

WORKFORCE INNOVATION & OPPORTUNITY ACT

Atlanta Regional



Connecting Talent with Opportunity
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REQUEST FOR PROPOSALS

- Special Youth Target Population

Contract Period – April 22, 2019 through December 31, 2019

Submission Deadline – April 8, 2019 by 4:00 P.M.

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ABBREVIATION

Commonly Used

Indicated below are the most commonly used acronym throughout this RFP.

- ARC Atlanta Regional Commission
- ARWDB Atlanta Regional Workforce Development Board
- FLSA Fair Labor Standards Act
- IEP/ISS/ISP Individual Employment Plan/ Individual Service Strategy/ Individual Service Plan (used interchangeable)
- ITA Individual Training Account
- LWDA Local Workforce Development Area
- NGC NextGen Committee
- NGP NextGen Program
- NGSP NextGen Service Provider
- OSY Out of School Youth
- RFP Request for Proposal
- SWPI Social Welfare Program Initiative
- TCSG, OWD Technical College System of Georgia, Office of Workforce Development
- USDOL United States, Department of Labor
- WEx Work Experience
- WIOA Workforce Innovation and Opportunity Act

INTRODUCTION

WIOA

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 by President Obama. WIOA became effective on July 1, 2015. WIOA reauthorizes the Workforce Investment Act (WIA) of 1998 and includes amendments to the following legislative titles:

1. Title I – Workforce Development Activities:

- Authorizes job training and related services to unemployed or underemployed individuals (Adult, Dislocated Workers and Youth) and establishes the governance and performance accountability system for WIOA. Administered through the United States Department of Labor, Employment & Training Administration (DOLETA).

2. Title II – Adult Education and Literacy:

- Authorizes education services to assist adults in improving their basic skills, completing secondary education, and transitioning to postsecondary or advanced education. Administered through the United States Department of Education (DoED).

3. Title III – Amendments to the Wagner-Peyser Act of 1933:

- Amends the Wagner-Peyser Act of 1933 to integrate the U.S. Employment Service (ES) into the One-Stop system authorized by WIOA. Administered through the United States Department of Labor, Employment Services (DOLES).

4. Title IV – Amendments to the Rehabilitation Act of 1973:

- Amends the Rehabilitation Act of 1973 to authorize employment-related vocational rehabilitation services to individuals with disabilities to integrate vocational rehabilitation into the One-Stop system. Administered through United States, Department of Education (DoED).

WIOA serves as the primary workforce development legislation intended to strengthen, bring strategic coordination, and align investments and innovative practices among workforce, education, and economic development providing customers with access to the highest quality of services that lead to in-demand career opportunities.

For more information on WIOA and WIOA youth services, use the following links to access relevant federal and State directives/guidance:

- Federal laws, regulations, guidance and other information on WIOA can be found here: <https://www.doleta.gov/WIOA/>

- The Office of Management and Budget's (OMB's) Guidance for Grants and Agreements can be viewed here: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- State WIOA policy and guidance can be found here: <https://tcsgeu/worksource/> and <https://tcsgeu/wp-content/uploads/2018/11/11.08.18-SWDB-Approved-PP.pdf>
- Training and Employment Guidance Letter (TEGL) WIOA NO. 21-16 (Youth Program Guidance) can be viewed here: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf

OVERVIEW

Background

This RFP is to obtain proposals to provide Youth Services for a "Special Youth Target Population" as defined in the WIOA (Public Law 113-128, Sec. 126-129) <http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf> and in the Final Regulations (20 CFR Part 681) <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>, and in subsequent Regulations and publications by the United States Department of Labor (USDOL) <https://www.doleta.gov/wioa/>, and the Technical College System of Georgia, Office of Workforce Development (TCSG,OWD) State Plan <http://www.georgia.org/wp-content/uploads/2015/11/2016-State-Plan.pdf>.

Respondents must be able to offer a comprehensive program design of service strategies which include career planning, education, training and employment services for out-of-school youth (OSY) who are aged 18-24. Programs are required to recruit WIOA-eligible participants from Clayton and Gwinnett service area, enter data into a WIOA Case Management System, and provide a full range of WIOA services (see below) until participants exit from WIOA programs and services. Exit outcomes from services provided must include combinations of the credential attainment (high school diploma/GED), basic skills improvement, nationally-recognized occupational certification/credentials, employment and entry into post-secondary/advanced education.

The Youth Services procurement process may result in a single or multiple contract award based on availability of funds through TCSG, OWD and ARC/ARWDB.

- ❖ **Note:** Existing ARC/ARWDB youth contract organizations who are interested in this project are required to apply for this competitive procurement process.

Purpose

This RFP is issued by the ARC/ARWDB soliciting proposals that will design and implement a project/initiative to provide WIOA services to youth in a target population who receive government assistance through one of the social welfare programs as indicated in this RFP. Youth

must be enrolled in WorkSource Atlanta Regional NextGen Program (provides youth services) and reside in Clayton and Gwinnett counties. Social welfare programs provide services to qualified individuals to assist them in supplementing their living expenses and alleviating poverty. Though social welfare programs are necessary for the survival and livelihood for some, it can also be a hindrance to breaking the cycle of poverty due to a potential dependency on such programs. The intent of this Social Welfare Programs Initiative (SWPI) is to prepare young people to secure a future that relies on self-sufficiency through family sustaining-wages. This is most critical during times when the Federal funding for Social Welfare Programs is stagnant or anticipated to decrease.

The successful Respondent to this RFP will be required to provide and effectively manage a variety of components related to WIOA youth services. Consequently, it is the expectation that Respondents will become proficient in their understanding of the WIOA services and regulations. This RFP is seeking Respondents who – demonstrate the capacity, knowledge and experience to coordinate, manage and execute the service components as specified in the RFP. This includes proof of success and strong linkage in working and collaborating with education institutions, community-based organizations and the local and regional business community. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other organizations that will deliver the full scope of services outlined in this RFP..

Administration & Guidance

The WIOA serves as the primary workforce development legislation intended to strengthen, bring strategic coordination, and align investments and innovative practices among workforce, education, and economic development providing customers with access to the highest quality of services that lead to in-demand career opportunities.

Fiscal & Administrative Agent

The Atlanta Regional Workforce Development Board (ARWDB) is a 19-member board established to administer workforce services and oversee the implementation of WIOA in a Local Workforce Development Area comprising a seven (7) county area covering: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties. This area is identified as Region 3, Area 7 as defined by the Georgia Department of Economic Development, Workforce Division.

The Atlanta Regional Commission (ARC) serves as the fiscal and administrative agent, and workforce grant sub-recipient, for the ARWDB. As such, the ARC Workforce Solutions Division is charged with providing staff support to the ARWDB and implementing WIOA programs and services under direction of the ARWDB. For more information about ARWDB and the local and regional workforce plans, visit <http://www.atlantaregional.com/workforce-solutions/overview>.

Board

ARWDB was established to administer workforce services and oversee the implementation of WIOA programs and services in the seven (7) counties LWDA which comprises of Cherokee,

Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties. This area is also identified as Region 3, Area 7 as defined by TCSG, OWD.

- ❖ ARWDB will make final approval of the RFP selection(s) based on recommendation from the NextGen Committee (NGC)

ARWDB workforce area is also known as WorkSource Atlanta Regional as required by the statewide workforce development branding.

Standing Youth Committee

The NGC is the standing youth committee of the ARWDB. The NGC provides expertise in youth policy and assist the ARWDB in developing and recommending employment and training policy, broadening the youth and young adults employment and training focus in the community to incorporate a youth development perspective, establish linkages with other organizations serving youth in the local area as well as addresses a range of issues that can have an impact on the success of youth in the labor market. To ensure a seamless efficient and effective operations of NGP, the NGC operate under the following guiding principles: (1) Program Oversight & Guidance, (2) Strategic Planning, (3) Economic Development and (4) Leveraging Resources.

- ❖ The NGC will review, evaluate and recommend proposals for funding consideration to the ARWDB. The NGC may recommend awards to one or more organizations that demonstrate an ability to effectively deliver and manage services as described in the RFP.

ARWDB Youth Program & Services (known as NGP)

The NGP provides youth services to individuals ages 16 – 24 who resides in the ARWDB service area. NGP operates out of ARC administrative office.

Contractors (known as NGSP)

The NGP works with contractors identified as NGSPs to provide WIOA services to eligible youth in ARWDB service area.

PROVISIONS

Eligible Respondents

Any non-profit, for-profit, educational or public entity/organization properly organized in accordance with applicable federal, state or local laws is eligible to submit a proposal. To be eligible, Respondents must be authorized to do business in the State of Georgia and must have been in business for at least two (2) years prior to the point the proposal is submitted. Minority and women-owned and operated businesses are encouraged to submit a proposal.

No entity may compete for funds if: (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contract(s) with ARC/ARWDB have been terminated for cause; (3) the entity

has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

Respondents shall have direct experience with, and extensive knowledge of, the federal workforce investment system, and the services and programs associated therewith. Further, Respondents shall document an in-depth knowledge of the fiscal, administrative, and programmatic requirements of the funding utilized by ARC/ARWDB.

Schedule

The schedule below provides a general timeframe for the RFP process. ARC/ARWDB reserves the right to amend this schedule as needed. Any amendments to the schedule will be noted on the ARC website.

Date	Time	Action and Location
March 20, 2019	5:00 P.M.	Written Questions Deadline
March 25, 2019	5:00 P.M.	Answers to Questions Posted
April 8, 2019	4:00 P.M.	Proposal Deadline (<i>Late submission will not be accepted</i>)
April 15, 2019*	Not Applicable	Notification of Selection (<i>*May be subject to change</i>)
April 22, 2019*	Not Applicable	Contract Start Date (<i>*May be subject to change</i>)

Written Questions Deadline – Respondents have an opportunity to send written questions to ARC/ARWDB regarding the RFP. ARC/ARWDB will provide written answers to those questions which will be posted online. ARC/ARWDB staff will not answer questions submitted verbally by phone or in person. Email questions will not be answered individually but will be posted on the ARC website along with all other questions and answers.

❖ **Questions should be submitted in writing to Marsharee O'Connor no later than 5:30 P.M. on Wednesday, March 20, 2019, via email to NextGenRFP@atlantaregional.org.**

Answers to Questions Posted – ARC/ARWDB will post answers to all written questions submitted prior to the date noted on the schedule.

Proposal Deadline –All proposals responding to this RFP must be received at the ARC offices by the date and time stated herein. Late proposals will not be accepted.

Notification of Selection – All Respondents will receive written notification from ARC/ARWDB of their selection status. Those Respondents selected will receive additional instructions for contracting with ARC/ARWDB.

Contract Start Date – This is the anticipated date selected Respondents will begin providing ARC/ARWDB WIOA contracted services. This date may be altered during contract negotiations.

Proposal Document Requirements

Respondents are requested to comply with the following document formatting:

Pages: Proposals should be typed, and submitted on 8 ½ by 11-inch plain white paper using 12-point font minimum with 1-inch margins. The use of recycled paper is encouraged. Double-sided submissions are acceptable, as long as each page is clearly legible. Each page of the proposal, with the exception of the cover sheet should be numbered to indicate “page __ of __”. Use the same topic headings, in the same order, as described in Order of Submission below.

Page Limit: Limit the Proposal Narrative to ten (10) pages. Attachments, budget documents, and letters of agreement do not count toward the page limit. Avoid extraneous narrative and advertising. The successful Respondent will demonstrate its ability to communicate relevant information to the ARC/ARWDB for objective decision-making in a clear and concise manner. Referring the reviewer to a particular page or section elsewhere in the proposal for information is preferred to repeating the information.

Number of copies: One (1) complete original with executed certificates (including original signatures of the authorized signatory) plus five (5) copies must be submitted, along with one (1) electronic copy in Word, Excel, and PDF format via a USB flash drive or via email to NextGenRFP@atlantaregional.org. Completeness of all copies is the sole responsibility of the Respondent. The original and each copy should be separately bound, in an appropriate binder. Do not bind professionally.

Authorized Signatory: The Respondent’s authorized signatory must sign all signature documents in the proposal. This individual should typically be the Director, President, or Chief Executive Officer of the organization, or any individual who has the authority to negotiate and enter into and sign contracts on behalf of the Respondent’s organization.

Anonymity: It is the desire of ARC/ARWDB to conduct the review of each proposal with anonymity as to the Respondent’s identity. The review rating and recommendations will be made based on the quality of the proposal without benefit of knowing the Responding company/organization. Therefore, only the Cover Sheet and Required Certifications should contain the company/organization name. Avoid using the company/organization name elsewhere in the proposal and attachments. Likewise, budget sheets should identify position titles and not actual staff names.

Order of Submission: Respondents are requested to submit proposals in the order outlined in the Proposal Sufficiency Checklist. Please note the following concerning the documents to be submitted in the proposal:

Table of Contents should, indicate the beginning page for each section and major subsection, including each attachment.

1. Executive Summary – Should be a one-page summary of the proposal’s main concepts.

- Business Registration Certificate – Respondents that are private, for-profit, or not-for-profit should provide documentation of registration under either Georgia or their home state’s Secretary of State’s office.
 - Fidelity Bond – If no fidelity bond is available, include a letter from the insurer that guarantees coverage if Respondent is selected. Also note that proof of coverage is required within 15 days of negotiated budgets, or Respondents selection may be voided. Required bonding levels are located on Appendix C.
2. Proposal Narrative – Follow the order in the proposal narrative requirements described in each section of this RFP; using the same titles for section headings.
 3. Required Attachments
 - Two (2) Years of Audited Financial History – adequate documentation includes recent audit reports, the Respondent’s Comprehensive Annual Financial Report (CAFR), independent CPA review, tax records, or another recognized review of accounting process and procedures. Respondents who fail to provide this information will be deemed non-responsive.
 4. Other Attachments – May be attached at the Respondent’s discretion, but bear in mind the ARC/ARWDB’s desire to limit extraneous narrative and paper. Elaborate or expensive bindings, videos, and promotional materials are neither necessary nor desired.

Submission: Respondents should submit their complete proposal package (1 original, 5 copied, electronic copy) to ARC by **4.00 p.m. on Monday, April 8, 2019** (*Date may be subject to change). All submittal packages must be RECEIVED by ARC by this date (not just mailed). Late submittal will not be accepted.

Restriction of Communication

From the date of the advertisement of this RFP through provider selection, Respondents are not allowed to communicate about this solicitation or scope with any staff of ARC, except for submission of questions as instructed in the RFP or as provided by any existing work agreement(s). If this provision is violated, ARC reserves to right to reject the submittal of the offending Respondent.

Available Funds and Contract Award & Term

Funding Availability

WIOA funding for each program year is determined by the USDOL, based on an established formula for WIOA State Formula Funds awarded to each state. In the State of Georgia, those funds are then allocated to the Local Areas using a formula determined by the State. For local youth award, funding is effective on April 1st of each year. Approximate **funding of up to \$500,000** is expected to be available **to serve approximately 60 youth participants** (at a cost of \$8,333 per participant). Funding

amounts and number of participants to be served in this RFP are estimates only. Funding of contracts will be according to actual availability of funds. The table below represents the estimated funds available per county.

Counties	Funds Allocation	Youth to Serve
Clayton	\$250,000	30
Gwinnett	\$250,000	30

Note: The above amounts are provided as a planning figure only, both in total and for county allocations, and does not commit ARC/ARWDB to award a contract(s) for this amount. The Respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP not to exceed the amounts indicated above. Funding and corresponding service delivery during the contract period may be adjusted due to changes in funding received and/or county allocation rate changes.

ARC/ARWDB payments are made under a cost-reimbursement contract that are based on actual costs.

Contract Award

Based on availability of funds through TCSG, OWD and ARC/ARWDB, this procurement may result in a single or multiple contract award. Respondents may be located in a single county or multiple counties.

Note: For any of the contract award possibilities indicated above, the successful Respondent(s) MUST have a physical service delivery site in Clayton and Gwinnett counties.

Contract Term

The contract term under this solicitation is from April 22, 2019 (**Date may be subject to change*) through December 31, 2019. Contract terms and conditions will be negotiated with successful Respondent(s) for a start date of **April 22, 2019** (**Date may be subject to change*). **The successful Respondents will be provided with training for a period of 7-days (one week). Upon completion of training, the Respondents will be provided a 15-day (two weeks) start-up implementation period. It is imperative that successful Respondent(s) must be fully able to offer all the service components in full as outlined in this RFP.** Therefore, all Responders are required to submit a start-up implementation plan for the first 15-days period of the contract in their proposals as well as a complete description of their fully implemented program service model that will commence. ARC/ARWDB reserves the right to award all or part of the available funds for this project, select all or a portion of a Respondent's proposal, and otherwise negotiate with Respondents to create a full complement of workforce services in the ARWDB service area.

Due to the nature of ARC/ARWDB funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes and adjustments as warranted.

Note: The option to extend is not guaranteed and the award of the initial contract does not imply an exercise of the option to renew.

Budget

All Respondents are required to submit a budget spreadsheet and supporting narrative. The templates are provided in Excel format and available on the ARC website.

Detailed line item budgets must be submitted on the budget forms. Costs included in the proposed budget cannot be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds **CANNOT** supplant funds already received by the Respondent.

The budget narrative must include, at a minimum, the following descriptions:

- a) Justify each proposed expense included on the budget forms in terms of necessary, allowable and reasonable. Show the method of computation.
- b) Provide details of the organization's Indirect Cost Rate Plan, overhead and allocated costs. For example, prorating the cost of supplies based on the number of staff, or the cost of salaries based on percentage of time spent on the Contract.
 - If the Respondent is proposing to be reimbursed for Indirect Costs, the Respondent must submit a copy of the approved indirect cost plan that has been approved by the federal cognizant agency for the organization, in order for indirect costs to be considered for payment.
- c) State what contingency plans are in place to repay ARC/ARWDB in the event that there are disallowed costs as a result of an audit or monitoring review.
- d) Describe how the Respondent will financially support the costs of doing business until an invoice can be submitted and paid by ARC/ARWDB. Note, no advance payments will be made.

In preparing the budget, Respondents should take into consideration the cost to cover the expenses indicated below. Such cost should be included as expenses in the budget submitted with the proposal.

- Facility costs (rent, utilities, phones)
- Equipment (copier lease, desks, chairs, tables)
- Information technology (data lines, network development and maintenance, hardware, software, technical support)

For-profit proposals must include a narrative of your proposed profit along with the deliverables that must be met before profit will be reimbursed to your organization. The profit may not exceed 15% of the total operating costs (Salaries, Fringe, Operations, Facilities and Other non-participant

costs). Deliverables may be divided into smaller increments of the total in order to receive a profit payment at predetermined achievement points. Details must be included in the budget narrative.

ARC/ARWDB staff will conduct an analysis of proposed costs during the proposal review process. Respondents are encouraged to submit their best offer for providing the services solicited in this RFP and to thoroughly describe and justify the proposed costs. This analysis will consider if the proposed costs are necessary, fair, and reasonable; determine if the proposed costs are allowable and allocable; determine if there is no duplication of costs with other programs; ensure that the costs are directly associated with carrying out only the proposed services; and ensure that the proposed costs will benefit the workforce delivery system.

NOTE: Responders must also provide a budget outline that clearly identifies cost allocation methods used to delineate those administrative and program costs associated with the three-month start-up implementation period.

❖ All Respondents must follow the requirements established in 2 CFR Part 200.400-475.

Conditions for All Proposals

The following conditions are applicable to all proposals:

1. It is the Respondent's responsibility to ensure that their proposal meets all submission requirements. Incomplete submittals and proposals submitted after the date and time stated in this RFP will not be considered.
2. If a Respondent submits a proposal in collaboration with other partners to provide components of the activity areas, only one proposal shall be submitted. The proposal should describe the nature of the collaboration and agreements between all parties involved.
3. No proposal will be considered if:
 - a. The entity or any of its partners has been disbarred by an action of any governmental agency; or
 - b. The entity had any contract(s) with ARC/ARWDB that had been canceled for cause;
 - c. The entity has not complied with an official order of any State agency or the U.S. Department of Labor to repay disallowed costs incurred during its conduct of projects or services.
4. By submission of this proposal, the Respondent certifies that in connection with this proposal:
 - a. The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other Respondent, or with

any competitor for the purpose of restricting competition, as to any matter relating to such fees; and

- b. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.

5. Each person signing the proposal certifies that:

- a. He/she is the person in the Respondent's organization legally responsible, within that organization, for the decision as to the prices or costs being offered in the proposal and that he/she has not participated in any action contrary to 4 (a) and (b) above; or
- b. He/she is not the person in the Respondent's organization legally responsible for the decision as to the prices or costs being offered in the proposal; however, that he/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decision, and certifies that such persons have not participated, and will not participate, in any action contrary to 4 (a) and (b) above.

6. Service providers will maintain a drug-free workplace for employees and customers.

Additional Considerations

This RFP does not commit or obligate ARC/ARWDB to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

Further, ARC/ARWDB reserves the right to:

- 1. Accept or reject any or all proposals in whole or in part, which it considers not to be in its best interest. No guarantees, expressed or implied, are made by ARC/ARWDB or its agents as to the availability of funds.
- 2. Change or waive any provisions set forth in this RFP.
- 3. Return non-sufficient proposals without review.
- 4. Waive informalities and minor irregularities in proposals received.
- 5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
- 6. Request: (a) additional data, (b) technical or price revisions, or (c) oral presentations in support of the written proposal.

7. Determine that an arms-length agreement exists between the Respondent and any subcontractors or vendors they might choose to use.
8. Conduct a pre-award review that may include, but is not limited to, a review of the Respondent's record keeping procedures, management systems, accounting and administrative systems, and program materials.
9. Change specifications and modify contracts as necessary to: (a) facilitate compliance with the legislation, regulations and policy directives, (b) manage funding, and (c) meet the needs of the customers.
10. End contract negotiations if acceptable progress, as determined by ARC/ARWDB, is not being made within a reasonable time frame.

Required Contractor Competencies

ARC/ARWDB is seeking contractors who possess a minimum of the following qualifications:

1. At least two years of experience working with youth.
2. At least two years of experience recruiting businesses and working with customers to provide employment placements.
3. Have no record of unsatisfactory performance under a current or past contract with ARC/ARWDB youth program contract or other youth program contracts for similar services.
4. Knowledge of the laws and regulations related to WIOA and WIOA youth services. Also, other federal and state laws regarding job training, job placement assistance and supportive services to youth.
5. Comprehends the special training and employment needs of diverse groups and is able to adapt materials and services to address these needs. Such diverse groups are:
 - English language learners (e.g. Spanish, Asian-based languages, etc.) – English as a second language (ESL).
 - Individual with a disability.
 - Individual in or age out of foster care.
 - School dropout.
 - Were or currently involved in the Justice System (Juvenile/Adult System)

6. Is capable of customizing employment and training services to meet the different core issues and needs of the variety of participants—instead of adopting a “one-size-fits-all” approach.
7. Have a history of:
 - Providing innovative experiences that help youth gain marketable skills.
 - Inspiring youth through work-based learning experiences.
 - Providing training opportunities that leads to a recognized credential.
 - Connecting youth to education and career choices.
 - Linking youth to labor market information and demand.
 - Providing a holistic approach to serving youth that encompasses personal and social development.
 - Developing appropriate linkages and formalize collaborative relationships with other entities possessing expertise and resources relevant to the needs of youth being served.
8. Understands the career planning process by which individuals define their career goals; prepare for, search for, and retain employment; and build skills, advance and change employment.
9. Uses validated screening tools to identify participants’ barriers for employment and training and to obtain information pertaining to the participants’ skills, interests, and abilities as related to current labor market and identify appropriate career pathway.
10. Demonstrated knowledge and abilities to conduct and use labor market research and analysis in job development strategies to target in-demand industries/sectors and other employment partners to obtain subsidized (WIOA funded) and unsubsidized (non-WIOA funded) opportunities.
11. Must have the capacity to be Employer of Record in order to provide year-round work experience services.
12. Is knowledgeable of the federal and state regulations related to work experience for youth.
13. Is experienced in engaging a variety of employers to participate as worksite for the work experience subsidized employment programs.
14. Demonstrates the essential elements of building relationships, including rapport, trust, and mutual respect.
15. Is capable of internal monitoring to allow for program modification as needed.

16. Ability to meet all other requirements indicated in this RFP.

SCOPE OF SERVICES

Target Population

This project/initiative intends to progressively, aggressively, and extensively target the issue of welfare to those young people who are receiving the assistance. The goal is to serve a total of sixty (60) new WIOA eligible OSY who reside in Clayton and Gwinnett counties and meet SWPI's Target Population indicated below. The most significant barriers or challenges faced by the Target Population is the dependency on the following government assistance programs:

1. Supplemental Nutrition Assistance Program (SNAP) – Voucher to assist economically disadvantaged (low-income) families in paying for food.
2. Temporary Aid for Needy Families (TANF) – Financial monthly payment to economically disadvantaged (low-income) families for a period up to two years.
3. Medicaid – Medical insurance coverage to economically disadvantaged (low-income) families for an unspecified period.
4. Section 8 – Voucher to assist economically disadvantaged (low-income) families in paying for housing.
5. Women, Infants and Children (WIC) – Voucher to assist economically disadvantaged (low-income) pregnant, nursing mothers and children under five years of age in paying for specific types of nutritious food.

Specific Service

Lack of skills and opportunity contributes to or hinders the ability to be self-sufficient. Consequently, SWPI intends to promote the principle of self-sufficiency by developing a platform to provide services to transform the dependency mindset, to provide training that leads to a viable credential, and to provide opportunities to develop the skills to obtain employment.

Services to be Provided (not a comprehensive list):

Below are the services most required to ensure the successes of the Target Population but are often not possible or limited due to resources, exposure and opportunity.

- a) Education and Training Services strategically designed to “bridge” the gap between current level of skills and the skills needed to enter and succeed in more advanced training programs.
 - Attainment of GED or high school diploma services.
 - Individual Training Account (ITA) services to obtain a national/industry recognized credential.

- Sector-Based Training services to assist individuals who are interested in a Regional and Local high demand industries to receive the academic (credential) and technical skills required to secure and retain employment in high demand industries.
 - Placement in other training or non-ITA credential services (Stackable Credential, Career Pathways, etc.).
- ❖ *Education and training services design model must incorporate the Integrated Basic Education and Skills Training (I-BEST). The I-BEST practice will provide both the basic education support and technical skills needed to succeed in a career pathway. For example, the participant will be provided basic skills, GED, etc. concurrent with technical training to prepare the participant for positions which requires an industry-recognized credential, (such training may be provided at a community college, etc.).*
- b) Work-Based Learning through work experience (WEx) [e.g. skills gap, employability skills, apprenticeship, On-the-Job Training (OJT), etc.] opportunities, which includes employment assistance services outside of theoretical and practical training through employability readiness activities (Dress for Success, behavioral interviewing skills, resume writing, financial literacy, etc.) to assist the participants to be better prepared to enter and succeed in the workforce.
 - c) Mentoring and other support system services.
 - d) Counseling for substance use and/or mental health issues.
 - e) Participant direct engagement with employers.
 - f) Wrap-around services required to ensure successful participation and completion (e.g. life skills, supportive services, etc.).
 - g) Transportation System (when required) – To transport participants to and from GED facilities, training, work experiences, job fairs, etc.

WIOA Program Eligibility Requirements

Barrier and Low-Income Eligibility – Except for introductory orientation services and self-directed services offered at WIOA Career Resource Center, youth served by activities and resources funded by WIOA must be determined WIOA-eligible prior to the service and reside in the ARWDB service area (Clayton and Gwinnett Counties).

OSY (WIOA Section 129 (a)(1)(B)) Eligibility:

Eligible Participants MUST MEET all three (3) requirements:

1. Not younger than 16 and not older than 24 years at the time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program;
2. Not attending school (as defined by State law as a public, private or home study program that meets requirements under O.C.G.A §20-2-690). Youth enrolled in an adult education program provided under Title II of WIOA, YouthBuild programs, and Job Corps programs are considered OSY.; and
3. One or more of the following:
 - A school dropout, as defined by the state (a youth attending an alternative school at the time of enrollment is not a considered a dropout);
 - Within the age of compulsory school attendance (ages 6–18) but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar quarters;
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either:
 - a) Basic skills deficient (8.9 grade level or below); or
 - b) An English language learner;
 - An Offender (subject to the juvenile or adult justice system);
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403 e-2(6)), a homeless child or youth aged 16 to 24 (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434A(2)), or a runaway;
 - An individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under §477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - An individual pregnant or parenting;
 - An individual with a disability; or
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Participant Recruitment & Eligibility

Specific Project/Initiative Eligibility

Along with the WIOA eligibility criteria indicated above, the following are the required eligibility requirements for individuals to be considered for enrollment in SWPI:

- MUST be an out-of-school individual.
- MUST be a school dropout (not a high school diploma or GED recipient).
 - ❖ Exception for those individuals who are HSD and GED recipient, but do not possess the skills or credential to obtain family-sustaining wages.
- MUST be between 18 – 24 years of age at application.
- MUST currently receive or in the past six months received benefits from one or more of the government assistance program(s) indicated on page 1 under “Target Population”.
 - ❖ The individual MUST be the direct recipient, where he/she applied and received the benefits independent of a household member.
- MUST be a resident of Gwinnett or Clayton Counties.
- MUST meet WIOA eligibility requirements (for income eligibility, MUST meet SWPI government assistance criteria indicated above under “Target Population”).
- MUST be motivated and ready to change current circumstances from dependency towards self-sufficiency.
- ❖ For those applicants identified through the initial suitability process who do not meet the basic eligibility requirement indicated above, they will be referred to the regular NextGen Program operated by NGSPs who are located in the ARWDB service areas.

Other

Recruitment, intake/eligibility determination, orientation, assessment, development of an individualized service strategy, referral, case management, coordination with one-stop services (for youth 18 – 24, as appropriate), academic requirements, employer connections must be incorporated into youth program design. The Respondent must provide details of how they will ensure the following services/activities are strategically planned. To complete form, see **Appendix E**.

1. Recruitment – Programs are responsible for recruitment of applicants.
2. Intake/Eligibility Determination – Under the WIOA legislation, all youth must meet the eligibility criteria as defined in the “WIOA Program Eligibility Requirements” section of this

RFP. Certification of eligibility for any WIOA- funded programs must be completed prior to enrollment.

3. Orientation – All participants must receive information on the full services that are available through the youth contractor.
4. Assessment – Each participant shall be provided with an objective assessment of his/her academic, employment skills, and supportive service needs. This includes a review of educational skill levels, occupational skills, prior work experience, employability, interests, aptitudes, and supportive service needs. Where appropriate, recent assessments can be used in lieu of additional assessment. The goal is to accurately evaluate the youth in order to develop an appropriate service strategy (plan) to meet his/her individual needs.
5. Referral – Programs are strongly encouraged to link and share information with other youth-serving agencies, community-based organizations (CBO), faith-based organizations (FBO) or other organizations and training providers in order to meet the individual needs of all youth.
6. Coordination with the Career Resource Centers (CRCs)/ One-Stop System – CRCs and its partners (such as Vocation Rehabilitation, Adult Literacy Education, Technical College and University) provide comprehensive services for all members of the community. Youth contractors are expected to participate in some of the activities coordinated by the CRC to support or enhance the services provided to the youth.
7. Academic Requirements – In order to assist participating youth in both academic and occupational success, services must have a strong emphasis on academic skill gains in English language literacy skills and math computation skills. The target population to be served includes youth who have low basic skills level (BSL). All programs must provide academic services to assist in skill gains for basic skills deficient (BSD) youth. Assessment instruments must be utilized to show skill level gains. Aligning academic services to state educational requirements is emphasized. Respondents are encouraged to show alignment with state educational reform standards where applicable (partnerships with Adult Education, public school systems, etc.). Indicated below are a variety of strategy examples that should be incorporated in your program design:
 - Instruction leading to GED;
 - Basic skills instruction leading to grade or skill level increase, including English as a Second Language;
 - Preparation for entry into post-secondary education;
 - Project-Based Learning with learning objectives tied to academic competencies;
 - Community and Service Learning; and
 - Tutoring and/or Study Skills leading to educational success and ultimate school completion.

8. **Employer Connections** – Strong and sustainable connections to employers are essential in the creation of a system of providers that can effectively assist youth to become highly skilled and employable. Respondents must demonstrate meaningful employer connections in their program design. These connections should lead to placements in employment or continuing education, as well as meaningful exposure to the world of work with resultant measurable skill increases. Career development experiences should demonstrate meaningful employer involvement. These may be described as structured, supervised, contextual world-of-work experiences, with documented learning outcomes. Work-based learning experiences are those that take place in the context of actual work environments, link to learning outcomes, are developed with employer input, align with industry-specific skill standards and competencies, and are based upon labor market information.
- Employment-related activities can include subsidized or unsubsidized work experiences; internships; job shadows; exposure to various aspects of industry; job search assistance, placement and retention; project-based learning; career mentoring; service learning; occupational skill training; and employment opportunities directly linked to academic and/or occupational goals.

Program Design & Fourteen (14) Element of Services Requirement

Section 129(c) (1) of the WIOA, requires that design framework for programs that operate youth services must include the following:

- a. Provide an objective assessment of each participant, which includes a review of academic levels, basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs. The assessment is for the purpose of identifying appropriate services to form the service plan.
- b. Develop a personalized service strategy/plan called Individual Employment Plan (IEP) – also known as Individual Service Strategy (ISS) or Individual Service Plan (ISP) for each participant based on assessment data that identifies career pathways and includes education and employment goals, appropriate achievement objectives, and appropriate supportive services. An individualized, written plan of long and short-term goals (that includes needed educational, employment related and personal support services) must be developed and maintained for each participant. Programs should use objective assessment information to develop this plan. The plan should be used to track services to be delivered and/or coordinated by the program and should be regularly reviewed and updated as changes occur.
- c. Provide case management of youth participants, including follow-up services:
 - Activities leading to the attainment of a secondary school diploma: recognized equivalent or a recognized postsecondary credential;
 - Preparation for postsecondary educational and training opportunities;
 - Strong linkages between academic learning and occupational learning;

- preparation for unsubsidized employment opportunity; and
- Effective connections to intermediaries with strong links to the job market and local/regional employers.

Respondents are encouraged to make partner connections to leverage resources in the form of staff, funds for training, wages, operational needs related to training space/equipment, etc. If a provider does not directly provide the services listed below, it must demonstrate the ability to make seamless referrals to appropriate community partners who provide such services. As a part of this proposal, the Respondent must identify the source that will provide the Element of Youth Services. The Respondent must identify if the services will be direct (solely provided by the RFP Respondent), hybrid (provided by the RFP Respondent and community partners) or referral services (solely provided by the community partners). The Respondent must provide a copy of the agreement (MOU, contract, or other form) they have with the partners as well as details of how these Elements of Youth Services will be provided. If provided by or in conjunction with community partners, provide the name and address of said partner. To complete form, see **Appendix E.**

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 post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
 - Summer employment opportunities and other employment opportunities available through the school year;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-job training (OJT) opportunities;
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;

7. Supportive services;
8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
9. Follow-up services for not less than 12 months after the completion of participation;
10. Comprehensive guidance and counseling, 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;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

All fourteen program elements must be available for each youth participants. However, youth contractors will determine what program elements will be provided to each youth participant based on their in-depth, objective assessment and IEP/ISS/ISP.

Work Experience Activities

WEx is one of the fourteen (14) mandated elements of youth services as required by WIOA. WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent (20%) of local area funds for the Title I Youth Program be spent on services supporting paid and unpaid WEx activities. WIOA 20 CFR § 681.600 requires that the WEx activities must include an academic and occupational education component. WEx are planned and structured learning experiences that take place in a workplace for a specified and limited period of time.

WEx is designed to enable participants to gain exposure to the world of work by providing opportunities for career exploration, skill development and reinforce work ethics. WEx should be designed to help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with opportunities for career exploration and skill development and not exclusively to benefit the employer. Therefore, the Respondent must develop strategies to incorporate work-based learning. These work-based learning strategies must serve as a next step in career development, whether the desired outcome is employment or enrollment in post-secondary education or advanced training.

Participants may be placed in private for-profit, non-profit or public sectors. WEx may be paid or unpaid

- **Paid WEx** – Activities that allow participants to practice and upgrade their job skills in a paid work position. Participants receive a minimum hourly wage based on Georgia minimum wage standards for the assigned hours they work at their assigned worksite. The work assignment is determined by the participant’s occupational goal and provides participants with an opportunity for work acculturation and basic occupational skills acquisition.
- **Unpaid WEx** – Activities that allow participants to practice and upgrade their job skills in a non-paid work position. The work assignment is determined by the participant’s occupational goal and provides participants with an opportunity for work acculturation and basic occupational skills acquisition.

Paid and unpaid WEx available throughout the program year includes the following four categories of activities:

1. **Summer Employment** – Employment placement that typically occurs after the last day of school for summer break and ends the before school resumes for the following fall semester.
2. **Pre-apprenticeship** – A preparatory program that prepares individuals who want to begin an apprenticeship for certain industry and trade. Also, it is “designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.”
3. **Internships and Job Shadowing** – These two activities have similarity but also differ. Both activities offer the individuals with exposure to an employer and the working environment. The activities must be supervised, emphasizing learning and professional development. Also, the activities must include an evaluative component for both the employer and the individual. The differences are distinguished below:
 - a) Internships – Can be paid or unpaid, the activity can last from one week up to one year. It cannot be routine or repetitive tasks unrelated to identified learning goals, or tasks that do not offer career related learning opportunities and experiences.
 - b) Job Shadowing – Enables an individual to spend some time observing a professional on the job, which can last from one day up to one week.
4. **On-the-Job (OJT) Training** – “Provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. OJT employers may receive reimbursement of 50% or 75% of the wage rate of OJT trainees.” OJT benefits the employees by providing an opportunity to “earn while learn” in a hands-on environment, acquire job and career advancement skills. OJT training also provides an opportunity for long-term employment;

because, upon satisfactory completion of the training, the employer is expected to retain the participants as regular employees without receiving additional subsidy.

Respondents must be able to offer a comprehensive WEx program design of service strategies which include an academic and occupation education components and long-term career planning for OSY. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The WEx employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. There are two core practices that can ensure a high quality operating WEP:

1. Program Design, which refers to the activities that makes up the WEx and the specific services provided to the participants and employers. (See the “Respondents Responsibilities” section below for the list of the activities and specific services to be conducted and provided).
2. Capacity and Infrastructure, which refers to the ability to implement the WEx program elements efficiently and effectively. This is done by ensuring sufficient staff capacity and capability to deliver critical WEx elements at a high level of quality, executing with clear roles, sufficient staff training, and coordination across partner organizations, utilizing an information management system that can streamline processes to enrollment, to work/connect with the employers, conduct job matching, and coordination of training and other resources

Respondents Responsibilities

The Respondent will be responsible for building and maintaining strong and sustainable connections to employers. This is essential in the creation of a system of employers that can effectively assist youth to become highly skilled and employable. Respondents must demonstrate meaningful employer connections in their program design. These connections should lead to placements in employment or continuing education, as well as meaningful exposure to the world of work with resultant measurable skill increases. Career development experiences should demonstrate meaningful employer involvement. These may be described as structured, supervised, contextual world-of-work experiences, with documented learning outcomes. Work-based learning experiences are those that take place in the context of actual work environments, link to learning outcomes, are developed with employer input, align with industry-specific skill standards and competencies, and are based upon labor market information. The Respondent must provide details of how they will ensure the following services/activities are strategically planned. To complete form, see **Appendix E**.

WEx Expenditure Requirements

According to the Training Employment and Guidance Letter, WIOA No, 23-14, Operating Guidance for WIOA, “program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience.” Such costs are but not limited to:

- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Wages/stipends paid for participation in a work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;

Labor Standard Requirements

Wage requirements under the Fair Labor Standards Act (FLSA) apply to all individuals employed under WIOA. Because WEx can be paid or unpaid, Labor standards apply in any WEx where an employee/employer relationship exists, as defined by the FLSA or applicable State of Georgia law. Therefore, FLSA applies to the extent that the activities performed in WEx constitute employment and taxable wages.

Transition

ARC/ARWDB presently contracts with eight (8) NGSPs who provide services to participants enrolled in the WIOA program in the ARWDB service area. The successful Respondent to this RFP will serve new and existing WIOA (SWPI) participants. If the grant is not extended beyond the grant end period of December 31, 2019, for participants enrolled in SWPI, they will be transitioned to one of the NGSPs providing services in Clayton and Gwinnett counties. To ensure no lapse in services, every attempt will be made to ensure a smooth transition of existing SWPI participants from the successful Respondent to current NGSPs.

Performance

The performance metrics table below was developed as a guide to ensure that SWPI outcomes are measurable, auditable, and sustainable.

PERFORMANCE DESCRIPTION	PROPOSED OUTCOME
Recruitment:	
Participants to be Served	60 <i>Number of participants to enroll and serve during the SWPI contract period.</i>
Work Experience:	
Entered Subsidized Work Experience	80%

Related to Long-Term Career Track	<i>Percentage of SWPI participants who participate in work experience activities.</i>
Completed Subsidized Work Experience Successfully	80% <i>Percentage of SWPI work experience participants who complete the work experience successfully.</i>
Attainment of Credential:	
Received Diploma/Degree (GED, etc.)	80% <i>Percentage of SWPI participants who obtain an HSD/GED during participation.</i>
Attained Industry-Recognized Credential (ITA) – <i>Completed the training with the completion certificate and the industry-recognized credential</i>	80% <i>Percentage of SWPI participants with an HSD/GED who obtain an industry-recognized credential during participation.</i>
Occupational Training (ITA):	
Entered Training in Career Pathway Track	80% <i>Percentage of SWPI participants who entered in an occupational training related to career pathway track.</i>
Completed Training in Career Pathway Track – <i>Completed the training with a completion certificate</i>	80% <i>Percentage of SWPI participants enrolled in occupational training who completed the training successfully in related career pathway track.</i>
Placement in Employment or Education:	
Entered Unsubsidized Employment Related to Career Pathway or Credential	80% <i>Percentage of SWPI participants who had an employment outcome track at enrollment and were placed in unsubsidized employment related to career pathway or credential at exit from the program.</i>
Entered Other Unsubsidized Employment	80% <i>Percentage of SWPI participants who had an employment outcome track at enrollment and were placed in other unsubsidized employment at exit from the program.</i>
Entered Entrepreneurship (Self-Employed) Business	80% <i>Percentage of SWPI participants who had an entrepreneur outcome track at enrollment and entered entrepreneurship at exit from the program.</i>
Unsubsidized Employment Hourly Wage Rate	\$12.62 <i>The minimum hourly wage rate for participants who exit the program in unsubsidized employment.</i>
Entered Post-Secondary	80%

Education/Advanced Training	<i>Percentage of SWPI participants who had an education outcome track at enrollment and were placed in post-secondary/advanced education at exit from the program.</i>
Retention in Employment or Education Placement:	
Retention Rate – 3 Months after Placement	80% <i>Percentage of SWPI participants who after three months of exit were in the same placement.</i>
Retention Rate – 6 Months after Placement	80% <i>Percentage of SWPI participants who after six months of exit were in the same placement.</i>
Retention Rate – 9 Months after Placement	80% <i>Percentage of SWPI participants who after nine months of exit were in the same placement.</i>
Retention Rate – 12 Months after Placement	80% <i>Percentage of SWPI participants who after twelve months of exit were in the same placement.</i>

Respondents must provide details of how the above measures will be provided. To complete form, see **Appendix F**.

PROPOSAL EVALUATION

Proposal Evaluation Criteria

Successful Respondents to this RFP must demonstrate the capacity to effectively manage services consistent with the ARWDB NGP service delivery model. The below outlines the proposal evaluation criteria and percentage of each in the overall proposal scoring. The bullet points provide *examples* (but not the only topics) of the type of information to be considered in the evaluation process for each section.

Organization Experience, Program Knowledge and Understanding (20%)

- Demonstrates a working knowledge of the Act, Final Rules and Regulations, the program services required under WIOA, an understanding of the required performance measures and strategies for achieving measures, and how the effective delivery of services helps to align workforce and economic development efforts in the region.
- Record of past performance with WIOA (or similar program)
- Clear and relevant mission/vision
- Demonstrated unique expertise that distinguishes organization

Program Design, Delivery and Implementation (40%)

- Proposed program design model incorporating the required 14 elements
- Proposed outcomes are relevant to the mission and objectives of SWPI

- Has detailed a service delivery model that correlates to the proposed outcomes.
- Demonstrates how program activities will achieve performance outcomes including:
 - Ability to meet stated program performance goals and objectives
 - Recruiting participants from identified Target Population
 - Timeliness and accuracy in submitting required paperwork

Community & Employer Relationship/Partnerships (15%)

- Experience establishing multi-organization partnerships and collaborative projects.
- Demonstrated a plan for partner integration to meet customer needs.
- Described strategies for community outreach and relationship building.

Technology, Data, & Reporting (10%)

- Described case management, data, and reporting system process
- Described how they will track and evaluate each performance goals
- Described technological needs in order to assume operation
- Demonstrated an ability to ensure and maintain data integrity

Financial/Fiscal Accountability (15%)

- Has financial and administrative experience in managing multiple federal, state, and/or private funding sources
- Provided documents establishing financial history
- Is up-to-date on taxes (income, annual state & federal, payroll tax, etc.)
- Provided evidence that acceptable accounting systems are in place
- Provided a proposed budget and narrative, which may include: personnel costs, operational expenses, direct expenses, and other estimated costs
- Budget and narrative demonstrate Respondent's ability to leverage funds and resources
- Budget is adequate and reasonable for the scope of work and service delivery proposed

APPENDICES

Appendix A – Proposal Sufficiency Checklist

ARC staff will screen the proposals to ensure that the submittal meets the sufficiency review standards listed below. A proposal review team will then evaluate proposals based on the review criteria defined in this RFP.

Respondent & ARC - Check if the proposal contains the following required components:

Submittal Package	Respondent Check	ARC Check
The original proposal, with the last financial audit, five (5) copies of the proposal, and a thumb drive containing the proposal or email to NextGenRFP@atlantaregional.org .		
The proposal contains all of the following:	Respondent Check	ARC Check
Cover Sheet/ Application Packet		
Sufficiency Checklist		
Table of Contents		
Executive Summary (and required attachments)		
▪ Corporate Registration Certificate		
▪ DUNS Number		
▪ Business License		
▪ Fidelity Bond (insurer letter that guarantees coverage if selected)		
▪ Statement of Current UI Payment and State/Federal Withholding Taxes		
Proposal Narrative (single spaced, 12-point font, 10 pages maximum)		
▪ Program Narrative (Appendix E)		
▪ Strategy to Meet Performance Measures (Appendix F)		
Required Attachments		
▪ Organizational Chart		
▪ Job Descriptions		
▪ Budget Spreadsheets		
▪ Budget Narrative		
▪ Cost Allocation Plan		
▪ Indirect Cost Plan (approved by cognizant agency), if applicable		
▪ Two (2) Years of Audited Financial History		
▪ Assurances and Certifications		

Appendix B – Organization Workforce Experience

If your organization has provided WIA/WIOA youth services in the past, please provide the following information for the years indicated. If contracts were outside these dates, draw a single line through the dates listed and list most current dates and information. If your organization has provided services in the past that are similar to the services being requested through this RFP, please provide the applicable information below. The type of previous experience that would be considered relevant includes but is not limited to: developing collaborative relationships among multiple agencies/organizations; managing or overseeing the delivery of services under complex federally-funded programs; marketing services to the general public, employers, or job seekers; or developing management protocols to ensure that organizational goals are achieved.

Respondents who include performance outcomes for more than one agency/organization and/or for multiple programs and/or contracts for the same agency/organization must list the performance separately for each agency/organization and each contract. Respondents who group multiple performance outcomes into a single listing risk not receiving evaluation credit for previous experience. Respondents are limited to ten copies of this form, depending on the number of performance outcomes/agencies/organizations/contracts being reported.

Prior WIA/WIOA Service Information

Agency Information:

Name of LWIA or Agency	Address:
Phone Number:	Contact Person:
Total Years of Experience with this Agency:	Most Recent Program Year:

Prior Relevant Experience Information (for services not funded through WIA/WIOA)

Agency Information:

Name of Agency Funding Relevant Service	Address:
Phone Number:	Contact Person:
Total Years of Experience Providing Relevant Service:	Most Recent Program Year:

Population Served:

If funded through WIA/WIOA, indicate the funding title and type of population served:

_____ In-School Youth

_____ Out-of-School Youth

_____ Younger youth

_____ Older youth

_____ Other- Specify: (i.e., Native American, etc.) _____

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

Prior Youth Performance Information:

	Program Year: 2015-2016	Program Year: 2016-2017
Planned Number of Youth Participants		
Actual Number of Youth Served		
Youth diploma or equivalent attainment rate		
Youth (age 18-24) entered employment rate		
Youth Credential Rate		

Prior Performance Information: Other Relevant Experience (not funded through WIA/WIOA)

Performance Outcome (Please list and describe in more detail in next section)	Program Year: 2015-2016	Program Year: 2016-2017
Measurable Achievement:		
Measurable Achievement:		
Measurable Achievement:		

Measurable Achievement:		
Measurable Achievement:		

Description of Prior WIA/WIOA/Other Services:

Describe the type of WIA/WIOA services previously provided as identified above. If Respondent provided training services, state the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services).

If prior experience was in coordinating or managing programs/services rather than actual training, specify the activity and funding source and any associated performance outcomes. If pertinent experience with other programs rather than WIA/WIOA, please provide the activity, funding source and any associated performance outcomes.

Appendix C – Schedule of Fidelity / Insurance Bonds

A certificate of bonding is required to cover the contracting official for Financial Responsibility and be in accordance with the following schedule:

<u>TOTAL CONTRACT BUDGET</u>	<u>AMOUNT OF BOND</u>
\$15,000 to \$50,000	25%
50,000 to 54,999	24%
55,000 to 59,999	23%
60,000 to 64,999	22%
65,000 to 69,999	21%
70,000 to 74,999	20%
75,000 to 79,999	19%
80,000 to 84,999	18%
85,000 to 89,999	17%
90,000 to 94,999	16%
95,000 to 99,999	15%
100,000 to 199,999	14%
200,000 to 399,999	13%
400,000 and up	12%

"Total Contract Budget" refers to the cumulative amount of contract funding awarded to the Respondent. Bonding requirements may vary at times due to the following:

1. Additional funding awarded to contracts.
2. Successful or unsuccessful monitoring or auditing of contracts
3. Increase in Respondent's risk level

Appendix D – Assurances and Certifications

ATLANTA REGIONAL COMMISSION

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD

STATEMENT OF ASSURANCES

The Respondent hereby assures and certifies that it will comply with Public Law 113-128, Federal Workforce Innovation and Opportunity Act (WIOA) Regulations, and any amendments or additions to said Regulations, State and local law, the Regulations and Policies as issued by the Georgia Department of Economic Development, Workforce Division (WFD), requirements contained in the applicable OMB Circulars, and applicable Uniform Administrative Requirements.

1. It possesses the legal authority to apply for these funds. It further attests that a resolution, motion, or similar action has been duly adopted or passed authorizing it to accept all understandings and assurances contained within this Request for Proposals; and directing and authorizing the person identified as the official representative of the recipient to act in connection with the application and to provide such additional information as may be required.
2. It will establish safeguards or prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with family, business or other ties.
3. It will allow staff members to attend training sessions by the Atlanta Regional Workforce Development Board to familiarize the Respondents staff with WIOA provisions
4. It will, upon the written request of the ARC/ARWDB, promptly refund to the WFD all funds representing disallowed costs. This repayment shall be made regardless of any claim of the subrecipient against any other person or entity.
5. It will retain all records pertinent to this Grant Award for a period of three years after the closeout package is submitted to ARC/ARWDB. Records for equipment shall be retained for a period for three years beginning on the last day of the Program Year in which final disposition of property occurred. If any litigation, claim, negotiation, audit, or other action involving the records has not been completed before the expiration of the three-year period, the records must be retained until completion of the action and resolution of all issues which arise from it.
6. The Respondent acknowledges that the Georgia Open Records Act (O.C.G.A. 50-18-70 et seq.) provided at 50-18(a) that records received or maintained by a private person, firm, corporation, or other private entity in the performance of a service or function for or on behalf of an agency, or public office, shall be subject to the Georgia Open Records

Act, and provides a criminal misdemeanor penalty for knowing and willful noncompliance with Open Records Act provisions. The grant administrator acknowledges that the Open Records Act also contains an exception to the general rule requiring that public records be made accessible to the public, which exception provides that the public records prohibited or specifically exempted from being open to inspection by the general public, by order of a court of this state or by law, shall not be open to inspection by the general public. The Respondent agrees to comply with the Open Records Act and to protect private and confidential records that are exempted from being open to inspection by the general public.

7. The Respondent assures that no funds received under the Workforce Innovation and Opportunity Act (WIOA) will be used to assist, promote, or deter union organizing.
8. The Respondent certifies that it is in compliance with Public Law 104-91, August 21, 1996: Health Insurance Portability and Accountability Act of 1996.
9. Veteran's Priority Provision: This program is subject to the provisions of the "Jobs for Veteran's Act", Public Law 107-288, which provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the U.S. Department of Labor. Please note that, to obtain service, a veteran must meet the program's eligibility requirements.
10. Salary & Bonus Limitation: In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment & Training", shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149.
11. Acorn Prohibition: Section 511 of the Consolidated Appropriations Act, 2010 (P.L. 111-117, Division E) ("CAA"), requires that no direct or indirect funding from the Consolidated Appropriations Act may be provided to the Association of Community Organizations for Reform Now ("ACORN") or any of its subsidiaries through Federal grantees or contractors. DOL is required to take steps so that no Federal funds from the Consolidated Appropriations Act, 2010, are awarded or obligated by DOL grantees or contractors to ACORN or its subsidiaries as subgrantees, subcontractors, or other subrecipients. This prohibition applies not only to a direct recipient of Federal funds, but also to a subrecipient (e.g., a subcontractor, subgrantee, or contractor of a grantee).
12. Intellectual Property Rights: The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance

products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

13. Executive Order 12928: Pursuant to Executive Order 12928, the Respondent is strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

- a. Executive Order 13043: Pursuant to Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, Respondents are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.
- b. Executive Order 13166: As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Respondents must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it affects persons with limited English proficiency [05/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Respondents are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>.
- c. Executive Order 13513: Pursuant to Executive Order 13513, Federal Leadership on reducing Text Messaging While Driving, dated October 1, 2009, Respondents are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV, or while driving POV when on official Government business or when performing any work for or on behalf of the Government. Recipients and subrecipients are also encouraged to conduct initiatives of the type described in section 3(a) of this order.

14. Flood Insurance: The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private Respondents for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.
15. Architectural Barriers: The Architectural Barriers Act of 1968, 42 U.S.C. 4151 *et seq.*, as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.
16. Drug-Free Workplace: The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 *et seq.*, and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The Respondent must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.
17. Hotel-Motel fire safety: Pursuant to 15 U.S.C. 2225a, the Respondent must ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Respondents may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.
18. Buy American Notice Requirement: In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds available under the Workforce Innovation and Opportunity Act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products, as required by the Buy American Act (41 U.S.C. 10a *et seq.*). See WIOA Section 502—Buy-American Requirements.
 - a. If applicable, the following needs to be on all products developed in whole or in part with grant funds:
 - b. This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the

information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.” (<http://wdr.doleta.gov/directives/attach/TEGL/tegl19-11a9.pdf>)

Date of Acceptance

Authorized Signature

TITLE (Typed)

**ATLANTA REGIONAL COMMISSION
ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD**

ASSURANCES -- NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require Respondents to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the Respondent I certify that the Respondent:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. This will also apply to any information or documentation needed for financial drawdowns or in the administration of the grant.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the

sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

6. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 961-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
7. Will comply with the provisions of the Health Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.
9. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition of \$10,000 or more.
10. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
11. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
12. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

13. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
14. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
15. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
17. Will comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
18. Will comply with all applicable requirements of all other Federal and State laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
RESPONDENT ORGANIZATION		Date SUBMITTED

Standard Form 424B (Rev. 7-97) Back

**ATLANTA REGIONAL COMMISSION
ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD**

STATEMENT OF ASSURANCES

Nondiscrimination and Equal Opportunity Requirements of WIOA

- (1) As a condition to the award of financial assistance under WIOA from the U.S. Department of Labor, the grant recipient assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination, and equal opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act (WIOA), including the Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The grant recipient also assures that it will comply with all regulations implementing the laws listed above. The grant recipient understands that the United States has the right to seek judicial enforcement of this assurance.
- (2) The obligation for insuring service provider or vendor compliance with the nondiscrimination and equal opportunity provisions of WIOA rests with the LWDA grant recipient, as specified in the LWDA grant recipient's Method of Administration.
- (3) The LWDA grant recipient agrees to abide by the Equal Opportunity policy stated below and must provide initial and continuing notice that it does not discriminate on any prohibited ground. The LWDA grant recipient must also take appropriate steps to ensure that communication with individuals with disabilities are as effective as communications with others.

The Equal Opportunity notice must contain the following specific wording:

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

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 the Title I of the Workforce Innovation and 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 Title I—financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; Providing opportunities in, or treating any person with regard to, such a program or

activity; or Making employment decisions in the administration of, or in connection with, such a program or activity.

- (4) At a minimum, the notice required by sections 60-1.42 and 60-1.4(a) must be posted prominently in reasonable places; Disseminated in internal memoranda and other written or electronic communication; Included in handbooks or manuals; and made available to each participant and made part of each participant's file.

(WIOA/7/2000)

**ATLANTA REGIONAL COMMISSION
ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD**

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The Respondent certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant, be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. The notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Appendix E – Program Narrative

Program Operations

1. Describe your past experience and results in delivering services in similar projects/programs and/or similar populations as the ones indicated throughout the RFP.
2. Describe your overall Vision, Strategic Goals and Objectives for operating an ARC/ARWDB youth program and services.
3. Describe the following information as well as provide supporting documentations:
 - Staffing plans (to include job title and descriptions, staff to youth ratios, staff areas of responsibilities – provide resumes for all staff who will be a part of the grant as well as an organizational chart).
4. Describe how you plan to incorporate the State, Local & Regional Plans in your operations.
 - Review the State Plan at the following link: <http://www.georgia.org/wp-content/uploads/2015/11/2016-State-Plan.pdf>.
 - Review the State Plan at the following link: <http://www.atlantaregional.com/workforce-solutions>.
5. Describe your strategies to ensure youth are involved in the planning and coordination of the services offered.
6. Describe your strategies to market your services to the “Target Population” and conduct community outreach activities.

Program Design & Implementation

1. Describe your program design for services and activities.
 - Include the ARC/ARWDB county(ies) you plan to provide services in/to.
 - Include how you plan to serve the target populations.
2. Describe your intended recruitment, conducting program eligibility and enrollment process for the “Target Population”.
3. Describe how your program address youth not selected for participation in the WIOA youth program (SWPI).
4. Describe your case management strategy for providing continuous and consistent guidance, support and tracking of participants.

5. Describe the type of assessment activities (include tools, instruments and methods) your program will utilize and gather to develop the objective assessment and the participants' service plan (ISS/IEP/ISP). Also, incorporate use of the Test of Adult Basic Education-TABE to assess academic levels for BSD and In Program Skills Gains (pre and post-test).
6. Once assessment is complete for each participant, describe the following:
 - How your program will develop the ISS/IEP/ISP?
 - How will the participants be involved in the process to develop the ISS/IEP/ISP?
 - How will the participants' goals in the ISS/IEP/ISP will be evaluated, updated and coordinated?
7. Describe your goals to promote evidence-based and innovative strategies for program implementation.
8. Describe your strategy to provide work-based learning opportunities to participants.
9. Describe your strategies to utilize labor market information to integrate Career Pathways opportunities in high demand industries for participants in your program.
10. Describe your strategies to align with the Governor's High Demand Career Initiatives (HDCI). Review the HDCI report at the following link: <http://www.georgia.org/wp-content/uploads/2014/04/HDCI-Report.pdf>.
11. Describe your goals to increase engagement and partnership with youth.
 - Include your strategy to reconnect with participants who disconnect (stop participation) from your program.
12. Describe your strategies to document and track programmatic activities for participants (to include internal system as well as utilizing the required Case Management System (online database)).
13. Describe your strategies to address the transportation shortfall in the county(ies) you plan to provide services, so that the continuum of services provided and access to those services are not affected.

Work Experience (WEx)

1. Describe your strategies to provide paid and unpaid WEx services.
2. Describe your strategies to provide WEx employability skills activity/service (such as job readiness, resume preparation, mock interview, etc.).

3. Describe your strategies to develop and maintain employer relationships/connections with local and regional businesses.
4. Describe your strategies to align WEx with career pathways as outlined in the participants' service plan.
5. Describe your strategies for providing work-based learning (incorporating the theory/classroom to the practical/hands-on).
6. Describe your strategies to incorporate sector-based (aka in-demand industry) opportunities to WEx Participants (as outlined in ARWDB's Local Plan):
 - A. Regional Industry Sectors – (1) Healthcare, (2) Information Technology and (3) Transportation & Logistic.
 - B. ARWDB Industry Sectors – (1) Film, Television, & Digital Media, (2) Manufacturing, (3) Financial Services, and (4) Construction.
7. Describe your strategies to continuously monitor the WEx activities and worksites, also to provide support to the employers (Worksite Supervisor) and the participants.
8. Describe your strategies to assess the effectiveness of WEx program design.

Leveraging Resources & Relationship/Partnerships

1. Describe your strategies when there are limited resources in providing services which are adversely impacted by funds, capacity and staff.
2. Describe the strategies to ensure that you are not solely dependent on funding from ARC/ARWDB (e.g. seeking other funding or leveraging resources with other community/faith based organizations).
3. Describe your strategies to increase coordination with the following entities:
 - Adult Literacy Education
 - Technical Colleges and Universities
 - Vocational Rehabilitation
 - ARC/ARWDB Career Resource Centers (CRC)
4. Describe your strategies for developing employer relationships that will lead to unsubsidized and viable job placement opportunities for participants.

Program Outcome

1. Describe your process to monitor and evaluate the effectiveness of your program on a continuous basis.
2. Independent of the outcome Measures indicated in the RFP, describe any additional outcome that will be a part of your program.
3. After review of the RFP, describe (if any) your program or policy gaps that would affect your ability to provide services at the level required under this RFP. If gaps identified, how do you plan to combat seen or unforeseen challenge or barriers to provide effective and efficient youth services?

Financial Management

1. Describe the mechanism your organization have in place to be “Employer of Records” to provide subsidized employment opportunity to participants.
2. Describe your strategy to meet the 60/40% work experience expenditure requirements (must be reflective in the proposed budget).

Appendix F – Strategy to Meet Performance Measures

Performance Measures indicators will be used to evaluate the effectiveness of the project/initiative programs. These indicators will be calculated during and after a participant exits the program. Indicate your strategy to ensure that you meet the Performance Measures.

1. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Recruitment
2. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Work Experience
3. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Occupational Training (ITA).
4. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Attainment of Credential.
5. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Placement in Employment or Education.
6. Describe your collaboration and coordination efforts to promote or increase coordinated strategies to ensure successful outcome for: Retention in Employment or Education Placement.

Appendix G – Budget Template

The table below is an example of the Budget Template that is provided as a separate Excel spreadsheet attachment to the RFP. The Excel spreadsheet **MUST** be completed and submitted with the Respondents proposal. **DO NOT** use the example table below to complete the budget. Also, a Budget Narrative **MUST** be submitted with the budget.

PROPOSED SWPI SERVICES DETAILED BUDGET

FOR PERIODS April 22, 2019 – December 31, 2019

RESPONDENT: _____

	A. AMOUNT FOR GENERAL	B. AMOUNT FOR WORK EXPERIENCE	C. In-Kind Contribution	D. Totals
EXPENSE ITEM	Out-of-School	Out-of-School		
1. Personnel Salaries - Position ONLY/% of Time. (DO NOT INCLUDE NON- SALARIED CONTRACT STAFF COSTS) (Sub-Total)	-	-	-	-
a.				-
b.				-
c.				-
d.				-
e.				-
f. SEE ADDITIONAL STAFF BUDGET FOR DETAILS	-	-	-	-
2. Personnel Benefits/Type/% Base (Sub-Total)	-	-	-	-
a. Position:	-	-	-	-
i. Social Security				-
ii. Workmen's Compensation				-
iii. Health				-

iv. Other (Specify):				-
b. Position:	-	-	-	-
i. Social Security				-
ii. Workmen's Compensation				-
iii. Health				-
iv. Other (Specify):				-
c. Position:	-	-	-	-
i. Social Security				-
ii. Workmen's Compensation				-
iii. Health				-
iv. Other (Specify):				-
d. Position:	-	-	-	-
i. Social Security				-
ii. Workmen's Compensation				-
iii. Health				-
iv. Other (Specify):				-
e. Position:	-	-	-	-
i. Social Security				-
ii. Workmen's Compensation				-
iii. Health				-
iv. Other (Specify):				-
f. Position: SEE ADDITIONAL STAFF BUDGET FOR DETAILS	-	-	-	-
i. Social Security	-	-	-	-
ii. Workmen's Compensation	-	-	-	-

iii. Health	-	-	-	-
iv. Other (Specify):	-	-	-	-
3. Travel (Sub-Total)	-	-	-	-
a. Local Travel __333__miles/month x __12__months @ __.50__¢ per mile				-
b. Non-Local Travel				-
4. General Operating Costs (Non-Participant)/Indicate Units/month: (Sub-Total)	-	-	-	-
a. Postage				-
b. Telephone: \$_____ per month/_____ months				-
c. General Supplies				-
d. Staff Development				-
e. Item				-
f. Item				-
g. Item				-
h. Item				-
i. Item				-
5. Equipment Purchase/Lease Units: per Unit	-	-	-	-
i. Item:				-
ii. Item:				-
6. Facilities/sq ft/cost per sq ft/months	-	-	-	-
a. Activity Space Rent				-
b. Office Space Rent				-
c. Utilities				-

e. Other (Specify)				-
f. Other (Specify)				-
7. Participant Costs (Sub-Total)	-	-	-	-
a. Participant Activity Materials & Supplies/ Indicate units/month				-
b. Specific Books				-
c. Uniforms/Tools				-
d. Specific Training Costs (Specify)				-
e. Specific Training Costs (Specify)				-
f. Participant Wages				-
g. Participant Fringe Benefits				-
h. Other Work Experience-Related Costs				-
i. Other (Specify)				-
j. Other (Specify)				-
k. Other (Specify)				-
8. Other Expenses (Sub-Total)	-	-	-	-
a. Non-Direct/Indirect Costs				-
b. Audit				-
c. Contracted Staff Costs	-	-	-	-
d. Profit/Program Income				-
e. Other (Specify):				-
BUDGET TOTALS	-	-	-	-

CONTRACTED STAFF LISTING (TOTAL COST WILL BE CALCULATED AND ADDED TO 8c. Contracted Staff Costs)	A. AMOUNT FOR GENERAL	B. AMOUNT FOR WORK EXPERIENCE	C. In-Kind Contribution	D. Totals
NAMES OF CONTRACTED STAFF	Out-of-School	Out-of-School		
1. Name/Position:				-
2. Name/Position:				-
3. Name/Position:				-
4. Name/Position:				-
5. Name/Position:				-
6. Name/Position:				-
7. Total Contract Staff Costs (also include on Other Expenses line 8c above)	-	-	-	-

*** ROUND ALL MONIES TO THE NEXT HIGHEST DOLLAR.**