**VIRTUAL JOB FAIR**

**PROPOSAL**

**COVER PAGE**

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| **Applicant Organization Name**      | **IRS Employer Identification Number**      |
| **Organization Address**      | **City**      | **State**      | **Zip**      |
| **Phone**      | **Fax**      | **E-Mail**      |
| **Contact Name**       | **Title**      |
| **Status:** **[ ]  Community Based Organizations (CBO)****[ ]  Public agencies****[ ]  Private for-profit entities****[ ]  Private non-profit agencies/institutions****[ ]  Local Chamber or Business Organization****[ ]  Educational institutions** |

**Assurances and Certification**:

**I, (We), the undersigned, as the duly-authorized representative(s) of the respondent organization, affirm that the information and statements contained on this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that I (we) am (are) duly authorized to submit this proposal from the respondent organization to deliver services.**

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| --- |
|  |
| **Signature** |
|       |
| **Typed Name** |
|       |
| **Date** |

**VIRTUAL JOB FAIR**

**PROPOSAL**

**STATEMENT OF CAPABILITIES (30 points)**

**A. Organizational History, Experience, and Structure**:

1. Describe your organization. Include history, purpose, years of operation, number of staff and services provided to the community.

1. Describe your organization’s experience in operating the proposed program or similar programs. Attach an organization chart.

**B. Fiscal Controls:**

1) Describe your organization’s internal fiscal system, including:

a) Type of accounting system used.

b) Which staff member is responsible for the preparation of the fiscal reports.

c) The internal controls used in your fiscal systems.

d) How your agency would repay any potential disallowed costs.

e) Describe your agency’s ability to manage grant funds.

**C. Internal Program Evaluation and Monitoring:**

1) Describe the process you will use to evaluate and monitor your staff and services, and formally document the results, including:

1. Activities reviewed.
2. Methods that will be used to measure services and outcomes.
3. Data collection method to support measures.
4. Frequency.
5. Corrective action.
6. Staff assigned to monitor/evaluate.
7. **References**

Applicants who have not received funding from GSJTA within the past two years of the submitting this application must complete [Exhibit B, References](https://goldensierra.com/app/uploads/2020/10/Virtual-Job-Fair-References-Exh-B.doc.docx), and provide at least three (3) complete references from organizations/agencies (other than GSJTA), that applicant has had direct involvement with or received funding for the provision of services for which applicant is applying. The following information for each reference must be included:

* Reference’s organization name
* Contact person
* Address, phone number and email address
* Grant period, funding source and/or amount or fees for funded activities
* Description of activities provided

**SERVICES (40 points)**

1. **Service model**
	1. Describe detailed service model (i.e. virtual booth, video options, chat features, one-on-one interviews, webinars, etc.).

* 1. What are the qualifications, credentials, certifications and experience of your program and any staff providing the proposed service?

1. **Virtual Job Fair Platform**
2. What platform will be used?

1. What technical capabilities will participants require (business/job seekers)?

1. Describe how the platform/services will be accessible to people with disabilities.

1. **Business/Employer recruitment**
2. Form of recruitment/outreach.

1. Estimated or minimum number of business/employers recommended.

1. Target industries (if any).

1. **Job Seeker/Applicant recruitment**
2. Form of recruitment/outreach.

1. Estimated or minimum number of business/employers recommended.

1. Target population (if any).

1. **Enrollment & data collection**
2. Describe method of enrollment.

1. Describe what data will be collected during the enrollment process.

1. If data contains any personally protected information indicate how and where data will be maintained and stored, and describe the safeguards that are in place to insure the confidentiality and security of the data.

1. **Customer satisfaction process**
2. How will you measure the outcome/success of your service?

1. How will customer satisfaction be measured?

**COST (30 points)**

* + 1. Provide the following:
			- Cost breakout (software, outreach, staff, travel, materials, etc.)

* + - * Estimated # of hours to provide service