



Golden Sierra

REQUEST FOR PROPOSAL

Adult  
Career Services

**Golden Sierra Workforce Development Board**

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

115 Ascot Drive, Suite 100, Roseville, CA 95661 (916) 773-8540

Jason Buckingham  
Golden Sierra Job Training Agency  
Executive Director

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## 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. These services would include Career Services to adults in Alpine County and the South Lake Tahoe Basin; this area is 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 became law on July 22, 2014 and is authorized as workforce law at the federal level through September 2020. WIOA is currently under review for reauthorization.

The successful bidder(s) will be selected based on demonstrated abilities, past performance, a sound proposal, and cost effective service delivery.

***Disclaimer:*** *This RFP, any proposals submitted by bidders 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/](http://www.doleta.gov/wioa/)
- CWDB WIOA: [cwdb.ca.gov/workforce\\_innovation\\_opportunity\\_act/](http://cwdb.ca.gov/workforce_innovation_opportunity_act/)

*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 [rfp.goldensierra.com](http://rfp.goldensierra.com) website.*

### Proposal Due Date and Submission instructions

All proposals must be submitted no later than **5:00 p.m. on Wednesday, December 2, 2022** as an emailed PDF to the designated staff:

Golden Sierra Job Training Agency  
Attention: Lorna Magnussen, WDB Analyst  
[magnussen@goldensierra.com](mailto:magnussen@goldensierra.com)  
(916) 773-8544

Refer to section 4.0 for Outline and Content.

### Type of Contract

Bidders 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 no later than January 1, 2023 and ending May 31, 2024. The GSWDB may approve additional 23 month contracts each November, for up to a total of four years pending funding availability and contractor performance.

## Tentative Schedule of Events

RFP Public Notice Release Date .....	October 31, 2022
RFP Release Date .....	October 31, 2022
Bidders' Conference (via zoom).....	November 7, 2022 at 9:00 a.m.
Letter of Intent.....	November 18, 2022 by 5:00 p.m.
Deadline for technical questions .....	November 28, 2022 by 5:00 p.m.
Pre-Qualification Packet Deadline .....	December 2, 2022 by 5:00 p.m.
Proposal Deadline.....	December 2, 2022 by 5:00 p.m.
Review of Proposals to be completed by* .....	December 7, 2022
Board Approval* .....	December 12-15, 2022
Contract Finalization* .....	December 16-23, 2022
Anticipated Contract Start Date.....	January 1, 2023

*\*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  
115 Ascot Drive, Suite 100  
Roseville, CA 95661  
[magnussen@goldensierra.com](mailto:magnussen@goldensierra.com)  
(916) 773-8544

All 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 bidders 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](http://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 bidders' conference. Addendum will also be posted on the Golden Sierra website. Bidders 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 indicators, 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.

## Bidders' Conference

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

### Mandatory Bidders' Conference is scheduled for:

Monday – November 7, 2022  
9:00 am — 10:00 am

### Join Zoom Meeting

<https://us02web.zoom.us/j/82223864537?pwd=ZmNWcjdoOEZzMTRzMW5LajNNMTBNUT09>

Meeting ID: 822 2386 4537

Passcode: 166034

### One tap mobile

+16699009128,,82223864537#,,,,\*166034# US (San Jose)

+16694449171,,82223864537#,,,,\*166034# US

### Dial by your location

+1 669 900 9128 US (San Jose)

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/j/keIXsOWEII>

The RFP document will be reviewed at the Bidders' Conference. All prospective bidders MUST attend the Bidders' Conferences. Prospective bidders are also encouraged to submit questions in advance of the Bidders' 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](http://rfp.goldensierra.com).

**Bidders' Conference PowerPoint Presentation** will be available no later than November 4th by 5:00 pm.

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

## Letter of Intent

**ALL BIDDERS PROPOSING SERVICES UNDER THIS BID REQUEST MUST SUBMIT A LETTER OF INTENT. THIS IS A MANDATORY REQUIREMENT.**

Bidders wishing to participate in this RFP process must provide a written Letter of Intent to Respond. Letters must be submitted no later than November 18, 2022 by 5:00 pm via email to magnussen@goldensierra.com. ***The letter must state the intent of the bidder 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.

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

## Pre-Qualification packet

**ALL BIDDERS PROPOSING SERVICES UNDER THIS BID REQUEST MUST SUBMIT A PRE-QUALIFICATION PACKET. THIS IS A MANDATORY REQUIREMENT.**

Bidders wishing to participate in this RFP process must submit a complete Pre-Qualification packet no later than **December 2, 2022 by 5:00 pm** via email to magnussen@goldensierra.com. Failure to provide this will be considered a material irregularity and deemed reason for rejecting proposals.

## Estimated WIOA Funds Available for Contracts

Area: Alpine County & South Lake Tahoe Basin

Amount: \$85,000

Services: Career Services

Funding Sources: WIOA Adult Funding – CFDA 17.258

**Funding may also be allocated to provide Training Services. This information should be detailed in the budget narrative (Exhibit C) and budget narrative.**

**Funding for this Career Services RFP is funded by a grant award totaling \$85,000 (100%) from the US Department of Labor with \$0.00 (0%) financed from non-federal sources.**

***Amounts are estimates for planning purposes and are subject to change.***

## 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 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 policies and procedures. Administration and operation of this program is subject to compliance with the federal WIOA 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 as referenced in [WIOA Sec. 107\(d\)](#) and [20 CFR 679.370](#):

- Develop and submit Local & Regional Plan
- Workforce Research and Regional Labor Market Analysis
- Convening, Brokering, Leveraging
- Employer Engagement
- Career Pathways Development
- Proven and Promising Practices
- Technology
- Negotiation of Local Performance Accountability
- Negotiation of Methods to Fund Infrastructure Costs for AJCC
- Selection of Operators and Providers
- Coordination of Educational Providers
- Budget and Administration
- Accessibility for Individuals with Disabilities
- Certification of One-Stop Centers
- Program Oversight



## **Current Golden Sierra Job Center System**

There is currently (1) comprehensive Golden Sierra Job Center throughout the region. Golden Sierra Job Training Agency oversees the operation of the comprehensive job center in Roseville. In-person and virtual services are also accessible via community access points. These access points are typically operated by partner agencies working together to serve a shared customer..

## **Current Golden Sierra Labor Market**

Industries of Opportunity include:

- Building and Systems Construction
- Healthcare and Social Assistance
- Business Management and Support
- Transportation and Logistics
- Manufacturing
- Agribusiness, Food and Beverage Production
- Investment Support
- Arts, Entertainment, and Recreation

[2017-2020 Industry Cluster Study](#)  
[2018-2028 Local Employment Projections](#)

## **2.2 WIOA Operating Guidance**

Bidders should be cognizant of workforce system changes due to the passage of WIOA legislation. Guidance to the workforce system on the delivery of services includes, but is not limited to, the following:

They include the following:

- [WIOA Information](#)
- [Training Employment Notice \(TEN\) 20-16 \[Section 188\]](#)
- [Training Employment Notice \(TEN\) 42-15 \[WIOA Final Regs\]](#)
- [Training and Employment Guidance Letter \(TEGL\) 3-14 \[Job Driven System\]](#)
- [Training and Employment Guidance Letter \(TEGL\) 10-16 \[Performance\]](#)
- [Training and Employment Guidance Letter \(TEGL\) 16-16 \[AJCC\]](#)
- [Training and Employment Guidance Letter \(TEGL\) 19-16 \[Adult\]](#)
- [EDD Directive \(WSD15-14\) \[Priority of Service\]](#)
- [EDD Directive \(WSD16-18\) \[Selective Service\]](#)
- [EDD Directive \(WSD17-01\) \[Nondiscrimination and EO\]](#)

## 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 physically located at all AJCC locations.

Under WIOA (Section 121 (b)(1)), and amended by [EDD Directive \(WSD18-12\)](#) required AJCC delivery system partners include the following

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act

- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs (TANF)<sup>1</sup>

<sup>1</sup> Under WIOA, the governor may determine to exclude the Temporary Assistance for Needy Families (TANF) Program as a required one-stop partner.

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

Bidders to this RFP will need to adhere to the general expectation that the outreach, referral, 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 follows California’s Unified Strategic Workforce Development Plan that sets the direction and priorities for California’s workforce development system. WIOA program service delivery will need to align with the goals of the strategic plan as well.

[California’s Unified Strategic Workforce Development Plan 2020-2023](#)

[Capital Region’s Workforce Development Strategic Plan 2021-2024](#)

[Golden Sierra’s Local Workforce Development Strategic Plan 2021-2024](#)

### 3.0 SCOPE OF WORK

#### Career Services

### **3.1 The AJCC System**

The GSWDB through the GSJTA 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 physically located at all centers.

The official name for the statewide system of providing employment and training through the WIOA partnerships is America's Job Center of California<sup>SM</sup>. To achieve the goals of this grant, it is important the public has a quick and easy method to identify agencies taking part in the America's Job Center of California Network. To provide this information to the public, the contracting organization agrees to place the America's Job Center of California logo, in accordance with the State of California [guidelines](#) for such use, on all outreach materials and other documents describing projects or programs funded in whole or in part with WIOA funds. When the America's Job Center of California logo is not used, contracting organization must accompany their pre-existing brand with the following statement: "The [Program Name] is a proud partner of the America's Job Center of California Network."

In addition, GSJTA has adopted brands to represent programs that serve specific customers.

- Business (NEXT)
- Veterans (Service First)
- People with Disabilities (Advance)

Service providers are expected to help increase the awareness of these brands by distributing outreach materials designed and approved by GSJTA.

*Note: To avoid possible confusion over language, 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 as set by the state Workforce Board.*

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 readiness activities, 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 Services**

The GSJTA 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.

### **Career Services**

Career services as identified in the WIOA legislation and [TEGL 16-16](#) include the following:

#### **Basic**

- Eligibility determination for funding and services;
- Outreach, intake, and orientation to the information and other services available through the job centers;
- Initial assessment of 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, nontraditional employment, and career profiles and interest inventories;
- 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 usable and understandable formats, regarding how the Golden Sierra Local Area is performing on the local performance accountability measures;
- Information, in usable and understandable formats, relating to the availability of supportive services or assistance provided by partners;
- Referrals to supportive services or other needed assistance;
- Information and assistance regarding financial aid assistance for training and education programs; and
- Information and assistance regarding filing claims for unemployment compensation.

#### **Individualized**

- 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, 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; and
- English language acquisition and integrated education and training programs.

### **Follow-up**

- 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.

### **Priority Populations under WIOA**

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, and a discussion about the customer's Equal Opportunity rights. Orientations can be conducted in individual or group settings, depending on demand and the need for center efficiency.

The 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. Transgender and gender nonconforming individuals
- o. Such other groups as the Governor involved determines to have barriers to employment

Furthermore, Veterans and eligible spouses continue to receive priority of service among all eligible individuals. As described in [TEGL 10-09](#), priority must be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
2. Individuals who are the recipient of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in WIOA’s priority groups.
4. Other individuals not included in WIOA’s priority groups.

## Training Services

**Funding may also be allocated to provide Training Services. This information should be detailed in the budget form (Exhibit C) and budget narrative.**

During contract negotiations, ratios will be set limiting the use of staffing in order to ensure sufficient Career Service funding remains available to support direct participant costs (ex. supportive services, workbased learning, and occupation skills training)."

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.

Occupational Skills Training (OST) services, when determined appropriate, must be provided through an Individual Training Account (ITA). 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 OST 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 (OST), including training for nontraditional employment;
- On-the-Job Training (OJT);
- Incumbent Worker Training (IWT);
- 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;
- 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.



## Program Requirements

**Eligibility Verification/Documentation:** Selected service providers are required to use CalJOBS for all aspects of documentation and tracking of services. The WIOA service provider will need to ensure 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 applicant by obtaining acceptable records/documents to verify each required eligibility item. Verification documents and other necessary paperwork must be stored electronically, to the greatest extent possible, in CalJOBS as outlined in the Agency Electronic Recordkeeping and Case Management policy.

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.

### **Assessments:**

The WIOA expects job 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 can 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 customer enrolled into WIOA services should 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/ 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 [WSD15-14](#). Efforts must be made to adequately serve customers that fall into these priority categories.

**Performance:** All who receive WIOA-funded services will be measured against USDOL WIOA Performance Indicators. Refer to the chart in the Performance Indicators section regarding most recent goals for PY 2021-2022.

The GSWDB may also request locally tracked outcomes and set local measures.

### **3.3 Reports**

#### **Monthly and Quarterly Reports**

It is expected that routine monthly and quarterly written programmatic reports will be developed to include WIOA Performance Indicators, career services, job center traffic, and other key metrics. GSJTA 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 GSJTA 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.

### **3.4 Performance Indicators**

Primary indicators of performance are outlined in [TEGL 10-16](#) and [WSD22-01](#)

#### Adults Worker

- Employment Rate 2<sup>nd</sup> Quarter after Exit
- Employment Rate 4<sup>th</sup> Quarter after Exit
- Median Earnings 2<sup>nd</sup> Quarter after Exit
- Credential Attainment
- Measurable Skills Gain

<b>Golden Sierra Negotiated Performance Goals</b>		
<b>Adult</b>		
	<b>PY 2021-2022</b>	<b>PY 2022-2023</b>
Employment Rate (Q2)	70.0%	73.0%
Employment Rate (Q4)	66%	70%
Median Earnings	\$7,100	\$8,374
Credential Attainment	60%	63%
Measurable Skills Gain	75%	79%

### **3.5 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 WIOA 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 GSJTA, 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 bidder 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, 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 will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. All governmental and non-profit organizations must follow the audit requirements (single audit or program-specific audit requirement) of OMB Guidance, and Uniform Requirements.

GSJTA acting as the pass-through entity will further define Audit Requirements for organizations who are For-Profit after review of the risk assessment documents. Methods to ensure compliance for Federal awards made to For-Profit sub-recipients may include pre-award audits, monitoring during the agreement and post-award audits.

The contractor and/or auditors performing monitoring or audits of the service providers will immediately report to the Pass-through Entity any incidents of fraud, abuse or other criminal activity in relation to the award, the WIOA, or its regulations.

**Monitoring Procedures:** In accordance with WIOA Contract Monitoring and Audit Procedures and the WIOA regulations (20 CFR, Part 652, et al, 20 CFR 200.328 and 20 CFR 683.410), WIOA contracted staff must cooperate with any monitoring, inspection, audit, or investigation of activities related to WIOA contracts. These activities may be conducted by organizations such as EDD, USDOL, the GSJTA 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.

The GSJTA has developed a systematic monitoring system for evaluating the quality and effectiveness of services. Monitoring is the quality control system whereby GSJTA gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the services. Monitoring activities are conducted annually to determine whether services are in compliance with contractual agreements, GSWDB or GSJTA policies, and WIOA regulations. GSJTA monitors performance, programmatic and fiscal activities, as well as compliance with the equal opportunity & nondiscrimination provisions described in WIOA Section 188. 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 GSJTA 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;
- Customer records including participant data forms, verification/documentation items, assessments tests and results, the Individualized Employment Plan and documentation of outcomes; and
- Any other financial records or documents that are related to the contracted funds as requested by the GSJTA.

**Insurance:** Proof of insurance is not a requirement for the submission of a proposal, however, successful bidders 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 in accordance with [WSD15-25](#).

**Opportunities for Leveraging:** 20% 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:** The GSJTA has the authority to re-capture and re-distribute funds for reasons including the following:

- Poor Performance
- Low Enrollments/Caseloads
- Low Spending Levels
- Improper Management
- If cumulative obligations and expenditures are less than 80% per funding stream at the defined evaluation date.

**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 WSD17-08 (or subsequent) and [WSD16-16](#):

- Procurements with a per-unit cost that exceeds \$5,000.
- Procurements with cumulative costs that exceed \$5,000 over a 12 month period.
- Procurements resulting in improvements to land, buildings, or equipment.

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 GSJTA 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.

### **3.6 Budgets and Invoices**

Bidders to this RFP should submit a Career Services budget that is up to, but not greater than, the projected available funding for each program as identified in Section 1.1. Once a provider is selected we will work with the service provider to budget those funds. The amounts in Section 1.1 are intended to be used as guidelines for bidders 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 proposal in a formal agreement, noting:
  - (1) Agency/Institution Submitting Proposal
  - (2) Project Title
  - (3) Project Director (name, title, telephone number, and e-mail address)
  - (4) Site Coordinator Director (name, title, telephone number, and e-mail address)
  - (5) Financial Officer (name, title, telephone number, and e-mail address)
  - (6) Amount of Funds Requested
  - (7) 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) Career Services
    - a. Contracting Experience ([Attachment B](#))
    - b. Program Plan Narrative, explained herein
    - c. Fiscal/Budget Plan Narrative, explained herein
    - d. Budget Form ([Attachment C](#)), explained herein
    - e. Leveraged Resource Form ([Attachment D](#)), explained herein (if applicable)
    - f. Proposed location of each full or partial job center for this proposal

### 4.2 Career Services

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

It is assumed GSJTA and the Bidder both have working knowledge of the WIOA. When addressing each area, do not quote the WIOA and/or corresponding regulations. GSJTA is expecting a brief narrative outlining your plans for providing services to customers through the job center within your proposed service area, within the framework of the WIOA.



## 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.

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 general public and targeted population of job seekers, the provision of career and training services, as defined in the WIOA, and related Federal Regulations.
- b. Providing comprehensive career services and developing competency-based IEPs pursuant to the WIOA. 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 the WIOA.
- d. Coordinating service delivery with other community entities and services who meet the partnership requirements for adult programs addressed in the WIOA.
- e. Providing Follow-up Services for enrolled participants placed in unsubsidized employment, as required in the WIOA.
- f. Additional information you would like us to know about your proposed services. If so, briefly describe them here.
- g. Employee recruitment.

### (3) Reportable Individuals (refer to [TEGL 10-16](#))

#### a. Basic Career Services – self service and staff assisted

Enter total anticipated individuals to receive self-services or information-only activities.

#### b. Individualized Career Services

Enter total anticipated individuals to receive staff assisted services.

Enter planned cost per participant.\*

#### c. Training Services

Enter total anticipated individuals to receive training services outlined below:

Occupational Skills Training  
Worksite Based Training

Enter planned cost per participant.\*

*\*Cost for combined Basic Career Services –staff assisted and Training must be less than or equal Golden Sierra established training cap of \$8,000 per enrollment.*

## B. Fiscal/Budget 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) Budget Narrative and Budget Form ([Attachment C](#))

Please refer to Section 1.1 for estimates of funding available for Program Year 2022-2023.

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.

**Indirect / Administrative costs are capped at 10%. Any proposal reflecting an administrative cost above 10% 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 Cost Rate [If applicable]
- ◆ Name of Cognizant Agency [if applicable]

### 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. & Improvements
- ◆ 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 Participant Costs

Detail the amount of planned direct participant expenses to be incurred on the budget form. These are out-of-pocket expenses incurred on behalf of an identifiable participant 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 Participant Contracts

Direct-Program / Other

- ◆ WEX Wages
- ◆ WEX Benefits

Leveraging - 20% leveraged funds (optional – bonus points)

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

### **4.3 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 bidder'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 organization 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 WIOA.

Proposals 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 15 Points
Career Services Approach (4.2.A.(2&3))	Maximum 25 Points
Fiscal Management (4.2.B.(1&2))	Maximum 15 Points
Budget Narrative (4.2.B.(3)a&b)	Maximum 25 Points
Budget Overall Costs (4.2.B.(3)a&b)	Maximum 20 Points
<b>Total Points</b>	<b>100 Points</b>
Extra Points (leverage of 20% or above) (4.2.B.(3)c)	Maximum 10 Points

*Proposals must score at least 80 points (without bonus) to be considered responsive.*

Organizational Structure and Experience (4.2.A.(1))

Maximum 15 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 25 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 serving priority populations (including Veterans priority of services)
- 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 15 Points

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

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

Maximum 25 Points

- Demonstrated appropriate indirect to direct ratios
- Observed 10% 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 20 Points

**Total Points**

**100 Points**

Extra Points (leverage of 20% or above) (4.2.B.(3)c)

Maximum 10 Points

## Notification Process

All bidders 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**  
**115 Ascot Drive, Suite 140**  
**Roseville, CA 95661**

- 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.

#### **4.4 Checklist**

This checklist is provided to assist the bidder in ensuring that a complete proposal is submitted to the WDB. 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 Plan Narrative
- Fiscal/Budget Plan Narrative
- Budget Form — [Attachment C](#)
- Leveraged Resources (if applicable) — [Attachment D](#)
- Proposed location of each job center