



**IMPERIAL COUNTY
WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSALS
FOR
LICENSED VOCATIONAL NURSE MENTORSHIP
PROGRAM
PY 2022-2023**

America's **JobCenter**
of CaliforniaSM

**2799 S. 4TH STREET
EL CENTRO, CA 92243
(442) 265-4959 and/or (442) 265-4955**

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.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Table of Contents		
<u>Section and Items</u>		<u>Page</u>
Section I – WIOA Introduction and RFP Purpose and Requirements		3
I.A	WIOA Introduction	3
I.B	Purpose of RFP	3
I.C	Eligible Respondents	3
Section II – Proposer Scope of Work, Contracts and Accountability		4
II.A	Proposer Scope of Work	4
II.B	Proposer Roles and Responsibility	4-5
II.C	Term of Contract	5
II.D	Proposal and Contract Conditions	5
II.E	Funding Available	6
II.F	Fiscal Accountability and Audit Requirements	6
II.G	Record Keeping, Reporting Requirements and Monitoring	6
Section III – RFP Timeline, Submission and Evaluation Process		6
III.A	RFP Timeline	6-7
III.B	Technical Assistance Workshop	7
III.C	Proposal Submission Requirements	7
III.D	Proposal Format	7
III.E	Proposal Evaluation Criteria	8-9
III.F	Appeals Process	9
Section IV – Proposal Content, Forms and Narrative Questions		9
IV.A	Proposal Contents	9
IV.B	Proposal Narrative Questions	9-10
IV.C	Proposal Forms	10-11
Section V – Contract Requirements		11
Forms to be Completed		12-23

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.

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 their local, regional and global economies.

I B. Purpose of RFP

The Imperial County Workforce Development Board (ICWDB) is required to conduct an open and competitive process in order to select their Licensed Vocational Nurse (LVN) Mentorship Program provider. The purpose of the ICWDB 2022-2023 LVN Mentorship Program Request for Proposal (RFP), in accordance with WIOA regulations, is for the procurement of services from an experienced and qualified entity to serve as the LVN Mentorship Program provider for the ICWDB in Imperial County. LVN Mentorship Program providers are responsible for coordinating service delivery within Imperial County. Proposers should base their budgets on an eighteen (18) month allocation based on acceptable service delivery, satisfaction and available funding. Contracts may be extended by an 18 month period. The period of performance of the first year is January 1, 2022, through June 30, 2023. 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/organizations. 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 (administration, coordination, implementation and performance) rest solely with one legal entity serving as the fiscal agent and that the proposed arrangement would enable the Respondent to provide timely, efficient, and quality services and that a minimum of three (3) WIOA required programs are in partnership.

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.

II - PROPOSER SCOPE OF WORK, CONTRACTS AND ACCOUNTABILITY

II A. Proposer Scope of Work

The LVN Mentorship Program provider will be expected to do the following:

- Student capacity: Minimum 15 to 20 WIOA eligible Licensed Vocational Nurse students
- Duration: Minimum 320 Classroom Training hours
Minimum 120 Internship Training hours
- Total available funding: \$350,000
- Case Management Services: Assess and document the needs, progress, and achievements of participants from program enrollment through follow up. Complete, track and update activities not to exceed a 90 day period.
- Supportive Services: stethoscope, watch, scrubs, shoes, test & license, etc.
- Placement Services: Training-related job placement services shall be provided for WIOA participants enrolled in proposed program. Placement shall be in the field for which training was completed.
- Follow up Services: These services must be provided for a minimum of twelve (12) months after competition and exit from the program
- Follow up services include activities such as: minimum bi-weekly contacts with client, tracking client progress, and addressing training and employment related problems that may arise.

II B. The Roles and Responsibilities of LVN Mentorship Program Provider

The LVN Mentorship Program provider will serve as the coordinator of program to provide comprehensive services and training to eligible clients. The role and responsibilities include the following:

- Provide vocational training orientation to include: AJCC, ICWDB and Service Provider information, network and process, resume, job search, placement assistance, job listings, job readiness workshops, supportive services information, CalJOBS, and career counseling, etc.
- Develop Individual Employment Plan (IEP) jointly with client to include strategies for achievement, level of services, and pre and post training and employment career goals, etc.
- Arrange for participants to attend development conferences to support career and educational growth
- Provide internal monitoring of program and fiscal requirements and regulations
- Provide gainful employment upon completion of the provided vocational training
- Be available for services at various times of the day to accommodate the client (outside the normal 8:00 a.m. to 5:00 p.m. hours of operation), in order to coordinate the training and employment activities of WIOA
- Provide Follow up services for a minimum of one year after the exit quarter for each individual client
- Be accountable to maintain performance accountability as established by local ICWDB and the State

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.

- Successful clients will receive a certification and/or licensing
- Maintain client file with all relevant training program information

II C. **Term of Contract**

The contract period will be from January 1, 2022, through June 30, 2023. The County reserves the right to extend the term of the contract for up to two (2) successive 18 month periods, subject to available funding and program outcomes and performance.

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. 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 reserves the right to withdraw this RFP at any time without prior notice. The ICWDB makes no representation that any contract will be awarded to any offer or respondents 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 proposals 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.

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.

II E. Funding Available

WIOA funds available for this proposal is \$350,000. Total funding expended from awards from this RFP must be for activities and services that are reasonable, necessary and allowable. The funds are governed by WIOA; local, state and federal laws, regulations and directives; and Federal Register Uniform Guidance.

II F. Fiscal Accountability and Audit Requirements

The expenditure of WIOA funds is only allowable for those activities permitted by the WIOA statute or federal regulations. A sound financial management system in accordance with Generally Accepted Accounting Principles is an integral part of the required financial management system. Proposers are required to have 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 end of each program year.

Services shall be monitored at least twice during the program period by and Imperial County Workforce and Economic Development Office (ICWEDO) staff to ensure compliance with applicable program and fiscal requirements, 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

With exception of proposal submission deadline, all dates are subject to change. The planned timeline for RFP-related activities/actions is as follows:

PRESENT RFP TO EXECUTIVE COMMITTEE	September 22, 2021
PRESENT RFP TO WORKFORCE DEVELOPMENT BOARD	September 22, 2021
RECOMMENDATION FOR APPROVAL TO ICBOS FOR RELEASE	October 12, 2021
TECHNICAL ASSISTANCE WORKSHOP (TENTATIVE)	October 26, 2021
DEADLINE TO SUBMIT RFP SUBMITTALS	November 12, 2021
EVALUATION PANEL MEETING	November 18, 2021
EXECUTIVE COMMITTEE APPROVE RECOMMENDATION	November 24, 2021
ICWDB APPROVE RECOMMENDATION	November 24, 2021

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.

RECOMMENDATION FOR APPROVAL TO ICBOS	December 14, 2021
CONTRACT COMMENCES	January 1, 2022

III B. **Technical Assistance Workshop (TENTATIVE – Dependent on COVID-19 group meeting restrictions)**

The ICWDB and ICWEDO will hold an RFP Technical Assistance Workshop via Zoom on the following date:

- Tuesday, October 26, 2021, 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.

Questions regarding the RFP process should be directed to Timothy Druihet at (442) 265-4959 or Jeffrey Burquist at (442) 265-4955. Questions may be submitted in writing or via e-mail at timothydruihet@co.imperial.ca.us or jeffreymburquist@co.imperial.ca.us. The RFP for the Licensed Vocational Nurse Mentorship Program PY2022-2023 will be made available on the ICWDB website at <http://www.ivworkforce.org>.

III C. **Proposal Submission Requirements**

Seven (7) copies of the proposal must be received no later than 5:00 p.m. Pacific Daylight Time by Friday, November 12, 2021 at the following address:

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

III D **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 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.

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.

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.

III E Proposal Evaluation Criteria

The proposal recommendation process is as follows:

Proposals will be reviewed and evaluated with the designated LVN Mentorship Program Proposal Review 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:

Summary of Proposed Services	10 points
Experience and Qualifications of Proposer/Lead Agency:	30 points
Proposed Services/Service Design:	30 points
Budget Justification	30 points

1. Summary of Proposed Services – 10 Points

Applicants will be scored on how the proposed services correspond to the service needs of the ICWDB.

2. Experience and Qualification - 30 Points

Applicants will be scored on experience in workforce development and/or experience with an integrated service delivery approach.

3. Proposed Services/Service Design - 30 Points

Applicants will be rated on the narrative’s compliance with the requirements of the RFP Scope of Work, and sufficient detail in the narrative to show the project can be successfully completed within the proposed timeline and demonstrate applicable record keeping methods to facilitate audit reviews.

4. Budget Justification - 30 Points

Applicant's budget will be reviewed to determine that costs are reasonable, competitive, and comply with cost standards. Please provide a brief explanation and justification of planned expenditures and fiscal record keeping methods to facilitate audit reviews.

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.

3. Pre-award conference/contract negotiation

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.

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

IV - PROPOSAL CONTENT, FORMS AND NARRATIVE QUESTIONS

IV A Proposal Content

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

- Proposal Narrative Questions
- Proposal Forms

IV B Proposal Narrative Questions

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: Summary of Proposed Services”
2. All questions and/or prompts in each narrative section are addressed in the response.
3. Responses do not exceed prescribed page limits.

The Narrative (***maximum 12 page response***) is divided into the four (4) following sections:

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.

Narrative Section 1 Summary of Proposed Services

1. *Briefly describe how your proposed LVN Mentorship Program services correspond to the service needs of the ICWDB.*
2. *Briefly describe proposed services.*

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 Proposed Service Delivery

1. *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.*
2. *Describe any partnerships and the partner's (s') role in the delivery of services.*
3. *Provide a description and summarize the services to be provided for each of the roles and responsibilities identified for the ICWDB LVN Mentorship Program.*

Narrative Section 4 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 leverage to be used to pay for services that will be provided under this proposal.*

IV C. Proposal Forms

1. Proposal Summary and Signature Form and Part 2 Proposers Signatures
2. Proposal Form 2: Proposal Table of Contents
3. Narrative Section 1: Summary of Proposed Services
4. Narrative Section 2: Experience and Qualifications of Proposer
5. Narrative Section 3: Proposed Service Delivery
6. Narrative Section 4: Budget Justification and Leveraging
7. Proposal Form 3: Program Budget Details
8. Proposal Form 4: Assurance of Regulatory Compliance
9. Proposal Form 5: Certification Regarding Debarment, Suspension, Ineligibility

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.

10. Proposal Form 6: Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements
11. Proposal Form 7: Certificate of Drug Free Work Place
12. Proposal Form 8: Vendor EEO Certification
13. Proposal Attachment 1: Verification of Signature Authority
14. Proposal Attachment 2: Certificate of Liability Insurance

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.

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 LVN Mentorship Program RFP

Proposal Form 1

Proposal Summary and Signature Form

Part 1 – Proposer Information

A. Proposer Information (“Lead Agency” if a Joint Proposal)

Proposer Agency Name:

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

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

Proposed Budget: \$_____

Proposed Program Service(s):

B. Collaborator Information (Only applicable to Joint Proposals)

Collaborator Agency Name:

Address:

Telephone:

Fax:

Contact Name/Title:

E-mail:

Type of Organization:

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

Proposed Budget: \$_____

Proposed Enrollments: _____

Proposed Program Service(s):

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.

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).

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 LVN Mentorship Program RFP

Proposal Form 2

Proposal Table of Contents

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

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 LVN Mentorship Program 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) _____%		
E.		Indirect Costs approved by Federal guidelines		
F.		Other (specify):		
G.		Other (specify):		
H.		Other (specify):		
I.		Other (specify):		
J.		Other (specify):		
K.		Other (specify):		
L.		Total Funding (WIOA and Non-WIOA separately)	\$	\$
M.		Total Project Funding	\$	

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 LVN Mentorship Program 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 Investment Act of 1998 and the Workforce Innovation and Opportunity Act):

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.

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: _____

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 LVN Mentorship Program 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, 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.

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 LVN Mentorship Program 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:

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 LVN Mentorship Program RFP	
Proposal Form 7	Certificate 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 persons 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 LVN Mentorship Program RFP	
Proposal Form 8	Vendor 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 LVN Mentorship Program RFP	
Proposal Attachment 1	Verification of Signature Authority

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.

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.

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 LVN Mentorship Program RFP	
Proposal Attachment 2	Certificate of Liability Insurance

Please utilize this page as a cover sheet behind which should be attached the Certificate of Liability Insurance for the organization or entity.