



WORKFORCE DEVELOPMENT
Executive Committee Meeting
Wednesday, June 28, 2023
2799 S. 4th Street
El Centro, CA 92243
11:00 A.M.

CONFLICT OF INTEREST ADVISEMENT

WDB members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the **WDB's** consideration of the agenda item. Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
 - a. Conflict of Interest forms
2. Discussion of Agenda
 - a. Items to be pulled from Agenda
 - b. Approval of Meeting Agenda
3. Approval of Minutes for June 12, 2023 pg. 2-5

ACTION AGENDA

4. Discussion/Action to approve and submit the application for Local Area Subsequent Designation and Local Board Recertification for PY23-25 pg. 6-18
5. Discussion/Action to approve release of Request for Proposals for AJCC Operator Services January 1, 2024 – December 31, 2024 pg. 19-42
6. Discussion/Action to approve California Workforce Association 2023 – 2024 annual dues pg. 43-44
7. Discussion/Action to approve up to six individuals to attend the California Workforce Association Meeting of the Minds Conference in Monterey, CA, September 5 - 7, 2023 pg. 45
8. Discussion/Action to reschedule Board Development Leadership Training with TAD Grants

INFORMATIONAL AGENDA

PUBLIC COMMENTS: *This is an opportunity for members of the public to address the Executive Committee on any subject matter within the Executive Committee's jurisdiction, but not an item on the agenda. Each speaker should complete and submit a "Public Comment Request to Speak" form to the ICWDB Chair. When addressing the Executive Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Executive committee.*

9. Meeting adjournment

America's **JobCenter**
of California™

**Next ICWDB Executive Committee Meeting
to be determined**

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.



MINUTES
SPECIAL MEETING OF THE
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING

June 12, 2023
2:00 P.M.

MEMBERS PRESENT: Erik Freeman, Elvira Anaya, Timothy Kelley and Jason Jackson

STAFF: Lilliana Sandoval, Sabrina Rubin, Jeff Burquist, Allison Duran, Camilo Garcia and Priscilla Lopez.

AGENDA ITEMS

1. **Call to order:** ICWDB Executive Committee Vice chair Kelley, called the meeting to order at 2:10 p.m. with a quorum present.
 - a. Conflict of Interest Forms:
Mr. Freeman on item 4 & 5, Ms. Anaya on item 8 and Mr. Kelley on item 12.
2. **Discussion of Agenda:**
 - a. Items to be pulled from Agenda: None
 - b. Approval of Meeting Agenda: **MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve the meeting agenda. Motion carried.
3. **Approval of Minutes for March 22, 2023: MOTION** by Ms. Anaya, Second by Mr. Freeman, to approve minutes for March 22, 2023. Opposed: None. Abstained: None. Motion carried.

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ACTION AGENDA

The order of items as presented

4. **Discussion/Action to renew the WIOA Youth Program with Imperial Valley Regional Occupational Program (IVROP) in the amount not to exceed \$2,200,000 for PY23-24:**

Ms. Lopez reviewed and discussed the renewal of the WIOA Youth Program with Imperial Valley Regional Occupational Program (IVROP) in the amount not to exceed \$2,200,000 for PY23-24.

MOTION by Ms. Anaya, Second by Mr. Kelley, to approve the renewal of the WIOA Youth Program with Imperial Valley Regional Occupational Program (IVROP) in the amount not to exceed \$2,200,000 for PY23-24. Opposed: None. Abstained: Mr. Freeman. Motion carried.

5. **Discussion/Action to renew the Licensed Vocational Nurse Mentorship Program with IVROP in the amount not to exceed \$338,108 for the period of July 1, 2023 through December 31, 2023:**

Ms. Lopez reviewed and discussed to renew the Licensed Vocational Nurse Mentorship Program with IVROP in the amount not to exceed \$338,108 for the period of July 1, 2023 through December 31, 2023.

MOTION by Ms. Anaya, Second by Mr. Kelley, to approve the renewal of the Licensed Vocational Nurse Mentorship Program with IVROP in the amount not to exceed \$338,108 for the period of July 1, 2023 through December 31, 2023. Opposed: None. Abstained: Mr. Freeman. Motion carried.

6. **Discussion/Action to approve and add IDEA/Max Solutions, David Shinder, to the eligible slate of approved consultants:**

Ms. Lopez reviewed and discussed to add IDEA/Max Solutions, David Shinder, to the eligible slate of approved consultants.

MOTION by Mr. Freeman, Second by Ms. Anaya, to approve and add IDEA/Max Solutions, David Shinder, to the eligible slate of approved consultants. Opposed: None. Abstained: None. Motion carried.

7. **Discussion/Action to approve Agreement with David K. Shinder for On Call, as needed Professional Workforce Development Services with David K. Shinder in an amount not to exceed \$50,000 for PY23-24:**

Ms. Lopez reviewed and discussed to approve Agreement with David K. Shinder for On Call, as needed Professional Workforce Development Services with David K. Shinder in an amount not to exceed \$50,000 for PY23-24.

MOTION by Mr. Freeman, Second by Ms. Anaya, to approve Agreement with David K. Shinder for On Call, as needed Professional Workforce Development Services with David K. Shinder in an amount not to exceed \$50,000 for PY23-24. Opposed: None. Abstained: None. Motion carried.

8. **Discussion/Action to approve revisions to the Individual Training Account Policy:**

Ms. Rubin reviewed and discussed revisions to the Individual Training Account Policy as of April 22, 2023.

MOTION by Mr. Freeman, Second by Mr. Kelley, to approve revisions to the Individual Training Account Policy. Opposed: None. Abstained: Ms. Anaya. Motion carried.

9. **Discussion/Action to approve revisions to the Work Experience Policy:**

Ms. Lopez reviewed and discussed to approve revisions to the Work Experience Policy.

MOTION by Mr. Freeman, Second by Ms. Anaya, to approve revisions to the Work Experience Policy. Opposed: None. Abstained: None. Motion carried.

12. **Discussion/Action regarding attendance and registration to Imperial Valley Economic & Energy Summit on June 15, 2023:**

Ms. Lopez reviewed and discussed to approve attendance and registration to the Imperial Valley Economic & Energy Summit on June 15, 2023.

MOTION by Mr. Freeman, Second by Ms. Anaya, to approve 4 Board members and 4 Staff to register and attend the Imperial Valley Economic & Energy Summit on June 15, 2023. Opposed: None. Abstained: Mr. Kelley. Motion carried.

13. **Discussion/Action to develop and approve the nomination slate of officers for PY23-24:**

Ms. Lopez reviewed and discussed open nomination slate of officer for PY23-24.

Executive Committee Members present discussed and nominated the following:

Chair: Erik Freeman and Timothy Kelley

Vice Chair: Erik Freeman, Timothy Kelley, Robert Rubio, Jason Jackson and Mark Gran

Secretary: Elvira Anaya

Treasurer: Mark Gran and Robert Rubio

MOTION by Ms. Anaya, Second by Mr. Freeman, to approve recommended nomination slate of officers for PY 23-24. Opposed: None. Abstained: None. Motion carried.

Mr. Freeman left at 2:55 p.m.

Break from 2:57 p.m. to 3:03 p.m.

Mr. Jackson arrived at 3:04 p.m.

10. **Discussion/Action to approve revisions to the Transitional Jobs Policy:**

Ms. Rubin reviewed and discussed the revisions to the Transitional Jobs Policy.

MOTION by Mr. Kelley, Second by Ms. Anaya, to approve revisions to the Transitional Job Policy. Opposed: None. Abstained: None. Motion carried.

11. **Discussed/Action to approve and submit the Application for Local Area Subsequent Designation and Local Board Recertification for PY23-25:**

MOTION by Ms. Anaya, Second by Mr. Kelley, to table further discussion until the next Board Meeting Wednesday, June 28, 2023. Opposed: None. Abstained: None. Motion carried.

ADJOURNMENT

15. The meeting adjourned at 3:31 p.m. The next regularly scheduled meeting date for June 28, 2023.

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 4**

MEETING DATE: June 28, 2023

ITEM: 4

SUBJECT: Discussion/Action to approve and submit the Application for
Local Area Subsequent Designation and Local Board
Recertification for Program Year 2023-25

FROM:
Priscilla Lopez, ICWEDO Director

RECOMMENDATION:

ICWED Director recommends to approve and submit the Application for Local Area Subsequent Designation and Local Board Recertification for Program Year 2023-25.

BACKGROUND:

Per Workforce Services Directive 22-14, Local Area Subsequent Designation and Local Board Recertification PY 23-25, WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the state once every two years. According to WIOA Section 107, a Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification.

Subsequent Designation and Recertification of Local Boards will be effective July 1, 2023 for a two-year period, ending June 30, 2025.

FISCAL IMPACT:

None

**Local Area Subsequent Designation
and
Local Board Recertification Application
for
Program Year 2023-25**

Local Workforce Development Area

Imperial County

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, May 26, 2023, to the CWDB at PolicyUnit@cwdb.ca.gov.

ImperialCounty

Name of Local Area

2799 S. 4th Street

Mailing Address

El Centro, CA 92243

City, State, ZIP

May 24, 2023

Date of Submission

Priscilla Lopez, Director

Contact Person

442-265-4968

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members.

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Representatives of businesses, including small businesses or business organizations; and
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board's business members and identify the chairperson by typing CHAIR after their name:

Local Board Business Members

Name	Title	Entity	Appointment Date	Term End Date
Jason Jackson/ CHAIR	President & CEO	Southwest Security	July 1, 2018	June 30, 2021
Timothy Kelley	President & CEO	Imperial Valley Economic Development Corporation	July 1, 2018	June 30, 2021
Eric Freeman	Financial Representative	Northwestern Mutual	July 1, 2018	June 30, 2021
Mark Gran	Community Relations Manager	CAEnergy	July 1, 2018	June 30, 2021
Cesar Rodriquez	President	Artic Air	July 1, 2018	June 30, 2021
Robert Rubio	President	Imperial Printers	July 1, 2018	June 30, 2021
Elvira Anaya	Regional Director	Center for Employment Training	July 1, 2018	June 30, 2021

Category: Labor – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board’s labor members:

Local Board Labor Members

Name	Title	Entity	Appointment Date	Term End Date
Daniel Machain	Program Coordinator	IBEW 569	July 1, 2018	June 30, 2021
Ruth Duarte	Business Agent	Teamsters Local Union 542	July 1, 2018	June 30, 2021
Elvira Anaya	Regional Director	Center for Employment Training	July 1, 2018	June 30, 2021
Edwin Obergfell	Superintendent	Imperial Valley Regional Occupational Program	July 1, 2018	June 30, 2021

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers.
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board's education members:

Local Board Education Members

Name	Title	Entity	Appointment Date	Term End Date
Darrell Pechtl	Administrator	Central Union Adult School	July 1, 2018	June 30, 2021
Efrain Silva	Dean of Economic & Workforce Development	Imperial Valley College	July 1, 2018	June 30, 2021
Edwin Obergfell	Superintendent	Imperial Valley Regional Occupational Program	July 1, 2018	June 30, 2021

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state's employment service office under the Wagner-Peyser Act.
- Programs carried out under Title I of the federal Rehabilitation Act.

A Local Board may have representatives from transportation, housing and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board's economic and community development members:

Local Board Economic and Community Development Members

Name	Title	Entity	Appointment Date	Term End Date
Timothy Kelley	President & CEO	Imperial Valley Economic Development Corporation	July 1, 2018	June 30, 2021
Annie Taamilo	Regional Manager	Employment Development Department	July 1, 2018	June 30, 2021
Nicolas Jimenez	Staff Services Manager	Department of Rehabilitation	July 1, 2018	June 30, 2021

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 **or** PY 21-22, as described in Workforce Services Directive WSD20-02, *Calculating Local Area Performance and Nonperformance* (September 18, 2020), for the following primary indicators of performance:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

Note: Please report your “performance score” rather than the “adjusted level of performance.”

PY 20-21 Individual Indicator Scores

Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	<u>101.0%</u>	<u>104.6%</u>
Median Earnings 2 nd Quarter After Exit	<u>\$7,410</u>	<u>\$7,065</u>

PY 20-21 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2 nd Quarter after Exit	<u>94.3%</u>

Median Earnings	\$ <u>2,254</u>

PY 21-22 Individual Indicator Scores

Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	____%	____%
Median Earnings 2 nd Quarter After Exit	\$____	\$____

PY 21-22 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2 nd Quarter after Exit	____%
Median Earnings	\$____

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation: ☒

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The Southern Border Region (SBR) comprises Imperial and San Diego counties. SBR's two workforce development boards, San Diego Workforce Partnership (SDWP) and Imperial County Workforce Development Board (ICWDB), work together to create workforce development solutions that meet business and job seeker needs within the area. The SBR Plan for PY21-24 was informed by research and community input, lays out a collective sector strategy which guides SBR's investments and activities. To ensure community and stakeholders input was captured, SBR PY 2021-2024 Regional Plan stakeholder engagement meetings were held on December 14, 2022, and January 6, 2023 to discuss and acquire feedback on the following planning topics:

- Fostering Demand-Driven Skills Attainment
- Enabling Upward Mobility for All Californians
- Aligning, Coordinating and Integrating Programs/Services

Community members, participants, partners, employers, CBOs and government partners from both San Diego and Imperial County participated in these stakeholder meetings.

The SBR Two-Year Modification was submitted to the state on March 29, 2023.

In January and February 2023, ICWDB Director participated in Regional Plan Update meetings and discussions facilitated by the SDWP. Additionally, on September 15, 2022, ICWDB Director participated with SDWP in planning and negotiating regional performance measures.

Local Area Assurances

Through PY 23-25, the Local Area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).

- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).
- All close out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

D. The Local Area will select the America's Job Center of CaliforniaSM operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.

F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date

Imperial County Workforce Development Board Membership

MEMBER NAME			ORGANIZATION/COMPANY	Business	Education	Labor	CBO	EcDev	Partner	Other
1	Anaya	Elvira	Center for Employment Training	1			1			
2	Duarte	Ruth	Teamsters Local 542			1				
3	Freeman	Eric	Northwestern Mutual	1						
4	Gran	Mark	CalEnergy	1						
5	Jackson	Jason	Southwest Security Services	1						
6	Jimenez	Nicolas	Department of Rehabilitation				1		1	
7	Kelley	Timothy	IV Economic Development Corp.	1				1		
8	Machain	Daniel	IBEW Local 569			1				
9	Obergfell	Edwin	Imperial Valley Regional Occupational Program		1		1			
10	Pectchl	Darrel	Central Union High School District		1				1	
11	Rodriguez	Cesar	Arctic Air	1						
12	Rubio	Robert	Imperial Printers	1						
13	Silva	Efrain	Imperial Valley College		1				1	
14	Taamilo	Annie	Employment Development Department						1	
				7	3	2	3	1	4	0
				Business	Education	Labor	CBO	Ec Dev	Partner	Other

5-May-23

<p style="text-align: center;">Imperial County Workforce Development Board Action Agenda Item 5</p>

MEETING DATE: June 28, 2023

ITEM: 5

SUBJECT: Discussion/Action to approve release of Request for Proposals for AJCC Operator Services January 1, 2024 – December 31, 2024

RECOMMENDATION:

ICWED Director recommends the release of Request for Proposals for AJCC Operator Services January 1, 2024 through December 31, 2024.

BACKGROUND:

In California, AJCC Operators are responsible for coordinating service delivery among all AJCC partners and service providers within the Local Workforce Development Area (Local Area). By having the AJCC Operator serve as the local service delivery coordinator, it allows Local Boards to focus on strategic planning and developing partnerships at the local and regional level. The role of the AJCC Operator includes coordinating the service delivery of required AJCC partners and service providers and ensure the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding (MOU). Further roles and responsibilities are defined within the Request for Proposals on pages 4-5.

FISCAL IMPACT:

\$75,000



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

**REQUEST FOR PROPOSAL (RFP)
FOR
AJCC OPERATOR SERVICES
January 1, 2024- December 31, 2024**

America's **JobCenter**
of CaliforniaSM

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

**RFP Release Date: August 2, 2023
Proposals Due: September 21, 2023**

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

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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
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		7
III.A	RFP Timeline	7
III.B	Technical Assistance Workshop	7
III.C	Proposal Submission Requirements	7
III.D	Proposal Format	8
III.E	Proposal Evaluation Criteria	8
III.F	Appeals Process	9
Section IV – Proposal Content, Forms and Narrative Questions		10
IV.A	Proposal Contents	10
IV.B	Proposal Narrative Questions	10
IV.C	Proposal Forms	11
Section V – Contract Requirements		11
Forms to be Completed		12-23

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

I A. WIOA Introduction

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

The Imperial County Workforce Development Board (ICWDB) is required to select their AJCC Operator through a competitive process at least once every four years per WIOA Section 121[d][2][A]. In accordance with WIOA regulations, the purpose of the Request for Proposal (RFP) for AJCC Operator is to solicit year-round services from an experienced and qualified entity to serve as the One-Stop Operator facilitator and coordinator for the ICWDB.

I B. Purpose of RFP

AJCC Operators are responsible for coordinating service delivery among all AJCC partners and service providers within Imperial County. The RFP solicits services for a one year period. However, proposers should base their budgets on a one-year allocation based on acceptable service delivery, satisfaction and available funding, contracts will be extended by a one-year period. The period of performance of the first year is January 1, 2024, through December 31, 2024. 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

The types of entities eligible to be an AJCC Operator includes the following:

- An institution of higher education.
- An employment service state agency established under the Wagner-Peyser Act.
- A community-based organization, nonprofit organization, or workforce intermediary.
- A private for-profit entity.
- A government agency or governmental unit, such as, local or county governments, school districts, state agencies, and federal WIOA partners.
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization (WIOA Section 121[d][2][B][i-vi]).
- Nontraditional public secondary schools and area career and technical education schools (WIOA Section 121 [d][3]) such as a night school, adult school, or an area career and technical education school may be selected (Title 20 CFR Section 678.600[d]).

AJCC Operators must adhere to the following (Title 20 CFR Section 678.600):

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- Disclose any potential conflicts of interest arising from the relations of the AJCC Operator with particular training service providers or other service providers in accordance with Uniform Guidance Section 200.318.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
- Comply with federal regulations and procurement policies relating to the calculation and use of profits as outlined in Uniform Guidance.
- Adhere to any applicable firewalls or internal controls.

II - PROPOSER SCOPE OF WORK, CONTRACTS AND ACCOUNTABILITY

II A. Proposer Scope of Work

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

- Facilitate and coordinate the service delivery of required ICWDB AJCC partners and service providers.
- Ensure the implementation of partner responsibilities and contributions agreed upon in the AJCC Partner Memorandums of Understanding.
- Provide services for a one year period, proposers should base their budgets on a one-year allocation. The period of performance for the first year is January 1, 2024, through December 31, 2024.
- The terms and conditions of this RFP may change based on WIOA legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

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

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

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

- In collaboration with ICWDB staff coordinate the implementation of ICWDB negotiated agreements, Memorandums of Understanding (MOU's) with all mandated partners.
- Act as a liaison between the ICWDB and AJCC partners, for the purpose of:
 - Identifying changes that may be needed to partner working agreements
 - Facilitating coordination
 - Addressing grievances
 - Resolving disputes
- Convening and facilitating quarterly partner meetings to ensure effective communication in the delivery of services such as:
 - Process improvement

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- Partner collaboration
 - Implementing recommended changes as identified by the ICWDB
- Support general coordination of Service Delivery teams
- Identifying needs for AJCC partner coordinated activities, such as
 - Equipment
 - Resources
 - Aesthetics
- Ensure ICWDB's AJCC strategic initiatives are implemented in the delivery of integrated services.
- Working with the AJCC Supervisors team to designate, implement and maintain customer flow for AJCC shared services.
- Schedule in-person meetings with partners as needed.
- Assess, develop and generate a ICWDB AJCC System quarterly report that accurately reflects/measures:
 - Client Services
 - Business Services
 - Partner Activity
 - Referrals and outcomes
 - Co-enrollments

II C. Term of Contract

The contract period will be from January 1 2024, through December 31, 2024. The County reserves the right to extend the term of the contract for up to three (3) successive one (1) year periods, subject to available funding.

II D. Proposal and Contract Conditions

1. All costs of proposal preparation shall be borne by the proposer. The ICWDB shall not, in any event, be liable for any costs incurred by the proposer in the preparation and/or submission of the proposal.
2. The proposer shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the ICWDB that will remain open and valid for a minimum of four months from the proposal submission deadline.
3. Nothing contained in this RFP shall create any contractual relationship between the proposer and the ICWDB. Selection of proposer as a contractor is not an acceptance of the terms and conditions included in the proposal as is. 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 responding to this RFP. The ICWDB reserves the right to reject any or all bids and or items therein.

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

II E. Funding Available

Total funding of up to \$75,000 is available through WIOA funds.

II F. Fiscal Accountability and Audit Requirements

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

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

II G. Record Keeping, Reporting Requirements and Monitoring

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

Services shall be monitored at least twice during the program period by ICWED and ICWDB staff to ensure compliance with applicable fiscal requirements and federal/state

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and local policies and regulations. Audits or reviews by the State of California and/or U.S. Department of Labor representatives may also occur.

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III - RFP TIMELINE, SUBMISSION AND EVALUATION PROCESS

III A. **RFP Timeline - Tentative**

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

PRESENT RFP TO ICWDB	June 28, 2023
RELEASE OF RFP	August 2, 2023
TECHNICAL ASSISTANCE WORKSHOP	August 10, 2023
DEADLINE TO SUBMIT RFP SUBMITTALS	September 21, 2023
RFP EVALUATION COMMITTEE MEETING	October 4, 2023
EXECUTIVE COMMITTEE APPROVE RECOMMENDATION	October 25, 2023
ICWDB APPROVE RECOMMENDATION	October 25, 2023
RECOMMENDATION FOR APPROVAL TO ICBOS	December 12, 2023
CONTRACT COMMENCES	January 1, 2024

III B. **Technical Assistance Workshop**

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

- Thursday, August 10, 2023, 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 for technical assistance should be directed to Jeffrey Burquist at jeffreyburquist@co.imperial.ca.us and Timothy Druihet at timothydruihet@co.imperial.ca.us. Responses from the ICWDB will be in writing.

III C. **Proposal Submission Requirements**

Two (2) originals and Five (5) copies of the proposal must be received no later than 5:00 p.m. Pacific Daylight Time by Monday, September 26, 2023, at the following address:

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

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

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III D **Proposal Format**

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

All proposals must be typed and bound or stapled on white 8 ½ x 11 paper with no less than ½ margins at the top, bottom, left, and right. Typeface must be no more than twelve (12) characters per inch.

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

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

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

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

III E **Proposal Evaluation Criteria**

The proposal recommendation process is as follows:

Proposals will be reviewed and evaluated with the designated One Stop Operator 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

Experience and Qualifications of Proposer/Lead Agency:	30 points
Proposed Services/Service Design:	30 points
Budget Justification	40 points

I. **Experience and Qualification - 30 Points**

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

2. **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. The proposer's services record keeping methods to facilitate audit reviews

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3. **Budget Justification - 40 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. The proposer's 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

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 Contents

Proposals submitted in response to the RFP will consist of the following contents 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 3 page response*) is divided into the four (4) following sections:

Narrative Section 1 Summary of Proposed Services

1. *Briefly describe how your proposed One-Stop Operator services corresponds 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.*

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3. *Provide a description and summarize the services to be provided for each of the roles and responsibilities identified for the ICWDB One Stop Operator.*

Narrative Section 4 Budget Justification and Leverage

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.*
3. *Provide a brief narrative explanation and justification of planned expenditures.*

IV C. Proposal Forms

1. Proposal Summary and Signature Form and Part 2 Proposers Signature
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

V. CONTRACT REQUIREMENTS

Non-Discrimination/Equal Opportunity

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

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

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

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Part 2 – Proposer Signatures

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

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or ICWDB if awarded.

Typed Name of Authorized Representative:

Title:

Signature of Authorized Representative

Date:

B. Collaborator Information (Only applicable to Joint Proposals)

To the best of my knowledge and belief, all data in this application are true and correct. The Governing body of the applicant has duly authorized the document and the applicant will comply with all contractual requirements as dictated by the Department of Labor, State of California and/or ICWDB if awarded.

Typed Name of Authorized Representative:

Title:

Signature of Authorized Representative

Date:

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

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ICWDB One-Stop Operator RFP	
Proposal Form 2	Proposal Table of Contents

#	Item/Form	Page
1.	Proposal Form 1: 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	

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

Complete the following table by indicating budgeted amount in each applicable category. Please

note that "Other" items listed must be specified. All budgeted items must be explained

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

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ICWDB One-Stop Operator RFP	
Proposal Form 4	Assurance of Regulatory Compliance

Name of Applicant: _____

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

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

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

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

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

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

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

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

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

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

Applicant's Name: _____

Applicant's Title: _____

Applicant's Signature: _____

Date: _____

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

Name of Applicant:

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

Federal Register
(pages 19160 19211).

Before completing certification, 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:

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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 to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
3. The terms "covered transaction", "debarred", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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ICWDB RFP	
Proposal Form 6	Certification Regarding Lobbying, Certification for Contracts and Cooperative Agreements

Name of Applicant:

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

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal-loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form SF-LLL, "Disclosure of Lobbying Activities," pursuant to 31 U.S.C. 1352.

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

Applicant's Name:

Applicant's Title:

Applicant's Signature:

Date:

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ICWDB One-Stop Operator RFP	
Proposal Form 7	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 person's of organization's work place and specifying the actions that will be taken against employees for violations of the prohibition.
 - b. Establishing a drug awareness program to inform employees about the dangers of drugs and the types of help available to drug abusers.
2. Contractor further understands that, pursuant to the State of California, Government Code Section 8355 ff., payments to Contractor under this Contract may be suspended and/or terminated if ICWDB determines that any of the following has occurred:
 - a. Contractor has made a false certification under the State of California, Government Code Section 8355 ff.
 - b. Contractor has violated the Certification by failing to carry out the requirements of this Certification.
3. This Certification shall not be construed to require the Contractor to insure that other business with which it conducts normal business also provides drug-free work places.

Applicants Name

Applicants Title

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<i>ICWDB One-Stop Operator RFP</i>	
Proposal Form 8	EEO Certification

Name of Applicant:

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

Organization

Date

Name and Title

Signature

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ICWDB One-Stop Operator RFP	
Proposal Attachment	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 WDB 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.

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 WDB 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.

**Imperial County Workforce Development
Board Action Agenda Item 6**

MEETING DATE: June 28, 2023

ITEM: 6

SUBJECT: Discussion/Action to approve California Workforce Association 2023-2024 annual dues

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve payment of \$14,260 in annual membership dues to the California Workforce Association (CWA) for PY2023-2024.

BACKGROUND:

CWA is a non-profit member association that provides leadership on local, statewide, and national workforce issues. CWA represents all 48 Workforce Development Boards in the State of California, as well as over 70 other members. The association develops public policy strategies and builds local capacity to address critical workforce issues.

The dues that are paid to CWA contribute to the following membership benefits:

- *A seat on our CWA Board of Directors*
- *Access to our Quarterly Board Meetings and Monthly Workforce Calls*
- *Access to critical and exclusive information via our email list serve of workforce board directors.*
- *Participation on our Association committees: Executive, Legislative, Opportunities (State WIOA technical), Race and Equity and Capacity Building*
- *Support and work on State/Local level workgroups including compliance monitoring, MIS, RESEA/RR and others.*
- *Partnership development with LWDA and other State Agencies and Departments*
- *Access to the California Training Initiative*
- *Member discounts to all our trainings and conferences*
- *All State and Federal legislative activities include bill sponsorship, capitol visits, working through NAWB, Conference of Mayors, NSC, and USWA*
- *Access to Day at the Capitol and our lobbying events in Sacramento and DC.*
- *Promotion of the work that local boards do through a public relation campaign.*
- *Support the position of a newly created Membership Coordinator*
- *Individualized TA and Peer-to-Peer technical assistance.*

CWA also interacts daily with administration officials and policymakers in Sacramento and Washington D.C. to bring the local perspective into the decision-making and budget processes.

FISCAL IMPACT:

\$14,260



Invoice

Date	Invoice #
6/14/2023	10569

Bill To
Imperial County Workforce Development Boa Priscilla Lopez 2799 South 4th Street El Centro, CA 92243

Description		Amount
CWA Annual Dues Fiscal Year 2023-24		14,260.00
Thank you for your support!		
A 3.5% service fee will be charged if paying with a credit card.		
Total		\$14,260.00

Make all checks payable to:
California Workforce Association
925 Del Paso Blvd.
Sacramento, CA 95815

Balance Due	\$14,260.00
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<p style="text-align: center;">Imperial County Workforce Development Board Action Agenda Item 7</p>

MEETING DATE: June 28, 2023

ITEM: 7

SUBJECT: Discussion/Action to approve up to six individuals to attend the California Workforce Association Meeting of the Minds Conference in Monterey, CA, September 5 - 7, 2023.

FROM: Priscilla Lopez, ICWDO Director

RECOMMENDATION:

ICWDO Director recommends to approve up to six individuals (2 WDB Members and 4 staff) to attend the California Workforce Association (CWA) Meeting of the Minds Conference in Monterey, CA on September 5-7, 2023.

BACKGROUND:

The Meeting of the Minds 2023 conference, themed "Rooted in Community: Working Together Toward Success," aims to emphasize the importance of partnerships and strategic relationships that lead to tangible outcomes. This year's event will showcase innovative collaborations that combine resources, programs, goals, and purpose to drive positive change in the communities we serve.

Hosted and designed by the California Workforce Association, this conference seeks to highlight innovative and strategic collaborations, programs, principles, and partnerships that demonstrate the work being done to achieve success.

The event also includes a Board Member Track, specifically tailored for Workforce Development Board members.

FISCAL IMPACT:

\$17,000

MEETING OF THE MINDS 2023
SEPTEMBER 5-7, 2023
MONTEREY MARRIOTT

CONFERENCE AT A GLANCE

TUESDAY SEPT. 5, 2023

9:00-11:00AM	PRE-CONFERENCE SESSIONS
12:30-2:00PM	OPENING PLENARY
2:00-2:30PM	EXHIBITS, REFRESHMENT BREAK
2:30-3:30PM	WORKSHOPS ROUND 1
3:45-5:00PM	MINI-PLENARY SESSIONS
5:30-7:00PM	WELCOME RECEPTION

WEDNESDAY SEPT. 6, 2023

7:30-8:30AM	CONTINENTAL BREAKFAST
8:30-10:00AM	MORNING PLENARY PANEL
10:00-10:30AM	EXHIBITS, REFRESHMENT BREAK
10:30-11:30AM	WORKSHOPS ROUND 2
11:45-1:30PM	NETWORKING LUNCH
1:30-2:30PM	AFTERNOON PLENARY
2:30-3:30PM	WORKSHOPS ROUND 3
3:30-4:00PM	EXHIBITS, REFRESHMENT BREAK
4:00-5:00PM	WORKSHOPS ROUND 4
5:15-9:00PM	DINNER & BEACH PARTY!

THURSDAY SEPT. 7, 2023

7:30-8:30AM	CONTINENTAL BREAKFAST
8:30-9:45AM	MORNING PLENARY SESSION
10:00-11:00AM	WORKSHOPS ROUND 5
11:15-12:30PM	CLOSING PLENARY SESSION