMMENCES	January 1, 2020

III B. Technical Assistance Workshop

The ICWDB and ICWED will hold a RFP Technical Assistance Workshop at 2799 S. Fourth Street, El Centro, CA 92243, on the following date:

- Thursday, October 10, 2019, 2:00 p.m.

The purpose of the Technical Assistance workshop is to review the RFP content and proposal requirements with prospective proposers and to answer questions regarding the RFP process. Attendance is recommended but not mandatory.

Requests for technical assistance should be directed to Letty Taylor at (442) 265-4974 or Jeffrey Burquist at (442) 265-4955. Questions may be submitted in writing or via e-mail at leticia.taylor@co.imperial.ca.us or jeffreyburquist@co.imperial.ca.us. Responses from the ICWDB will be in writing.

III C. Proposal Submission Requirements

Seven (7) copies of the proposal must be received no later than 5:00 p.m. Pacific Daylight Time on Monday, November 4, 2019, at the following address:

Imperial County Workforce Development Board
2799 S. 4th Street
El Centro, CA 92243

POSTMARKS, FACSIMILE, OR ELECTRONICALLY TRANSMITTED RFP'S
WILL BE REJECTED WITHOUT REVIEW TO THE PROPOSER.

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III D. **Proposal Format**

Ten (10) complete copies of the proposal must be submitted. One copy must contain original signatures and be stamped "Original" on the cover sheet.

All proposals must be typed and bound or stapled on white 8 ½ x 11 paper with no less than ½ margins at the top, bottom, left, and right. Typeface must be no more than twelve (12) characters per inch. Proposals may not exceed twelve (12) pages in length.

Each page must be numbered sequentially at the bottom of the page.

Proposals will consist of a narrative, budget and other required exhibits.

Applicants must use the forms provided in completing their proposals. Information submitted on another format will not be accepted for review.

Do not submit information, data, forms or letters not specifically requested.

III E. **Proposal Evaluation Criteria**

The criteria used to evaluate each proposal are indicated below. Proposers are advised to note the points assigned to each program criteria before preparation of proposal. Proposals may earn up to 100 points as follows:

Proposed Services and Service Delivery	40 points
Experience and Qualifications of Proposer	30 points
Budget Justification	30 points

I. **Proposed Services and Service Delivery - 40 Points**

Applicants will be evaluated on the narrative's compliance with requirements of the RFP Scope of Work and appropriate detail in addressing the components listed under "Narrative Section 1" on page 10.

2. **Experience and Qualifications of Proposer - 30 Points**

Applicants will be scored on experience in workforce development and/or experience with an integrated service delivery approach and addressing the components listed under "Narrative Section 2" on page 11.

3. **Budget Justification - 30 Points**

Applicant's budget will be reviewed to determine that costs are reasonable, competitive, and comply with cost standards. Proposals will also be rated on the responses to the components listed under "Narrative Section 3" on page 11.

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The proposal review and funding recommendation process is as follows:

1. Acceptance for Review:
Proposals received by the deadline that meet the minimum eligibility requirements shall be accepted and reviewed.
2. Contents Review:
Proposals received by the deadline and accepted for review shall be ranked and scored according to the criteria listed in this RFP.

Proposals will be reviewed and evaluated by a designated RFP for AJCC Operator 2020-2021 Evaluation Committee. Award recommendations will be presented to the ICWDB for final approval.

Upon final approval, the ICWDB shall conduct a pre-award conference to discuss expectations and contract negotiations. Contract negotiations will be scheduled with the recommended vendor/(s) to negotiate within a prescribed time. If a contract cannot be negotiated within this period of time, the contract award shall be withdrawn and any expenses incurred will not be reimbursed.

III F. **Appeals Process**

After the entire RFP process is completed, a notice of funding will be issued to all proposers providing notification of agency funding or non-funding status. All proposers will have ten (10) working days after the post mark date to file an appeal.

All appeals must be in writing and hand delivered to the address on the cover page of this RFP. The appeal must include the nature of the appeal and the requested resolution. ICWDB staff will review all submitted appeals and will present them to the ICWDB Chair for final decision.

The ICWDB Chair will schedule a meeting with the ICWDB Executive Committee to review the appeal and forward a recommendation to the ICWDB.

IV - PROPOSAL CONTENT, NARRATIVE SECTIONS AND FORMS

IV A Proposal Contents

Proposals submitted in response to the RFP will consist of the following contents in the order below:

- Proposal Narrative Sections
- Proposal Forms

IV B Proposal Narrative Sections

Proposal narratives must address sections listed below. RFP respondents should begin each narrative section on a new page, ensuring that:

1. Narrative sections are headed with the section number and title. For example:
“Narrative Section 1: Proposed Services and Service Delivery”
2. All questions and/or prompts in each narrative section should be addressed in the response.
3. Responses do not exceed prescribed page limits.

The Narrative (*maximum 12 page response*) is divided into the three (3) following sections:

Narrative Section 1 Proposed Services and Service Delivery

1. *Briefly describe how your proposed One-Stop Operator services corresponds to the service needs of the ICWDB.*
2. *Briefly describe proposed services.*
3. *Indicate if the response is a joint proposal and, if so, who the principal collaborator is and what the organization’s overall responsibilities will be in the delivery of services.*
4. *Describe any partnerships and the partner’s (s’) role in the delivery of services.*
5. *Provide a description and summarize the services to be provided for each of the roles and responsibilities identified for the ICWDB One Stop Operator.*
6. *Describe how the project activities/services will be successfully completed within the proposed timeline.*
7. *Explain the proposer’s services record keeping methods to facilitate audit reviews.*

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Narrative Section 2 Experience and Qualifications of Proposer

1. *Describe the proposer's experience in workforce development and/or experience with an integrated service delivery approach.*
2. *Describe the proposer's fiscal record keeping methods to facilitate audit reviews.*
3. *Describe the proposer's services record keeping methods to facilitate audit reviews.*

Narrative Section 3 Budget Justification

1. *For all budgeted items, please provide a brief narrative explanation and justification of planned expenditures.*
2. *List the source (s) and amounts of any leverage to be used to pay for services that will be provided under this proposal.*
3. *Provide a brief narrative explanation and justification of planned expenditures.*

IV C. Proposal Forms and Attachments

1. Proposal Form 1: Proposer Information and Signature Form
2. Proposal Form 2: Proposal Table of Contents
3. Proposal Form 3: Program Budget Details
4. Proposal Form 4: Assurance of Regulatory Compliance
5. Proposal Form 5: Certification Regarding Debarment, Suspension, Ineligibility
6. Proposal Form 6: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
7. Proposal Form 7: Certification of Drug Free Work Place
8. Proposal Form 8: Vendor EEO Certification
9. Proposal Attachment 1: Verification of Signature Authority

V. CONTRACT REQUIREMENTS

Non-Discrimination/Equal Opportunity

Contractors shall comply with Federal, State, and County of Imperial non-discrimination/equal opportunity requirements.

The County of Imperial is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities, and disabled persons are encouraged to submit bids or proposals. Contractors expressly agree to comply with the County's ordinances and regulations regarding Affirmative Action and Equal Opportunity Employment as well as regulations that may be mandated by the source of the funds supporting this contract.

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Proposal Form 1	Proposer Information and Signature Form
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Part 1 – Proposer Information

A.	Proposer Information (“Lead Agency” if a Joint Proposal)
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Proposer Agency Name:	
Address:	Telephone:
	Fax:
Contact Name/Title:	E-mail:
Type of Organization:	Proposed Budget: \$ _____
<input type="checkbox"/> For-profit organizations; <input type="checkbox"/> Non-profit organizations; <input type="checkbox"/> Faith-based organizations; <input type="checkbox"/> Community-based organizations; <input type="checkbox"/> Public agencies; and/or <input type="checkbox"/> A collaboration of these organizations	Proposed Program Service(s):

B.	Collaborator Information (Only applicable to Joint Proposals)
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Collaborator Agency Name:	
Address:	Telephone:
	Fax:
Contact Name/Title:	E-mail:
Type of Organization:	Proposed Budget: \$ _____
<input type="checkbox"/> For-profit organizations; <input type="checkbox"/> Non-profit organizations; <input type="checkbox"/> Faith-based organizations; <input type="checkbox"/> Community-based organizations; <input type="checkbox"/> Public agencies; and/or <input type="checkbox"/> A collaboration of these organizations	Proposed Enrollments: _____
	Proposed Program Service(s):

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Part 2 – Proposer Signatures	
A.	Proposer Signature (for “Lead Agency” if a Joint Proposal)
To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or ICWDB if awarded.	
Typed Name of Authorized Representative:	Title:
Signature of Authorized Representative	Date:

B.	Collaborator Information (Only applicable to Joint Proposals)
To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or ICWDB if awarded.	
Typed Name of Authorized Representative:	Title:
Signature of Authorized Representative	Date:

If the proposal includes more than one (1) collaborator (i.e., financial partner), attach additional pages to include “Collaborator Information” and “Collaborator Signature” for this agency (ies).

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ICWDB One-Stop Operator RFP

Proposal Form 2

Proposal Table of Contents

#	Item/Form	Page
1.	Proposal Form 1: Proposer Information and Signature Form	
2.	Proposal Form 2: Proposal Table of Contents	
3.	Narrative Section 1: Proposed Services and Service Delivery	
4.	Narrative Section 2: Experience and Qualifications of Proposer	
5.	Narrative Section 3: Budget Justification	
6.	Proposal Form 3: Program Budget Details	
7.	Proposal Form 4: Assurance of Regulatory Compliance	
8.	Proposal Form 5: Certification Regarding Debarment, Suspension, Ineligibility	
9.	Proposal Form 6: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements	
10.	Proposal Form 7: Certification of Drug Free Work Place	
11.	Proposal Form 8: Vendor EEO Certification	
12.	Proposal Attachment 1: Verification of Signature Authority	

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ICWDB One-Stop Operator RFP	
Proposal Form 3	Program Budget Details

Complete the following table by indicating budgeted amount in each applicable category. Please note that "Other" items listed must be specified. All budgeted items must be explained.

		Budget Item/Category	Budgeted Amount	
			WIOA	Non-WIOA/ Leverage
A.		Staff Salaries		
B.		Number of full-time equivalents: _____		
C.		Staff Benefits		
D.		Staff Benefit Rate (percent) _____%		
G.		Indirect Costs approved by Federal guidelines		
H.		Other (specify):		
I.		Other (specify):		
J.		Other (specify):		
K.		Other (specify):		
L.		Other (specify):		
M.		Other (specify):		
N.		Total Funding (WIOA and Non-WIOA separately)	\$	\$
O.		Total Project Funding	\$	

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ICWDB One-Stop Operator RFP

Proposal Form 4

Assurance of Regulatory Compliance

Name of Applicant: _____

Hereinafter called the "**Applicant**" hereby agrees that it will comply with the following laws and regulations regarding nondiscrimination under the Workforce Innovation and Opportunity Act (WIOA):

Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of race, color, national origin, or religion;

Title IX of the Education Amendments of 1972 (P.L. 92-318) and all regulations issued pursuant to that title, prohibiting discrimination on the basis of sex;

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and all regulations issued pursuant to that title, prohibiting discrimination based on handicap;

The Age Discrimination Act of 1975 and all regulations issued pursuant to that title, prohibiting arbitrary discrimination against persons age 40-70;

The rights of the State, the DOL, or any of their authorized representatives access to any books, records, papers or other pertinent documents (records retention for 3 years for the purpose of auditing or monitoring). (29 CFR Part 95, Section 95.48 (d));

For the performance of experimental developmental, or research work the DOL's requirements pertaining to patent rights, copyrights, and rights in data. (29 CFR Part 95, Section 95.36);

Compliance with EEO provisions in Executive Order 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60;

The applicant gives further assurance that no officers of this organization have been convicted of fraud or misappropriation of funds within the last two years; and

This assurance is given in consideration of and for the purpose of obtaining Federal funds through the Imperial County Workforce Investment Area. The applicant recognizes and agrees that such Federal assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees. The person whose signature appears below is authorized to sign on behalf of the Applicant.

Applicant's Name: _____

Applicant's Title: _____

Applicant's Signature: _____

Date: _____

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ICWDB One-Stop Operator RFP	
Proposal Form 5	Certification Regarding Debarment, Suspension, Ineligibility

Name of Applicant:

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 19211).

Before completing certification, please read instructions for certification on following page.

1. The prospective recipient of Federal assistance funds certifies, by submission of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for participation in this transaction by any Federal Department or Agency.

2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

Instructions for Certification Regarding Debarment, Suspension, Ineligibility

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.

1. The certification in this clause is material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies including suspension and/or debarment.
2. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
3. The terms "covered transaction", "debarred", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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ICWDB One-Stop Operator RFP	
Proposal Form 6	Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements

Name of Applicant:

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 SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of 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.

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

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ICWDB One-Stop Operator RFP	
Proposal Form 7	Certification of Drug Free Work Place

Name of Applicant:

Pursuant to the State of California, Government Code, Section 8355 ff., the Contractor hereby certifies that:

1. Contractor agrees to the incorporation of this Certification into the Contract and Certifies that the Contractor will provide all participants and employees a drug- free work place, pursuant to Government Code Section 8355 ff. of the State of California, by doing all of the following:
 - a. Publishing a Statement notifying all employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's of organization's work place and specifying the actions that will be taken against employees for violations of the prohibition.
 - b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.

2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if ICWDB determines that any of the following has occurred:
 - a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
 - b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.

3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

Applicants Name

Applicants Title

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

ICWDB One-Stop Operator RFP	
Proposal Form 8	EEO Certification

Name of Applicant:

In accordance with the provisions of the Fair Employment and Housing Act (Gov. Code 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.) contractor the supplier, or vendor certifies and insures that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

Organization

Date

Name and Title

Signature

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

ICWDB One-Stop Operator RFP	
Proposal Attachment 1	Verification of Signature Authority

Please utilize this page as a cover sheet behind which should be attached documentation that names the individuals authorized to negotiate and sign contracts on behalf of your agency. This verification should be in the form of a board resolution or other appropriate action.

The State of California requires the ICWDB to obtain verification of signature authority from the agencies that contract with ICWDB. This signature verification is to remain on file at the ICWDB office.