



**REQUEST FOR PROPOSALS (RFP)
FOR
Workforce Innovation and Opportunity Act (WIOA)
Youth Program Services
PY 2021-2022**



**PROPOSALS MUST BE RECEIVED BY:
5:00 p.m. Pacific Standard Time (PST)
May 18, 2021**

**2799 S. 4TH STREET
EL CENTRO, CA 92243
(442) 265-4974 or (442) 265-4972**

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1. WIOA INTRODUCTION AND REQUEST FOR PROPOSAL (RFP) INFORMATION

1.1. 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 (WIA) of 1998 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 their local, regional and global economies.

The Imperial County Workforce Development Board (ICWDB) is soliciting a Request for Proposals (RFP) through a competitive bidding process from eligible service providers who will conduct programs intended to improve long-term employability and enhance educational, occupational, and leadership development skills for eligible WIOA youth.

WIOA youth funds are targeted at young people who are both in and out-of-school, to assist them in their career and educational development. Under WIOA, Local areas must spend a minimum of 75 % of funding for out-of-school (OS) youth. Additionally, local areas must spend a minimum of 20% percent of funding for work experience. Lastly, local areas may spend no more than 10% of funding on pay-for-performance contracts as stated in Section 129 (c)(1)(D) of the Act.

1.2. Purpose of RFP

The purpose of the RFP is for the ICWDB to solicit proposal submittals from interested, qualified and dedicated organizations/agencies to provide a Youth Program for ages 14-24 who reside in the County of Imperial. Programs must be consistent with the provisions of WIOA and youth activities as authorized under Section 129(C)(2) of the Act.

Youth Services will be coordinated to be delivered through the America's Job Center of California (AJCC), formerly known as One Stop System Network, and will be directed and referred through an AJCC to a multi service menu for eligible youth.

Organizations who demonstrate the capability and expertise to provide year-round WIOA youth services within the Imperial County area are encouraged to submit proposals. For this proposal, 75 percent of all youth enrollments shall be out of school youth who are not younger than age 16 or older than age 24.

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The emphasis of this RFP is consistent with the Department of Labor's (DOL) commitment to providing high-quality services for disconnected youth and young adults; beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries, occupations apprenticeships and culminating with a good job along a career pathway, enrollment in post-secondary education, or a Registered Apprenticeship.

This RFP contains the requirements that Respondents must meet in order to submit a responsive proposal. This RFP also provides information regarding the format in which proposals must be submitted, the requirements and guidelines that must be met to be eligible for consideration, the Respondent's responsibilities and the documents that must be included.

All eligible proposals will be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line item budget, the project design, and its competitive standing as compared to all other proposals.

1.3 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 this RFP; however, the proposal must demonstrate that all contractual responsibility rest solely with one legal entity serving as the fiscal agent. The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that document the partnership(s).

2. PROPOSER SCOPE OF WORK, CONTRACTS AND ACCOUNTABILITY

2.1 Proposer Scope of Work

The provider will be responsible for assuring that each of the program elements required by W IOA and/or designed by the outline in this RFP are accessed by eligible youth via a Youth Program Services program or through linkages and agreements, as appropriate. The Americas Job Center of California (AJCC) shall administer a pre and post assessment of each youth to assure that proper services are identified and provided, as requested by the Service Provider. Based on

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assessment results, the Youth Service Provider and the youth will *jointly* develop an Individual Development Plan (IDP) to assure that the needs of the youth are addressed on an ongoing basis.

WIOA implements a performance accountability system to support its commitment to continuous improvement. Each provider will be accountable to maintain these standards as established by WIOA, the State and ICWDB.

Proposals submittals must demonstrate the required emphasis on building linkages with schools to extend and enhance learning opportunities as part of a year round youth strategy to improve student achievement through work experience and occupational learning, as appropriate. For youth who begin their WIOA supported activities, high school graduation or its equivalent can be the event triggering exit and mark the beginning of follow-up services. The focus will now be to build post-secondary educational and training linkages or assisting youth to take advantage of employer relationships built over the course of high school years.

The provisions for in-school (IS) and out-of- school (OS) youth services are contingent upon Common Measures regulations and/or pending Reauthorization WIOA provisions. Although the program focuses on work and training, youth receive encouragement and knowledge, which helps decrease other risk behaviors. Comprehensive guidance and counseling offer an approach to working with youth and may include drug and alcohol abuse prevention.

2.2 The Roles and Responsibilities of the WIOA Youth Program Services

All proposal submittals must demonstrate the capability to ensure that all fourteen (14) of the program elements stated in WIOA Section 129(c)(2) will be available to participating youth, either through the proposing agency, or through agreement and linkages with other providers throughout the service continuum.

The following is a complete list of the 14 required program elements:

- 1) Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized post-secondary credential.
- 2) Alternative secondary school services, or dropout recovery services, as appropriate.
- 3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:
 - Summer employment opportunities and other employment opportunities available throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
- 4) Occupational skill training, which includes priority consideration for training

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programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations.

- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- 6) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
- 7) Supportive services.
- 8) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
- 9) Follow-up services for not less than 12 months after the completion of participation.
- 10) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
- 11) Financial literacy education.
- 12) Entrepreneurial skills training.
- 13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the Local Area, such as career awareness, career counseling, and career exploration services.
- 14) Activities that help youth prepare for and transition to post-secondary education and training.

WIOA implements a performance accountability system to support its commitment to continuous improvement. Each provider will be accountable to maintain these standards as established by WIOA, the State, and ICWDB.

2.3 Term of Contract

The initial contract period will be from July 1, 2021, through June 30, 2022, with the possibility of contract renewal for up to (2) additional years pending annual performance, compliance review, and available WIOA Youth funding. If renewed, the terms would be as follows:

July 1, 2022 and ending June 30, 2023;
July 1, 2023 and ending June 30, 2024.

2.4 Proposal and Contract Conditions

The following is a list:

- 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

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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 condition included in the proposal as is. Selection is only the beginning of an offer—counteroffer process.
- 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 makes no representation that any contract will be awarded to any offer or responding to this RFP. The ICWDB 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 proposal to award all of the funds. In that case, the ICWDB may reissue the RFP to get 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.
- 10) The ICWDB reserves 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.

2.5 Performance Goals

All proposers must indicate what level of performance they attain on each measure of performance, and how the proposed program design will result in the achievement of the proposed level of performance. Proposers will be held responsible for the achievement of these levels of performance, regardless of the numbers or types of services the client may participate in.

WIOA Youth Performance Measures

Performance Measure	Definition
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Attainment of degree or certificate	The percentage of participants who obtain a recognized credential or secondary diploma during participation or within one year after program exit.
Placement in employment, education, or Training	The percentage of participants who are in employment, education, or training in the 2 nd and 4 th quarter after program
Earnings after entry into unsubsidized employment	The median average earning of participants who are in employment in the 2 nd quarter after program exit.
In-program skills gain	Percentage of participants in education leading to a credential or employment during program year, achieving measurable skills gains.
Employer and youth satisfaction	TBD – definition and target to be negotiated at contract

2.6 Funding Available

WIOA funds allowable for this proposal is **\$2,200,000**.

2.7 Fiscal Accountability and Audit Requirements

Proposal submittals must demonstrate 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.

2.8 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.

The youth services provider(s) will maintain all financial, attendance and miscellaneous records relating to the youth services being provided and will preserve the same for a period of not less than two years from the date of the final contract payment.

Such records may be required to be retained beyond said period if an audit has begun but is not completed, or if the audit findings have not been resolved at the end of the required retention period. In such cases, the records shall be retained until resolution of the audit findings.

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To ensure validity and correctness of the proposed youth services activities, and that the training for which the youth services contract is written are actually delivered, monitoring at the local level will include Imperial County Workforce and Economic Development Office (ICWDO) and ICWDB staff oversight of the participant training. The on-site monitoring of the training will include documenting information received directly from the youth participants and the contracted youth services provider's perspective about how the training is progressing.

Services shall be monitored at least twice during the program period by ICWDO 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.

Service Providers shall establish procedures, which ensure that the ICWDB officials are notified within 24 hours of any suspected or proven fraud, abuse or criminal acts involving WIOA-funded activities.

3. RFP TIMELINE, SUBMISSION AND EVALUATION PROCESS

3.1 RFP Timeline – Tentative

Beginning April 20, 2021, the RFP will be available to download from ICWDB's website www.ivworkforce.com. If you are unable to download the RFP, please email timothdruihet@co.imperial.ca.us or jeffreyburquist@co.imperial.ca.us.

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

RECOMMENDATION FOR APPROVAL TO ICWDB FOR RELEASE	February 24, 2021
RECOMMENDATION FOR APPROVAL TO ICBOS FOR RELEASE	April 20, 2021
TECHNICAL ASSISTANCE WORKSHOP	April 29, 2021
DEADLINE TO SUBMIT RFP SUBMITTALS	May 18, 2021
RFP EVALUATION COMMITTEE MEETING	May 24, 2021
ICWDB EXECUTIVE COMMITTEE APPROVE RECOMMENDATION	May 26, 2021
ICWDB APPROVE RECOMMENDATION	May 26, 2021
RECOMMENDATION FOR APPROVAL TO ICBOS	June 15, 2021
CONTRACT COMMENCES	July 1, 2021

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3.2 Technical Assistance Workshop

The ICWDB and ICWDO will hold a RFP Technical Assistance Workshop at 2799 S. 4th Street, El Centro, CA 92243 on the following date:

- Thursday, April 29, 2021, 10:00 a.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 Timothy Druihet (442) 265-4959 or Jeffrey Burquist (442) 265-4955. Questions may be submitted in writing via e-mail at timothydruihet@co.imperial.ca.us or jeffreymburquist@co.imperial.ca.us. Responses from the ICWDB will be in writing.

3.3 Proposal Submission Requirements

Seven (7) copies of the proposal must be received no later than 5:00 p.m. Pacific Standard Time by Tuesday May 18, 2021, at the following address:

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

**POSTMARKS, FACSIMILE, OR ELECTRONICALLY TRANSMITTED PROPOSALS
WILL NOT BE ACCEPTED.**

4. REQUIRED PROPOSAL FORMAT

4.1 Proposal Format

Seven (7) 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, double-spaced and bound on white 8½ 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. Each page must be numbered 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.

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4.2 Proposal Scoring and Evaluation Criteria

Proposals will be reviewed and evaluated by a Youth Services RFP Evaluation Committee. Award recommendations will be presented to the ICWDB for final approval. The criteria used to evaluate each proposal are indicated below and 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:

4.3 Title Page, Table of Contents, and Executive Summary (5 points)

Title Page:

- Include company name, address, phone number, website and federal tax identification number;
- Include name of the person authorized to negotiate the contract and make decisions for the organization including the phone number, fax number, and e-mail address; and
- Include authorized signature and submittal date.

Table of Contents:

- Include a clear identification of the material in the proposal by section and by page number.

Executive Summary:

- Include a brief overview of the entire proposal including a summary of the understanding of the program, and
- Include an overview of the proposed scope of work.

4.4. Business Description and Qualifications (15 points)

- Respondent must provide an overview of lead organization including: primary location of the organization, type of organization (for-profit, nonprofit, etc.), size of the organization, years in business, history of business, mission and vision, major product lines and/or services, and any other relevant information that helps provides an overview of the organization.
- Respondent must provide evidence of the organization's ability to successfully perform the services described in this RFP, including descriptions of past projects completed with a similar scope of work.
- Describe the organization's knowledge, expertise, and experience working with youth facing challenges within the workforce development industry and/or nonprofit sector.
- Describe the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing takes into account the varied needs of youth served.

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- Describe the staffing plan and qualification of staff.
- Respondent must provide an organizational chart.

4.5. Program Content (Total 55 points)

Responses to this section must not exceed 25 double-spaced pages and must include the following sections:

4.5.1 Program Design (25 points)

Target Population, Recruitment, and Enrollment

- Describe the demographics and characteristics of the targeted neighborhood(s) to be served.
- Describe the population(s) to be served.
- Describe potential challenges that may arise in engaging and enrolling this population.
- Describe how many youth and young adults you will enroll in year one and describe your plan to identify, recruit, and enroll OS youth in the program.
- Describe the intake process, including the collection of basic information from potential clients, informing potential clients of available services in your organization or elsewhere, and determination of client suitability for program services.

Customer Experience

- Describe the key steps and milestones youth and young adults will experience from outreach to program exit. Visuals, such as a flow chart, are strongly encouraged to show the program design.
- Describe how you will ensure, measure and continuously improve the experience of the youth and young adults in your program.

Supportive Services

- Describe barriers to successful reconnection and completion of education and/or employment that the target population faces.
- Describe what incentives, supportive services and stipends you will use to address these barriers.
- Describe how you will incorporate mental/behavioral health services, trauma-informed case management and other support you will provide to program participants.

Performance, Administration and Project Management

- Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.
- Describe your process for ensuring quality, compliance and proper documentation for all youth files.
- Describe how you will ensure funds are used properly and according to the spending plan.

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Access and Locations

- Demonstrate how the proposed program will increase access and address transportation and other barriers for program participants.
- Address whether the responding organization will maintain a main office, a satellite office or collocate with other organizations in the targeted neighborhood(s).

Partnerships

- Demonstrate meaningful partnerships that support jobs, internships, and educational opportunities for youth and young adults, such as government agencies, education systems, community/faith-based organizations and other partners that serve similar populations and can support the goals of the programs.
- Describe specific partner roles and, if applicable, how the proposed partnerships will leverage additional funding to serve program participants. Letters of support/commitment and Memorandums of Understanding (MOUs) that details partnership roles and responsibilities and any in-kind resources committed.
- Describe how you will partner and collaborate with current AJCC's in your proposed service delivery area.
- Subcontractors: If the proposal includes subcontractors, include information on the specific role of the subcontractor and how subcontractors have been and/or will be procured to ensure fair and open competition.

Employer Connections

- Describe your relationship with employers in key industry clusters and the specific roles these employers will play in your program.
- Describe past outcomes and how you have developed internships, job shadows, occupational skill training, apprenticeships, work experience, placement in employment, and/or other work-based learning outcomes with employer partners.
- Describe your approach to job placement and how you identify employment and work-based learning opportunities for program participants.

4.5.2 Program Components (30 points)

Educational Services

- Describe how you will implement tutoring, study skills training, and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.
- Describe activities that help youth and young adults prepare for and transition to training or postsecondary education.
- Describe your education/training programs, which can include occupational skills training, apprenticeship program, post-secondary bridge programs and/or post-secondary education.

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- Describe how your proposed education/training programs will lead to jobs with livable wages.

Career Pathways

- Pathway Identification: Describe the sector(s)/industry(ies) you will focus on and why you have selected that industry/sector focus.
- Awareness: Describe how you will help youth and young adults become aware of the career pathways in these sector(s)/industry(ies).
- Training: Describe how you will connect youth to education that leads to post-secondary degrees and/or industry recognized certifications.

Work Experience

- Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship/apprenticeship, job shadows, etc.).
- Describe how a minimum of 20% of funds will be spent on work experience.

Work Readiness, Financial Literacy and Entrepreneurship Training

- Describe the proposed work readiness training program including instructional techniques, curriculum, competencies, assessments and standards for completion.
- Describe the financial literacy education and entrepreneurial skills training you will offer.

Youth Development

- Describe leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
- Describe how you plan to incorporate adult mentoring for program participants.

4.6 Past Performance (Total 10 points)

Two (2) complete Past Performance Questionnaires—Attachment H must be submitted from organizations/agencies which the Respondent has had direct involvement in projects similar in scope. Questionnaires must be for projects the Respondent has managed within the past five years. If a joint proposal is submitted, Questionnaires must be completed for the lead entity (i.e., the organization that assumes financial responsibility).

4.7 Cost Reasonableness of Proposed Budget and Cost Analysis (Total 15 points)

Respondents must complete the following Budget documents and prepare a budget in accordance with Budget Instructions:

- Attachment “C” Propose Budget
- Attachment “D” Detailed Budget Report

In addition, a **cost analysis** is required to assist in determining if the stated costs

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detailed in a proposals program design and budget are reasonable, allowable, and necessary. This entails verification of the proposed element-by-element cost data and evaluation of the specific program elements, including comparison with the agencies prior independent price estimate.

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.

4.8. **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 Executive Committee to review the appeal and forward recommendation to the ICWDB. If no resolution is reached the proposer may request a hearing.

5. **CONTRACT REQUIREMENTS**

5.1 **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. 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,

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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 ADA Compliance

In accordance with the Americans with Disabilities Act (1990), all publicly funded agencies are prohibited from discriminating against person with disabilities in all services, programs and activities provided. All privately operated public accommodations, commercial facilities and private entities offering examinations or training must make their goods and services accessible to persons with disabilities. Youth Program Services provider(s) must comply with all WIOA and ICWDB policies when applicable.

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Conflict of Interest Disclosure for WIOA Youth Program Services

NAME OF ORGANIZATION:

1. Please list any and all individuals who assisted, contributed and/or substantially influenced the writing, research, preparation and submission of this proposal:
2. Are any of the individuals involved in the writing, preparation, research and/or submission of this proposal, members of the Imperial County Workforce Development Board (ICWDB), ICWDB Youth Committee and ICWDB staff? If yes, please list those individuals:
3. Were any of the individuals involved in the writing, preparation, research and/or submission of this proposal, employed by ICWDB within the last twelve (12) months? If yes, please list those individuals:
4. If applicable , please describe any additional Conflict of Interest disclosures below.

I certify that the organization listed above has no conflict of interest as stated in the RFP.

Name: _____

Signature: _____

: - - - - -

Past Performance Questionnaire for WIOA Youth Program Services

Please complete this questionnaire and submit by no later than 5:00 PST, May 18, 2021.

Name of organization for which the questionnaire is being completed:

Name of individual providing information:

Title:

Signature:

Date:

Mailing Address:

Telephone:

Fax:

E-mail Address:

Contract Information (Also to be supplied by respondent organization in the proposal.)

Contract Title:

Contract Number:

Period of Performance

Description of Services Provided:

Population Served:

1. If funded through Workforce Investment Act (WIA) or Workforce Innovation and Opportunity Act (WIOA), indicate the funding title and type of population served (i.e. adult, dislocated worker, youth)

If funded through an agency/organization/grant other than WIA/WIOA, specify the funding source and the specific population(s) served.

2. **Performance**

What has been the performance of the proposed service provider when providing services? (Use the most current WIA/WIOA performance if WIA/WIOA services were

provided. If proposer has not provided WIA/WIOA services, use other funding source performance measures.

3. Measurement Method

Please explain how performance was measured. Discuss actual versus expected performance.

Qualitative Analysis

Please provide narrative remarks and data, as appropriate, for each of the performance elements. You may continue on a separate sheet if needed.

- Quality of service

- Effectiveness of management (including subcontractors)

- Initiative in meeting requirements

- Responsiveness to technical direction or technical assistance

- Responsiveness to performance challenges

- Overall performance

- General Remarks:

- Would you do business with this organization (the bidder) again? Yes No;
 - Why or why not?

FISCAL YEAR:
 AGENCY NAME:

	WIOA Funded	Other Sources of Fundin2	Total Program Fundin2
I. Staff Salaries and Fringe Benefits <i>(attach breakdown)</i>			
Salaries			
Fringe Benefits			
Total Staff Salaries and Fringe Benefits			
II. Non Personnel <i>(attach breakdown)</i>			
A Staff Travel-In County			
B. Staff Travel- Out of County			
C. Training, Trainings Material and Supplies			
D. Equipment Purchase			
E. Equipment Rental/Lease/Maintenance			
F. Rent			
G. Utilities			
H. Communications			
I. Office Supplies, Printing and Reproduction			
J. Insurance/Bonding/(Non <i>Worker's Comp</i>)			
K. Audit Costs			
L. Indirect Cost			
M. Other Expenses <i>(attach breakdown)</i>			
Total Non-Personnel			
Total Program Costs <i>(Salaries and Fringe Benefits + Non Personnel)</i>			

DETAILED BUDGET REPORT

A. Staff Travel - In County \$ _____

Includes: Local mileage and other expenses while traveling within the county.

Explanation:

B. Staff Travel - Out of County \$ _____

Includes: Mileage out of county, airfare, meals, hotels, toll roads, parking fees, incidentals.

Explanation:

C. Training, and Training Materials and Supplies \$ _____

Includes: Registration fees, training materials and supplies related to the training.

Explanation:

D. Equipment Purchase \$ _____

Includes: Purchases of over \$500 (for inventory only) and over \$1000 (considered equipment)

Explanation:

E. Equipment Rental/ Lease / Maintenance \$ _____

Includes: Any equipment leased under an operating lease, maintenance to property classified as equipment, user fees. NO CAPITAL LEASES ARE ALLOWED.

Explanation:

F. Rent \$ _____

Includes: Space rent.

Explanation:

G. Utilities and Building Maintenance \$ _____

Includes: Water, sewer, electricity, gas, drinking water including cooler rental, janitorial services, routine building maintenance and small repairs.

Explanation:

H. Communications \$ _____

Includes: Telephone, pagers, internet access, website fees.

Explanation:

I. Office Supplies, Printing and Reproduction \$ _____

Includes: Office supplies, postage, Fedex, UPS, smart/e-q-u-p-m e n t..fo r u naer \$.5 00. bo o k m g fees, and payroll processmg fees.

Explanation:

J. Insurance / Bonding (Non Workers' Compensation) \$ _____

Includes: Liability insurance, bonding insurance for staff/man:m-e-m e n...t m e m b e-r: s --- WORKERS' COMPENSAT,ON INSURANCE IS CONSIDERED PART OF FRINGE BENEFITS.

Explanation:

K. Audit Costs \$ _____

Includes: Fees directly related to the annual auditor's report- not to include CPA consulting or fees or other non- audit fees.

Explanation:

L. Indirect Costs \$ _____

Includes: Necessary costs not readily identifiable with a particular cost objective, represented in the form of a percentage of overall expenses, based on historical data. Indirect cost rates need to be approved by a cognizant Agency or Imperial County Workforce Development Office (ICWDO) and a copy of the documentation needs to be on file.

Explanation:

M. Other Expenses \$ _____

Includes any expenses that do not fit into any other category. Detail breakdown is required.

Explanation:

Total Non-Personal Expenses (A M) \$ _____

ASSURANCES AND CERTIFICATIONS

I. GENERAL ASSURANCES

- A. Contractor assures that it will fully comply with the requirements of the Workforce Investment Act, all Federal and State Regulations issued pursuant to the Act, and with the Imperial County's Local Strategic Plan, as approved by the Imperial County Workforce Development Board.
- B. Contractor, in operating a program funded under the Act, assures that it will administer its program under the Local Strategic Plan in full compliance with safeguards against fraud and abuse as set forth in WIOA Regulations, that no portion of its program will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any persons on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief: that it will target employment and training services to those most in need of them.

II. ADDITIONAL ASSURANCES

Contractor hereby assures and certifies that it will comply with applicable regulations, including 41 CFR, Part 50-100, and applicable policies, guidelines, and requirements, including OMB Circulars, Numbers A-133, A-128, A-21, A-122, A-87 and A-110, and with applicable Federal Cost Principles as they relate to the acceptance and use of Federal funds for this federally assisted project. Also, contractor assures and certifies, with respect to this contract, that:

- A. It possesses legal authority to administer the funds; that a resolution, motion, or similar action has been duly adopted or passed as an official act of contractor's governing body, authorizing the acceptance of this contract, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of contractor to act in connection with the contract and to provide such additional information as may be required.
- B. It will comply with Title VI of the Civil Rights Act of 1964 and provisions of WIOA Section 188 and compliance with Equal Employment Opportunity (EEO) provisions in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR part 60, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Contractor receives Federal financial assistance; and will immediately take any measure necessary to effectuate this agreement. It will comply with Title VI prohibiting employment discrimination where
(1) the primary purpose of the funding is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the funding activity. Governmental (20 CFR 667.200 (f) and 29 CFR 97.36 (i) (3)]. Non- Governmental [29 CFR Parts 33, 37, and 95.48 Appendix A-1].

- C. It will comply with requirement of Title II (and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (PL 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs. (42 U.S.C. 4601).
- D. It will comply with the provisions of the Hatch Act, which limit the political activity of State and local government employees, whose principal employment activities are funded by Federal funds. (5 U.S.C. 1501-1508 and 7324-7328).
- E. It will comply with the minimum wage and maximum provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201) as they apply to employees of institutions of higher education, hospitals and other non-profit organizations as defined in these regulation.
- F. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- G. It will give the County, the State, the Department of Labor (DOL) and the Controller General, through any authorized representative, the access to and the right to examine all records, books, papers, or pertinent documents related to the grant or agreement, including the records of subcontractors performing under the grant or agreement. Maintain all fiscal forms, reports, and documents pertaining to this contract for at least three (3) years or until audited and all audit findings resolved, whichever is longer, as required by WIOA regulations . Governmental [29 CFR 97.36 (i)(10) and 29 CFR 97.36 (i)(11)]. Non-Governmental (29 CFR 95.48 (d) and 29 CFR 95.53).
- H. It will comply with all requirements imposed by the State Workforce Investment Division concerning special requirements of law, program requirements, and other administrative requirements.
- I. It will ensure, pursuant to Executive Order (E.O.) 11738, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) List of Violating Facilities and that it will notify the county of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- J. It will assist the DOL in its Compliance with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), E.O. 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469 a-1) by (a) consulting with the State Historic Preservation Office on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (CFR Part 800.8) by contractor's activity, and notifying the DOL to avoid or mitigate adverse effects upon such properties.
- K. It will comply to the extent applicable, with all requirements of Section 114 of the Clean Air Act, (42 U.S.C. 1857) respectively, relating to inspection, monitoring, entry,

reports, and information, as well as other requirements specified in Section 114 and Section 308 of the Air Act and Water Act, respectively, and all regulations and guidelines issued thereunder, and be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), E.O. 11738, and Environmental Protection Agency Regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Governmental [29 CFR 97.36 (i) (12)]. Non-Governmental (29 CFR 95.48).

- L. For a non-governmental agency awarded a contract for the amount of \$100,000 or more, did the subcontractor certify that no funds should be used for lobbying (Byrd-Anti Lobbying Amendment) Governmental [20 CFR 667.200 (e) and 29 CFR 93.110]. Non-Governmental [20 CFR 667.200 (e) and 29 CFR Parts 93 and 95.48.
- M. Notice of awarding agency requirements and regulations pertaining to reporting. Governmental [29 CFR 97.36 (i)(7)].
- N. It will comply with ICWDO's rules, regulations, bulletins and procurement policy in the following aspects: administrative, contractual, or legal remedies in instances of contractual violation. (Contracts other than small purchases). Governmental [29 CFR 97.36 (i) (1)]. Non-Governmental [29 CFR 95.48 (a)]. Termination for cause or for convenience by the grantee or contractor. (All contracts in excess of \$10,000). Governmental [29 CFR 97.36 (i) (2)]. Non-Governmental [29 CFR 95.48 (b)]. Condition for payments, delivery terms and process for agreement changes.
- O. It will comply with the Energy Policy Conservation Act (Public Law 96-163). The act requires mandatory standard and policies related to energy efficiency, which are contained in the state energy conservation plan. Governmental [29 CFR 97.36 (i) (13)].
- P. It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106 and 4128) which requires the purchase of flood insurance, on and after March 2, 1974, in communities where such insurance is available, as a condition for the receipt of any Federal financial assistance for acquisition or construction purposes with respect to insurable property within an area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
- Q. It will comply with Section 504 of Rehabilitation Act of 1973 (29 CFR part 32) which contains the statutes for Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from Federal Financial Assistance, and with all requirements imposed by the DOL pursuant to the regulation of the Department of Health, Education, and Welfare (45 CFR Part 85) promulgated under the foregoing statute. Contractor agrees that, in accordance with the foregoing requirements, no otherwise qualified handicapped person, by reason of handicap shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance, and assures that it will take any measures necessary to effectuate this agreement.
- R. The contractor certifies that it will comply with the American with Disabilities Act

of 1990, in addition to its title (29 CFR part 37) requirements, which contains the statutes for implementation of the Nondiscrimination and Equal Opportunity Provisions

- S. It will comply, with Executive Order (E.O.) 13166 and E.O. 11426, which indicate the Enforcement of title VI of the Civil Rights Act of 1964 by the Civil Rights Center; Policy guidance on the Prohibition Against National Origin Discrimination as it affects persons with limited English proficiency.
- T. It will comply, to the extent applicable, with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683 and 1685, 1686) which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.
- U. It will include the equal opportunity clause prescribed by E.O. 1246, as amended and will require that its subcontractors include the clause, in all contracts which have or are expected to have an aggregate value within a 12-month period exceeding \$10,000, in accordance with DOL regulations at (41 CFR Par. 60-1.4).
- V. If this contract is covered by a statute providing wage standards for such work, it will include, and will require that its subcontractors include, the provision covering the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) set forth in by DOL regulations (29 CFR part 5) in any nonexempt non construction contract or subcontract which involves the employment of mechanics and laborers (including watchmen, guards, apprentices, and trainees) if the contract exceeds \$2,500.00.
- W. It will comply with standards for environmental quality control that may be prescribed pursuant to responsibilities of the Federal Government under the National Environment Policy Act of 1969 (42 U.S.C. 4321) and E.O. 11514, Protection and Enhancement of Environmental Quality as amended by E.O. 1191.
- X. It will comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900) the regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285), the provision of Article 9.5, Chapter 1, Part1, Division 3, Title 2 of the Government Code. (Government Code, Sections 11135-11139.5) and the regulations or standards adopted by the subgrantor to implement such article.
- Y. Agency will comply with the Workforce Investment Act, Section 505, which requires compliance with the Buy American Act (41 U.S.C. 10a).
- Z. It will comply with the Drug-Free Workplace Act of 1988, found at 48 CFR subparts 9.4, 23.5 and 52.2. Subcontractor must either sign a certification of a Drug Free Workplace or have it certified in the contract. Governmental and Non-Governmental [20 CFR 667.200 (d) and 29 CFR 98.600-98.630].

Contractor further agrees to comply with all sections of WIOA, specifically, but not limited to, the following:

1. No funds will be utilized to assist in relocating establishments from one area to another if relocation will result in an increase in unemployment in affected areas.
2. Training will be provided only in demand occupations within areas served or another area, if participants are willing to relocate .
3. Programs should contribute to occupational development, upward mobility, new careers, and overcome sex stereotyping.
4. No person or organization may charge an individual a fee for the placement or referral of such individual in or to a training program.
5. No financial assistance will be provided for any program, which involves political activities.
6. Income generated by the program may be retained by the recipient to carry out the program notwithstanding the expiration of financial assistance for the program.
7. No funds available under this title may be used for public service employment, except as specifically authorized under this title.
8. Compliance with health and safety standards under the Occupational Safety and Health Act of 1970 (OSHA) or other standards prescribed as necessary to protect the health and safety of participants.
9. Ensure that Workers' Compensation Insurance or alternate insurance is provided to participants.
10. Ensure that no participant shall be employed or a job opening filled (a) when any other individual is on layoff from the same or substantially equivalent or (b) when the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a WIOA participant.
11. Ensure that no jobs are created or openings filled in a promotional line that will infringe in any way upon promotional opportunities of currently employed individuals.
12. Ensure that no funds will be used to assist, promote or deter union organizing and the programs shall not impair existing contracts for services or collective bargaining agreement.
13. No funds may be used for contributing on behalf of any participants to retirement systems or plans.
14. 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.

15. Ensure that participants shall not be employed to carry out the construction, operation, or maintenance of any part of any facility that is used for sectarian instruction or as a place for religious worship (except with respect to maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants). WIOA Section 188 (a) (3).

CERTIFICATION

A. Patents:

Requirements and regulations pertaining to patent rights with respect to any discovery or invention under this contract are subject to DOL and county requirements. Governmental [29 CFR 97.36 (i) (8)]. Non-Governmental [29 CFR 95.36 (a-d), and (95.48)].

B. Copyrights:

Requirements and regulations pertaining to copyrights, and rights in data, are subject to DOL and county requirements. Governmental [29 CFR 97.34 and 97.36 (i) (9)]. Non-Governmental [29 CFR 95.36 (a-d), and 95.48].

C. Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements:

- 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 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 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 subawards at all tiers (including subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

E. Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions.

- 1) The prospective recipient of federal funds certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from 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 shall attach an explanation to this proposal.

F. Compliance with Workforce Innovation and Opportunity Act Requirements:

- 1) All programs will be operated within the guidelines of the Workforce Innovation and Opportunity Act, and within the guidelines of the Code of Federal Regulations (CFR).
- 2) Contractor shall comply with all finalized or amended Department of Labor regulations issued during the course of operation of these programs.
- 5) Contractor shall notify ICWDO in the event of any program staff changes including terminations, resignations, hires, etc.

Agency hereby agrees to comply with the aforementioned assurances and certifications and any and all cited regulations in WDB Youth Services Program RFP.

Agency Name	Date
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Signature	Title
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Signature	Title
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DEFINITIONS

Operational Costs	The costs of operations that are necessary and allowable. These expenses are usually associated with the overall management and administration of the WIOA program and are not directly related to services provided to the client.
Allowable Costs	The necessary and reasonable costs incurred in operating a program that are allocable to the corresponding expense categories.
Basic Skills Deficient	An individual who has English, reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.
Client	An individual who has registered and who is receiving services (except follow up services) under a program authorized by WIOA Title I. Participation commences on the first day following determination of eligibility.
Community Based Organization	A private non-profit organization that is representative of a community or a significant segment of a community.
Contractor	The proposer(s) selected to enter into an agreement with the County to provide the services pursuant to this RFP's requirements, standards, and procedures.
Deficient in Basic Literacy Skills	An individual who has English reading, writing, or computing skills at or below the 8 th grade level on a generally accepted standardized test; or who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.
Eligibility Determination/Criteria	The process of gathering and analyzing data related to eligibility criteria in order to determine whether a client meets the criteria which would allow him or her to participate in the program.
Exit (Program Exit)	Program exit: A participant who has a date of case closure, completion or known exit from WIOA-funded or non-WIOA funded partner service or who does not receive any WIOA-

funded or non- WIOA funded partner service for ninety (90) days and is not scheduled for future services except follow up services.

Individual Service Strategy (ISS) Contractor staff should use the results of the youth participant's objective assessment to develop the ISS for the youth participant. The ISS is an age appropriate, individualized, written plan of short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services, incentives, and stipends. For all youth, the ISS will identify the timeframe in which each youth will be expected to complete all activities related to each of the goal(s) specified in the ISS. The ISS will clearly connect the services to be provided to each youth identifying the outcomes to be achieved between WIOA enrollment and exit. The ISS directly links to one or more indicators of performance outcomes.

Linkage(s)

Development of partnerships with educational institutions, Community Based Organizations, and public and private sector employers to aid in a variety of comprehensive and integrated services