

REQUEST FOR PROPOSALS (RFP)

**Provision of WIOA Title 1 Youth Services in the Chemung, Schuyler, and
Steuben County Workforce Development Area as a part of the American Job
Center Network**

**Covering the Period of
July 1, 2017 through June 30, 2018
with an option to renew the contract for up
to an additional two, one year contracts**

**ISSUE DATE: April 6, 2017
RESPONSE DEADLINE: May 9, 2017 by 4pm**

**For a complete RFP package contact with full RFP submittal details
Daniel Porter at (607) 930-3049, or
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PUBLICATION: THIS REQUEST FOR PROPOSALS HAS BEEN MADE AVAILABLE TO PROSPECTIVE APPLICANTS THROUGH PUBLICATION IN THE ELMIRA STAR GAZETTE, THE CORNING LEADER, THE HORNEILL TRIBUNE, AND OTHER MEDIA OUTLETS ON OR ABOUT 4/6/2017 AND THROUGH MAILINGS TO ALL CURRENT CONTRACTORS AND APPLICANTS WHO HAVE REQUESTED THAT THEY BE INCLUDED ON THE MAILING LIST FOR SOLICITATIONS OF PROPOSALS.

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Executive Summary

Chemung Schuyler Steuben Workforce New York, Inc. (CSS WFNY), representing the Chemung Schuyler Steuben Workforce Development Board (CSS WDB) is requesting proposals to provide Workforce Innovation and Opportunity Act of 2014 (WIOA) Youth services within the Workforce Development Area, with a focus on the following:

- (1) To develop a comprehensive system/network to address the academic, occupational, social, economic, and personal needs of the region's disadvantaged out-of-school youth ages 16-24;
- (2) To spend the majority of the WIOA Youth funds on Work Experience activities (minimum of 30%, targeting 50% or more of contract funds);
- (3) To work to create an environment whereby WIOA Youth are directly involved in the design and delivery of the WIOA Youth services;
- (4) To identify in-school youth ages 14-21 at risk of dropout to facilitate services upon exit from secondary education, with enrollment of those youth occurring only after exit from high school;
- (5) To work collaboratively with CSS WFNY on developing innovative program opportunities.

CSS WDB is interested in entities willing to participate in additional grants and contracts to provide expanded workforce services to area businesses and job seekers. CSS WFNY is a 501(c)(3) organization, that has and will continue to work to obtain and/or support grants for the Operator and Partners to provide innovative services to prepare our workforce.

The WIOA Youth program operator will have the freedom to structure and manage, as they deem appropriate, with the goal of the WIOA Youth program operator to be efficient, effective and meet the intent of the Workforce Innovation and Opportunity Act of 2014.

Informational Links:

- <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf> for the Workforce Innovation & Opportunity Act of 2014; Chapter 2 of the Act focuses on Youth.
- <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf> for the Final Regulations; Section 681 focuses on Youth.
- <https://labor.ny.gov/workforcenypartners/tas.shtm> for the New York State Department of Labor policy directives related to WIOA funds/programs
- <https://labor.ny.gov/workforcenypartners/osos/correspondence.shtm> for the links to the New York State Department of Labor OSOS system

PY17 RFP Timeline

- 4/6/17 Complete and release RFP, legal notices posted
- 4/13/17 Bidders' Conference
- Bidders' Conference will be held from 8:30 a.m. – 10:00 a.m. at Southeast Steuben Library Community Room, 300 Nasser Civic Center Plaza #101, Corning, NY 14830
- 4/25/17 Question and Answer period ends at 12:00 p.m.
- Final Questions/Answers posted to website by 5:00 p.m., 4/27/17.
- 5/9/17 Proposals due by 4:00pm
- Bidders are required to submit a proposal that includes a narrative of program design, system experience, overall budget, staff costs, projected outcomes, and a list of anticipated partners/subcontractors as outlined in RFP.
 - CSS WDB RFP team will evaluate proposals. The Board reserves the right to request additional information and/or revisions from the bidders at any time during the evaluation period.
- 6/15/17 CSS Workforce Development Board Approval
- 6/16/17 Final Award Notification, Contract Execution
- 7/1/17 Program begins (target date)

BACKGROUND

CSS WFD is a policy making board comprised of representatives from local businesses, labor organizations, educational providers, public agencies and other entities interested in workforce development issues. Additionally, CSS WFNY, as fiscal agent, administers all WIOA funds, develops and implements policies regarding the allocation and spending of the region's WIOA funds for adults & dislocated workers (provided primarily under a separate agreement), businesses (supplemented under a separate agreement), and youth.

CSS WFD is responsible for the programs and system development, the RFP process, monitoring program performance measures and expenditures, and determining policy and allocation of program funding.

In keeping with the intent of WIOA, CSS WDB is committed to helping disadvantaged, out of school youth prepare for and enter employment, increase occupational and academic skills, attain a high school equivalency diploma or recognized certificate, enroll in job training or higher education and increase earnings. CSS WDB also places a priority on serving the business community by ensuring that there is a trained and ready workforce to meet the needs of the businesses in the region. CSS WDB is seeking organizations that have a successful record of assisting out-of-school youth, and can demonstrate the ability to meet the challenge of creating more effective, performance-based services. Youth serving organizations are invited to respond to this RFP as an important step toward building a system of integrated youth services that provide the region's youth with the necessary skills and opportunities to succeed in education, at work and as members and leaders in their communities.

All submissions must include a plan for meeting the principal focus areas: (1) To develop a comprehensive system/network to address the academic, occupational, social, economic, and personal needs of the region's disadvantaged out-of-school youth ages 16-24; (2) To spend the majority of the WIOA Youth funds on Work Experience activities (minimum of 30%, targeting 50% or more of contract funds); (3) To work to create an environment whereby WIOA Youth are directly involved in the design and delivery of the WIOA services; (4) To identify in-school youth ages 14-21 at risk of dropout to facilitate services upon exit from secondary education, with enrollment of those youth occurring only after exit from high school; (5) To work collaboratively with CSS WFNY on developing innovative program opportunities.

Contractor will report program outcomes to CSSWFNY/CSS WDB for analysis and publication.

WIOA is a very complex and challenging program but offers an exciting chance to make a difference in small, rural counties in terms of economic, community, and workforce development. CSS WDB strives to simplify the process of managing the WIOA Youth program while working on continuous improvement of services in a dynamic environment.

It is the hope of CSS WDB that this RFP reflects its commitment to supporting the WIOA Youth program operator to be successful in its challenge to meet regulatory requirements while providing customer friendly services to local businesses and eligible youth. CSS WDB is also open to work with the successful bidder in any way needed to ensure smooth and manageable transitions as necessary.

In order to participate in the WIOA youth program itself, the youth must be enrolled in the WIOA Youth program, which consists of four defining characteristics:

1. Youth must meet regulatory eligibility criteria;
2. Youth must participate in an objective assessment;
3. Youth must complete required CareerZone modules
4. A qualifying individual service strategy must be developed;
5. Youth must be provided access to all of the 14 required program elements based on the youth's individual service strategy.

The WIOA Youth program operator must design and implement an effective case management regimen whereby the enrollment criteria are met, documented, and tracked for every enrolled WIOA Youth.

A successful WIOA Youth program operator will ensure the design framework proposed includes linkages to appropriate eligible area youth (WIOA Section 681.460.) Such links may include connections to:

1. Local justice and law enforcement officials;
2. Local public housing authorities;
3. Local educational agencies;
4. Local human service agencies;
5. WIOA Title II training providers;
6. Local disability-serving agencies, including direct service providers of health and mental health services;
7. Job Corps, if available in the WDA;
8. Representatives of other local youth initiatives including YouthBuild (if available in the WDA), and agencies specializing in public or private homeless services focused on youth;

Linkages can be direct or through appropriate referral. An appropriate referral as defined by WIOA (Section 129(c)(3)(A)) includes:

1. Providing youth with information about the full array of applicable or appropriate services available through the CSS WDB Partners;
2. Referring to appropriate training and educational programs that have the capacity to serve them either in a sequential or concurrent basis.

If a youth applies for enrollment in a program of workforce investment activity and either does not meet the enrollment requirements, or cannot be served by the program, then the youth must be referred for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the youth.

Definitions

For WIOA Title I Youth services in the CSS WDB Workforce Development Area, an eligible youth is:

- Due to the limited funding levels, preference at enrollment is given to a resident of the Chemung Schuylter Steuben Workforce Development Area or who is receiving

full-time residential services in the Chemung Schuyler Steuben Workforce Development Area; AND at enrollment is:

- eligible to work in the United States (see revised Homeland Security I-9 form available at <http://www.uscis.gov/files/form/i-9.pdf>); AND
- (if applicable) a male who meets the requirements of Section 3 of the US Military Selective Services Act; AND
- OUT OF SCHOOL YOUTH—the term ‘out of school youth’ means a youth described in section 129(a) (1) (B). (CSS WDB has the expectation that 100% of new enrollees into the Youth Program will be Out-of-School Youth but program operator may request a specific exemption for an In-School Youth enrollment in writing from the CSS WFNY Executive Director.)
 - At program start up, the existing caseload of enrolled WIOA Youth will be transferred to the successful applicant under this RFP. That caseload may have both In-School and Out-of-School enrolled Youth.

For WIOA Title I Youth services, the term “out of school youth” means an individual who is:

1. not attending any school (as defined under WIOA, and clarified in Section 681.230 of the Final Regulations); AND
2. not younger than age 16 or older than age 24 years at the time of enrollment; AND
3. **one or more** of the following:
 - a) High school dropout;
 - b) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual; AND
 - i. basic skills deficient; OR
 - ii. an English language learner;
 - d) An individual who is subject to the justice system;
 - e) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - f) An individual who is pregnant or parenting;
 - g) A youth who is an individual with a disability;
 - h) A low-income individual who requires additional assistance, as defined by CSS WDB, to enter or complete an educational program or to secure or hold employment (this must be defined by the CSS WDB to be used and is the barrier of last resort.)

For WIOA Title I Youth services, the term ‘in school youth’ means a youth described in section 129(a) (1) (C). CSS WDB has the expectation that no new enrollees into the Youth Program will be In-School Youth without specific exemption in writing from the CSS WFNY Executive Director.

For WIOA Title I Youth services, the term “in school youth” means an individual who is:

1. attending school (as defined under WIOA, and clarified in Section 681.230 of the Final Regulations);
2. not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at the time of enrollment;
3. a low-income individual; and
4. **one or more** of the following:
 - i. Basic skills deficient;
 - ii. An English language learner;
 - iii. An individual subject to any stage of juvenile or adult justice system;
 - iv. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - v. Pregnant or parenting;
 - vi. A youth who is an individual with a disability;
 - vii. An individual who requires additional assistance, as defined by CSS WDB, to complete an educational program or to secure or hold employment.

For WIOA Title I Youth services, the 14 Required Program Elements are:

1. TUTORING, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. ALTERNATIVE SECONDARY SCHOOL SERVICES, or dropout recovery services, as appropriate;
3. PAID AND UNPAID WORK EXPERIENCES that have academic and occupational education as a component of the work experience, which may include the following types of work experiences—
 - a) summer employment opportunities and other employment opportunities available throughout the school year;
 - b) pre-apprenticeship programs;
 - c) internships and job shadowing; and
 - d) on-the-job training opportunities
4. OCCUPATIONAL SKILLS TRAINING, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
5. EDUCATION offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. LEADERSHIP DEVELOPMENT opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;

7. SUPPORTIVE SERVICES (See Appendix A for CSS WDB policy)
8. ADULT MENTORING for a duration of at least 12 months that may occur both during and after program participation;
9. FOLLOWUP SERVICES for not less than 12 months after the completion of participation, with the expectation that contact would occur no less than bi-monthly (see WIOA Final Regulations 681.580 for definition, CSS WDB will be issuing additional local guidance);
10. COMPREHENSIVE GUIDANCE AND COUNSELING, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. FINANCIAL LITERACY EDUCATION, such as helping participants create household budgets, initiate savings plans, manage credit and debt, and navigate the financial aid process for post-secondary education. Curriculum for this element is being provided by Junior Achievement and will be utilized for participants in the youth program;
12. ENTREPRENEURIAL SKILLS training, discussing characteristics of entrepreneurs, developing business ideas, creating a business plan, and inviting local entrepreneurs to speak to youth;
13. Services that provide LABOR MARKET AND EMPLOYMENT INFORMATION about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. The use of NYS Dept. of Labor Career Zone is expected for this element; and
14. ACTIVITIES that help youth prepare for and transition to postsecondary education and training.

For WIOA Title I Youth services, the Individual Service Strategy (ISS) is:

1. A written plan of long and short-term goals addressing educational, occupational or vocational and personal support service needs of the enrolled WIOA Youth. The ISS will help identify which of the 14 program elements WIOA enrolled youth participants will need to access. The ISS is a “living document” created by both the enrolled youth and the Youth program staff, and updated regularly as the youth develops.
 - a) The WIOA Youth program requires an objective assessment of academic levels, skill levels, and service needs of each youth, which includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. Assessments must also consider a youth’s strengths rather than just focusing on areas in need of improvement. In assessing basic skills, assessment instruments that are valid and appropriate for the target population, with reasonable accommodations in the assessment process, if necessary, for individuals with disabilities must be utilized.

Adequate documentation for WIOA Title I Youth services:

Personal interaction with a trained staff person is the preferred method of service delivery for CSS WDB programs. However, today’s youth are technologically adept and thus other types of contact may be an effective mode of communication and service delivery for this population. Different forms of contact

require varying types of documentation.

The use of telephone, electronic mail, internet-based instant messaging, mobile phone texting, and internet-based video conferencing for providing services to youth must not be used by a youth services provider as the sole or primary means of service delivery to the participants. The purpose of these types of service delivery options is to allow the youth provider some flexibility in service delivery options. A qualifying service must be provided to the enrolled youth at least once every 90 days. Further, In-person service delivery gaps may not exceed 180 days without approval of CSS WFNY Youth Program Manager

1. In-person
 - b) Face-to-face contact by trained staff from the youth provider is the preferred method of service delivery.
 - c) In-person staff assisted services require an OSOS data entry outlining the type of service and results of the interaction. It is important to note that action verbs, specifically related to one of the above criteria, should be used in ALL OSOS entries.
 - i. An example would be - “Staff met with the youth at the job site during the second week of unsubsidized employment. Staff met with employer to determine progress. Based upon this information, Staff counseled the youth on reporting to work on time and appropriate attire. Staff recommended that the youth take advantage of the travel vouchers available at the One Stop.” The SENSE model for comments is required for all comments in OSOS.
2. Telephone
 - a) Staff assisted services delivered via telephone may be used in place of face-to-face contact when the situation demands, but must not be the sole method of service delivery, nor should it be used for periods of time of more than 180 days between face-to-face contact unless approved by the CSS WFNY Youth Program Manager.
 - b) Staff assisted services delivered via telephone require an OSOS data entry outlining the type of service and results of the interaction. It is important to note that action verbs, specifically related to one of the above criteria, should be used in ALL OSOS entries.
 - i. An example would be - “Staff was unable to meet with youth due to scheduling difficulties. Staff contacted the youth via telephone to determine the youth’s academic progress. After completing a brief assessment based upon recent grades and skills obtained in the vocational program, Staff counseled the youth on the importance of the TASC to one’s future career choice, specifically the youth’s stated hope of obtaining employment at Corning, Inc. after graduation. Staff recommended that the youth visit the One Stop as a representative from Corning will be doing open interviews next week.”
3. Electronic Mail (Email)
 - a) Staff assisted services delivered via email may be used in place of face-to-face contact when the situation demands, but must not be the sole method of service delivery, nor should it be used for periods of time of more than 180 days between face-to-face contact unless approved by the CSS WFNY Youth Program Manager. Additionally, there may not be gaps of more than two business days between contacts between the emails to demonstrate continuity of the service delivery.
 - b) Staff assisted services delivered via email requires a hard-copy printout of the email string be filed in the case notes, as well as an OSOS data entry summarizing the type of service and results of the interaction. It is important to note that action verbs, specifically related to one of the above criteria, should be used in ALL OSOS entries.
 - i. An example would be - “12/5/06 Staff was unable to meet with youth due to scheduling difficulties. Staff contacted the youth via email to discuss the youth’s mentoring success. The Youth has been paired with a new adult mentor for three

months now. Staff had received comments from the mentor outlining outstanding issues. Staff requested a brief self-assessment from the youth (copy of email in file.) Staff to follow-up upon receipt. 12/7/06 Received self-assessment back from youth via email, emailed thoughts back (counseled) based upon initial review and set meeting date to go over the results (copy of emails in file.)”

4. Internet-based Instant Messenger (IM)

- a) Staff assisted services delivered via IM may be used in place of face-to-face contact when the situation demands, but must not be the sole method of service delivery, nor should it be used for periods of time of more than 180 days between face-to-face contact unless approved by the CSS WFNY Youth Program Manager.
- b) Staff assisted services delivered via IM requires a hard-copy printout of the IM string be filed in the case notes, as well as an OSOS data entry summarizing the type of service and results of the interaction. It is important to note that action verbs, specifically related to one of the above criteria, should be used in ALL OSOS entries.
 - i. An example would be - Staff was unable to meet with youth due to scheduling difficulties. Staff contacted the youth Instant Messenger services to provide a job referral. Staff referred the youth to a job opening at the local convenience store, as well as emailed the adjusted copy of the youth’s recent resume revisions. Common interview questions were discussed as well as appropriate dress for an interview”

5. Texting via Mobile Phone

- c) Staff assisted services delivered via texting may be used in place of face-to-face contact when the situation demands, but must not be the sole method of service delivery, nor should it be used for periods of time of more than 180 days between face-to-face contact unless approved by the CSS WFNY Youth Program Manager.
- d) Staff assisted services delivered via texting requires a hard-copy printout of the texting string be filed in the case notes, as well as an OSOS data entry summarizing the type of service and results of the interaction. It is important to note that action verbs, specifically related to one of the above criteria, should be used in ALL OSOS entries.
 - i. An example would be - Staff was unable to meet with youth due to scheduling difficulties. Staff contacted the youth via texting to provide a job referral. Staff referred the youth to a job opening at the local convenience store, as well as emailed the adjusted copy of the youth’s recent resume revisions. Common interview questions were discussed as well as appropriate dress for an interview”

6. Internet-based Video conferencing

- a) This method of contact should be documented the same as a telephone conversation, unless a transcript is available. If the transcript is available, documentation should follow IM guidelines.

Type of Contract & Available Funds

CSS WFNY, serving as fiscal agent for the Chemung Schuyler Steuben Local Workforce Development Area, is soliciting proposals for the operation of federally funded Workforce Innovation and Opportunity Act (WIOA) Title I Youth employment and training programs. Funding will be for the period of July 1, 2017 through June 30, 2018. Contingent upon successful contractor performance and funding availability, CSS WDB may consider extending the contract(s) for a second one year term (July 1, 2018-June 30, 2019) and potentially a third one year term (July 1, 2019-June 30, 2020) without reissuing a new RFP. The available funding is an estimate solely for offering guidance to bidders based on PY16 WIOA actual and PY17 Planning Estimate allocation figures. Final contracts for PY18 & PY19 awards, should they be executed, will be based on actual PY allocations and available budget up to the maximum amounts outlined below.

Based on budget for PY16 – PY17 this RFP for Title I Youth services to cover salary/fringe, administrative, travel, supplies, indirect costs and/or profit (If profit is part of award, it must be negotiated as a separate element of the price 2 CFR 200 323(b)), CSS WDB offers the following estimated contract award amounts for the respective periods:

- Program Year (PY)17 --7/1/17 – 6/30/18– estimate, negotiated, not to exceed \$320,000
- Program Year (PY)18 -- 7/1/18 – 6/30/19 – estimate, negotiated, not to exceed \$325,000
- Program Year (PY)19 –7/1/19 – 6/30/20 – estimate, negotiated, not to exceed \$330,000

Reimbursement is on a cost basis. As the Youth program staff will be required to provide general Career Center coverage as part of functional alignment, those hours are tracked on the monthly report separately (via time distribution report). In order to meet the cost allocation requirements of WIOA, CSS WFNY will utilize the appropriate funding as necessitated by the approved cost allocation plan which may include, but is not limited to WIOA Adult, WIOA Dislocated Worker, TAA, WIOA Youth, WIOA Administrative, or any other funding streams deemed appropriate by CSS WDB.

The actual amount of contract award will be based on the proposed budgets and negotiated scope of responsibility. All standards for use of public funds will be considered during the proposal review process, i.e.:

- That all costs must be reasonable and necessary to carry out the planned functions
- That all costs be allowable
- That all costs be allocable to the proper grant/cost categories
- That the amount of requested funds is available

CSS WDB welcomes any interested party to submit questions via email at daniel.porter@csswfny.com . Questions will be accepted up to 12:00 p.m. on April 25, 2017. All questions and answers will be posted for the public at the following website: www.csswfny.com .

The CSS WDB requests that proposals be concise and straightforward. A simplified application is attached as a word document. Evaluation is made based on proposals. CSS WDB may invite bidders to present their plans in person and/or choose to visit the bidders' operations if necessary in completing the selection process.

Scope of Services

The WIOA Youth program does business under the name of CSS Workforce New York Youth Program.

WIOA Youth Operator for the CSS Workforce Development Board

General Youth Program Operator/Contractor Responsibilities

- To coordinate the service delivery of WIOA Title I Youth program incorporating at a minimum, components listed below.
- It is estimated that up to 3.5 FTE of time might be assigned to accomplishing these duties in year one of the RFP.

Scope of Work

1. Recruitment- Contractors are responsible for the recruitment of applicants. The intent is to use WIOA funds to serve youth who would benefit from year-round service and otherwise have limited access to comprehensive services. For further guidance, see USDOL TEGL 23-14, page 5, issued on 3/26/15.
2. Case Management- Contractors are responsible for the effective case management of WIOA youth currently enrolled and in the required follow up period. Case management is essential to providing a customized menu of programs and services for each youth as outlined in the respective ISS. Service continuity, referral, and integration are either initiated or implemented in the case management process.
 - a) Case Management must be documented in the State OSOS (One Stop Operating System) system in a timely manner.
3. Intake/Eligibility Determination- Contractors are responsible for eligibility and intake of new program participants. CSS WFNY will provide intake/eligibility review within 30 days of enrollment to ensure adequate documentation of eligibility. If gaps are identified during review, WIOA Youth program operator will take corrective actions necessary to bring the file into compliance. Under WIOA legislation, all youth must meet eligibility guidelines as identified above.
4. Orientation- Contractors are responsible for providing all participants information on the full services available through the CSS WDB youth program system.
5. Assessment- Contractors are responsible for ensuring that each participant be provided with a comprehensive objective assessment.
6. Individual Service Strategy- Contractors are responsible for ensuring all program participants design an Individual Service Strategy, on an approved form. An ISS is a written plan of long and short-term goals addressing educational, occupational or vocational, and personal support service needs. The ISS must be age-appropriate, developed with each participant and linked to targeted performance outcomes for each youth. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or support service needs.
7. Service Network- Contractors are responsible for designing a Service Network that provides access to all of the required 14 Program Elements, summarized in the SUMMARY OF NETWORK FORM. Building a strong network of partners is a mandatory program requirement. An example of a youth program network would include: employers, post-secondary education, high school equivalency programs, veterans service organizations, organizations that serve youth with disabilities, Career

- Centers, community action agencies, Housing Authorities, probation, and local youth bureaus, to name but a few.
- a) Programs are encouraged to link and share information with other youth-serving organizations provided the appropriate releases of information have been signed. If there are youth requesting services that cannot be certified as eligible under WIOA guidelines, the contractor will be expected to make efforts to help the youth secure other appropriate services.
 - b) Programs will be expected to engage in partnerships to provide resources and services to enrolled youth. The provider will be expected to work closely with the Chemung Schuylter Steuben Career Center service providers, the entities receiving WIOA Title I funds to service adults and dislocated workers. Specifically, programs will be required to provide a seamless transition to the Career Center system.
 - c) In order to assist participating out of school youth in both academic and occupational success, services must have a strong emphasis on achieving measurable skill gains toward such credential or employment (not yet specifically defined). All programs must provide academic remediation services, where appropriate, to assist in skills gains and have the capability to utilize instruments that identify skill gain. This may be done in-house or through partnerships with educational service providers.
 - d) Connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. These connections should lead to Work Experience placements (both paid and unpaid) as well as unsubsidized employment.
 - e) In your program narrative submitted with the application, please provide a list of anticipated partners for your program as well as the signed PARTNERSHIP AGREEMENT FORM with each program partner.
8. Innovative Program Opportunities- It is expected that the contractor will work with CSS WDB and other partners on developing innovative program opportunities in an effort to expand the slate of options beyond the traditional service delivery model. These innovative program opportunities have not been fully identified, but are a strategic focus for CSS WDB.
9. Data Entry- Contractors are responsible for all data entry and record keeping. Data will be reviewed (via OSOS and site visits) at a minimum, quarterly by CSS WFNY staff and annually by the NYSDOL program monitor.
- a) The Contractor must adhere to the guidelines established in Technical Advisory (TA) #11-12.2 regarding the timeliness of data entry into the OSOS system. The Contractor will be held accountable for data entry as failure to adhere to the policy may have an adverse effect on future funding.
 - b) All services must be documented in OSOS within five days of start of service as per TA 11-12.2, with any exceptions documented in OSOS Comments.
 - c) All services should be limited to 60 days with any exceptions documented in OSOS comments.
 - d) Special note: TA #11-12.2 requires that the Date of Birth tab be completed for youth with a Dept. Of Motor Vehicles ID, if the youth has one.
 - e) Proposals must address how they intend to comply with, and maintain, accurate and timely OSOS data entry in order to receive full consideration.

10. Reports- regular reporting between CSS WDB, CSS WFNY, and the Youth program operator is one method to ensure success of the program in meeting outcomes. Currently used reporting mechanisms, more may be developed in the future:
- a) OSOS WIOA Local Management Reports: CSS WFNY staff review reports on a regular basis to monitor performance. Such reports include but are not limited to WIOA Youth Active Participants, Registrations, and Exiter reports. This data is incorporated in to the quarterly and annual program monitoring.
 - b) Program Performance Reports: Program Performance Reports are prepared on a monthly basis by the contractors and submitted to CSS WFNY Staff by the 15th of each month. The data is reviewed by the Youth Program Manager and shared with CSS WDB.
 - c) Fiscal Reporting: Billing vouchers are prepared by the contractors and sent to the CSS WFNY fiscal staff for processing. Vouchers and expenditure reports are submitted to CSS WFNY by the 15th of each month. Failure to meet the reporting deadline will result in a delay in payment. CSS WFNY Staff monitors each contractor's expenditures on a monthly basis.
 - d) Feedback on all reports will be given to contractors by email or orally at individual meetings. In addition, the Youth Program Manager will provide feedback and share best practices with contractors on a monthly basis.
11. Program Staffing- The number of Youth program staff needed to meet the program outcomes is left to the operator but the expectation by CSS WDB is that there is a sufficient number of Youth Navigators (no less than 2 FTE is suggested) to meet the needs of the entire three county region and the expected workload and above outlined five focal points. The average number of Youth seen in the five workforce centers in a given year is between 100 and 120, with new enrollment estimates of the program to be approximately 45 per program year
- a) Proposals are expected to cover all three counties with staffing. No partial coverage proposals will be considered. In addition, the Youth program staff should have the ability to work a flexible schedule that may include nights and weekends in order to meet the needs of the youth participants.
 - b) Youth program staff should have a college degree, and at least one year experience working with the academic, occupational and personal needs of disadvantaged youth or jobseekers with barriers to employment. Staff with a high school diploma/equivalent and five years' direct service experience working with the academic, occupational and personal needs of disadvantaged youth could also be considered.
 - c) Experience working as a Job Developer, Career Counselor, or Placement Specialist where direct employer contact was made is also considered a desirable background for staff assigned to the Youth program.
 - d) Youth program staff may be asked to cover a portion of the Career Center resource room in the Career Centers. The time recording of these hours by Youth program staff MUST clearly identify and keep them separate for accurate monthly reporting.
 - e) Separate desk/meeting space will be secured by CSS WDB for the use by WIOA Youth program staff. The costs associated with such space fall outside the scope of this RFP and should not be included in budget.
 - i. WIOA Youth program staff is expected to establish regular

- hours/availability. The use of communication technology is encouraged as a method for increasing staff availability in a fiscally responsible way.
- f) Computers, and other communication and technology will be secured by CSS WDB for the use by WIOA Youth program staff. The costs associated with such items fall outside the scope of this RFP and should not be included in the budget.
 12. It is anticipated that the WIOA Youth program operator will maintain an active participant count of 45 as a minimum. This figure does not include those who have exited the program and are in follow up status.
 13. The funded program operator will be charged with locating and coordinating with pre-existing programs and services that meet the needs of each individual youth. Not all enrolled and active young people will require additional WIOA Youth funds be expended to meet their respective needs.
 14. All programs awarded funding will be required to regularly attend the CSS WDB Operations and Special Populations sub-Committee meetings.
 15. All programs are required to maintain a case file for each participant. All programs are to maintain file standards as set forth by CSS WDB. Files are considered CSS WDB property and can be requested at any time. Program operators are required to maintain all program and participant files for a minimum of three years following contract year at which time they should be transferred to CSS WDB for proper storage/disposal.
 16. CSS WDB will provide periodic staff development and training at CSS WDB's cost. Additionally, attendance at the State-wide association (NYATEP) conferences will also be covered by CSS WDB as budgets allow. Please do not include those costs in your budget.
 17. It is the stated priority of the CSS WDB that the WIOA Youth program operator meets both State and Federal primary and customer service performance indicators.

General Contractor Responsibilities

1. To submit monthly vouchers for reimbursement of their services. The final voucher must be received no later than 60 days after the end of the contract or it may not be paid.
2. To enter all required information and services into the OSOS system including comments that meet the SENSE model.
3. Contractors must coordinate publicity efforts relating to their WIOA-funded programs, including without limitations, posters, invitations, publications, brochures, news releases, newsletters, etc. All material for release must be coordinated with the CSS WDB in advance of the intended date of production/usage.

CSS WFNY Support Commitments

1. CSS WFNY will provide ongoing staff support and training in an effort to make the contactor successful
2. CSS WFNY will seek out additional partners with similar missions to increase the breadth of the Team working on meeting the needs of the Workforce Development Area.
3. CSS WFNY will reimburse complete and accurate invoices within 15 business days of submittal

Primary Indicators of Performance

The following table summarizes the Primary indicators as identified in WIOA Performance. Primary indicators goals have not been determined and issued as of the date of this RFP issuance. CSS WDB expects that the WIOA Youth program operator will successfully meet all issued Primary indicator goals for the contract period related to Youth. It is also expected that NYSDOL will determine and issue updated Customer Service Indicators and Goals. CSS WDB will negotiate these Measures with NYSDOL.

Indicators of Performance

| Performance Measure | Program Group | Proposed WIOA |
|---|---------------|---|
| Placement in Employment, Education, or Training | Youth | Measures in Q2 After Exit |
| Retention in Employment, Education, or Training | Youth | % of Participants in Education, Training, or Unsubsidized Employment; Measured in Q4 After Exit |
| Earnings after Entry into Unsubsidized Employment | Youth | Median Earnings of Participants in Unsubsidized Employment During Q2 After Exit |
| Credential Rate | Youth | % of Participants who Obtain a Recognized Credential or Secondary Diploma During Participation or within 1 Year After Program Exit for those who have gained employment |
| In Program Skills Gains | Youth | % of Participants in Education Leading to Credential or Employment During Program Year, Achieving Measurable Gains. Measured in Real Time. |

SYSTEM PARAMETERS

Governance

By Federal law, local Workforce Development Boards are required to maintain a **51% representation from the private sector**. The CSS WDB is responsible for the chartering and certifying of One-Stop Center and oversight for all One-Stop System activities. CSS WFNY acts as the Fiscal Agent for and manages operations of WIOA activity in Chemung, Schuyler and Steuben County.

CSS WDB led by an Executive Committee currently consisting of:

| | | |
|----------------------------|------------------------|---|
| Chair | Nancy Kirby Kurjacovic | IncubatorWorks |
| Vice-Chair | Jack Wheeler | Southern Tier Network |
| 2 nd Vice Chair | Linda Cozad | DeMets Candy |
| Treasurer | James Griffin | Hornell Area Chamber of Commerce |
| Secretary | Judy McKinney-Cherry | Schuyler County Partnership for Economic Growth |
| Workforce Representative | Ernie Hartman | IBEW Local 139 |
| Workforce Representative | Timothy Driscoll | Greater Southern Tier BOCES |

Staff offices are located at 8 Denison Parkway E, Suite 305, Corning, NY 14830.

| | |
|--------------------|--------------------------------------|
| Daniel Porter | Executive Director |
| Olga Clark | Deputy Director |
| Kellie Christopher | Business & Training Services Manager |
| Shelly Madden | Youth Program Manager |
| Patti Redder | Fiscal Manager |
| Pamela LaVigne | Associate Fiscal Manager |

One Stop Center Locations and Infrastructure

One comprehensive One-Stop Center and four Affiliate One-Stop Centers are currently operating in Chemung, Schuyler and Steuben Counties. One-Stops generally house a resource room with computers and an open plan to accommodate staff workstations but there is variation between the different locations. Other partners located in the One-Stop Centers include:

- Department of Labor
- GST BOCES
- ProAction of Steuben and Yates
- ACCES-VR (formerly VESID)
- Fidelis Care
- Office of Temporary and Disability Assistance
- Corning Community College
- Dept. of Social Services of Chemung, Schuyler & Steuben

The One-Stop Centers operate under the business name of Chemung Schuyler Steuben Workforce New York and are located at:

Corning-Affiliate

23 West Market St, Suite 201
 Corning, NY 14830
 607.937.8337

Elmira-Comprehensive

318 Madison Ave
 Elmira, NY 14048
 607.733.7131

Bath-Affiliate

117 East Steuben St.
 Bath, NY 14810
 607.776.2125

Hornell-Affiliate

107 Broadway
 Hornell, NY 14843
 607.324.8388

Montour Falls-Affiliate

323 Owego Street
 Montour Falls, NY 14865
 607.535.6840

The above service locations are expected to be covered by this RFP.

Bidding Process

Response Deadline & Delivery Method

Complete application must be delivered by 4:00 p.m., May 9, 2017. Faxed or e-mailed proposals are not acceptable. Proposals received after the indicated due date will not be accepted or considered for award. Timely delivery of proposals to the address below is the sole responsibility of the respondents. Do not submit proposals to any Board member. Proposals may be hand delivered to:

Daniel Porter
Executive Director
8 Denison Parkway E,
2nd Floor, Suite 305
Corning, NY 14830

Proposal Modifications/Amendments

Any modifications or amendments to a proposal must also comply with the requirements in this RFP and the response deadline. Any proposals or amendments delivered/received after the deadline will not be considered, but will be deemed late and non-responsive to this RFP and procurement process.

Eligible Respondents/Contractor Competency

Private and public, for-profit and not-for-profit agencies, Community Based Organizations (CBO's), Faith-based Organizations or other entities are eligible to respond to this RFP and compete for CSS WDB funding. Bidders may be made up of a consortium. CSS WDB is additionally prohibited from awarding a contract to a party "excluded from Federal procurement or non-procurement programs" by the U.S. General Services Administration. Respondents are responsible for being knowledgeable concerning the statutes, regulations, rules and requirements of the Workforce Innovation and Opportunity Act and must apply them as appropriate in developing the RFP response. Copies of the Workforce Innovation and Opportunity Act and other pertinent statutes and regulations may be found at www.doleta.gov/WIOA. CSS WDB will provide assistance with WIOA documents/procedures necessary to the contractor selected via this RFP. Contractor(s) selected will be required to assume full responsibility, including all risks and hazards, for all activities and services included in the contract.

Bidder's Conference

All interested bidders are invited to attend a Bidder's Conference to learn about the expectations and engage in interactive questions and answers. Bidder's Conference will be held 8:30 a.m. – 10:00 a.m., April 13, 2017 at Southeast Steuben Library Community Room, 300 Nasser Civic Center Plaza #101, Corning, NY. Additional materials, questions and answers will be posted on the website www.csswfnny.com.

Question & Answer Period

All interested bidders are invited to submit questions on the RFP to daniel.porter@csswfny.com from the release date through April 25, 2017. All answers will be posted on the website www.csswfny.com

Contract Period

Contracts negotiated as a result of this request may commence on July 1, 2017 and end on June 30, 2018, with the option for up to two extensions of the contract in one year increments. Contract will be monitored for performance on at least a quarterly basis and may be amended or terminated if performance does not meet CSS WDB standards. Contractor responsibilities are subject to change in conjunction with NYS or other oversight agency requirements.

Selection Process

The review process presented here represents an outline of the process that will be used by the Board in an attempt to identify a qualified entity to be considered for contract negotiation. The highest scoring proposal does not automatically become the Board's selection for contract negotiation. The Board will consider the evaluation results and subsequent recommendations from the independent CSS WDB Members who have been involved in any aspect of the review process. **The proposals that are most advantageous to CSS WDB in terms of both quality and cost will be recommended for contract negotiations.**

Proposer Inquiry and Appeal Process

Respondents who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. All respondents will receive a copy of the results of the procurement within fifteen (15) working days of the final decision. Respondents whose proposals are rejected will receive a letter of notification. Letters of protest must be submitted and arrive in the office of CSS WDB within fifteen (15) working days of the date of the notice of rejection. Letters must be specific as to the inquiry or protest. Protests not submitted in writing, not specific in nature, or which arrive late may not be considered. Letters must be addressed as follows: Daniel Porter, Executive Director.

Upon receipt of letter, the Executive Director or his/her designee will contact the respondent to arrange for an appeals conference. A Committee of CSS WDB will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is sufficient reason to have CSS WDB reconsider the decision in question.

Instructions for Submitting a Proposal

- Respondents must be as responsive as possible to the instructions of this RFP. Points will be awarded based on the contents of the proposal. Selection for possible further negotiation and/or interviews is competitive and will depend upon the quality of a proposal.
- **NUMBER OF COPIES - TWO complete originals along with One electronic copy,** with executed certificates (i.e. original signatures of the authorized signatory authority)

A. Submission Requirements Summary

All of the applicable items listed below, in the order listed.

- Proposal Cover Sheet
- Executive Summary
- Proposal Narrative
- Budget Forms
- Attachments with signatures
- Summary of network form
- Proposals must include partnership agreement forms from each participating partner that includes a detailed description of the partners' role in the program. Note: Letters of general support do not constitute partnership agreements and will not be accepted as such.
- *Only one copy of the Single Audit is required to be submitted.
- ** If the respondent has an IRS established Indirect rate, please provide one copy.

B. Proposal Cover Sheet & Contractor Qualifications

All items on the Proposal Cover Sheet (Attachment 4) must be completed. Identify a primary contact person, who will serve as the Signatory Authority--a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization. (This is also the person who must sign the various certification forms).

C. Executive Summary

This page is designed to convey a brief summary of the proposal to the CSS WDB. The Executive Summary should not exceed 2 pages, and does not count towards the 15 page narrative.

D. Proposal Narrative

The CSS WDB requests the proposal narrative to be concise and straightforward. Please do not use special binding or notebooks. Proposals should be stapled or clipped in the upper left corner of the document. Limit to maximum 15 pages.

Below are some items to focus upon when writing your Program Summary Narrative. This list is not intended to be a definitive list. If your agency has other important

information relevant to demonstrating its ability to successfully manage a youth program that should be included, please do so.

- Innovation at all levels of programming is encouraged. Demonstrating new and innovative approaches that enable the system to serve more young people, more appropriately/effectively and to exceed the established WIOA performance benchmarks will be awarded extra points in the review of this proposal.
- Give a brief overview of the proposed program design ensuring all elements of the Scope of Work are addressed. State clearly how many Youth program staff positions, and at which Career Centers your agency seeks to place the staff.
- Discuss what measures you have taken in preparation of this application to familiarize your agency with the Career Centers for which you are applying. Have you met with the Career Center Operator(s) to discuss how your envisioned program will mesh with current and future center operations? What were the specifics of these conversations? What changes, if any, were made due to these conversations?
- Discuss how your agency will leverage in-kind funds to support this program should you be funded. How does this program fit in to the mission of your organization? Are there other elements of your agency with which this program would be a natural fit?
- Describe your organization/partnership's experience and performance in providing the proposed services for young adults. Discuss any case management experience your agency has utilized in the past (reference other funding if you have not received WIOA Youth funds in prior years) to meet performance outcomes. List any internal measurable benchmarks you will use to gauge success.
- Describe your agency's specific plan to actively engage youth and help prepare them for entrance into the workforce using primarily the Work Experience as the primary WIOA funded element. Discuss any case relevant experience/success your agency has utilized in the past (reference other funding if you have not received WIOA Youth funds in prior years) to reach out to young people. List any internal measurable benchmarks you will use to gauge success.
- Include any relevant entry/exit criteria, training philosophy and techniques, target groups to be served, unique or especially effective approaches to service delivery that sets your organization apart. What specific skills, experience, and/or advantages does your agency possess that supports your application? Discuss any relevant experience/success your agency has utilized in the past (reference other funding if you have not received WIOA Youth funds in prior years) to make your program unique and successful. List any internal measurable benchmarks you will use to gauge success.
- Describe activities that your agency will use to build relationships with peers and counselors in existing youth programs from other agencies. **Every application must have at least one agency/partner/entity identified to provide each of the 14 Program Elements as part of the basic network to begin operations.** The expectation is that this network will mature and more fully develop during the course of the grant period.
- Outline in narrative form the status of your partnership network, how you seek to expand/improve upon it and measurable benchmarks you will use to gauge success.

- Describe any private sector involvement you have obtained in the creation of this proposal. How will your agency expand upon this network to support future job shadowing/placements for young people? This information should include estimates of the number of current and new enrollees (do not include participants who are receiving follow-up, include information on past accomplishments if applicable).
- Describe how your agency will reach out to all geographic regions within the CSS WDB area. How will you cost-effectively provide services to those regions?
- Describe in detail how your agency will focus on attaining/exceeding the WIOA indicators of performance as established for the CSS WDB area and the Customer Service Indicators. Describe all relevant experience. Document prior performance benchmarks for which your agency has been accountable as well as actual performance results. How will you motivate young people to demonstrate learned skills as a result of participation in your program?
- Attach the proposed job descriptions (or resumes for specific individuals/staff if known at this time.) These pages do not count towards page maximum.

E. Budget Forms

Use the budget form attached (Attachment 1) and fill in all blue spaces; use a “N/A” if a space is not being used so that it is clear it is meant to be blank. Complete it carefully. Total funds requested should be consistent with the proposed budget. If the amount listed is not consistent with the total in the Proposed Budget, the budget total may be used to award cost scores.

F. Legislative Authority

All contracts funded from this Request for Proposal are subject to the following requirements:

- Workforce Innovation and Opportunity Act of 2014; full law is available at <https://www.doleta.gov/wioa/>; all other state and federal guidance related to WIOA;
- Wagner-Peyser Act of 1933, as amended, [29 USCA S. 29 et seq.] portions of the Social Security Act, U.S. Code, Title 42, Chapter 7, Subchapter I, § 301, et seq.];
- Supplemental Nutrition Assistance Program (SNAP) [7 USC § 2000 et. seq.];
- Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 [Public Law 104-193];
- Title IV-A of the Social Security Act, as amended by the Balanced Budget Act of 1997 [PL 105-33]; federal regulations 20 CFR Part 645 Welfare-to-Work (WtW) Grants; Final Rule; Interim Final Rule; and the Welfare to Work and Child Support Amendments of 1999, contained in Title VIII of H.R. 3424, Consolidated;
- Appropriations Act for FY2000, 42 USC 601 through 619; federal regulations issued by the U.S. Department of Health and Human Services at 45 CFR Parts 270 through 275, inclusive, for services funded by Temporary Assistance to Needy Families; federal regulations issued 45 CFR Part 260, et al., federal regulations issued by the U.S. Department of Agriculture at 7 CFR §271 through 273 Food Stamp employment and training services; federal laws and regulations concerning

- nondiscrimination and equal opportunity; federal labor laws and standards;
- Plans and policies of the Chemung Schuyler Steuben Workforce Development Board, Inc. related to federal workforce center programs and operation.
- NYSDOL Technical Advisories related to WIOA youth programs.

G. Governing provisions and Limitations

The CSS WDB adopts the following provisions concerning this procurement. Violation of any of the following provisions may cause a proposal to be rejected.

1. The only purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services under WIOA and New York State. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit CSS WDB to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the CSS WDB.
2. LCSS WDBWDB reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety.
3. CSS WDB reserves the right to award a contract for any item/services solicited via this RFP in any quantity the LWDB determines is in its best interest.
4. CSS WDB reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. CSS WDB will provide notifications of such changes to all respondents recorded in the CSS WDB official record (Distribution Log & Receipts Record) as having received or requested an RFP.
5. CSS WDB reserves the right to negotiate the final terms of any and all contracts or agreements with respondents selected and any such terms negotiated as a result of this RFP may be renegotiated and /or amended in order to successfully meet the needs of the Local Workforce Development Area.
6. CSS WDB reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all respondents.
7. CSS WDB also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
8. CSS WDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from New York State or other funding sources or due to legislative changes.
9. Respondents shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the CSS WDB for the purpose of having an influencing effect toward their own proposal or any other

proposal submitted hereunder.

10. No employee, officer, or agent of the CSS WDB shall participate in the selection, award or administration of a contract supported by CSS WDB funds if a conflict of interest, or potential conflict, would be involved.
11. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
12. All proposals submitted must be an original work product of the respondents. The copying, paraphrasing or otherwise using of substantial portions of the work product and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.
13. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to the CSS WDB as a proposer's failure to contract may be recovered from the proposer.
14. A contract with the selected provider may be withheld, at CSS WDB's sole discretion, if issues of contract or questions on non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by CSS WDB if resolution is not satisfactory to CSS WDB.
15. Any selected proposer entering into a contract with the CSS WDB will be subject to these provisions.
 - a. Indemnification
 - i. CONTRACTOR shall indemnify, save and hold harmless the CSS WDB from any claims or losses or damages to property and/or resulting loss of use thereof and from any loss or damage arising from bodily injury, including death, to the extent that such claims, losses or damage are caused in whole or in part by the negligent acts or omissions of the CONTRACTOR, its employees, officers and agents, its contractors or subcontractors.
 - ii. CONTRACTOR agrees (1) to the extent permitted by law, to indemnify and hold harmless the U.S. DOL, NYS, the CSS WDB, or any other applicable specific funding source(s), material losses accruing or resulting to CONTRACTOR, and to any and all subcontractors, persons, laborers, and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by CONTRACTOR in the performance of this Contract; and (2) against liability, including costs, for infringement of any United States patent (except a patent issued upon an application that is now or may

hereafter be withheld from issue pursuant to a Secrecy Order under 35 U.S.C. 181) arising out of the manufacture or delivery, use or disposal by or for CSS WDB, of supplies, the performance of services, or the construction, alteration, modification, or repair of real property under this Contract. CONTRACTOR shall report promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this Contract of which CONTRACTOR has knowledge.

- iii. In the event of any claim or suit against the CSS WDB or NYS on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any supplies furnished or work or services performed under this Contract, CONTRACTOR shall furnish to the CSS WDB and/or NYS, when requested, all evidence and information in possession of CONTRACTOR pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the CSS WDB or NYS except where CONTRACTOR has agreed to indemnify the CSS WDB or NYS.

b. Independent Contractor

- i. In the execution of this Contract and rendering of services prescribed by this Contract: a. CONTRACTOR shall maintain at all times its independent status;
- ii. No provision of this Contract, act of CONTRACTOR in the performance of this Contract, or act of the WDB in the performance of this Contract, shall be construed as making CONTRACTOR the agent, servant or employee of the CSS WDB; except as designated in writing by CSS WDB, employees of CONTRACTOR are not employees of the CSS WDB since employees are subject to exclusive control and supervision of CONTRACTOR.

FINANCIAL REQUIREMENTS FOR RESPONDENTS

A. Organizational Capacity

Proposers must demonstrate that they have the organizational capacity to administer a program in accordance with the requirements in this Request for Proposals. The CSS WDB reserves the right to conduct a pre-award survey of each proposer approved from this Request in order to determine the capacity of the proposing organization to operate a program, meet administrative requirements, and maintain an adequate financial system. The CSS WDB also reserves the right to deny a contract to any proposer approved for funding which does not make timely changes required by the CSS WDB, as a result of a pre-award survey, to bring its systems into compliance.

B. Financial Systems

General Requirements: Proposers must demonstrate that their organizations have financial systems that, at a minimum, meet the following standards:

1. **GAAP.** In accordance with generally accepted accounting principles, the financial systems must include the following: (a) information pertaining to any sub grant or contract awards, obligations,

unobligated balances, assets, expenditures, and income; (b) effective internal controls to safeguard assets and assure their proper use; (c) a comparison of actual cash expenditures with budgeted amounts; (d) source documentation to support accounting records; and (e) proper charging of costs and cost allocation.

- 2. Sufficient system.** Financial systems must be sufficient to (a) permit preparation of required reports; (b) permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on use of such funds.
- 3. Financial reports.** Contractors will be required to provide financial reports to the CSS WDB on a regular, monthly basis in such detail and on such forms as required by the CSS WDB. The deadline for each month's financial report will be the 10th day of the month following the month for which the report is made. Failure to complete and submit reports on a timely basis may result in deobligation of funds or termination of contracts.
- 4. Grant/Contract advances.** CSS WDB may authorize grant/contract advances to certain contractors, provided the contractors have and maintain sufficient financial systems and demonstrate the need for advance funds. Advances will not exceed 1/12 of the total contract amount and will be liquidated by the end of the contract performance period. The total of the advance and cumulative expenditures, including accruals, may never exceed the value of the contract.
- 5. Administrative cost limitation.** CSS WDB will evaluate each proposal with regard to administrative and indirect costs for reasonableness.

BUDGET AND FINANCIAL MANAGEMENT

A. Budget Forms

The financial information requested in this RFP is necessary to establish reasonableness of cost and the adequacy of financial resources to perform the proposed activity. If approved for negotiations, the proposed budget will serve as a basis for a contract budget. If any cost item in the proposed budget is to be provided by the organization making the proposal from its own or other sources, and not paid for by the CSS WDB, list that item as "In Kind", so that the CSS WDB will know that an important cost item has not been overlooked.

B. Financial Management Standards

Fiscal integrity and compliance with all grant regulations are essential for operation of programs in the Chemung Schuylter Steuben Workforce Investment Area. Contractors must maintain records and reports that are uniform in definition, accessible and verifiable for monitoring, reporting, audit, and program management and evaluation purposes. CSS WDB may review the adequacy of the financial management system of any contractor as part of a pre-award review or at any time subsequent to the award.

C. Monitoring

CSS WDB contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, CSS WDB members or staff, New York Workforce Commission, U.S. Department of Labor, or any of their duly authorized representatives shall have access to any books, invoices, payrolls, timesheets, or any other records or papers of the contractor which are related to a specific grant program for the purpose of verifying funds under contract as a result of this procurement have been expended and accounted for in accordance with all applicable laws and regulations. Monitoring may include, but will not be limited to: site visits, telephone contact and written communication with program operators, partnering agencies, program participants, and submission of monthly reports. It is the requirement of the CSS WDB to monitor customer files on a random basis. Monitoring schedules will be determined during

contract negotiation. Monitoring of adherence to Department of Labor laws and work rules for youth will occur. Programs will be required to submit corrective action plans for any findings during the monitoring process. Contract termination may occur if corrective action does not remedy the situation in a mutually agreed upon timeframe based on the scope of the finding. A complete CSS WDB Monitoring Policy is available upon request.

D. Audit

A single audit is required as outlined in 2 CFR §200.501- Audit Requirements

- (a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
- (e) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
- (f) Subrecipients and Contractors. An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient is subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
- (g) Compliance responsibility for contractors. In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.
- (h) For-profit subrecipient. Since this part does not apply to for-profit subrecipients, the passthrough entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must

describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

(i) The cost of the audit may be included in the proposal budget.

E. Bonding

If the contractor desires to receive an advance of funds, bonding is required. Every officer, director, agent or employee of contractor for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks or other instruments of payment for program costs, shall be bonded to provide protection against loss. The amount of coverage shall be the higher of \$100,000 or one-half of the total contract amounts, whichever is less, for each employee of the contractor who will handle the funds received or disbursed. The cost of the bond may be included in the proposal budget.

F. Insurance

Proof of insurance is not a requirement for submission, but offertory should be aware that no work might begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the CSS WDB. Before submitting a proposal for funding, the agency should contact its insurance agent to determine if it can obtain the required coverage. The contractor is required to carry a general liability insurance coverage for the institution sufficient to cover any liability that may arise from the performance of this contract. General liability insurance should cover bodily injury and property damage to a third party and personal injury; \$1,000,000 each occurrence or two million dollars aggregate is required. A reasonable deductible is allowed, not to exceed \$10,000. The CSS WDB provides on-site accident/medical insurance for WIOA participants enrolled in activities not covered by worker's compensation. If the contractor or their employees use motor vehicles in conducting activities under this contract, liability insurance covering bodily injury and property damage must be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of:

- \$100,000 liability per occurrence
- \$300,000 aggregate liability
- \$100,000 property damage
- Personal Injury Protection
- Uninsured Motorist Protection
- Maximum \$500 Deductible

If self-insured, the contractor warrants that it will maintain coverage sufficient to cover any liability specified above that may arise from the performance of this contract. If the contractor warrants that it is a State Agency and that it is self-insured then the contractor must be able to pay any obligation that it incurs under the terms of this agreement including any liability that may arise from the performance of this contract. Additionally, the contractor shall ensure that all employees are covered by Worker's Compensation insurance.

Applicant must provide a certificate of insurance listing CSS Workforce Development Board as an additional insured.

G. Profit

Profit margins will be negotiated only with for-profit organizations. A fair and reasonable profit will be determined with consideration to the following: 1) complexity of work; 2) risk borne by contractor; 3) contractor's investment and; 4) quality of past performance. Under no

circumstances shall, profits exceed 10% of the contract amount. Per 2 CFR §200.323 (d) Contract Cost and Price - The cost plus a percentage of cost method of contracting must not be used.

F. Indirect Cost Rates, Administrative Fees

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective. All costs are allocable to a particular cost objective, such as a grant, project, service or other activity, in accordance with the relative benefits received. If indirect costs or an administrative fee will be a part of the budget, detail must be provided with the proposal as follows: 1) the methodology used to arrive at the rate including a description of all costs included; 2) the amounts used per line item (i.e. salaries, supplies, etc.) to calculate the rate, and; 3) a description of the process used to reconcile the rate charged to the actual costs incurred.

Indirect costs rates must be approved by the contractors' cognizant agency or the DeMinimus rate must be approved and detail what expenditures are included in the rate. Please see OMB 2 CFR 200.

The costs for administration including any indirect costs must not exceed 10 percent of the funds requested for the operation of the workforce center system.

Attachment 1

Organization Name:

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Proposed Budget:

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Funding Period:

| |
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Proposed Staffing Plan

Proposed # FTE's (include Full and Part Time, Describe below)

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Budget Category/Proposed Budget

Staff Salaries (Describe below)

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Staff Fringe (Describe below)

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Staff Operating Expenses (e.g. Travel, Describe below)

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Work Experience Expenses (please separate wages, fringe, training, supportive services, etc.)

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Other (if needed, please describe below)

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Total:

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ATTACHMENT 2

PROPOSAL SCORING (CSSWDB USE ONLY)

| SECTION | POINTS POSSIBLE | POINTS AWARDED |
|--|-----------------|----------------|
| General | | |
| Instructions/Format were followed | 5 | |
| All questions in RFP are addressed | 5 | |
| Answers are clear and complete | 5 | |
| Service Delivery Model Clearly Presented | 10 | |
| Sub-Total (General) | 25 | |
| Program Strength | | |
| Ability to Lead Multi-Agency Initiative | | |
| <i>Agency capacity to drive multi-Agency leadership initiative focused on Out-of-School Youth</i> | 20 | |
| <i>Demonstrated Staff experience leading multi-Agency leadership initiative focused on Out-of-School Youth</i> | 20 | |
| Ability to Deliver Scope of Work Services | | |
| <i>Agency capacity to deliver complete range of Youth Services focused on Out-of-School Youth meeting the full scope of work</i> | 20 | |
| <i>Staff with demonstrated ability to recruit Out-of-School Youth</i> | 10 | |
| <i>Agency/Staff with demonstrated ability to design, implement, and continuously improve a comprehensive case management system</i> | 20 | |
| <i>Agency/Staff with demonstrated ability to identify and enroll appropriate candidates to meet program requirements</i> | 5 | |
| <i>Agency/Staff experience delivering quality, engaging program orientations and overview to youth</i> | 5 | |
| <i>Agency/Staff experience delivering individualized career and skill assessment services to youth</i> | 20 | |
| <i>Agency/Staff experience/success delivering programming across a broad geographic region</i> | 10 | |
| <i>Agency/Staff experience/success visioning, designing, and implementing innovative programming ideas; particularly as directed towards youth populations</i> | 10 | |
| <i>Program Plan to incorporate CareerZone/JobZone</i> | 5 | |
| <i>Participant/Program Record Maintenance Plan (OSOS)</i> | 10 | |
| <i>Agency demonstrated ability to meet required Performance Measures</i> | 20 | |
| <i>Agency/Staff experience/success with outreach to business customers</i> | 10 | |
| Ability to Meet Reporting, General Requirements | | |
| <i>Demonstrated ability to meet fiscal reporting expectations in contract delivery</i> | 10 | |
| <i>Commitment to coordinate publicity efforts relating to contract service delivery</i> | 5 | |
| Sub-Total (Program Strength) | 200 | |

| Budget | | |
|--|------------|--|
| <i>Budget is reasonable for program</i> | 10 | |
| <i>Leveraged Funding Available</i> | 20 | |
| Sub-Total (Budget) | 30 | |
| Partnerships | | |
| <i>Demonstrated Private Sector Involvement in Prior Contracts/Programming</i> | 10 | |
| <i>Agency/Staff experience/success developing and maintaining a comprehensive network of partners to provide the required program elements</i> | 20 | |
| Sub-Total (Partnerships) | 30 | |
| Program Proposal Total | 290 | |

ATTACHMENT 3

PROPOSAL RATING REVIEW (CSSWDB USE ONLY)

| <i>CATEGORIES</i> | TOTAL PTS. AVAILABLE | MINIMUM PTS. ACCEPTABLE | SCORE RECEIVED* |
|------------------------------------|-----------------------------|--------------------------------|------------------------|
| <i>Subtotal – General</i> | 25 | 20 | |
| <i>Subtotal – Program Strength</i> | 200 | 160 | |
| <i>Subtotal – Budget</i> | 30 | 20 | |
| <i>Subtotal – Partnerships</i> | 30 | 20 | |
| TOTAL | 285 | 220 | |

***-Score Received Evaluation Metric**

General

- Score 23-25: Applicant is considered to be fully capable of meeting these criteria
- Score 20-22: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <20: Applicant is considered to be incapable of meeting these criteria

Program Strength

- Score 181-200: Applicant is considered to be fully capable of meeting these criteria
- Score 160-180: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <160: Applicant is considered to be incapable of meeting these criteria

Budget

- Score 26-30: Applicant is considered to be fully capable of meeting these criteria
- Score 20-25: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <20: Applicant is considered to be incapable of meeting these criteria

Partnerships

- Score 26-30: Applicant is considered to be fully capable of meeting these criteria
- Score 20-25: Applicant is considered to be sufficiently capable of meeting these criteria
- Score <20: Applicant is considered to be incapable of meeting these criteria

An Overall Score less than 205 may result in rejection of the application.

Attachment 4

CSS WDB Operator Program

PROPOSAL COVER SHEET and CONTRACTOR QUALIFICATIONS

Legal Name of Agency/Business: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____

Contact Person: _____

Organization Type:

Private Not-For-Profit School District

Government Organization Public Non-Profit

Other (Please Specify): _____ Tax ID #: _____

Dollar Amount Requested: _____

Please address the following:

- Do you have an Approved Affirmative Action Plan?

_____ Yes _____ No Date approved: _____ By: _____

- List the Principle Officers of the Organization.

- Has the Organization ever filed for bankruptcy? _____

- Has the Organization ever had to repay funds to a governmental unit due to a questioned or disallowed cost? If yes, please explain.

- Does the Organization have the capacity to repay a disallowed or questioned audit cost?

Can the Organization support the program in the event that WIOA funding is delayed or unavailable on a temporary basis?

➤ If funded, what percentage of the Organization's total budget would the contract funds represent? _____

➤ Date of last independent audit (copy provided): _____

➤ Name and address of audit firm: _____

➤ Number of years in operation in CSS WDB area (or Plan of Operation if new to the CSS Workforce Area): _____

➤ If Organization contracted with CSS WDB in PY16, please respond to the following:

Total Contract Budget: _____

Contractor Qualifications

All businesses/organizations must meet the following administrative and fiscal contractor qualifications in order to contract with the CSS Workforce Development Board, Inc. to provide Workforce Innovation and Opportunity Act services for Adult and Dislocated Workers. All bidders must certify that they and their subcontractors/partners meet the following Contractor Qualifications.

- Demonstrable competency in the administration and operation of a center or location open to the public that offers direct services.
- Such competency may be acquired or be demonstrated by the organization itself, by key administrative and operational staff in that organization or through partnerships with organizations that operate programs and must:
- Demonstrate the ability to address the required program elements
- Be legally authorized to conduct business in the State of New York and have established administrative and program resources in the Chemung, Schuylter and Steuben County area.
- Be eligible to receive Federal funds.
- Be able to provide the following policies/procedures which comply with the Workforce Innovation and Opportunity and are otherwise acceptable to the CSS Workforce NY, Inc.:
 - Conflict of interest statement for staff and governing Board of Directors.
 - Follow grievance procedure for clients/customers.

In addition, the applicant organization must demonstrate that it:

- Does not discriminate against nor deny employment services to any person on the grounds of race, religion, sex, national origin, age, disability, citizenship, political affiliation or belief.
- Complies with the 1990 Americans with Disabilities Act.
- Has proven fiscal capacity for fund accounting.
- Has a current annual revenue equivalent to or greater than the amount proposed.
- Has access to non-WIOA funds sufficient to cover any disallowed costs that may be identified through the audit process.
- Has or is able to obtain up to \$1,000,000 liability, motor vehicle and Worker's Compensation insurance.
- Agrees that the federal, state, and/or local auditors may review provider facilities and relevant financial and performance records to ensure compliance with funding requirements.
- Has the ability to collect outcome data to compare performance to original plan.
- Has Internet capability and e-mail address and fax access for staff working with WIOA funds.
- Provides staff training opportunities for designated staff.
- Has a plan to incorporate OSOS requirements.

If during the agreement period the contractor incurs expenses not previously approved or known by the CSS WDB which CSS WDB deems NOT ALLOWABLE, the disallowed expenses shall be the responsibility of the contractor. Disallowed costs must be paid with non-WIOA funds.

Attachment 5

STATEMENT OF NON-COLLUSION

In accordance with NYS General Municipal Law Section 103-d, all proposers must sign a Statement of Non-Collusion and return it with their RFP. The content of the statement is as follows:

“By submission of this RFP, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint RFP each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices of this RFP have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices with any other proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a RFP for the purpose of restricting competition.”

The statement must be signed by the CEO of the proposer or other individual responsible for submitting the RFP.

Signature

Date

Attachment 6

Certification of Specifications Compliance

We understand that we must give assurances for each item below. If we cannot, then we understand that this proposal will automatically be rejected. The assurances are:

1. We will provide records of our most recently completed Single Audit.
2. We have, or will have; all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
3. We have additional funding sources and will not be dependent on WIOA funds.
4. WE WILL MEET ALL APPLICABLE Federal, State, and local compliance requirements. These include but are not limited to:
 - Records accurately reflecting actual performance
 - Maintaining record confidentiality, as required
 - Reporting financial, participant and performance data, as required
 - Complying with Federal and State non-discrimination provisions
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973
 - Meeting all applicable labor law, including Child Labor Law standards
5. WE WILL NOT:
 - Place a youth in a position that will displace a current employee.
 - Use WIOA funds to assist, promote or deter union organization.
 - Use funds to employ or train persons in sectarian activities.
 - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
 - Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth that are not dropouts.

I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete, and that I have the legal authority to commit this agency to a contractual agreement. I understand that final funding for any service is based upon funding levels and final approval by the CSS Workforce Development Board, Inc.

Signature _____
Chief Executive Officer

Date _____

ATTACHMENT 7

Proposal Evaluation Checklist

(This checklist is to be used by CSS WDB Staff and Board)

Proposing Agency: _____

1. The proposal was submitted before the closing time and date.
2. The proposal organization is not on a Federal or State Debarment List.
3. Proposal Cover Sheet is attached, completed
4. Executive Summary is attached
5. Proposal Narrative attached, doesn't exceed maximum length
6. Budget Form attached, completed
7. Statement of Non-Collusion attached, signed
8. Certification of Specifications Compliance attached, signed
9. Summary of Network Form, signed
10. Partnership Agreement Form(s), signed
11. Copy of Single Audit
12. Copy of IRS Indirect Rate, if applicable

Reviewer: _____ Date: _____

By signing above, I state that I screened the proposal and checked off elements that I found in the proposal.

Attachment 8

Summary of Network Form

Application Name: _____

Indicate below the names of the agencies that have agreed to participate in the program design.

Participating Agencies or Businesses

Attachment 8

Summary of Network Form

Application Name: _____

Indicate below the names of the agencies that have agreed to participate in the program design.

Participating Agencies or Businesses

Example:

Agencies

Improving Youth, Inc.

Area Youth Society, Inc.

Private Sector

Sal's Grocery

MegaMart of Smalltown

SAMPLE
ONLY!

Attachment 9

PARTNERSHIP AGREEMENT FORM

(Please complete one for each Agency, summarizing support for program design.)

Application Name: _____

Contact Person: _____ **Phone No.** _____

This partner agrees to contribute the following (please be specific – attach additional sheets as needed):

Signature of Chief Officer

Date

Chief Officer's Name and Title (print)

Attachment 9

PARTNERSHIP AGREEMENT FORM

(Please complete one for each Agency, summarizing support for program design.)

Application Name: _____

Contact Person: _____ **Phone No.** _____

This partner agrees to contribute the following (please be specific – attach additional sheets as needed):

Examples:

Improving Youth, Inc. (IY) will be an active partner in the project providing up to 20 youth per year access to GED classes. Enrolled youth will not need additional funds as Improving Youth has an existing grant to provide these services to qualifying youth. Each youth in excess of the existing 20 slots will need WIA Youth funds at a rate of \$400 per academic semester.

-or-

Empowering Youth, Inc. will be an active partner in the project providing leadership development opportunities to appropriate youth interested in our program. Each youth enrolled in the program will require \$1,000 per year to participate. There is no cap on the numbers of youth that can be served.

-or-

Central School system will be an active participant in the project providing additional career counseling services to our youth. No WIA funds are requested for this activity. It is anticipated that the school will be provided ongoing access to WIA services in the local Career Center for interested Youth.

-or-

The following private-sector businesses have agreed to work provide work experience/job shadowing for appropriate young people. The first 20 hours will be on an unpaid, volunteer, job shadowing/exploration basis. After successful completion of the exploration period, business will have the option of bringing youth on payroll, with the program providing a match of up to 50% of the gross wages, for the first three months, not to exceed \$1,000 total expenditure.

- Cal's Bakery*
- Sid's Smalltown Grocery*
- Julia's Flower Depot*
- MegaMart of Smalltown*

Signature of Chief Officer

Date

Chief Officer's Name and Title (print)

APPENDIX A

Youth Supportive Services Policy

As approved by the CSS Workforce Development Board of Directors: August 21, 2015

Policy: Effective immediately, the CSS WFNY policy related to Youth Supportive Services is presented as follows:

Supportive Services

Supportive Services may be offered to approved WIOA Youth participants. Supportive services may differ by participant. Supportive services may be necessary to ensure goal attainment and participation in the WIOA program. All requests for Supportive Services must be approved by the Program Manager. Supportive Services may include (but are not limited to):

- 1.) Linkages to community services;
- 2.) Assistance with transportation (may include but not limited to gas cards, bus pass, learners permit, 5-hour course, driving lessons....);
- 3.) Assistance with child care;
- 4.) Assistance with housing;
- 5.) Assistance with educational testing including licensing exams;
- 6.) Reasonable accommodations for youth with disabilities (accommodations for program participation only);
- 7.) Referrals to health care;
- 8.) Assistance with uniforms or other appropriate work attire and work-related tools, which may include eye glasses, protective eye gear, boots....;
- 9.) Needs-related payments (may include cash to live on, food, utilities...).

APPENDIX B

CSS Workforce Development Board Sanction Policy for Performance

Background:

New York State Policy on Common Measures/Customer Service Indicators for Local Workforce Investment Area Performance for the Workforce Investment Act Title 1B Program and the Wagner-Peyser Act Program. For not meeting performance, local areas will be sanctioned.

CSS WDB provides funding for the adult and dislocated worker programs to the three county workforce career centers. The Career Center Operator is responsible for overall performance of each center they manage.

Funds are awarded by competitive bid and the contractors are chosen on an annual/bi-annual/tri-annual basis. Contractors are responsible for performance outcomes.

Action:

Performance is monitored by CSS WDB staff with monthly and quarterly reports submitted by contractors to CSS WDB as well as reports from OSOS. Failure to submit these reports in a timely manner and input OSOS data in a timely manner may result in a Corrective Action Plan to meet necessary deadlines. Performance standard information is received from the state on a quarterly basis. Managers will need to track services and outcomes more closely and monitor the services that their staff is providing. The contractors must accept responsibility for assuring that all staff is aware of the performance standards and possible sanctions.

Sanction Policy:

A Sanction Policy will be developed and adopted by the new Chemung Schuyler Steuben Workforce Development Board upon its certification as an official body. Contractors will be provided the official policy upon adoption. Until such time as this policy is provided, contractors should be aware that any disallowed cost incurred by CSS WDB, Inc. as a result of contractor error will be recouped by CSS WDB, Inc. from the contractor.