



Golden Sierra

REQUEST FOR PROPOSAL

Career & Youth Services

Golden Sierra Workforce Development Board

A Proud Partner of America's Job Center of California (AJCC)

1919 Grass Valley Hwy, Suite 100, Auburn, CA 95603 (530) 823-4635

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- Cover Sheet — [Attachment A](#)
- Contracting Experience — [Attachment B](#)
- Career Services Participant Summary — [Attachment C](#)
- Career Services Budget Form — [Attachment D](#)
- Leveraged Resources (if applicable) — [Attachment E](#)
- Coordination and Linkages Form — [Attachment F](#)
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APPENDICES

- Sample Letter of Intent — [Appendix A](#)
- Industries of Opportunity — [Appendix B](#)

1.0 INTRODUCTION

1.1 Purpose

This Request for Proposal (RFP) seeks proposals from experienced organizations interested in providing Workforce Innovation and Opportunity Act (WIOA) services to include Career Services to adults and dislocated workers in El Dorado and Alpine Counties; and Youth Services within the three-county region (Alpine, El Dorado and Placer) served by the Golden Sierra Workforce Development Board (GSWDB). The provision of these services is to be funded by WIOA, Title I, Public Law 113-128, which begins July 1, 2015 and is authorized as workforce law at the federal level through September 2020.

The successful bidder(s) will be selected based on demonstrated abilities, past performance, a sound proposal, and cost effective service delivery. Bidders may submit proposals for single or multiple counties, as well as one or more of the services listed below.

1. Career Services
2. Youth Services

Disclaimer: *This RFP, any bids submitted by proposers to this request, and any final contracts negotiated with the successful bidder(s) as a result of this proposal is subject to final laws and regulations issued by the United States Department of Labor (USDOL), the State of California Employment Development Department (EDD), and may be changed at any time in order to come into compliance with those laws and regulations. Bidders are strongly encouraged to utilize the following resources:*

- USDOL's WIOA: www.doleta.gov/wioa/
- CWIB WIOA: http://cwib.ca.gov/wioa_innovation_and_opportunity_act.htm

Furthermore, as the GSWDB continues to develop and refine its AJCC system and integrate WIOA regulations, its policies and procedures are likely to change. Bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in the program design or service occur, staff will assist bidding organizations or service providers in the redesign to ensure consistency with policy and regulatory requirements. Any significant changes made to this RFP will be posted to the fp.goldensierra.com website.

Proposal Due Date

All proposals must be submitted no later than **5:00 p.m. on Friday, August 14, 2015** as an emailed PDF to the designated staff:

Golden Sierra Job Training Agency
Attention: Lorna Magnussen, WDB Analyst
magnussen@goldensierra.com
(530) 823-4635, ext. 221

Type of Contract

Respondents must propose a cost reimbursement contract. A cost reimbursement contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at contractor's risk) unless the awarding party agrees to amend the contract to provide additional funds. A line item budget shall be based on all legitimate costs to be incurred by the contractor in carrying out the services. The contractor is reimbursed for actual expenses according to the approved line item budget.

Contract Terms

The initial contract term is planned to be for a minimum of 17 months beginning January 1, 2016 and ending May 31, 2017. After this initial award period, the GSWDB may approve a one-year extension, for up to a total of three years pending funding availability and contractor performance.

Tentative Schedule of Events

RFP Release Date.....	July 8, 2015
Bidder's Conference	July 23, 2015 at 10:00 a.m.
Letter of Intent	July 27, 2015 – 5:00 p.m.
Pre-Qualification Packet Deadline	August 3, 2015 – 5:00 p.m.
Deadline for technical questions.....	August 7, 2015 – 5:00 p.m.
Proposal Deadline	August 14, 2015 by 5:00 p.m.
Review of Proposals*	August 17 - 28, 2015
Board Approval*	September 1 – October 7, 2015
Contract Finalization*	October 8 – December 31, 2015
Anticipated Contract Start Date	January 1, 2016

**These dates and times are subject to change with or without modification of RFP.*

RFP Contact

Golden Sierra Job Training Agency
Attention: Lorna Magnussen, WDB Analyst
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603
magnussen@goldensierra.com
(530) 823-4635 ext. 221

Questions concerning this Request for Proposal (RFP), the application process or programmatic issues, should be submitted by e-mail. Contact information is provided above; however, staff cannot and will not assist proposers with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the deadline date to submit technical RFP questions, the staff can only respond to technical questions about the RFP submitted by e-mail.

All questions and corresponding responses will be compiled and made available at rfp.goldensierra.com.

Addendum to this Request for Proposal

If it becomes necessary to revise any part of this RFP, an addendum will be provided to all organizations that attended the mandatory bidder's conference. Addendum will also be posted on the Golden Sierra website. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA information, changes to performance measures, and revisions to the timeline).

Right to Cancel

The Golden Sierra reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and timeline as is deemed necessary.

Bidder's Conference

ALL RESPONDENTS PROPOSING SERVICES UNDER THIS BID REQUEST MUST ATTEND. THIS IS A MANDATORY REQUIREMENT.

Bidder's Conference is scheduled for:

Thursday – July 23, 2015
10:00am — 12:00pm
1919 Grass Valley Hwy, Suite 100
Auburn, CA 95603

This attendance requirement may be met by attending in person or via teleconference.

Dial-In Number: 866-212-0875
Passcode: 317099

The RFP document will be reviewed at the Bidder's Conference. All prospective proposers **MUST** attend the Bidder's Conferences. Prospective proposers are also encouraged to submit questions in advance of the Bidder's Conference to the contact person identified in the RFP Contact section. To ensure a fair and objective evaluation, answers to all questions will be posted at rfp.goldensierra.com.

**These dates and times are subject to change with or without modification of RFP.*

Letter of Intent

ALL RESPONDENTS PROPOSING SERVICES UNDER THIS BID REQUEST MUST SUBMIT. THIS IS A MANDATORY REQUIREMENT.

Proposers wishing to participate in this RFP process must provide a written Letter of Intent-to-Respond. Letters must be submitted no later than July 27, 2015 at 5:00 pm via email to info@goldensierra.com. **The letter must state the intent of the proposer to participate in the process and their acceptance of the RFP evaluation criteria, process, and the instructions of the RFP (Sample - [Appendix A](#)).** The letter should also include the name, complete address, phone number and email address of a designated individual to whom any correspondence/addendums should be sent. Failure to provide this will be considered a material irregularity and deemed reason for rejecting proposals.

Proposers submitting a Letter of Intent will be provided with a Pre-Qualification packet upon receipt of the letter.

Pre-qualification packet

ALL RESPONDENTS PROPOSING SERVICES UNDER THIS BID REQUEST MUST SUBMIT. THIS IS A MANDATORY REQUIREMENT.

Proposers wishing to participate in this RFP process must submit a complete Pre-Qualification packet no later than August 3, 2015 at 5:00 pm. Failure to provide this will be considered a material irregularity and deemed reason for rejecting proposals.

Estimated WIOA Funds Available for Contracts

County	Service	Youth Out	Adult	Dislocated Worker
ALPINE	Career Services*	\$3,250	\$5,708	\$2,229
	Direct Training		\$2,574	\$1,005
	Work Based Learning (Youth)**	\$1,924		
EL DORADO	Career Services*	\$120,233	\$211,181	\$82,461
	Direct Training		\$95,270	\$37,201
	Work Based Learning (Youth)**	\$71,190		
PLACER	Work Based Learning (Youth)**	\$70,000		
Projected Totals By Funding Stream		\$266,597	\$314,733	\$122,896

All amounts are estimates for planning purposes and are subject to change.

*Direct Training is supported by Career Services staffing dollars; if cumulative Direct Training obligations and expenditures are less than 80% per funding stream at a defined evaluation date, the unspent funds will be recaptured, in addition to a program allowance.

** Work Based Learning – a minimum of 60% must be spent on direct participant services.

2.0 BACKGROUND

2.1 Overview of the Golden Sierra Workforce Development Board

The goal of the region's workforce system is to offer quality workforce investment services that provide both employers and individuals the opportunity to achieve and sustain economic prosperity.

The GSWDB is a private sector-led board that provides policies, guidance, and oversight for the Workforce Investment Act (WIA) and future WIOA programs in a three-county region (Alpine, El Dorado, and Placer) in northern California. The GSWDB is led by a Consortium of Chief Elected Officials (CLEO) and oversees a broad range of programs and initiatives. The GSWDB includes representatives from small, medium, and large businesses; labor organizations; education; economic development; community-based organizations; and one-stop partners.

Roles and Responsibilities

The GSWDB, in concert with the CLEO, is responsible for providing guidance and oversight regarding the alignment of the workforce development system across the Golden Sierra region with a goal of serving the needs of employers and jobseekers.

The Golden Sierra Job Training Agency (GSJTA) is the grant recipient/fiscal agent and administrative entity for the WIOA Title I (funds as designated by the Governor). Contracts entered into with WIOA service providers in the Local Area will be contracts with the GSJTA. All parties contracting with GSJTA must comply with GSJTA policy and procedures. Administration and operation of this program is subject to compliance with the federal Workforce Innovation and Opportunity Act of 2014, US Department of Labor and its published interpretations, State of California policies and procedures as issued from the Employment Development Department (EDD), and local policies and procedures issued by the GSWDB and GSJTA. Funded proposals will be required to meet specific federal, state and local guidelines for participant outcomes and program performance.

Responsibilities of the board include the following (WIOA Sec. 107(d)):

- **Local Plan**

- ✓ The local board, in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor that aligns with the state WDB strategies and incorporates WIOA identified requirements.

- **Workforce Research and Regional Labor Market Analysis**

- ✓ In order to assist in the development and implementation of the local plan, the local board shall:
 - Carry out analyses of the economic conditions in the region
 - Collect analyze and use workforce and labor market information for the region.
 - Conduct such other research, data collection, and analysis related to the workforce needs of the regional economy that the board deems necessary.

- **Convening, Brokering, Leveraging**
 - ✓ The local board shall convene local workforce development system stakeholders to assist in the development of the local plan and in carrying out its other functions.
- **Employer Engagement**
 - ✓ Promote business representation
 - ✓ Develop linkages with employers
 - ✓ Ensure activities meet needs of employers
 - ✓ Develop and implement proven and promising strategies to meet employment and skill needs
- **Program Oversight**
 - ✓ Conduct oversight of local youth, employment and training and adult workforce investment activities
 - ✓ Ensure appropriate use and management of funds
- **Negotiation of Local Performance Accountability**
 - ✓ The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
- **Selection of Operators and Providers**
 - ✓ Selection of One-Stop Operators
 - ✓ Selection of Youth and Career Service Providers
 - ✓ Identification of eligible providers of training services
 - ✓ Identification of eligible providers of career services
- **Budget and Administration**
 - ✓ Budget
 - ✓ Develop a budget for the activities of the local board administration
 - ✓ Serve as local grant recipient
 - ✓ Assist in administration of grant funds
 - ✓ Disburse grant fund for workforce investment activities
- **Career Pathways Development:**
 - ✓ The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways.

- **Proven and Promising Practices:**

- ✓ Identify and promote proven and promising strategies for meeting needs of employers and jobseekers
- ✓ Identify and disseminate information on proving and promising practices.

- **Technology:**

Enhance accessibility and effectiveness of services by:

- ✓ Facilitating connections among the intake and case management information systems
- ✓ Facilitating access to services including in remote areas
- ✓ Identifying strategies for better meeting needs of persons with barriers to employment
- ✓ Leveraging resources

- **Coordination of Educational Providers:**

- ✓ Coordinate activities with education and training providers
- ✓ Review the applications to provide adult education and literacy activities
- ✓ Implement cooperative agreements

- **Accessibility for Individuals with Disabilities:**

- ✓ The local board shall annually assess the physical and programmatic accessibility in accordance with the provisions in the American with Disabilities Act of 1990 of all one-stop centers in the local area.

Current Golden Sierra Job Center System

There are currently 5 Golden Sierra Job Centers throughout the region with a wide variety of involved partners, operational methods, types of location, and traffic flow. GSJTA, our contractors, and network of partners continue to evaluate and adapt these job centers in each county.

Current Golden Sierra Labor Market

Target industries for the Golden Sierra area can be found in Industries of Opportunity ([Appendix B](#)).

2.2 Transition from WIA to WIOA

The GSWDB anticipates Program Year 2015 will be different from past years, as programs and services are re-designed with the expectation of WIOA beginning July 1, 2015. Bidders for this RFP must be willing to creatively and quickly invent and implement new practices and processes, then evaluate and modify them as needed to best serve customers and to comply with new regulations and/or changes to available funds.

Bidders should be cognizant of pending workforce system changes due to the passage of WIOA legislation. Several recently published documents are guiding employment and training system changes to begin implementation July 1, 2015.

They include the following:

- [WIOA Information](#)
- [Ready to Work: Job Driven Training and American Opportunity](#)
- [What Works in Job Training: A Synthesis of the Evidence](#)
- [Training and Employment Notice \(TEN\) 31-14](#)
- [Training and Employment Notice \(TEN\) 5-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 3-14](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-14](#)
- [Notice of Proposed Rulemaking \(NPRM\) \(TEN\) 29-14 Change 1](#)
- [EDD Draft Directive \(WSDD-117\)](#)
- [EDD Draft Directive \(WSDD-119\)](#)

Note: To avoid possible confusion over language, at the national level, the former One-Stop public employment and training system is now being referred to as the American Job Centers (AJC). California's AJCs are called America's Job Centers of California (AJCC). Any references in this document to job centers, career centers, workforce centers, or one-stop centers are references to our local AJCCs. Awardees will be required to comply with unified branding requirements.

Career Pathways

Under WIOA, the GSWDB in coordination with service providers and partners, will continue to lead efforts in the area to develop and implement career pathways by aligning the employment, training, education and supportive services that are needed by adults and youth to gain employment. Initiatives will be developed to identify employment needs of employers within identified sectors and occupations. Efforts will include enhancing communication, coordination, and collaboration among employers, educational partners, economic development entities, and service providers to develop and implement strategies for meeting the employment and skill needs of workers and employers.

WIOA Sec. 3 (7) describes Career Pathway – The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that

- a. Aligns with skill needs of industries in the economy of the state or regional economy involved;
- b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, Chapter 663; 29 U.S.C. 60 ET SEQ.) (Referred to individually in this act as an “apprenticeship”, except in Section 171);
- c. Includes counseling to support an individual in achieving the individual’s education and career goals;
- d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e. Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- f. Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- g. Helps an individual enter or advance within a specific occupation or occupational cluster.

Mandated Partners

In the interest of establishing a seamless delivery of services for all prospective customers and keeping with both the spirit of the WIOA legislation as it pertains to the participation of all mandatory partner agencies and programs, it is essential that all partners coordinate the provision of services in the most effective and integrated manner as possible. However, it is not necessary that all partner services are located at all One-Stop locations.

Under WIOA, required AJCC delivery system partners include the following (Section 121 (b)(1):

- WIOA Title I programs (Core partner)
- Wagner-Peyser programs (Core partner)
- Adult Education and Literacy programs (Core partner)
- Rehabilitation Act programs (Core partner)
- Older Americans Act programs
- Perkins postsecondary vocational education activities
- Trade Adjustment Assistance and NAFTA-TAA programs
- Veterans Employment and Training
- Community Service Block Grant employment and training activities
- HUD employment and training activities
- Unemployment compensation programs
- Second Chance Act Programs
- Temporary Assistance for Needy Families (TANF)¹

¹ Under WIOA, the governor may determine exclude the Temporary Assistance for Needy Families (TANF) Program as a required One-Stop Partner.

Note: Core programs will have to measure effectiveness in serving employers and will report on common performance indicators which includes how many job seekers entered and retained employment, their median wages, whether they attained credentials, and their measurable skill gains. Other local measures may apply to career and youth service providers.

Additional Partners – with approval of local board and Chief Elected Official.

Proposers to this RFP will need to adhere to the general expectation that the outreach and recruitment functions associated with delivery of any activities being proposed will need to be coordinated with mandatory partners as outlined in WIOA.

GSWDB Strategic Plan

The GSWDB has adopted California's Strategic Workforce Development Plan that sets the direction and priorities for California's workforce development system. The GSWDB will be modifying its strategic plan to align with the State's plan. WIOA program service delivery will need to align with the goals of the strategic plan as well.

[California's Strategic Workforce Development Plan: 2013-2017
Shared Strategy for a Shared Prosperity](#)

3.0 SCOPE OF WORK

For purposes of this RFP the scope of work can be broken into two categories:

1. Career Services
2. Youth Services

3.1 The AJCC System

The GSWDB is seeking service providers that employ vision, innovation, accountability, and efficient and effective utilization of resources in workforce development programming with customers. In the interest of establishing a seamless delivery of services for all prospective customers and keeping with both the spirit of the WIOA legislation as it pertains to the participation of all mandatory partner agencies and programs, it is essential that all partners operate in the most effective and integrated manner as possible. However, it is not necessary that all partner services are located at all centers.

Contracting organizations will be expected to deliver WIOA services within the context of the AJCC system and specifically in the local centers, which includes consistent use of name, logo, marketing materials, etc. Job centers serve as a hub for workforce efforts within their community, offering services to both job seekers and employers within the AJCC integrated services framework. Each individual job center may have a unique set of partner agency staffing, lease and utility arrangements, and ongoing improvement activities.

Note: To avoid possible confusion over language, at the national level, the former One-Stop public employment and training system is now being referred to as the American Job Centers (AJC). California's AJCs are called America's Job Centers of California (AJCC). Any references in this document to job centers, career centers, workforce centers, or one-stop centers are references to our local AJCCs. Awardees will be required to comply with unified branding requirements.

WIOA-funded staff will work within an integrated AJCC team to coordinate and deliver career services.

Service providers are expected to assist in workforce system building activities with AJCC partners, the education community, the Business Engagement Team and other organizations. Activities should include, but are not limited to, partnerships with schools to provide workforce information and resources, assisting with career fairs, hosting workshops, support of Work Ready Communities, Career Pathways, and the AJCC system. Proposals should incorporate activities that demonstrate the provider's ability to successfully engage and contribute to the development of the local workforce system.

3.2 Adult/Dislocated Worker Services

Until recently, WIA-funded staff in California primarily focused on enrolling customers into intensive and training services only after receiving core services as prescribed in WIA legislation, regulations, and state/local policies. The new WIOA legislation allows for the integration of all levels of service and by combining them and renaming them to be Career Services.

The GSWDB is looking for service providers to work as a part of a team in providing innovative and relevant career services to all customers, no matter the skill level or path to educational and employment goals. This requires staff to be actively engaged in working with the public on a regular basis. Staff's professional expertise and passion for helping customers is what brings customers back to the center.

Career Services

Career services as identified in the WIOA legislation include the following:

- Eligibility determination for funding and services;
- Outreach, intake, and orientation to the information and other services available through the job centers;
- Initial assessment of educational attainment and skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs;
- Job search and placement assistance and, in appropriate cases, career counseling, including information on in-demand industry sectors and occupations, and nontraditional employment;
- Appropriate recruitment and other business services on behalf of employers (to be coordinated with Golden Sierra's Business Engagement Team);
- Referrals to and coordination of activities with partner programs and services;
- Workforce and labor market employment statistics information, which includes job vacancy listings; job skills necessary for job openings; and information on local occupations in demand and the earnings, skill requirements, and opportunities for advancement within those career pathways;
- Performance information and program cost information on eligible providers of training;
- Information, in formats that are usable by and understandable to customers, regarding how the Golden Sierra Local Area is performing on the local performance accountability measures;
- Information relating to the availability of supportive services or assistance provided by partners;
- Referrals to supportive services or other needed assistance;
- Information and assistance regarding filing claims for unemployment compensation;
- Information and assistance regarding financial aid assistance for training and education programs;
- Other services needed in order for an individual to obtain or retain employment, that consist of comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
- Internships and work experiences that are linked to careers;
- Workforce preparation activities;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance;
- English language acquisition and integrated education and training programs; and
- Follow-up services, including counseling regarding the workplace, for participants in WIOA activities authorized under this subtitle that are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Each customer should receive an orientation of available services, including all partner services and any other pertinent resources to ensure successful return to employment. The orientation shall include a complete overview of the processes and procedures for gaining maximum benefits from engagement with the job center. Orientations can be conducted in individual or group settings, depending on demand and the need for center efficiency.

WIOA consistently emphasizes the need for services targeted to persons with disabilities and individuals with barriers to employment, including individuals who receive public assistance or are otherwise low income and/or basic skills deficient. Outreach, marketing efforts, and services shall include efforts to encourage the use of the AJCC system to groups that need employment and training services to become more skilled and employable in the path to financial self-sufficiency. GSJTA utilizes the Advance brand to promote programs and services specifically designed for persons with disabilities. Service providers are expected to help increase the awareness of this brand by distributing outreach materials designed and approved by GSJTA.

WIOA Sec. 3 (24) defines an “individual with a barrier to employment” as a member of one or more of the following populations:

- a. Displaced Homemakers
- b. Low-Income Individuals
- c. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in Section 166
- d. Individuals with disabilities, including youth who are individuals with disabilities
- e. Older individuals
- f. Ex-Offenders

- g. Homeless Individuals (as defined in Section 41403(6) of the Violence against Women Act of 1994 (42 U.S.C. 14043e-2(6), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)).
- h. Youth who are in or have aged out of the foster care system
- i. Individuals who are English language learners and individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- j. Eligible migrant and seasonal farm workers, as defined in Section 167(i)
- k. Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)
- l. Single parents (including single pregnant women)
- m. Long term unemployed individuals
- n. Such other groups as the Governor involved determines to have barriers to employment

Funding will be available to provide Training Service as outlined below. This will be established during the contract negotiation process.

During contract negotiations it will be determined:

- 1.) Who will pay participant invoices for Direct Training expenditures. (Awardee or Agency); and
- 2.) Ratios will be set limiting the use of staffing in order to ensure sufficient Career Service funding remains available to support the case management activities needed to expend Direct Training funding.

Training Services

Upon completion of orientation and assessments, customers may be deemed appropriate for training services if the customer is unlikely to obtain or retain self-sufficient employment. Training programs should focus on in-demand industry sectors or occupations within the area, or an area to where the customer is willing to relocate.

Training services, when determined appropriate, must be provided through an Individual Training Account (ITA). Training services must be linked to in-demand employment opportunities. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance (WIOA sec. 134(c)(3)).

WIOA funding for training is limited to participants who:

- (1) Are unable to obtain grant assistance from other sources to pay the costs of their training; or
- (2) Require assistance beyond that available under grant assistance from other sources to pay the costs of such training.

Service providers must consider the availability of other sources of grants to pay for training costs include such as Welfare-to-Work, State-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other sources of training grants.

Training services include the following:

- Occupational skills training, including training for nontraditional employment;
- On-the-Job Training (OJT);
- Incumbent worker training;
- Programs that combine workplace training with related instruction, which may include cooperative education programs and apprenticeship;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs; and
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with other training services.

All those who receive training services must be determined eligible for WIOA-funded services.

Regional policy will be developed regarding determining eligibility of training services based on priority of service in WIOA.

Program Requirements

Eligibility Verification/Documentation: Selected service providers are required to use CalJOBS for all aspects of documentation and tracking of services. Since WIOA does away with the core, intensive and training sequence, the WIOA service provider will need to insure that each customer is eligible to receive WIOA-funded services prior to obligating or paying any expenses on a customer's behalf. Service providers are responsible for determining, verifying, and certifying WIOA eligibility for each adult or dislocated worker applicant by obtaining acceptable records/ documents to verify each required eligibility item. Verification documents and other necessary paperwork must be maintained to the greatest extent possible onsite or in CalJOBS as appropriate.

Further guidance will be developed regarding paper and electronic files. In the meantime, hard copy files will be necessary until making the transition to electronic-only files. Documentation of services, referrals, progress, activities, and follow-up will be entered into CalJOBS. Documentation should provide information related to successes and barriers related to the completion of the service plan along with potential next steps of services.

Assessments: WIOA expects center staff to conduct an initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, (including skill gaps) and supportive service needs. Initial assessment will include the following: basic skills, work readiness skills, occupational skills, prior work experience, barriers to employment, family situation, occupational interests and aptitudes, financial resources and needs, supportive service needs, and developmental needs.

This information should be acquired through various means, including, but not limited to, standardized tests, structured interviews, behavioral observations, inventories, career guidance instruments, performance-based or competency-based assessment tools, and where the information is current and reliable, assessment results from another service provider (school or agency).

Individual Employment Plans: Each adult/dislocated worker customer enrolled into WIOA services will have an individualized employment plan (IEP) to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services, and career pathways to attain career objectives. Employment plans should be flexible and responsive to the individual needs of each customer as they move through needed career services and/or training services, keeping in mind that employment is the ultimate goal for all our customers. The IEP should be reviewed and updated at least every six months. Each plan will identify educational goals, pre-employment steps, selected learning objectives, training and work based learning (when provided) and any other preparation for unsubsidized employment. The plan will set clear and realistic goals for educational advancement, entry into employment in a targeted industry, and any continued learning and development, as needed.

Case Management: All job centers are expected to make available group counseling, individual counseling, and career planning. While not every customer that is served by the job center will receive comprehensive case management services, this service may be needed for customers that exhibit multiple barriers and/or have longer term educational goals to obtain employment.

Staff is expected to work closely with customers to provide support and guidance, address needs and barriers, assist with problem solving, serve as role models, and assist in the attainment of the objectives and goals agreed upon in their plan. Regular personal contact between staff and the adult/dislocated customer is important. Based on the case management relationship, the customer should be aware that he/she has support and accountability in working to achieve his/her personal goals.

Primary case management functions may include services coordination, advising, career counseling, advocacy, follow-up as appropriate and accurate and timely record keeping. Staff are to be informed of, and adhere to, professional standards of client confidentiality and safeguarding of personal and confidential information.

Employment and Training Services: WIOA legislation speaks to **priority of services** relative to the provision of employment and training services. As referenced in the WIOA legislation “priority shall be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services, described in paragraph (2) (A) (xii) and training services.” Current direction regarding Adult Priority of Services includes [WSDD-119](#). Efforts must be made to adequately serve customers that fall into these priority categories.

Performance Measures: PY 2015 will be a transition year with respect to federal performance measures. All eligible adults/dislocated workers who receive WIOA services and exit services during PY 2015 will be measured against USDOL Common Measures for Adults and Dislocated Workers. WIOA-specific measures are expected to take effect beginning July 1, 2016.

The GSWDB may also request locally tracked outcomes and set local measures. See the chart in Performance Measures section regarding most recent Common Measure goals for PY 2014. It is expected that the PY 2015 goals will be similar to the PY 2014 goals.

3.3 Youth Services

The focus of the youth formula-funded program has changed under WIOA to focus more on out-of-school youth, work based learning opportunities coupled with academic and occupational learning, and additional program elements. Key features of the program design are outlined in Section 129 of the Act. The structure of the program is similar to the structure under WIA in that comprehensive youth services are provided by competitively-selected youth service providers where each youth receives an objective assessment and an individual service strategy and the objective is to prepare youth for post-secondary education and employment. However, under WIOA measures and expectations, the proposal should include innovative ideas along with integration and partnerships to carry out the program.

WIOA legislation calls for youth programs that focus on the following:

- Significantly increased services to out-of-school youth ages 16-24;
- High school dropout recovery;
- Achievement of recognized post-secondary credentials;
- Career pathways and work-based learning tied to a systematic approach that offers youth a comprehensive set of service strategies;
- Closer linkages to the local labor markets; and
- Required connections between WIOA-funded youth programs and the one-stop system providing information on the full array of appropriate services that are available to youth.

It is important to note two new requirements with respect to WIOA Youth programs:

1. At least seventy-five percent (75%) of WIOA youth funds must be expended on providing workforce investment activities and services for out-of-school youth.
2. At least twenty percent (20%) of total allocated WIOA youth funds must be expended on paid or unpaid work based learning activities that have as a component academic and occupational education for both in-school and out-of-school youth which may include the following: employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.

Eligibility

Service providers will use youth funds to provide services for out-of-school youth between the ages of 16-24 that meet the federal WIOA eligibility criteria. Suitability factors should also be considered when making a determination for enrollment.

Proposal responses should be designed with a focus of meeting the needs of out-of-school youth.

Note: the definition and eligibility guidelines have changed under WIOA. Changes to the out-of-school youth definition removes the low-income requirement for several categories (making them very similar to those of adults). Most often, the target population of 16-24 year old out-of-school individuals define themselves as “young adults.”

Out-of-school youth means an individual who is not attending any school (as defined under State law) and is between the ages of 16 and 24 and exhibit one or more of the following characteristics:

1. A school dropout;
2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
3. A recipient of a secondary school diploma or its recognized equivalent who is a **low-income** individual *and* is basic skills deficient or an English language learner;
4. An individual who is subject to the juvenile or adult justice system;
5. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
6. An individual who is pregnant or parenting;
7. A youth who is an individual with a disability;
8. A **low-income** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Service Delivery

It is the goal of WIOA youth services to provide activities to enable young adults to be work-ready and prepared for their future. Provided services will help young adults access opportunities for work-based learning, complete industry recognized credentials, and enter employment in demand occupations. GSWDB youth services should be designed in a manner that integrates young adults into the job center in order to receive the full range of services. Integration with other program staff such as the adult program for referrals and with the Business Engagement Team for work-based learning and connections with employers will be necessary to meet expectations.

With the focus moved to older, out-of-school youth, it is likely this population will be visiting the job center seeking career services. Appropriately trained staff and customer flow of the center will be important in identifying which customers may be most appropriate for receiving youth-funded services/elements.

WIOA requires the following fourteen (14) elements to support the success of youth. While every youth may not need every element, providers are required to either provide or connect youth to organizations that meet their identified needs. Proposals must identify an initial plan of how the following elements will be addressed:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of a school diploma or its recognized equivalent (including a certificate of attendance for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services or dropout recovery services;

3. Paid and unpaid work experiences that have as a component academic and occupational education which may include the following:
 - a. Summer employment opportunities and other employment opportunities available throughout the school year;
 - b. Pre-apprenticeship programs;
 - c. Internships and job shadowing; and
 - d. On-the-job training opportunities
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area;
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, which may include community service and peer-centered activities;
7. Supportive services;
8. Adult mentoring for a period of participation and a subsequent period for a total of no less than 12 months;
9. Follow up services for no less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling;
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; and
14. Activities that help youth prepare for and transition to postsecondary education and training.

Note: Youth programs should follow the same list of demand occupational training areas that apply to the adult/dislocated worker program.

WIOA funding for training is limited to participants who:

- (1) Are unable to obtain grant assistance from other sources to pay the costs of their training; or
- (2) Require assistance beyond that available under grant assistance from other sources to pay the costs of such training.

Service providers must consider the availability of other sources of grants to pay for training costs such as Welfare-to-Work, State-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other sources of training grants.

Proposals should reflect “an age continuum of services” and age-appropriate activities based on the expectation that youth may be enrolled in WIOA services for the time period determined to successfully complete their service strategy. Planned services and activities should be designed to meet the needs of out-of-school youth, ages 16-24. The intensity and methods of delivering WIOA services should be flexible to respond to the individual needs of youth as they age and develop. A variety of workforce development activities should be available to help youth identify personal and vocational interests and begin to clarify long-term employment goals. Negotiating the transition from school to the workforce requires more than the acquisition of skills specific to an occupation. It is also necessary for youth to master the developmental tasks associated with cognitive, emotional, and social maturity that are critical to long-term employment success.

Many young adults that are disconnected from education and employment may demonstrate a need for supportive services in order to successfully begin, carry out, or complete their service strategy. Service providers should collaborate with partner agencies on meeting these needs prior to use of WIOA funds. Common types of supportive services include childcare, transportation, and emergency assistance.

Proposals should demonstrate linkages with the public schools, alternative schools, and various training providers to extend and enhance learning opportunities as part of a year-round strategy to improve academic achievement and build connections between work and learning. Respondents are expected to build and strengthen partnerships with community organizations in order to effectively recruit, engage, and sustain out-of-school youth in successful completion of WIOA activities.

Service providers are also expected to assist in workforce system building activities with education and partners. Activities should include, but are not limited to, partnerships with schools to provide workforce information and resources, assisting with career fairs, hosting workshops, support of Work Ready Communities and the AJCC system. Proposals should incorporate activities that demonstrate the provider's ability to successfully engage and contribute to the development of workforce services throughout the region.

Program Requirements

Eligibility Verification/Documentation: Selected service providers are required to use CalJOBS for all aspects of documentation and tracking of services. Service providers are responsible for determining, verifying, and certifying WIOA eligibility for each youth applicant by obtaining acceptable records/documents to verify each required eligibility item. Verification documents and other necessary paperwork must be maintained to the extent possible in CalJOBS.

Further guidance will be developed regarding paper and electronic files. Documentation of services, referrals, progress, activities, and follow-up will be entered in CalJOBS. Documentation should provide information related to successes and barriers related to the completion of the service plan along with potential next steps of services.

Assessments: WIOA requires a thorough and in-depth assessment of the academic level, skill levels, and service needs of each youth at the time of enrollment into WIOA activities that help develop the sequence of services and interventions. Initial/entry assessment will include: basic skills, work readiness skills, occupational skills, prior work experience, barriers to employment, family situation, occupational interests and aptitudes, financial resources and needs, supportive service needs, and developmental needs.

This information should be acquired through various means, including, but not limited to, standardized tests, structured interviews, behavioral observations, inventories, career guidance instruments, performance-based or competency-based assessment tools, and where the information is current and reliable, assessment results from another service provider (school or agency). Follow-up assessment should occur as appropriate to track progress and update service delivery plans.

Service Strategy: Each youth enrolled will have an individualized plan of services and activities (an appropriate mix of the fourteen required program elements), including appropriate learning objectives and goals, based on the entry assessment information. Service plans should be flexible and responsive to the changing needs of the youth as they move through WIOA and should be updated at least every six months. Each plan will identify educational goals that lead to credentials, Literacy/Numeracy goals (for out-of-school basic skills deficient youth during the transition year), selected learning objectives, work-based learning (when provided) and provide preparation for unsubsidized employment. The plan will set clear and realistic goals for educational advancement, entry into employment in a targeted industry and continued learning and development.

Comprehensive Case Management: The WIOA service provider will provide comprehensive case management services as part of the year round strategy to support and assist youth to attain meaningful outcomes. Given the wide range of developmental stages of youth between the ages of 16-24, staff must be flexible and aware of age appropriate expectations.

Staff is expected to work closely with youth to provide support and guidance, address needs and barriers, solve problems, serve as role models, and assist in the attainment of the objectives and goals agreed upon in their plan. Regular personal contact between staff and the young person is essential. Based on the case management relationship, the youth should be aware that he/she has support and accountability in working to achieve his/her personal goals.

Primary case management functions include services coordination, advising and counseling, advocacy, follow-up and accurate and timely record keeping. Staff are to be informed of, and adhere to, professional standards of client confidentiality and safeguarding of personal and confidential information.

Performance Measures: All youth who receive WIOA-funded services will be measured against USDOL WIOA Common Measures for Youth. Each of the youth Common Measures are calculated at the time a youth “exits” WIOA-funded services.

Currently, it is anticipated that the first transition year will be calculated using current WIA common measures, while WIOA measures take effect July 1, 2016. Literacy/numeracy is required during the transition year for out-of-school youth.

The Golden Sierra may also request locally tracked outcomes and set local measures. See the chart in Performance Measures section regarding most recent Common Measure goals for PY 2014. It is expected that the PY 2015 goals will be similar to the PY 2014 goals.

3.4 Reports

Monthly and Quarterly Reports

It is expected that routine monthly and quarterly written programmatic reports will be developed to include WIOA Common Measures, career services, job center traffic, and other key performance indicators. GSWDB will work closely with selected service providers to design and administer these reports.

Financial Reports

Financial reports and invoices for reimbursement will be prepared and submitted to the Golden Sierra administrative office by the 15th day of the following month and include the following:

- A monthly invoice template by funding source will be provided based on the negotiated contract award. The template will be updated as new direction is received from our Grantor, the Employment Development Department Workforce Services Division, in order to meet reporting requirements. .
- Summary and detailed accounting reports by fund source generated from your organization's general ledger that matches the monthly invoices submitted for reimbursement

3.5 Performance Measures

Current measures include the following:

Adults

- Entered Employment
- Retention in Employment
- Average Earning for Six Months

Dislocated Workers

- Entered Employment
- Retention in Employment
- Average Earnings for Six Months

Youth

- Placement in Employment or Education
- Attainment of a Degree or Certificate
- Numeracy/Literacy

It is anticipated that the PY 2015 Performance Goals will be similar to PY 2014.

Golden Sierra Common Performance Measures

Program	Measure	PY 2014 GSWDB Goals
Adult	Entered Employment	70.50%
	Employment Retention	82.00%
	Average Earnings	\$17,500
Dislocated Worker	Entered Employment	72.00%
	Employment Retention	84.50%
	Average Earnings	\$18,950
Youth	Placement in Employment or Education	63.50%
	Attainment of a Degree or Certificate	64.00%
	Literacy or Numeracy Gains	48.00%

3.6 Fiscal and Administrative Management

A number of changes to the federal OMB circulars took place on December 19, 2014. New Uniform guidance was issued in 2 CFR Part 200 and 2 CFR Part 2900. The Employment and Training Administration issued TEGL 15-14 that gives guidance on this reform. In summary, 2 CFR 200 and 2 CFR 2900 replaces the following: A-103 & A-89, A-87, A-133 & A-50, A-110, A-21, A-110 and A-122.

Internal Financial Management

All contractors are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to WIOA funds and services:

- Provisions of the Workforce Investment and Opportunity Act and its regulations;
- Provisions of the WIOA Contract;
- Applicable state and workforce development board policies;
- Accepted financial management and accounting practices; and
- Compliance with 2 CFR Part 200 and 2 CFR Part 2900

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of information creating suspicion of or instances of criminal misconduct must be reported immediately to the Golden Sierra, EDD, and USDOL.

Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. It is necessary to assure that accounting records are supported by source documentation for each transaction. In addition, records should be traceable to documentation and maintained in such a manner as to provide a complete and accurate audit trail during any internal or external examination.

The WIOA contractor shall document all internal financial compliance reviews.

If applicable, the respondent will provide a copy of the organization's Cost Allocation Plan. For-profit organizations will need to provide any proposed profit within the budget document.

Internal Program Management: Contractors are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high-quality services to eligible adults, dislocated workers and youth, as well as achievement of planned outcomes. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA customers and confirm adherence to specific requirements and time limitations.

Audit Submission: As a recipient of WIOA funds, contractors must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the Single Audit Act Amendment of 1996 and revised OMB Circular A-133 at 29 CFR 95.26 for institutions of higher education, hospitals and other non-profit organizations and at 29 CFR 97.26 for units of state and local government. This requirement will be met by providing the Golden Sierra with a copy of the annual audit according to OMB Circular A-133. For all for-profit businesses, WIOA contractors must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. A copy of the audit will be forwarded to Golden Sierra. The audit should be submitted within 30 days after the completion of the audit, but no later than six months after the end of the audit period.

Monitoring Procedures: In accordance with WIOA Contract Monitoring and Audit Procedures and the WIOA regulations (20 CFR, Part 652, et al and 20 CFR 667.410), WIOA contracted staff must cooperate with any monitoring, inspection, audit, or investigation of activities related to WIA contracts. These activities may be conducted by organizations such as EDD, USDOL, the GSWDB or their designated representatives. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of WIOA-funded activities under this contractual agreement.

Golden Sierra has developed a systematic monitoring system for evaluating the quality and effectiveness of services. Monitoring is the quality control system whereby Golden Sierra gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the services. Monitoring activities are conducted periodically to determine whether services are in compliance with contractual agreements, GSWDB or Golden Sierra policies, and WIOA regulations.. Golden Sierra monitors performance, programmatic and fiscal activities. In many instances, the different types of monitoring are interrelated and conducted simultaneously.

Records Retention: The following records and documents must be maintained for WIOA-funded customers and employees. They must be available for monitoring and review by the Golden Sierra and must be retained, subject to audit, for five (5) years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the WIOA Staff is required to retain records after the five (5) year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable.

Please see below for a listing:

- General ledger or equivalent;
- Cash receipts and cash disbursements journals/reports or equivalent;
- Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
- All contracts with the GSJTA including all amendments;
- All financial reports and documentation supporting requests for reimbursement;

- Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
- Invoices and/or supporting data for non-payroll disbursements; and
- Customer records including participant data forms, verification/documentation items, assessments tests and results, the Individualized Employment Strategy and documentation of outcomes.
- Any other financial records or documents that are related to the contracted funds as requested by the Golden Sierra.

Insurance: Proof of insurance is not a requirement for the submission of a proposal, however, successful respondents will be required to obtain all insurances specified/required by GSJTA and provide same with proper Certificates of Insurance prior to commencing work under a contract resulting from this RFP.

Program Income Requirement: USDOL requires that all income generated under any WIOA contract shall be reported and used to further program objectives. Any organizations proposing program income must provide a set of measurable deliverables. Program income is required to be spent prior to use of WIOA funds.

For Profit: Contractors proposing for profit contracts must propose criteria/deliverables for profit and a schedule of payment as part of the budget narrative. Profit margins shall not exceed five percent (5%) of the Contract. Criteria for Profit will be reviewed and included in negotiating final contracts.

Opportunities for Leveraging: 25% leveraged funds (optional – bonus points)

Leveraged Resources are not defined in regulation or any related administrative requirements. However, most Federal agencies use the term “leveraged resources,” and for ETA programs, the term has been defined to mean ***all resources used by the grantee to support grant activity and outcomes, whether or not those resources meet the standards required for match as defined by Uniform Administrative Requirements 2 CFR 200.306 and 2 CFR 2900.8.*** So for ETA programs, leveraged resources means both allowable match and other costs that do not rise to the requirements of the match regulations, but which support the outcomes of grant activity.

Submissions are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources.

Authority to Re-Capture and Re-Distribute Funds: Golden Sierra has the authority to re-capture and re-distribute funds for reasons including the following:

- Low Staffing levels
- Poor Performance
- Low Enrollments/Caseloads Low Spending levels
- Improper management

Property Management Requirements

The WIOA contractor agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500 or more) and to maintain an inventory of all properties issued by the GSJTA or subsequently acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$500 (including taxes, shipping and handling costs) or more must be approved by GSJTA staff, prior to the purchase. Any disposal of WIOA property must be according to applicable federal, state and local disposal procedures.

Any of the following items to be purchased with WIOA funds must be approved by the GSJTA and the EDD, in accordance with WSD14-13:

- Purchase of property with a per-unit single cost totaling \$5,000 or more.
- Purchase, rent, licensing, maintenance fee, or subscription of information-technology applications/software/services with a per-unit single or cumulative cost totaling \$5,000 or more within a twelve-month period.

The WIOA contractor will be responsible for maintaining an accurate inventory of all WIOA property in their possession. A copy of the updated annual inventory shall be submitted to the GSJTA staff upon completion. The HCWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the WIOA contractor facility at least annually.

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the WIOA contractor will notify appropriate law enforcement officials immediately. The GSJTA must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the GSJTA.

The WIOA contractor agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed through negligence.

3.7 Budgets and Invoices

Respondents to this RFP should submit a separate Career Services budget and Youth budget that is included with the RFP up to, but not greater than the projected available funding for each program as identified in the chart provided. Once a provider is selected we will work with the service provider to budget those funds. The amounts on the funding chart are intended to be used as guidelines for respondents and are subject to revision based upon final notification of WIOA funding availability from the EDD. The budget spreadsheet document will provide a summary of your proposed cost by line item with additional worksheets to provide additional backup detail of projected budgets. If additional narrative detail is needed, please provide that as well. It is understood that participant expenses will be difficult to accurately predict at this time; however, a projection of these expenses based on plans for services to customers is requested. More detailed budgets will be developed after the service provider is selected and allocation amounts are more defined.

Proposed budgets must be within the amounts indicated and must be reasonable based on proposed staffing, service levels, and service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on the lowest proposed cost. Subsequent revisions and negotiations of final contract budgets may be required due to funding award decisions.

Since this is a reimbursement contract, service providers will be expected to incur the costs for all program services and make payments on behalf of the enrolled customers, then report each month's expenses by the 15th day of the following month for each of the fund sources in the contract. The monthly reimbursement submission will include a line item invoice, with budgets, current month expenses, unexpended balances, and accrued expenses. As backup to the invoice, a summary line item expenditure reports and detailed line item expenditure reports by fund source, that support the invoice amounts, should be submitted each month.

Although not expected, if any part of the work covered by this request is to be sub-granted, the grantee shall identify the sub-granting organization and a sub-grant agreement must be entered into between the two parties. Copies of the sub-grant agreements must be submitted to the GSJTA for approval, prior to execution of any sub-grant agreements.

4.0 PROPOSAL OUTLINE

4.1 Format and Required Forms

The proposal will consist of the following components:

- A. A Cover Page ([Attachment A](#)), bearing the original signature of an individual authorized to bind the proposer in a formal agreement, noting:
- (1) Agency/Institution Submitting Proposal
 - (2) Project Title
 - (3) Services and Counties to be served
 - (4) Project Director (name, title, telephone number, and e-mail address)
 - (5) Site Coordinator Director (name, title, telephone number, and e-mail address)
 - (6) Financial Officer (name, title, telephone number, and e-mail address)
 - (7) Amount of funds requested
 - (8) Official authorized to sign (printed name, signature, and date)
- B. A Table of Contents noting the sequentially numbered page(s) where each item of the proposal and attachments to the proposal may be found.
- (1) Section One – Career Services
 - a. Contracting Experience ([Attachment B](#))
 - b. Program Narrative (Career Services), explained herein.
 - c. Completed Career Services Participant Summary ([Attachment C](#)), explained herein.
 - d. Completed budget narrative for Career Services, explained herein.
 - e. Completed budget forms for Career Services ([Attachment D](#)), explained herein.
 - f. Completed leveraged resource form for Career Services ([Attachment E](#)), explained herein (if applicable).
 - g. Proposed location of each full or partial job center for this proposal.
 - (2) Section Two – Youth Programs and Services
 - a. Contracting Experience ([Attachment B](#))
 - b. Program Narrative (Youth Program), explained herein.
 - c. Completed Coordination and Linkages Form ([Attachment F](#))
 - d. Completed Youth Services Participant Summary ([Attachment G](#))
 - e. Completed budget narrative (Youth Program)
 - f. Completed Youth Services Budget form ([Attachment H](#))
 - g. Completed Leveraged Resource form for Youth Services ([Attachment E](#)), explained herein (if applicable).

4.2 Career Services

The program narrative will consist of two parts. The first part will be a *Program Plan Narrative* which will address the Proposer's organizational structure, previous experience, and plan for providing career services. The second part will be a *Financial Narrative* which will address the Proposer's financial system and planned budget.

It is assumed GSJTA and the Proposer both have working knowledge of the Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA). When addressing each area, do not quote the Workforce Innovation and Opportunity Act and/or corresponding regulations. GSJTA is expecting a brief narrative outlining your plans for providing services to customers through the job center within your County/Countries, within the framework of the Workforce Innovation and Opportunity Act.

A. Program Plan Narrative

(1) Organizational Structure and Experience

Describe your organizational structure, specifically as it relates to your ability to provide cost effective, high quality WIOA Career Services for job seekers.

- a. Complete Contracting Experience form ([Attachment B](#)) as it applies to Career Services

(2) Career Services

Discuss your plans and related experience for providing workforce preparation and related services to job seekers through the job center. Please include your plans for:

- a. Providing WIOA type programs and services to the "universal" target population of job seekers, the provision of career and training services, as defined in Section 134 of the Workforce Innovation and Opportunity Act, and related Federal Regulations (*This section eliminates the "sequence of services" and merges "core and intensive activities" into a combined "career services". The goal is to provide more flexibility locally to meet the needs of participants. There is an increased focus on the attainment of industry-recognized certificates and credentials linked to in-demand occupations*).
- b. Providing Comprehensive Career Services and developing competency-based Individual Employment Plans pursuant to Sections 134 of the Workforce Innovation and Opportunity Act. Include a brief discussion of the qualifications of staff that will be providing these services.
- c. Providing Case Management services pursuant to carrying out the requirements in Section 134 of the Workforce Innovation and Opportunity Act.
- d. Coordinating service delivery with other community entities and services who meet the partnership requirements for adult programs addressed in Section 121 of the Workforce Innovation and Opportunity Act.

- e. Providing Follow-up Services for registered participants placed in unsubsidized employment, as required in the Workforce Innovation and Opportunity Act.
- f. Additional information you would like us to know about your proposed services? If so, briefly describe them here.
- g. Employee Recruitment

(3) Job Seeker Summaries

Enter total anticipated service utilization for the program year. Include a breakout of the anticipated numbers that will receive certain categories of service (the subsets of the service activities will total to the same or bigger number than the unduplicated total service utilization number).

a. Adult/Dislocated Worker Job Seekers

Enter the total planned service utilization, and the anticipated number of customers to utilize Career Services and Training Services on Career Services Participant Summary ([Attachment C](#)).

Enter planned cost and performance rates.

Cost must be less than or equal to the following GS cap.

Performance rates must be greater than or equal to the following GS planned rates.

<i>Adult Cost per Enrollment</i>	<i>\$8,000</i>
<i>Adult Entered Employment Rate</i>	<i>70.5%</i>
<i>Adult Employment Retention Rate</i>	<i>82.0%</i>
<i>Adult Average Earnings</i>	<i>\$17,500</i>

<i>Dislocated Worker Cost per Enrollment</i>	<i>\$8,000</i>
<i>Dislocated Worker Entered Employment Rate</i>	<i>72.0%</i>
<i>Dislocated Worker Employment Retention Rate</i>	<i>84.5%</i>
<i>Dislocated Worker Average Earnings</i>	<i>\$18,950</i>

B. Financial Plan Narrative

(1) Accounting and Operational Controls

Briefly describe your organization’s current financial accounting system, including your accounting procedures, your internal control procedures, and your procurement procedures. (Do NOT attach financial procedures, manuals or other detailed documents—a brief description will suffice.)

(2) Career Services Budget Forms (Attachment D) and Budget Narrative

Please refer to Section 1.1 for estimates of funding available for a particular county, broken out by funding source for Program Year 2015-2016.

A Budget Narrative must accompany the Budget Form. In the accompanying Budget Narrative, provide a brief description of the costs charged to each item on the Budget Form. All costs must be reasonable and necessary. Skip an item only if no costs are charged to this item.

a. Operating Costs

The total budget amount must equal the estimated funding allocations previously listed.

Administrative / Indirect costs are capped at 5%. Any proposal reflecting an administrative cost above 5% will be deemed non-responsive.

Staff Salaries & Benefits

- ◆ Staff Salaries-Program
- ◆ Staff Benefits-Program

List by Job Title and FTE (full-time equivalency).

Indirect-Administration

- ◆ Staff Salaries-Admin (Indirect)
- ◆ Staff Benefits-Admin (Indirect)

List by Job Title and FTE (full-time equivalency).

- ◆ Indirect Costs - Cost Applied

Indirect-Program

- ◆ Advertising (Brochures, etc.) – Includes outreach and dissemination of information. Describe efforts to reach specific target populations, including women in nontraditional occupations and potential employers.
- ◆ Communications – Telephone – Detail provider and type of services
- ◆ Equipment-Computers – Include in this item anticipated costs for the lease, purchase, and maintenance of equipment. Include a description of the type of equipment that is planned to be purchased or leased, and the estimated cost associated with each item.
- ◆ Equipment - Non-Computer – Include in this item anticipated costs for the lease, purchase, and maintenance of equipment. Include a description of the type of equipment that is planned to be purchased or leased, and the estimated cost associated with each item.
- ◆ Employee Training – Capacity building and continuing education for staff is encouraged. Provide details of the type of activities planned for staff development/continuing education.

- ◆ Fixed Assets (over \$5,000)
- ◆ Maintenance Bldgs. & Imp.
- ◆ Maintenance – Janitorial
- ◆ Memberships/Publications – Provide examples of the types of organizations and associations. Provide detail of anticipated publications and subscriptions.
- ◆ Office Supplies - Do not include supplies/inventories/testing materials directly related to participant assessment.
- ◆ Rents & Leases – Include information regarding the cost per square foot per month for each separate facility (e.g., 2,000 square feet x \$1.00/square foot x 12 months).
- ◆ Travel/Mileage – Includes travel charges related to staff development.
- ◆ Utilities – Detail provider and type of service

b. Direct Job Seeker Costs

Detail the amount of planned direct client expenses to be incurred on the budget form. These are out-of-pocket expenses incurred on behalf of an identifiable client that are not already included in personnel, facility or other operating expenses. Provide a description on the Budget Narrative for amounts entered in each of the categories on the budget form, consistent with the Program Narrative section of your proposal.

Direct-Program / Training

- ◆ Direct Training Client Contracts

Direct-Program / Other

- ◆ WEX Wages
- ◆ WEX Benefits

Leveraging - 25% leveraged funds (optional – bonus points)

Submissions are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources. Proposers shall indicate on Leveraged Resources form ([Attachment E](#)) their identified non-WIOA resources

Leveraged Resources are not defined in regulation or any related administrative requirements. However, most Federal agencies use the term “leveraged resources,” and for ETA programs, the term has been defined to mean *all resources used by the grantee to support grant activity and outcomes, whether or not those resources meet the standards required for match as defined by Uniform Administrative Requirements 2 CFR 200.306 and 2 CFR 2900.8*. So for ETA programs, leveraged resources means both allowable match and other costs that do not rise to the requirements of the match regulations, but which support the outcomes of grant activity.

4.3 Youth Programs

The program narrative will consist of two parts. The first part will be a *Program Plan Narrative* which will address the Proposer's organizational structure, previous experience, and plan for providing services to youth in a specific county (counties). The second part will be a *Financial Narrative* which will address the Proposer's financial system and planned budget.

It is assumed GSJTA and the Proposer both have working knowledge of the Workforce Innovation and Opportunities Act (WIOA). When addressing each area, do not quote the Workforce Innovation and Opportunity Act and/or corresponding regulations. GSJTA is expecting a brief narrative outlining your plans for providing services to youth customers through the job center within your County/Counties, within the framework of the Workforce Innovation and Opportunity Act.

A. Program Plan Narrative

(1) Organizational Structure and Experience

- a. Describe your organizational structure, specifically as it relates to your ability to provide cost effective, high quality WIOA programs and services to youth.
- b. Describe your experience providing WIA and WIOA type programs and services to hard-to-serve, disadvantaged target populations, as identified in Section 126 of the Workforce Innovation and Opportunity Act.
- c. Describe your experience providing objective assessments and developing Individual Service Strategies pursuant to Sections 129 of the Workforce Innovation and Opportunity Act. Include a brief discussion of the qualifications of staff that will be providing these services.
- d. Describe your experience conducting programs and services to: (1) place youth in employment and/or education, (2) assist youth with the attainment of a degree or certificate, and (3) assist youth to obtain gains in their literacy and numeracy skills, as identified in the Employment & Training Administration's Training and Employment Guidance Letter.

[TEGL 5-14](#)

[TEN 5-14](#)

- e. Describe your experience providing appropriate supportive services to youth enrolled in the program, specifically programs addressing career pathways for youth, drop out recovery and education, and training to lead to high school diploma and a recognized post-secondary credential.
- f. Describe your experience coordinating service delivery with other community entities and services whose involvement are essential in meeting the requirements for youth programs outlined in Section 129 of the Workforce Innovation and Opportunity Act.
- g. Describe your experience with fund accounting, and appropriately spending, documenting, tracking, and reporting expenditures in multiple funding sources and cost categories.
- h. Complete Contracting Experience form ([Attachment B](#)) as it applies to Youth Services

(2) Youth Program

Describe your plan for providing services to youth in your County/Counties. At a minimum, address the following in your narrative:

- a. Outreach and Recruitment of Youth
- b. Screening, Intake, and Referral
- c. Objective Assessment/Individual Service Strategies/Case Management
- d. Required Program Elements of a WIOA Youth Program (WIOA, Section 129):
 - ◆ Tutoring, study skills, instruction leading to a high school diploma or GED, and dropout prevention
 - ◆ Alternative secondary school services, or dropout recovery services, as appropriate;
 - ◆ Summer employment opportunities that are directly linked to academic and occupational learning
 - ◆ Paid and unpaid work experience, including internships and job shadowing
 - ◆ Occupational skills training, as appropriate
 - ◆ Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
 - ◆ Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
 - ◆ Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
 - ◆ Follow-up services for not less than 12 months after the completion of participation, as appropriate
 - ◆ Financial literacy education
 - ◆ Entrepreneurial skills training
 - ◆ 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
 - ◆ Activities that help youth prepare for and transition to postsecondary education and training
- e. Coordination and Linkages with Community Partners that serve youth and youth with disabilities: WIOA requires partnering and collaboration to assure that your participants receive the best services available in a cost-effective manner. Golden Sierra encourages/requires bidders to describe their collaborative efforts for serving youth with disabilities. (*With the passage of the WIOA, all local areas will now have vocational rehabilitation as a partner at the One-Stop for aligned application*). Complete Coordination and Linkages with Community Partners form ([Attachment F](#)).
- f. Pre-Enrollment Framework. WIOA mandates that all areas address required activities to help youth transition successfully into adulthood and self-sufficiency, especially as they relate to youth who are at-risk of dropping out of school, have dropped out of school or are disengaged from the educational system. Providers should describe how they will deliver or make referrals for each required program element for those youth with a demonstrated need. Several of the required program elements must be

delivered by the provider for either all or an appropriate subset of their WIOA enrolled youth. These include:

- ◆ Substantial summer employment opportunities/programs;
- ◆ Leadership development opportunities;
- ◆ Follow-up services for not less than 12 months;
- ◆ Entrepreneurial skills training;
- ◆ Services that provide labor market and employment information;
- ◆ Activities helping youth prepare for and transition to postsecondary education and training.
- ◆ Compliance with the Americans with Disabilities Act (ADA)

(3) Youth Summaries

Enter the total planned service utilization, and the anticipated number of participants to be enrolled in the Youth program on Youth Services Participant Summary ([Attachment G](#)).

Enter planned cost and performance rates.

Cost must be less than or equal to the following GS cap.

Performance rates must be greater than or equal to the following GS planned rates.

<i>Cost Per Enrollment</i>	<i>\$8,000</i>
<i>Placement in Employment and/or Education</i>	<i>63.5%</i>
<i>Attainment of a Degree or Certificate</i>	<i>64%</i>
<i>Literacy/Numeracy Gains</i>	<i>48%</i>

B. Financial Narrative

(1) Accounting and Operational Controls

Note: You may refer to Section 4.2.B(1) under the Career Services section if your response to this question is the same.

Briefly describe your organization's current financial accounting system, including your accounting procedures, your internal control procedures, and your procurement procedures. (Do NOT attach financial procedures manuals or other detailed documents—a brief description will suffice.)

(2) Youth Budget Forms and Budget Narrative ([Attachment H](#))

Refer to Section 1.2 for an estimate of funding available for a particular county, broken out by funding source for Program Year 2015-2016.

A Budget Narrative must accompany the Budget Form. In the accompanying Budget Narrative, provide a brief description of the costs charged to each item on the Budget Form. All costs must be reasonable and necessary. Skip an item only if no costs are charged to this item.

a. Operating Costs

The total budget amount must equal the estimated funding allocations previously listed.

Administrative / Indirect costs are capped at 5%. Any proposal reflecting an administrative cost above 5% will be deemed non-responsive.

Staff Salaries & Benefits

- ◆ Staff Salaries-Program
- ◆ Staff Benefits-Program

List by Job Title and FTE (full-time equivalency).

Indirect-Administration

- ◆ Staff Salaries-Admin (Indirect)
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- ◆ Indirect Costs - Cost Applied

Indirect-Program

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- ◆ Equipment - Non-Computer – Include in this item anticipated costs for the lease, purchase, and maintenance of equipment. Include a description of the type of equipment that is planned to be purchased or leased, and the estimated cost associated with each item.
- ◆ Employee Training – Capacity building and continuing education for staff is encouraged. Provide details of the type of activities planned for staff development/continuing education.
- ◆ Fixed Assets (over \$5,000)
- ◆ Maintenance Bldgs. & Imp.
- ◆ Maintenance – Janitorial
- ◆ Memberships/Publications – Provide examples of the types of organizations and associations. Provide detail of anticipated publications and subscriptions.
- ◆ Office Supplies - Do not include supplies/inventories/testing materials directly related to participant assessment.

- ◆ Rents & Leases – Include information regarding the cost per square foot per month for each separate facility (e.g., 2,000 square feet x \$1.00/square foot x 12 months).
- ◆ Travel/Mileage – Includes travel charges related to staff development.
- ◆ Utilities – Detail provider and type of service

b. Direct Job Seeker Costs

Detail the amount of planned direct youth expenses to be incurred on the budget form. These are out-of-pocket expenses incurred on behalf of an identifiable client that are not already included in personnel, facility or other operating expenses. Provide a description on the Budget Narrative for amounts entered in each of the categories on the budget form, consistent with the Program Narrative section of your proposal.

Direct-Program / Other

- ◆ Client Supportive Services
- ◆ WEX Wages
- ◆ WEX Benefits

(Note: GSJTA requires a minimum of 60% be spent on direct participant services)

c. Leveraging - 25% leveraged funds (optional – bonus points)

Submissions are encouraged to demonstrate either in-kind or cash match resources from any variety of funding sources. Proposers shall indicate on Leveraged Resources form ([Attachment E](#)) their identified non-WIOA resources

Leveraged Resources are not defined in regulation or any related administrative requirements. However, most Federal agencies use the term “leveraged resources,” and for ETA programs, the term has been defined to mean *all resources used by the grantee to support grant activity and outcomes, whether or not those resources meet the standards required for match as defined by Uniform Administrative Requirements 2 CFR 200.306 and 2 CFR 2900.8*. So for ETA programs, leveraged resources means both allowable match and other costs that do not rise to the requirements of the match regulations, but which support the outcomes of grant activity.

4.4 Rating & Selection of Proposal

Rating Criteria and Funding Recommendations

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, GSJTA may require a proposer's representative to answer specific questions orally and/or in writing. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified individual or firm will be recommended to the GSWDB by the RFP Evaluation Committee based on the overall strength of each proposal.

Selection must ultimately be weighted toward bidders with comprehensive knowledge and experience in providing services individuals as outlined under the Workforce Innovation and Opportunity Act.

Bids will be evaluated as follows:

Review for Compliance: Proposals submitted will be evaluated on compliance with the information requested as listed under the section 4.1. Failure to submit all necessary information as requested, or failure to follow the format outlined in the previous section, may result in rejection of the proposal.

Detailed Criteria: Each proposal will be evaluated based on an assessment of the information provided in response to the RFP. Only information submitted as part of this bid will be considered in the review process.

Selection Criteria to be Evaluated:

Career Services (70 points + 10 extra points possible)

Organizational Structure and Experience (4.2.A.(1))	Maximum 10 Points
Career Services Approach (4.2.A.(2&3))	Maximum 20 Points
Fiscal Management (4.2.B.(1&2))	Maximum 10 Points
Budget Narrative (4.2.B.(3)a&b)	Maximum 20 Points
Budget Overall Costs (4.2.B.(3)a&b)	Maximum 10 Points
Total Points	70 Points
Extra Points (leverage of 25% or above) (4.2.B.(3)c)	Maximum 10 Points

Youth Services (70 points + 10 extra points possible)

Organizational Structure and Experience (4.3.A.(1))	Maximum 10 Points
Youth Program Services Approach	Maximum 20 Points
Fiscal Management (4.2.B.(1&2))	Maximum 10 Points
Budget Narrative (4.2.B.(3)a&b)	Maximum 20 Points
Budget Overall Costs (4.2.B.(3)a&b)	Maximum 10 Points
Total Points	70 points
Extra Points (leverage of 25% or above) (4.2.B.(3)c)	Maximum 10 Points

Career Services (70 points + 10 extra points possible)

Organizational Structure and Experience (4.2.A.(1)) Maximum 10 Points

- Description of the organization
- Knowledge of workforce development
- Description of commitment to “quality improvement” and how you will relate it to the local workforce investment area.
- Project staff and relevant experience
- References listing names and telephone numbers of three recent customers

Career Services Approach (4.2.A.(2&3)) Maximum 20 Points

- Method of outreach to potential business and job seeker customers
- Method of sharing information and coordination with other partners
- Method of assessing potential participants
- Projection of number of participants who will receive career services
- Projection of number of participants enrolled in training as described
- Methods of providing post-employment and follow-up services
- Strategy for “priority of service”
- Integration of job driven elements of WIOA
- Integration of career pathways in service delivery approach
- Co-location and coordination of services with mandatory and discretionary partners

Fiscal Management (4.2.B.(1&2)) Maximum 10 Points

- Description of fiscal management system
- Demonstrated experience and ability with grant funds

Budget Narrative (4.2.B.(3)a&b) Maximum 20 Points

- Demonstrated appropriate indirect to direct ratios
- Observed 5% cap on indirect administration
- Provided adequate detail pertaining to outreach
- Strategy to meet Direct Training obligation

Budget Overall Costs (4.2.B.(3)a&b) Maximum 10 Points

Total Points **70 Points**

Extra Points (leverage of 25% or above) (4.2.B.(3)c) Maximum 10 Points

Youth Services (70 points + 10 extra points possible)

Organizational Structure and Experience (4.3.A.(1))

Maximum 10 Points

- Description of the organization
- Project staff and relevant experience
- Knowledge of workforce development
- Demonstrated experience with WIA or WIOA type programs, and working with special populations
- Describe your experience with fund accounting
- References listing names and telephone numbers of three recent customers

Youth Program Services Approach

Maximum 20 Points

- Method of providing the required activities under WIOA
- Description of program components
- Description of outreach strategies
- How, when, and where the services will be provided
- Utilization of private businesses for internships and work experience
- Mechanism for documenting progress by each participant
- Plans for follow-up and follow-up support
- Integration of job driven elements of WIOA
- Integration of career pathways in service delivery approach
- Projection of number of participants to be enrolled

Fiscal Management (4.2.B.(1&2))

Maximum 10 Points

- Description of fiscal management system
- Demonstrated experience and ability with grant funds

Budget Narrative (4.2.B.(3)a&b)

Maximum 10 Points

- Demonstrated appropriate indirect to direct ratios
- Observed 5% cap on indirect administration
- Provided adequate detail pertaining to outreach
- Strategy to meet Direct Training obligation

Budget Overall Costs (4.2.B.(3)a&b)

Maximum 10 Points

Total Points

70 Points

Extra Points (leverage of 25% or above) (4.2.B.(3)c)

Maximum 10 Points

Notification Process

All proposers submitting a proposal will receive written notification of the funding recommendations approved by the GSWDB.

Rejection of Proposals

The GSWDB reserves the right to reject any or all proposals received pursuant to this RFP. The GSWDB will not pay for any information herein requested, nor is it liable for any costs incurred by those submitting proposals. The GSWDB reserves the right to select the contractor(s) who will most meet the needs of the GSWDB and the proposed program(s); the selection will not necessarily be made solely on cost.

Appeals

- a. An appeal of a **denial of award** can only be brought on the following grounds:
 - i. Failure of RFP Evaluation Team and GSWDB Staff to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments;
 - ii. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq;
 - iii. A violation of State or Federal law.
- b. Appeals will not be accepted for any reasons other than those stated above. Appeals must be sent to:

Golden Sierra Workforce Development Board

Attn: Executive Director

1919 Grass Valley Hwy, Suite 100

Auburn, CA 95603

- c. Accepted appeals will be processed and reviewed by a panel convened by the Chairperson of the GSWDB and the Executive Director of the GSWDB;
- d. The GSWDB Executive Director will consider only those specific issues addressed in the written appeal.

4.5 Checklist

This checklist is provided to assist the proposer in ensuring that a complete proposal is submitted to the WIB. Failure to include any of the following elements will result in disqualification of the proposal.

Cover & Table of Contents (applies to both services)

- Cover Sheet — [Attachment A](#)
(signed by the official authorized to enter into a Contract)
- Table of Contents (including page numbers)

Career Services

- Contracting Experience — [Attachment B](#)
- Program Narrative
- Participant Summary — [Attachment C](#)
- Budget Narrative
- Budget Form — [Attachment D](#)
- Leveraged Resources (if applicable) — [Attachment E](#)

Youth Services

- Contracting Experience — [Attachment B](#)
- Program Narrative
- Coordination and Linkages Form — [Attachment F](#)
- Participant Summary — [Attachment G](#)
- Budget Narrative
- Budget Form — [Attachment H](#)
- Leveraged Resources (if applicable) — [Attachment E](#)