

**REQUEST FOR PROPOSALS (RFP)**  
**PROGRAM YEAR (PY) 2017**  
 UNDER THE  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OF 2014**  
 EFFECTIVE AUGUST 1, 2017  
 TITLE IB  
**Adult & Dislocated Services**  
**WYOMING COUNTY**

<b>Issued by:</b>	<b>GLOW Workforce Development Board</b>
<b>Grant Period:</b>	<b>August 1, 2017 – June 30, 2018</b> <b>Optional up to two (1 year contract) extensions based upon performance and funding availability</b>
<b>Estimated Funding:</b>	<b>*Up to \$230,000 Total Funds Wyoming Allocation Anticipated for Program and Admin Costs. Of that allocation \$109,167.39 would be for Adult funding and \$108,140.83 to be allocated for Dislocated Worker funding, and \$12,682.08 for Admin Funding. GLOW WDB is anticipating to award one (1) contract up to \$230,000.</b>
<b>Requirements of Title I Funding</b>	<ul style="list-style-type: none"> <li>➤ <b>There is a Maximum training cost of up to \$3,000 Cost per training and \$1,000 for supportive services</b></li> <li>➤ <b><u>For Adult funding:</u> \$3,000 to be used in the final year of training.</b></li> <li>➤ <b><u>Policy for Dislocated Workers:</u> \$3,000 limit per program year. If a Dislocated Worker is eligible for TAA funds the participant will receive the maximum allowed TAA per the petition number and will not be eligible for regular Dislocated Worker ITA Funding until the TAA funds are exhausted.</b></li> <li>➤ <b><u>Process to Apply for ITA</u> The GLOW WDB will establish one process for the One Stop Operators/Contractors, which will require verification of customer application for Financial Aid including PELL and TAP.</b></li> <li>➤ <b>There will be a funding limit (CAP) for the OJT Participant of \$4,000 per person.</b></li> <li>➤ <b>The maximum amount of OJT reimbursement is \$10,000 per business per program year (7/1-6/30).</b></li> <li>➤ <b>The maximum amount for reimbursement of Customized and Incumbent Worker Training cannot exceed \$5,000 per Contract.</b></li> </ul>

***\*This funding is an estimate for Program and Admin Funds. Information may be revised pending issuance of the actual funding amount.***

**Introduction**

The GLOW Workforce Development Board (WDB) is soliciting proposals from qualified sources to provide Title I WIOA Adult & Dislocated Worker services.

Proposals are being solicited from community providers for services to improve education and skill competencies, to encourage and develop education and employment goals, to make the connection between school and work, and to provide links to the labor market. Please refer to <http://www.doleta.gov/WIOA> for more information on WIOA.

The purpose of this RFP is to procure providers that are qualified to provide services to Adult & Dislocated workers enrolled in the WIOA -funded programs in Wyoming County part of the GLOW region. It is the intent of the GLOW WDB to build a comprehensive workforce system that will help participants address and resolve problems they may encounter while attaining the education and/or skills needed to find and keep employment and advance in the workforce. The system will also link services to the local labor market needs, community programs, and services that have strong connections between academic and occupational learning and which provide for the holistic development of individual needs. Potential contractors can submit proposals to provide services for Wyoming County.

**Minimum Bidder Requirements**

Entities eligible to apply for funding consideration are public and private, for profit and non-profit entities Bidder’s Must:

1. Have the ability to maintain adequate files and records and meet reporting requirements.
2. Have the administrative and fiscal capability to provide and manage the proposed services and to provide an adequate audit trail.
3. Have experience providing and/or placing participants in vocational/occupational and skill training.
4. Meet other presentation and participation requirements listed in this RFP

**Question and Answer Contact Information:**

Questions will ONLY be taken via Email **Monday, June 26, 2017 – Thursday June 29, 2017 and answered at a Mandatory Bidder’s Conference on Thursday, June 29 2017, 3:30 – 4:30 p.m. at the GLOW WDB Office at Genesee County Career Center, 587 East Main Street, Batavia, as well as posted on the GLOW WDB Website at [www.glowworks.org](http://www.glowworks.org)** Please e-mail all questions to [mnichols@co.genesee.ny.us](mailto:mnichols@co.genesee.ny.us). Questions arising at the Bidders Conference will be posted and answered on the GLOW WDB Website at [www.glowworks.org](http://www.glowworks.org) from June 30, 2017 to July 21, 2017

**Procurement Timeline**

RFP Issue Date	Wednesday June 21, 2017
Technical Assistance	Ongoing
<b>Mandatory Bidders Conference</b>	<b>Thursday, June 29, 2017, 3:30 – 4:30 pm @ GC Career Center, Batavia</b>
Completed RFP Proposal Due Date	Friday, July 21, 2017 4PM
Proposal Review by WDB and Committee Staff	Monday July 24,/2017
RFP Team Recommendation	Tuesday, July 25, 2017
WDB Approval	Tuesday, July 25, 2017
Contract Award Notification	Wednesday July 26, 2017
Sign Contracts	By Friday, July 30, 2017
Contract Dates	August 1, 2017 – June 30, 2018

**Award Consideration and Award Period**

Initial funding will be for the contract period August 1, 2017 – June 30, 2018. The contract period may be extended or reduced at the option of the WDB based on performance and/or outcome for two additional one-

year periods. Contract extensions may be subject to amendment. Final contracts will be based on actual funding available. **The contract term may vary depending on the outcome of Contract negotiations.**

### **Mandatory Bidders Conference**

**Bidders must attend the following conference:**

**Date: Thursday, June 29, 2017 3:30 – 4:30 p.m.**

**Where: GLOW Workforce Development Board (WDB), Genesee County Career Center, 587 East Main Street, Suite 100, Batavia, NY 14020 – Conference Room D/E**

The RFP document will be reviewed at this conference. All prospective bidders must attend the mandatory conference. Any questions from Bidders must be submitted by email Monday, June 26, 2017 – Thursday, June 29, 2017 via email to Michele Nichols: [mnichols@co.genesee.ny.us](mailto:mnichols@co.genesee.ny.us). Questions will be answered at the June 29, 2017 Bidders Conference. To ensure a fair and objective evaluation, answers to questions from the bidder's conference will be posted on the GLOW Works Website at [www.glowworks.org](http://www.glowworks.org) from June 30, 2017 to July 21, 2017.

### **Proposal Conditions**

#### **a. Contingencies**

Funding for this program is contingent on state, federal, and local funding. This RFP does not commit the GLOW WDB to award a Contract. The GLOW WDB reserves the right to accept or reject any or all proposals if they determine it is in the best interest of the GLOW WDB to do so. The GLOW WDB will notify all potential Contractors, in writing, if the GLOW WDB accepts or rejects a proposal.

#### **b. Modifications**

The GLOW WDB has the right to issue addenda or amendments to this RFP. GLOW WDB also reserves the right to terminate this procurement process at any time with or without just cause.

#### **c. Proposal Submission**

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Contractor's responsibility to ensure that its proposal arrives on or before the specified time. All proposals and materials submitted become the property of GLOW WDB. All proposals shall be submitted in the name of the entity with legal authority to execute the Contract should it be awarded.

#### **d. Inaccuracies and Misrepresentations**

If in the course of the RFP process or in the administration of a resulting Contract, GLOW WDB determines that the Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to GLOW WDB, the Contractor may be terminated from the RFP process or in the event a Contract has been awarded, the Contract may be immediately terminated.

#### **e. Incurred Costs**

This RFP does not commit GLOW WDB to pay any costs incurred in the preparation of a proposal in response to this request and the Contractor agrees that all costs incurred in developing this proposal are the Contractor's responsibility.

#### **f. Negotiations**

The GLOW WDB may require the potential Contractor(s) selected to participate in negotiations, and to submit revisions to pricing, technical information and/or other items from their proposal(s) as may result from these negotiations.

**g. Level of Service**

For any Contractor awarded as a result of this RFP, no minimum or maximum number of referrals can be guaranteed by the GLOW WDB.

**h. Acceptance or Rejection of Proposals**

The GLOW WDB realizes that conditions other than price are important and will award Contract(s) based on the proposal that best meets the needs of GLOW WDB. While cost may not be the primary factor in the evaluation process, it is an important factor. Proposal submission deadline: Friday, July 21, 2017, 4 p.m. for consideration of Contract Awards. Proposals received after deadline will not be considered. Original plus 4 copies and email version must be received by deadline.

**i. Formal Agreement**

Contractor will be required to enter into a formal agreement with Livingston County on behalf of the GLOW WDB. In submitting a response to this RFP, Contractor will be deemed to have agreed to each term and condition unless proposal identified an objection and GLOW WDB agrees, in writing, to change the objectionable language. GLOW WDB is under no obligation to agree to any such proposal change(s).

**j. Final Authority**

The final authority to award Contracts as a result of this RFP rests solely with the Genesee, Livingston, Orleans, Wyoming (GLOW) Workforce Development Board (WDB),

**WIOA Title 1 Program RFP Information**

WIOA authorizes “career services” for adults and dislocated workers. Each Service Provider should offer services that meet the unique needs of its local community. There are three levels of career services: (1) basic career services, (2) individualized career services and (3) follow-up services. These services can be provided in any order, there is no sequence requirement for these services.

Basic career services must be made available to all individuals seeking services.

- a) Determinations of whether the individual is eligible to receive assistance through adult or dislocated worker programs;
- b) Outreach, intake and orientation to services available through the One Stop system;
- c) Initial assessment of skill levels including literacy, numeracy and English language proficiency, as well as aptitudes, abilities (including skills gaps) and supportive service needs;
- d) Provision of workshops, including orientation to services and other workshops that meet the customer’s career services needs;
- e) Labor exchange services, including:
  - 1. Job search and placement assistance, and, when needed by an individual, career counseling, including—
    - i. Provision of information on in-demand industry sectors and occupations, regional labor market information (as defined in sec. 3(23) of WIOA);
  - and,
  - ii. Provision of information on nontraditional employment (as defined in sec. 3(37) of WIOA);
- f) Provision of information and referrals to and coordination of activities with other programs and services, including those within the One Stop delivery system and other workforce development programs;

g) Provision of information and direct referrals to supportive services or assistance, including:

1. Child care, child support, medical, or child health assistance available through the state's Medicaid program and Children's Health Insurance Program;
2. State programs such as the Supplemental Nutrition Assistance Program (SNAP), earned income tax credits, housing services through the U.S. Department of Housing and Urban Development (HUD), Temporary Assistance for Needy Families (TANF), and other applicable assistance programs.

h) Provision of performance information and program cost information on eligible providers of training services by program and type of providers via the Eligible Training Provider List;

i) Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and

j) Provision of information and assistance regarding filing claims under Unemployment Insurance (UI) programs, including meaningful assistance to individuals seeking assistance in filing a claim, such as:

1. Where applicable, using staff on-site who are properly trained in UI claims, filing and/or the acceptance of information necessary to file a claim; or
2. By phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time;
3. Having the costs associated with providing meaningful assistance paid for by the State's UI program, the WIOA Adult or Dislocated Worker programs, the Wagner-Peyser Employment Service, or some combination of these funding sources.

## **INDIVIDUALIZED CAREER SERVICES**

All eligible customers must be enrolled in individualized career services if the provider's staff determine that this level of service is necessary for the customer to gain meaningful employment. These services must be available in all Career Center locations. Individualized Career Services must be designed by each provider to meet the unique needs of the customer and their region. These services include:

a) Comprehensive and specialized assessments of the skill levels and supportive service needs of eligible adults and dislocated workers, which may include:

1. Diagnostic testing and use of other assessment tools; and
2. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

b) Development of an individual employment plan (IEP) to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the customer to achieve his or her employment goals;

c) Group and/or individual counseling and mentoring;

d) Career planning (e.g., case management);

e) Short-term, pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training; in some instances pre-apprenticeship programs may be considered as short-term prevocational services;

f) Internships and work experiences that are linked to careers;

g) Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of post-secondary education, training or employment;

- h) Financial literacy services;
- i) Out-of-area job search assistance and relocation assistance; and
- j) English language acquisition and integrated education and training programs.

## **TRAINING SERVICES**

The training services offered by the One Stop network provide tools and resources to help customers meet the skill and experience needs of the region's growing businesses. From technical skills, soft skills, work experience, traditional classroom instruction and employer-anchored training services help close the skills gap between AJCC customers and businesses. Under WIOA, training services may be provided if the Service Provider's staff determine after an interview evaluation or assessment and career planning, that the customer is eligible. The following training services include:

- Individual Training Account (ITA) is used for traditional classroom training services that are intended to provide enrollees the maximum customer choice in training selection and provide the flexibility needed to provide training in high demand occupations. ITAs are funded for training providers who have met eligibility of the State's Eligible Training
- On-the-Job Training (OJT) is another training option through WIOA funding that provides work-based learning rather than classroom instruction. The intention of an OJT agreement is to benefit both the employer and the customer by:
  - o Bridging the gap between a worker's current skills and the skills employers are looking for;
  - o Providing reimbursement to the employer for the costs associated with training the OJT trainee; and
  - o Promoting good paying jobs.
- Apprenticeship Training Accounts (ATA) is a formalized, structured training program that combines on-the-job learning with related practical and technical instruction in an occupation. SDWP offers apprenticeship training to customers through Apprenticeship Training Accounts (ATAs) similar to ITAs that are listed on the ETPL, except funding may be used to reimburse employers and/or training providers of apprenticeship programs. The length of the apprenticeship training will vary by occupation. The apprentice is hired as an employee and earns wages once accepted into the program.
- Customized Training (CT) Customized Training (CT) is provided based on a specific training curriculum "customized" to the particular workforce skill needs of the business or group of businesses. The business is then reimbursed for up to 50% of the cost of training. CT is designed to meet the unique training needs of a business or a group of businesses. CT can be used for training new or existing workers (referred to as Incumbent Worker Training or (IWT)).

Each Service Provider will monitor participants in training to ensure they are meeting the expenditure requirements as well as performance benchmarks.

## **FOLLOW-UP SERVICES AND EXITS**

Follow-up services must be provided as appropriate for customers who are placed in employment, for up to 12 months after the first day of employment. These services may include technical skills training, counseling, mentoring, crisis intervention, life skills or emergency support required to sustain long-term employment. Follow-up services do not extend the date of exit in performance reporting.

## **CUSTOMER ELIGIBILITY**

Funding for the services included in this RFP come from the WIOA, Title I Adult and Dislocated Worker programs. Eligibility generally requires the following:

### WIOA - Adult and Dislocated Worker

An individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the US; and
- Meet Military Selective Service registration requirements (males only).

### WIOA - Adult, Priority of Service

As required under WIOA Section 134(c)(3)(E), with respect to individualized career and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient and other individuals in accordance with the GLOW's Priority of Service Policy. Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E).

### WIOA -Dislocated Worker:

- Has been terminated or laid off, or has received a notice of termination or layoff from employment;
- Is eligible for or has exhausted unemployment insurance;
- Has demonstrated an appropriate attachment to the workforce, but is not eligible for unemployment insurance and is unlikely to return to a previous industry or occupation;
- Has been terminated or laid off or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff;
- Is employed at a facility where the employer has made the general announcement that the facility will close within 180 days;
- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster; or,
- Is a displaced homemaker who is no longer supported by another family

## **Program Components**

All Grantees will be required to provide Framework (Recruitment, Screening, Application, Objective Assessment, Eligibility Determination, Creation of GLOW ISS Individuals Service Strategy (ISS), Referral to appropriate service provider(s), Data Entry into NYS One Stop Operating System (OSOS), and Case Management). Technical Assistance and training will be provided. The following components will be integrated into program design:

1. **Recruitment** - Contractors are responsible for the recruitment of applicants. The intent is to use WIOA funds to serve participants who would benefit from service and otherwise have limited access to comprehensive services.
2. **Intake/Eligibility Determination** - Under WIOA legislation, all participants must meet eligibility guidelines as identified in this RFP. Certification of eligibility for all WIOA funded programs must be completed prior to enrollment. All forms will be provided by GLOW WDB.

3. **Assessment** - Each participant must be provided with a comprehensive objective assessment.
3. **Individual Service Strategy (ISS)** – The GLOW 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. The ISS must be regularly reviewed and updated as changes occur in employment goals, barriers, program services or support services needs. This is easily accomplished by using OSOS.
4. **Information and Referrals**- Programs are encouraged to link and share information with other participant-serving organizations provided the appropriate releases of information have been signed. All participants must receive information on the full services available through the GLOW system. If there are participants requesting services that cannot be certified as eligible under WIOA guidelines, the contractor will be expected to make efforts to help these persons secure other appropriate services.
5. **Case Management** - Effective case management is essential to providing a customized menu of programs and services for each participant. Service continuity, referral and integration are either initiated or implemented in the case management process. Contractors are responsible for Case Management, which must be documented in the State OSOS (One Stop Operating System) system according to Data Entry and Data Management.
6. **Data Entry and Data Management** -The GLOW WDB currently uses the One Stop Operating System (OSOS) to enter participant and program data and to run performance reports. The successful bidder will be expected to either have OSOS installed at their work site or make arrangements with one of the region's local One-Stop Centers to access the system or to provide data entry services. All data entry and record keeping is done by the contractors and reviewed (via OSOS and site visits) by GLOW WDB staff and the NYSDOL program monitor. The Contractor must adhere to the guidelines established in TA #11-12.2 regarding the timeliness of data entry into the OSOS system. The Contractor will be held accountable for data entry and failure to adhere to the policy may have an adverse effect on future funding. All services must be documented in OSOS within 5 days of start of service as per TA 11-12.2, with any exceptions documented in OSOS Comments.
7. **Collaboration**- Contractors will be expected to engage in partnerships to provide resources and services to participants.
8. **Employer Connections**- Connections to employers are essential in the creation of a system of providers that can effectively assist participants to become highly skilled and employable. These connections should lead to unsubsidized employment.



## **General Instructions**

Proposals will be accepted from applicants with demonstrated effectiveness that are interested and capable of providing the services described. Supplemental information may be required from applicants. Those applicants selected as service providers understand that they will be subject to all Federal WIOA regulations and other applicable regulations and legislation, as well as State policies and Local Board policies.

The instructions in this section correspond to each of the proposal components. All interested and qualified Bidders are invited to submit a proposal for consideration. Submission of a proposal indicates that the Bidder has read and understands this entire RFP and agrees that all requirements of this RFP have been satisfied.

Proposals must be submitted in the format described in this section. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

**Proposals (original plus 4 copies and email version) must be received at the Genesee, Livingston, Orleans, Wyoming Workforce Development Board (GLOW WDB), Genesee County Career Center, 587 East Main Street, Suite 100, Batavia, NY 14020 no later than Friday July 21, 2017, 4 p.m. Proposals can be mailed to: GLOW WDB, Attention: Jay Lazarony, Genesee County Career Center, 587 East Main Street, Suite 100, Batavia, NY 14020, as well as an electronic email version must be sent by deadline to [mnichols@co.genesee.ny.us](mailto:mnichols@co.genesee.ny.us)**

### **Please Note:**

- **The GLOW WDB will not allow any Provider to purchase equipment in this RFP.**

## **Proposal Presentation**

Original and 4 copies of the typed proposal in person or mailed as well as an electronic version by email to: [mnichols@co.genesee.ny.us](mailto:mnichols@co.genesee.ny.us) is required. All proposals must be single spaced and submitted on 8 ½” by 11” white paper using single 12-point font. Include the attached cover page and all required attachments. All pages in the proposal package must be numbered and include a header and footer identifying the respondents organization. Original plus 4 copies and email version must be received by 4:00pm on Friday, July 21, 2017.

The forms to be used in the preparation and submission of a proposal are included in the Attachment Listing. The forms and documents listed below are components required for a complete proposal:

- A. **Proposal Cover Page**- must be completed (with no items left blank), signed and attached to the front of the proposal (See Attachment A).
- B. **Organizational Summary**- Up to two (2) pages; describe the organization and its experience in providing youth services. Include:
  - 1) **Organization Description:** Describe your business or organization, including its mission, vision, current customer base, staffing and service expertise. Highlight your organization’s longevity and how this proposal will connect to your mission and organizational goals as well as the GLOW WDB. Include your organization’s experience with disadvantaged youth.
  - 2) **System Experience and Collaboration:** Describe your organization’s experience in working as a partner within a system that delivers educational, youth development, and/or employment and training services to youth. Describe how your organization integrates services and shares customers with other providers.

C. **Proposal Narrative-** No more than five (5) pages describing in detail the program and/or services that your organization proposes. Outline your strategies and include:

1. **Population:** Adult and Dislocated worker; following the local definitions that have been established by WIOA.
  - a) **Adults are defined as:** The eligibility requirements to qualify as a WIOA Adult include the following: the Job Seeker must be 18 years of age and older, and be subject to compliance with citizenship and or resident alien requirements, and selective service requirements. Persons below the self-sufficiency levels of An individual whose annual income falls below \$41,600 or an hourly rate of \$20.00 based on a 40-hour week would be considered to be below “self-sufficiency” levels for Individual Training Accounts. No employed worker who is earning more than the GLOW Self Sufficiency Wage established by the GLOW WDB, (currently \$20 per hour, \$41,600 annually based on 40 hour/week), will be eligible for a WIOA Adult Funded ITA.
  - b) **Dislocated Worker defined as:** The eligibility requirements to quality as a Dislocated Worker include the following: the Job Seeker must be terminated, laid off, or have received a notice of termination from his/her employer; is eligible for or has exhausted unemployment insurance; was self-employed (including employment as a farmer, rancher, or fisherman), or is a displaced homemaker who is no longer supported by another family member.
2. **Statement of Need:** provide a brief statement outlining employment and training needs as well as other challenges facing the WIOA Adult and Dislocated eligible population served.
3. **Program Design and Implementation:**
  - a) Description of the overall program including a brief overview of the agency or organization
  - b) Identify all key staff paid through this contract, by name and job title, description of job, and percentage of time they will work on the program. Provide resumes for staff involved in administering this program.
  - c) How the costs of the services will be funded (include all revenue sources)
  - d) Method of data collection and entry into OSOS.
4. **Outcomes and Goals:**
  - a) Outline the strategies and supports that will be utilized to meet the goals and outcomes.
  - b) Describe how progress will be evaluated throughout the length of the program to ensure the participants remain on track to meet program goals.
  - c) Describe how the WIOA Performance Measures and Customer Service Indicators will be met.
  - d) Define goals for:
    - Meeting or exceeding the performance standards for the WIOA Measures for the GLOW region.
    - Adopting necessary procedures to collect, record, and report program performance related to achievement of the WIOA Measures.
    - Documenting goal results to the GLOW WDB on a regular and timely basis.

**D. The Project Budget (Attachment B)**

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit.

- Project costs must be directly related to the objectives and activities of the project.
- The budget must cover the entire contract period of one year (7/1/17 to 6/30/18) and will be reviewed on an annual basis for up to two additional years.
- Bidders are highly encouraged to supplement funds with funds from other sources.
- The bidder shall develop a line-item budget that will enable the proposal to meet the intent and requirements of the program, ensure the successful implementation of the project, and provide a reasonable basis for calculation of a per person cost.
- The bidder should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project.
- **The bidder will complete the attached Budget Worksheets. Complete separate budget worksheets for Adult and Dislocated Worker (Attachment B).**
  - **Important: All items identified in the budget must be verifiable from records provided by bidder and available upon request.**
- The bidder will identify the cost per participant. The cost per participant will be the basis for payment to the approved contractor. The line-item budget will be used as a source from which a cost per participant is derived.
- Describe the internal systems in place to ensure proper cost allocation and reporting.
- Actual costs incurred must be verifiable, allowable and necessary and will be subject to review by GLOW WDB staff. Costs that fail to meet this criterion may be disallowed.
- Where the bidder does not budget for a required item, the bidder assumes responsibility for the cost of the item.

**All expenses incurred prior to the Contract being awarded and the agreement fully executed is the responsibility of the bidder. Failure to include all of the required components will result in a reduced score or disqualification. GLOW WDB will not advise a bidder that their proposal is incomplete prior to the rating or disqualification.**

All proposal writers who do not work for the proposing organization on an ongoing basis must be identified in the statement of bidder's experience and may not be paid for their proposal writing services utilizing current or future WIOA awards. Any assistance provided by a grant writer and /or persons not affiliated with bidder must also be identified. Information shall include the name, title, address and telephone number of the grant writer and/or unaffiliated person. Give a detailed description of the grant writer's responsibility and involvement should the bidder be awarded a Contract.

### **Period of Performance**

- I. The initial Contract period for Services is July 1, 2017 through June 30, 2018.
- II. The anticipated total contract period is July 1, 2017 – June 30, 2020, but extension of contracts up to two years is also contingent upon availability of sufficient program funding under WIOA or other specified grant funding as well as meeting requirements of RFP.

### **Submitting a Proposal**

In signing the Proposal Cover Sheet, the bidder formally notifies the GLOW WDB that the bidder will comply with all pertinent requirements included in RFP.

**The proposal (original and 4 copies) and an electronic email version to [mnichols@co.genesee.ny.us](mailto:mnichols@co.genesee.ny.us) must be received by deadline no later than Friday, July 21, 2017 at 4:00 PM.**

## **Proposal Rating**

All proposals received by the deadline will be read and rated by a review committee. The average scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program.

### **A. Design and Responsiveness of Program -- 100 Points**

- Does the proposal target Adult and Dislocated workers? (25 points)
- Does the proposed program involve quality, innovative approaches? (25 points)
- Do the outcomes meet the performance measures? (30 points)
- Does the proposal outline where the services will take place and are the facilities suitable for the proposed activities/services? (20 points)

### **B. Qualifications of Bidder -- 60 Points**

- Is staff qualified to provide the activities/services? Are resumes provided for each staff? Is percentage of time spent on program provided for staff involved in the program? (20 points)
- Does the bidder have adequate administrative experience to operate the activities/services proposed as well as Framework/Case Management and OSOS entry experience or willingness to learn the required data operating system? (20 points)
- Does the bidder have prior successful experience and a demonstrated record of meeting performance? (20 points)

### **C. Costs -- 70 Points**

- Are the costs justified and reasonable for the activities/services proposed and within the maximum cost allowable? (50 points)
- Does bidder have adequate personnel and financial systems in place to ensure costs are properly allocated? (20 points) (Include last audit report.)

### **D. Bonus Points -- 35 Points**

- Are private sector businesses involved in a collaborative manner? (15 points)
- Is the proposal coordinated with other entities to provide a cost-effective proposal? (10 points)
- Is the bidder awarding academic credits, scholarships or other incentives not paid for by WIOA funds? (10 points)

## **Funding Recommendations**

Recommendation for funding will be based on the following:

- The ranked score of the proposal;
- Consideration of the funding priorities of selected proposals as applicable to each program;
- Prior administrative and programmatic performance;

**Notification Process** - All bidders submitting a proposal will receive written notification regarding the recommendations from the review committee.

## **GLOW WDB POLICY FOR COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITIES**

The GLOW WDB is an equal opportunity employer. The GLOW WDB will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to race, color, religion, gender, sexual orientation, national origin, marital status, veteran status, age or disability genetic predisposition or carrier status in the employment process or in any aspect of employment thereafter.

This policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, lay-off, transfer, leave of absence, compensation and training. This policy is effective at all times employees are engaged in work, work-related activities and non-work activities that are sponsored by GLOW WDB.

The GLOW WDB will make a distinct effort to assure that its workforce represents the diversity of the GLOW Region and that minorities, women and persons with disabilities receive full consideration for employment, development and advancement within the employment structure.

### **FAIR TREATMENT COMMITMENT**

The GLOW WDB expects that every person associated with this organization to be treated with fairness, respect and dignity. Every policy of this organization is designed to provide a culture in which every employee, every customer, every client and visitor to the GLOW WDB will feel comfortable and be free from any unfair treatment including harassment and/or discrimination.

We encourage all employees to learn and appreciate the differences that GLOW WDBs' customers, partners and co-workers bring to the workplace and to demonstrate appropriate understanding through our daily interactions. Anyone at the GLOW WDB who believes he/she has encountered any type of unfair treatment, including harassment or discrimination from a co-worker, customer or a partner colleague must notify the GLOW WDB Manager immediately. No employee's position at the GLOW WDB will ever be adversely affected by addressing such matters.

### **COMPLIANCE WITH NON DISCRIMINATION**

The GLOW WDB is the recipient of Federal financial assistance under the Workforce Innovation Opportunity Act (WIOA) funding. As such it is prohibited for any employee, partner colleague or other individual acting as an agent of the GLOW WDB to engage in any form of discrimination against our customers or witness discrimination on this organization

### **GLOW WDB POLICY FOR COMPLIANCE WITH EQUAL OPPORTUNITY IS THE LAW**

As a recipient of Federal financial assistance, it is against the law for GLOW WDB to discriminate on the following basis:

Against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Workforce Innovative Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA financially assisted program or activity. As the recipient, the GLOW WDB must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA financially assisted program or activity
- Providing opportunities in or treating any person with regard to such a program or activity
- Making employment decisions in the administration of or in connection with such a program or activity

If you believe you have experienced or witnessed Discrimination;  
If you think you have been subjected to discrimination under WIOA financially assisted program or activity you may file a complaint within 180 days from the date of the alleged violation with either:

Jay Lazarony  
GLOW WDB Executive Director  
Genesee County Career Center, 587 East Main Street, Suite 100, Batavia, NY 14020  
(585) 344-2042 x4212

OR

Director, Division of Equal Opportunity Development, NYSDOL  
State Office Campus, Building 12, Room 540, Albany, NY 12240

OR

Director, Civil Rights Center  
US Department of Labor  
200 Constitution Avenue NW Room N-4123, Washington, D.C. 20210

If you file your complaint with the GLOW WDB, you must wait either until the GLOW WDB issues a written Notice of final Action, or until 90 days have passed (whichever is sooner) before filing with the Civil Rights Center. If the GLOW WDB does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint you do not have to wait for the GLOW WDB.

### **ASSURANCES for Sub Recipients**

Each WIOA grant applicant must provide a written assurance or guarantee that the organization will comply with the WIOA law.

Each grant applicant and each training provider who seeks eligibility for WIOA funding must indicate that they are in compliance with the same policies.

### **VETERANS PRIORITY PROVISION**

Federal grants for qualified job training programs funded in whole or in part, by the U.S. Department of Labor are subject to the provisions of the “Jobs For Veterans Act” (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training and placement services. Please note that to obtain priority service, a person must meet the program’s eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans’ priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veterans’ Priority Provision.

**PROPOSAL COVER PAGE -Attachment A**

Proposing Organization Name:			
Number of Years Organization has been in Operation?			
Name of Proposed Program:			
Address:			
Contact Person Name/Title:			
Contact Telephone Number:			
Fax Number:			
Email:			
Fiscal Contact (name, title, phone #, & email):			
Tax ID#			
Organization Type:	<input type="checkbox"/> For Profit	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government Entity <input type="checkbox"/> Church
	<input type="checkbox"/> Educational Institution		<input type="checkbox"/> Other Organization
Target Group:	<input type="checkbox"/> Adult	<input type="checkbox"/> Dislocated Worker	<input type="checkbox"/> Both Adult & Dislocated Worker
County(ies) of Service	<input type="checkbox"/> Wyoming		
Location(s) Where Program Will Take Place:			
Number of Participants Proposed to Serve:			
_____ #Adult	_____ #of OJT	_____ #of Customized Training	_____
_____ #Dislocated	_____ #of OJT		
Has the organization ever had to repay funds to a government unit due to a questioned or disallowed cost? If yes, please explain:			
If funded, what percentage of the organization total budget would the contract funds represent: _____%			
Does your organization have additional funding sources not dependent on WIOA funds alone? If yes, please explain:			
Can your organization support the program without an advance? _____Yes _____No			
Date of the last independent audit (please attach a copy) and Name and Address of Audit Firm:			

\_\_\_\_\_  
*Signature of Contact Person*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Title*

**ADULT PROGRAM BUDGET WORKSHEET**  
**Attachment B - Page 1 of 2**

GLOW WORKFORCE DEVELOPMENT BOARD (GLOW WDB) ADULT BUDGET SUMMARY		
Program Year: PY2017		Program Dates: 8/1/17 – 6/30/18
Name of Agency:		
Name/Title of Contact Person:		
Total # Planned Adult Participants to Serve		
<u># of Types of Training:</u>		
# of ITA's _____ # of OJT _____ # of Customized _____		
Total WIOA Adult Funds Requested		\$
Total Cost Per Person = Total Funds Requested ÷ # Planned Adult to Serve		\$
CATEGORY OF EXPENSE	Total Program Cost	Cost Budgeted to WIOA
A. Staff Wages and Fringe Benefits		
B. Rent, Utilities and Maintenance		
C. Other Operational		
Subtotal		
D. Operational Expenses		
a. Staff Wage and Fringe:		
b. Staff Costs:		
c. Identify Other Program Costs:		
E. Participant Expenses (i.e., Stipends, Food, Supplies, Transportation)		
Subtotal		
TOTAL COSTS		
Amount of Total		
List All other Funding Sources for this Program:		
Total Amount of Other Funding Sources for Program:		



**DISLOCATED WORKER PROGRAM BUDGET WORKSHEET**

**Attachment B – Page 2 of 2**

GLOW WORKFORCE DEVELOPMENT BOARD (GLOW WDB) DLWULT BUDGET SUMMARY		
Program Year: PY2017		Program Dates: 8/1/17 – 6/30/18
Name of Agency:		
Name/Title of Contact Person:		
# of Types of Training: # of ITA's _____ # of OJT _____		# Planned DLW Participants to Serve
Total WIOA DLW Funds Requested		\$
Total Cost Per Person = Total Funds Requested ÷ # Planned Adult to Serve		\$
CATEGORY OF EXPENSE	Total Program Cost	Cost Budgeted to WIOA
A. Staff Wages and Fringe Benefits		
B. Rent, Utilities and Maintenance		
C. Other Operational		
<b>Subtotal</b>		
E. Operational Expenses		
a. Staff Wage and Fringe:		
b. Staff Costs:		
c. Identify Other Program Costs:		
E. Participant Expenses (i.e., Stipends, Food, Supplies, Transportation)		
<b>Subtotal</b>		
<b>TOTAL COSTS</b>		
Amount of Total		
List All other Funding Sources for this Program:		
Total Amount of Other Funding Sources for Program:		