



REQUEST FOR PROPOSALS (RFP) – PY2020

West Central Wisconsin Workforce Development Board

Request for Applications

WIOA Adult, Dislocated Worker and Youth Career Services

Issued 04/29/2020

For the period: July 1, 2020 - June 30, 2022

RFP Issued: April 29, 2020

Proposal Due: May 29, 2020

Voluntary Bidders Presentations will occur May 26, 2020 WEBEX Meeting TBD

Will be scheduled and posted to the wdbwcw.org website due to COVID19

401 Technology Drive E., Suite 100

Menomonie, WI 54751

Bids must be mailed to:

West Central Workforce Development Board

Attn: Jon Menz – Chief Executive Officer

401 Technology Drive E., Suite 400

Menomonie, WI 54751

Due to COVID19 and the Governor's Order to Shelter in Place, **Electronic applications are accepted at: jmenz@wdbwcw.org**

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The West Central Wisconsin Workforce Development Board is an equal opportunity employer/program service provider. This product was created with funding from the Workforce Innovation and Opportunity Act (WIOA). If you need assistance to access our services in a different language or need this material in an alternative format, call our EO Liaison Jon Menz at 715-235-8393 extension 101. Deaf, hard of hearing, or speech impaired callers may reach us by using Wisconsin Relay Services at 711 or 800-947-3529 or WI Relay Spanish 877-490-3723.

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I. Executive Summary

A. Overview

The West Central Wisconsin Workforce Development Board referred to as "WCWWDB" is soliciting proposals from qualified organizations to provide Adult, Dislocated Worker and Youth Services within Workforce Development Area 8, in accordance with the Workforce Innovation and Opportunity Act (WIOA), Public Law No: 113-128, and any related U.S. DOL, and Wisconsin State Department of Workforce Development rules and regulations, policies, directives and the Local Plan. Guidance in the form of both Training and Employment Guidance Letters (TEGL's) and guidance from the Wisconsin Department of Workforce Development (DWD) are available and easily located at www.dwd.wisconsin.gov and the www.dol.gov

This RFP provides a uniform method for the procurement of the WIOA Adult and Dislocated Worker Services in Workforce Area 8 providing for full and open competition. It contains the necessary background, requirements, information, instructions, and forms for responding to this RFP. Obligations under this RFP are conditional upon the availability of funds. Performance and obligations under this RFP are contingent upon an annual appropriation by the United States Congress that is permitted with the United States Department of Labor and the Wisconsin Department of Workforce Development to contract for services. The West Central Wisconsin Workforce Development Board reserves the right to terminate or adjust this RFP to conform to available funds. WCWWDB seeks innovative service delivery proposals that meet the purpose and expectation of this RFP and are characterized by collaboration, integration, accountability, continuous improvement and results. Through these services, the WCWWDB expects to achieve a measurable and positive impact on the success of employers and workers in Workforce Development Area 8. This is an opportunity for unique and innovative services that link youth and adult workers to careers in high growth high demand industries in West Central Wisconsin, and ultimately throughout the State of Wisconsin. It also offers workforce development an opportunity for a fresh approach to connect youth adult workers to employers, while demonstrating a cost-effective service delivery plan through unique community and employer collaborations and partnerships.

B. Contract Period

The anticipated contract period will be for two years, beginning July 1, 2020. Two year contract(s) will be issued with option to renew based upon available funding and performance. Proposers may anticipate transition services beginning June 30, 2020. Offers to extend contracts are at the sole discretion of the WCWWDB, based on satisfactory performance, compliance with contractual obligations, and other factors as determined by the WCWWDB. WCWWDB reserves the right to terminate the contract annually or earlier based on contractor performance and compliance with contractual terms and conditions.

C. Estimated Allocations

The funding distributions appearing in the table below are the amounts for WIOA Career Services. The selected contractor is expected to offer career and training services. The funding for training services will be kept with WCWWDB and made available to selected contractors through a voucher process. (DWD has not yet received allocations from the Department of Labor – as soon as these are released and made aware of our allocations, they will be reposted to the RFP and updated in the www.wdbwcw.org website.

For the Period 07/01/2020-06/30/2020	Total Allocation Career Services
Adult Program	DWD to release approximate funding levels soon
Dislocated Worker Program	DWD to release approximate funding levels soon
Youth Program	DWD to release approximate funding levels soon

D. Contract Type

Contracts executed as a result of this RFP process will be cost reimbursement unless a different type of contract is determined by WCWWDB to be more advantageous. Final contracts will also be subject to any changes in the legislation, regulations or policies promulgated by the funding sources. WCWWDB reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, referral sources and shortening or extending the contract period, as it deems necessary in the interest of the WCWWDB and its programs, pending availability of funds.

E. Eligible Applicants

The eligible applicant may include private and public, secondary or post-secondary education institutions, faith based organizations, for-profit and not-for-profit agencies, Community Based Organizations (CBO), or other entities. All are eligible to respond to this RFP and compete for funding. Partnerships or consortiums may respond; however, collaborations submitting proposals must identify a lead entity that will be responsible for management, coordination of services, operations, financial accountability, legal obligations and all reporting requirements. This lead entity must demonstrate its capacity to set direction, achieve outcomes, leverage matching or in-kind resources and manage overall operations, including staff oversight, customer services, continuous improvement and achievement of performance outcomes. Organizations applying that have a strong understanding of the local workforce system, a comprehensive employer base, knowledge of the challenges to job seekers and established local and regional relationships with educational and training organizations, employers, and active community based non-profits in the region will be given priority.

The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Bidders must have the technical competence, expertise in management and administration, professional staff, and administrative and fiscal management systems to accomplish the goals and objectives stated in this RFP and

meet high standards of public service and fiduciary responsibility. Bidders are responsible for being knowledgeable of regulations of the specific funding sources involved and applying them in developing the RFP responses.

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F. Schedule of RFP Submission, Review and Awards

The WCWWDB anticipates the following schedule but reserves the right to make changes as necessary.

EVENT	DATE/TIME	LOCATION
RFP Issued	April 29	West Central Wisconsin WDB
Letter of Intent	May 4	Send to jmenz@wdbwcw.org or call the WCWWDB at 7152358393
Deadline to submit questions	May 8	jmenz@wdbwcw.org
Responses to Questions	May 11	Email or website
Proposal Presentations	May 29	TBA - WEBEX
Proposal Award Date	Week of June 7 th	Notifications will be made to prevailing applicants
Contract Start Date	July 1, 2020	WDA 8

II. PART 1.0 BACKGROUND AND INFORMATION

The West Central Wisconsin Workforce Development Board (WCWWDB) is a 501(c) 3, non-profit organization. As the workforce development board for Region 8, WCWWDB is committed to supporting Region 8 residents in their search for economic self-sufficiency and supporting local businesses by collaborating with them to create a talent pipeline for a knowledge-based economy. WCWWDB manages a sector-focused education, training and employment system that involve local educators, prospective training operators, area employers, job seekers and employees.

WCWWDB's workforce strategy coordinates labor demand (employer-identified talent and skill needs) and labor supply (individuals with varying levels of education, skills, and barriers to employment) with a goal of connecting people to employment for a lifetime. WCWWDB is at the center of this model, serving as a workforce intermediary that brings together all of the workforce and economic development partners for planning and coordination purposes.

WCWWDB provides direct employer engagement through Industry Advisory Boards, around key sectors. Industry Advisory Boards drive the alignment of WCWWDB's strategies and investments to respond to current workforce and labor market demands. The boards are employer-driven, led by high level Chairs who were carefully selected, and are deeply committed to provide expertise in regional growth industries including construction, hospitality, healthcare, financial services and manufacturing. Many of the representatives on the Industry Advisory Boards also represent sector based organizations in the region that address the skills workers need.

Based on best practices in sector-based strategies, WCWWDB will be leading a coordinated and integrated approach to business engagement and business services. Recent experience nationally and locally has demonstrated the benefits of approaches that minimize duplications of effort and overlapping outreach campaigns. Bidders are encouraged to review the National Network of Sector Based Partners (<http://www.insightcced.org/communities/nns.html>) for a more comprehensive understanding of the sector based approach that informs WCWWDB's business services strategy.

WCWWDB is currently developing a strategic plan to implement an integrated and aligned sector based approach to business services. The strategic plan will address the specific business services that will be provided by WCWWDB as well as how it will work to coordinate and align business services by workforce system partners. Bidders should expect to work in conjunction with WCWWDB to overhaul and implement this aligned systems approach to delivering business services.

The WCWWDB expects the selected contractor for WIOA Adult, Dislocated Worker and Youth Services to coordinate and align efforts in conjunction with Business Services Managers and the Regional Business Services Team.

to ensure that participants in the WIOA program are being trained to industry standards and the needs of the sector. Evidence of collaboration and leverage for program service with these sector groups is required.

A. WIOA PROGRAM OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) supersede the Workforce Investment Act of 1998 with the intent of strengthening the workforce system through innovation and alignment of services to promote individual and national economic growth. As a result, core and intensive services have been merged into "career services". Career and training services are the required services. There is no longer a required sequence of services in order to receive training. Training is made available to individuals after an interview, assessment or evaluation determines that the individual requires training to obtain employment or remain employed. An individual must be 18 years of age or older to receive career services in the adult program. **Priority for individualized career services and training services funded with title I adult funds must be given to low-income adults and public assistance recipients and individuals who are basic skills deficient, in accordance with WIOA sec. 134(c)(3)(E) and proposed §680.600.**

Under WIOA, the Department proposes to classify career services into two categories: Basic and individualized career services. This grouping is not designed to create barriers to training, but rather identifies the importance that these two types of career services can have in helping individuals obtain employment. Basic career services must be made available to all job seekers.

1. Basic Career Services

The selected contractor from this RFP will be required to deliver these Basic Career Services with WIOA funding and to do so in coordination with other job center partner agencies including Job Service, Division of Vocational Rehabilitation, Veterans Services, Title V of the Older American's Act and Wisconsin Works (W2) and any other partner of the system. Basic Career Services that are self-service and/or informational and do not require registration for WIOA include.

- Resource room usage and access to job search software, resume writers and resource room materials including videos and brochures.
- Internet access to <https://jobcenterofwisconsin.com> and other job information and training searches systems.
- Outreach, intake and orientation to information and other services available through the one-stop Job Center system.
- determinations of whether the individuals are eligible to receive assistance under this subtitle.
- initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive service needs.
- Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including the following:
 - Job vacancy listings by labor market area
 - Information on job skills necessary to obtain those jobs
 - Information related to local occupations in demand and the earnings and skill requirements for such occupations.

- Provision of performance information and program cost information on eligible providers of training services including adult education, vocational rehabilitation programs, youth employment and training activities, postsecondary vocational education activities and vocational education activities available to school dropouts.
- Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the Job Center delivery system in the local area.
- Provision of accurate information relating to the availability of supportive services, including child care and transportation available in the local area and referral to such services, as appropriate.
- Provision of information regarding filing claims for unemployment compensation.
- Assistance in establishing eligibility for welfare-to-work activities available in the local area and programs of financial aid assistance for training and education programs that is not funded under WIOA and is available in the local area.

Individuals who are primarily seeking information are not treated as participants and their self-service or informational search require no registration. When an individual seeks more than minimal assistance from staff in taking the next step towards self-sufficient employment, the person must be registered and eligibility must be determined. To register, as defined in §675.300, is the point at which information that is used in performance information begins to be collected. Participation is the point at which the individual has been determined eligible for program services and has received or is receiving a WIOA service, such as career services, other than self-service or informational service and is the point at which an individual is to be included in performance calculations for the primary indicators in 20 CFR part 681.

2. Individualized Career Services

individualized career services must also be provided by the selected provider. These services may include:

- Assessment of skills, abilities, attitudes, and needs and the subsequent review and discussion of assessment results as the first step in identifying a career path.
- Explanations of the services and stages within the career pathway process to ensure customer understanding.
- Individual job development when accomplished through the use of services beyond self-service and informational activities.
- Job clubs, when accomplished through the use of services beyond self-service and informational activities.
- Screened referrals, when accomplished through the use of services beyond self-service and informational activities.
- Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities under Title I who are placed in unsubsidized employment, for not less than twelve (12) months after the first day of employment as appropriate.
- Provision of comprehensive and specialized assessments of the skill levels and service needs including diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Group and/or individual counseling and career planning.

- Individual employment plans, to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals.
- Case management for participants seeking training services.
- Short-term pre-vocational services and workshops including, development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment.
- Stand-alone GED/HSED training or literacy activities related to basic workforce readiness.
- Internships and apprenticeships.
- Work experience - Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time, which may be paid or unpaid. A work experience workplace may be in the private-for-profit, non-profit or public sector organization.

3. Training Services

Under WIOA, an individual may receive training services after an interview, evaluation, or assessment, and career planning if it is determined the individual is unlikely or unable, by only receiving career services to retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Additionally, it must be determined that the training the individual receives would result in employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. The individual must be assessed as having the skills and qualifications to successfully participate in and complete the training. Upon a determination that career services are unlikely to obtain these employment outcomes, the individual may be enrolled in training services.

Proposed §680.210(b) requires that individuals, for whom training has been deemed appropriate, select a training program linked to employment opportunities in the local area or in an area to which the individual is willing to commute or relocate. The selection of this training program should be fully informed by the performance of relevant training providers and individuals must be provided with the performance reports for all training providers who provide a relevant program. Furthermore, Proposed §680.210(c) requires that WIOA training services must be provided when other sources of grant assistance are unavailable to the individual. The selected provider must provide training services in accordance with the regulations. Training services may include:

- Job readiness training.
- Occupational skills training.
- Programs combining workplace training with related instruction.
- On the Job Training (OJT) - subsidized wages paid to business to promote skill development and placement.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Apprenticeships by providing referrals and assistance with enrollments.
- Adult education and literacy activities provided in combination with services described above.
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WCWWDB requires the coordination of training costs with funds available under other Federal programs, Pell Grants and scholarships.

The use of Individual Training Accounts (ITAs) will allow the participant the opportunity to choose training from a variety of eligible training providers.

The selected contractor will be required to develop training plans that are WIOA Compliance and fulfill the steps outlined in the Individual Employment Plan (IEP) IEPs are active documents that require regular review and updates.

4. Follow-up Services

Appropriate follow-up services must be made available to a participant placed in unsubsidized employment for a minimum of 12 months following the participant's first date of employment. Follow-up services can be useful for participants in order to maintain employment. Provider staff can provide workplace information and tips for success in a workplace environment. Additionally, follow-up services provide a continuing link between the participant and workforce system; these services allow the one-stop to assist with other services the participant may need once he or she obtains employment. Examples may include assistance with employer benefits, health insurance, and financial literacy and budgeting assistance.

5. Rapid Response Services

The selected contractor for WIOA Title I services will be required to assist in providing Rapid Response services. Rapid Response activities are necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible following either a, permanent closure, mass layoff, or a natural or other disaster resulting in a mass job dislocation. Rapid Response activities must include:

- On-site contact with the employer, representatives of the affected workers, and the local community, which may include assessment of their layoff plans and employer schedule. Coordination with the One-Stop-Operator and Business Services Managers, and Regional Business Services team required.
- Assessment of the potential for averting the layoff(s) in consultation with state or local economic development agencies, including private sector economic development entities.
- Background and probable assistance needs of the affected workers; reemployment prospects for workers in the local community and available resources to meet the short- and long-term assistance needs of the affected workers.
- The provision of information and access to unemployment compensation benefits, comprehensive One-Stop Job Center system services, and employment and training activities, including information on the Trade Adjustment Assistance program.
- The provision of guidance and/or financial assistance in establishing a labor management committee voluntarily agreed to by labor and management, or a workforce transition committee comprised of representatives of the employer, the affected workers and the local community. The committee may devise and oversee an implementation strategy that responds to the re-employment needs of the workers. The assistance to this committee may include the provision of training and technical assistance to members of the committee; funding the operating costs of a committee to enable it to provide advice and assistance in

carrying out rapid response activities and in the design and delivery of WIA authorized services to affected workers. Typically, such support will last no longer than six months and provide a list of potential candidates to serve as a neutral chairperson of the committee.

- The provision of emergency assistance adapted to a particular closing, layoff or disaster.
- The provision of assistance to the local board and chief elected official to develop a coordinated response to the dislocation event and, as needed, obtain access to state economic development assistance.

6. Performance Period

The period of performance for services will commence on July 1, 2020 and end on June 30, 2022 for Adult and Dislocated Worker. Youth Funding is normally available prior to July 1, 2020 (April to March) but the last several years we have not seen youth allocations arrive until the July timeframe. The WCWWDB may extend the contract for additional years based on the WCWWDB's assessment of the selected contractor's performance. Any extension is solely the option of the WCWWDB and will be based on availability of funds, requirements of WIOA, contractor performance and needs of the WCWWDB.

III. PART 2.0 WIOA PROGRAM REQUIREMENTS/EXPECTATIONS

A. WIOA PROGRAM EXPECTATIONS

The Workforce Investment and Opportunity Act is the funding source for this RFP. The WCWWDB fully expects that the provider will be knowledgeable in the law and regulations for WIOA. Information can be found at <http://www.doleta.gov/wioa>. The provider must also adhere to the policies and strategies found in the WIA /WIOA plan for The West Central Wisconsin Workforce Development Board identified as Workforce Development Board (WDA) 08 and any future modifications. The WIA/WIOA plan may be found at www.wdbwcv.org.

The proposal for WIOA Adult and WIOA Dislocated Worker Services must adhere to the broad categories outlined in Part 1.1 above and must provide the required design framework for Adult and Dislocated Worker Programs which include the following:

1. Career services

- Provide core services in accordance with WIOA legislation
- Provide WIOA Adult and WIOA Dislocated Worker Eligibility Determination and Objective Assessment of each participant, meeting requirements of WIOA Section 13a(c)(3)(E) and proposed §680.600, including an initial assessment of academic and occupational skill levels, aptitudes, abilities, as well as supportive service needs of each participant. The assessments must be documented.
- Develop service strategies (IEPs) for each WIOA participant, meeting requirements of WIOA section 13a(c)(3)(E) and proposed §678.430(b), including both an employment goal and consideration of the assessment results for each participant.

2. Training Services

- Provide preparation for post-secondary educational opportunities, in appropriate cases.

- Establish strong linkages between academic and occupational learning.
- Prepare enrollees for unsubsidized employment opportunities, in appropriate cases.

3. Supportive Services

- Provide access to services that are necessary to enable an individual to participate in activities as outlined in the IEP and not available through other agencies or programs in the region. The WCWWDB WIAAjl/IOA plan policies must be followed.

4. Follow Up Services

- Provide follow up services for a minimum of 12 months after the first day of unsubsidized employment. Services must be documented.

5. Rapid Response Activities

- Provide rapid response services to businesses and employees affected by mass layoff, relocations or closures, according to policies and procedures of the WCWWDB and DWD.

6. Performance and Outcomes

- Achieve established annual performance outcomes. The proposer must agree to meet and/or exceed:
 - Standards for each WIOA performance indicator as determined by the Department of Workforce Development (DWD).
 - Expenditures of at least 90% of the contract.
 - Additional measures as may be set by the WCWWDB to ensure compliance and continuous improvement.
 - Must adhere to DWD required performance measures
 - Must maintain accurate and up to date case notes,
 - Must ensure that EPSS, and Employability Plans are signed and in place in all files

The following table outlines the performance for Program Year 2016. A program year runs from July 1 through June 30.

Federal and DWD Standards	Adult	Dislocated Worker	Youth
Entered Employment Rate	Negotiations to take place	Negotiations to take place	Negotiations to take place
Retention Rate	Negotiations to take place	Negotiations to take place	Negotiations to take place
Average Earnings	Negotiations to take place	Negotiations to take place	Negotiations to take place

IV. 3.0 ADMINISTRATIVE REQUIREMENT/EXPECTATIONS

This section is a listing of General Administrative Requirements that will be required to be adhered to throughout the term of the grant. WCWWDB is largely funded by federal dollars through the Department of Labor and therefore follows the Uniform Administrative Requirements, Cost Principles, and Audit Requirements:

- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule
- 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200
- 48 CFR Part 31
- With additional restrictions imposed based on the individual grant source.

Bidders unable to meet these standard requirements will not qualify.

Proposals must contain a response to RFP Part 9.0 and 8.0 Administrative Requirements, by completing all required Administrative Forms. Failure to respond to a requirement may be cause for rejection of the Bidder's proposal.

- Adhere to Policies - At any time, the US Department of Labor or the State of Wisconsin Department of Workforce Development may issue Training and Employment Guidance Letters (TEGL) or other policy. Additionally, the WCWWDB may change policies in its plan at any time. These policies may or may not result in changes to fiscal or operational procedures but must be followed. The WCWWDB will receive and disseminate all policies directly to the service provider.
- File Maintenance/ Record Keeping - Files must be maintained for each participant in manner consistent with federal, state and local regulations and procedures, and with the WCWWDB File Retention Policy found in the WIOA Plan.
- Confidentiality and Security
The Grantor and the sub recipient will both engage in measures to protect the confidentiality and to protect against unauthorized access or disclosure of workforce information (including, but not limited to):
 - 1) Limit paper documentation (reports, screen prints, etc.) containing workforce information of a confidential or personal identifiable nature.
 - 2) Store paper information in a place physically secure from access by unauthorized persons.
 - 3) Store and process the data in an electronic format in a way that is secure from access by unauthorized persons.
 - 4) Take precautions to ensure that only authorized personnel have access to the computer systems in which the data is stored.
 - 5) Make the data accessible only to staff who require it in the official performance of their job duties; all data will be kept in the strictest confidence.
- Source Documents
The Sub recipient is responsible to comply with regulations which include the collection and storage of Customer source documents and have written policies in place for instruction regarding these requirements within its own organization. All Customer source documentation shall be kept in an orderly fashion in the customer file.
- Records Retention

Participant files shall be maintained for seven (7) years after the last date of service including follow-up. This requirement also pertains to applicants that have been determined eligible but not served and to applicants determined ineligible, refused certification or otherwise not served. All records pertinent to complaints/grievances/appeals and resolutions must also be retained for seven (7) years.

- Report data - All data must be reported in the DWD authorized data system ASSET (Automated System Support for Employment and Training). In addition to ASSET, WCWWDB also utilizes a data collect system, Efforts-to-Outcomes (ETO). The selected sub recipient will be required to use ASSET, RRETS, JobNet Business, Job Center of Wisconsin (where applicable) & ETO to record and track all client activities and program services. Reports generated from ASSET, JobNet Business and ETO will be utilized to monitor program performance and continuous improvement by the service provider, WCWWDB and the Wisconsin Department of Workforce Development. Knowledge of said data systems, precision, and timely entry of information is critical. System training and support will be facilitated by the Wisconsin Department of Workforce Development and/or the WCWWDB Data Department, however it is the selected sub recipient's responsibility to ensure on-going staff expertise and cooperation. Additionally, the selected sub recipient may be required to provide documentation or information not accessible through ASSET or ETO to evaluate performance outcomes, as well as program strengths and weaknesses. Each sub recipient will need to display how outcomes will be tracked and managed through their internal controls.
- Participate in monitoring - At any time the Department of Labor, the Wisconsin Department of Workforce Development, or the WCWWDB may monitor progress, and/or adherence to any and all grant regulations. The selected sub recipient must open records and allow monitors to perform their oversight duties. Subrecipient must adhere to all requirements within 2 CFR 200.328 with regards to monitoring and reporting program performance.

The WCWWDB adheres to a strict Monitoring Plan (MP) strategy in order to facilitate self-assessment and on-site reviews to ensure accuracy of data reported and collected. Participants files and data systems shall also be reviewed to: ensure data integrity and continuous improvement of system operations; reduce the error; and ensure compliance with federal, state and local laws, transmittals, directives, policies, procedures and regulations.

- Sub recipient Quality Assurance Process
The Subrecipient Quality Assurance (QA) process shall include, but is not limited to the following:
 1. The Sub recipient's staff shall collaborate with the WCWWDB staff;
 2. The Sub recipient shall ensure that staff is trained; implements concepts learned in training and from technical assistance; and conducts ongoing system and desk reviews to ensure policies and procedures are being followed and information systems and case files are properly updated and documented;
 3. The Sub recipient shall conduct monthly quality assurance reviews of all activities during the review period.
 4. A review and analysis of Customers' files based on a selected sample; A review, examination, and assessment of qualitative and quantitative system customer data;
 5. A comparison of the previous WCWWDB monitoring report to determine the extent to which the concerns have been addressed;
 6. A review of eligibility for program services;

7. A review of supporting documentation maintained in the case file;
 8. A review, examination, and assessment of the quality and the quantity of the services provided;
 9. A systematic approach/review of caseload per Case Manager; and
 10. Monitoring and adherence to Equal Employment Opportunity (EEO) requirements.
 11. Track record of improving prior years case managed deficiencies, areas of concern and findings on the WCWWDB.
- WCWWDB Monitoring Plan Strategy

On a monthly basis, the Grantor will review via reports generated from ETO:

 - Case Management Performance;
 - Number of enrolled participants;
 - Number of newly enrolled participants;
 - Number of dismissed participants (for reasons other than employment);
 - Number of dismissed participants due to found employment;
 - Number of Educational/Training enrollments;
 - Number of Educational/Training completions;
 - Number of placements
 - Average wage for placed participants;
 - Number of credentials earned.
 - Respond to WCWWDB request for reports and/or data - Financial and programmatic reports will be required monthly to the WCWWDB. The selected sub recipient will be expected to adhere to other requests from the WCWWDB regarding performance, fiscal questions, or other matters relating to WCWWDB business. The WCWWDB reserves the right to contact the person who is directly in charge of overseeing the day-to-day activities of the program regarding any request for information. Data reporting will be standardized and configured by the WCWWDB Data Department to monitor goals and actual performance. Data analytics will be available for the subrecipient to review their performance progress however they should still be tracking the information and data provided to WCWWDB using their own internal controls.
 - Financials - Proposers must submit the following documentation:
 - 1) Annual Balance Sheet and a Profit/Loss Statement
 - 2) Copy of Annual Audit Report
 - 3) W-9
 - 4) Current Certificate of Liability
 - 5) The Sub recipient Budget Narrative; Form D
 - 6) The Schedule A: Sub recipient - Staff Wage Detail In addition; the selected sub recipient shall ensure compliance with all the established requirements in the Code of Federal Regulations (CFR); 2CRF200, and
 - Provide WCWWDB personnel access to:
 - Accounting systems, electronic spreadsheets, general ledger, balance sheets, income and expense reports and all other financial activity reports of the sub recipient.
 - All financial policies and procedures, including billing and collection policies and purchasing and procurement policies
 - Account payable systems and policies

- Ensure adequacy of agency fiscal systems to generate needed budgets and expenditure reports, including:
 - Accounting policies and procedures
 - Budgets
 - Accounting system and reports
- Submit a line-item budget with sufficient detail to permit review and assessment of proposed use of funds for the management and delivery of the proposed services
- Document all requests for and approvals of budget revisions
- Establish policies and procedures to ensure compliance with sub grant provisions
- Document and report on compliance as specified by the grantee
- Develop and maintain a current, complete, and accurate asset inventory list and a depreciation schedule that lists purchases of equipment by funding source
 - Make the list and schedule available to the grantee upon request
- Ensure that budgets and expenses conform to federal cost principles
- Ensure fiscal staff familiarity with applicable federal regulations and GAAP
- Make available to the grantee very detailed information on the allocation and costing of expenses for services provided
- Have in place policies and procedures to determine allowable and reasonable costs
 - Have in place reasonable methodologies for allocating costs among different funding sources and WCWWDB categories
 - Make available policies, procedures, and calculations to the grantee on request
- Have in place systems that can provide expenses and client utilization data in sufficient detail to determine reasonableness of unit costs
- Maintain payroll records for specified employees
 - Establish and consistently use allocation methodology for employee expenditures where employees are engaged in activities supported by several funding sources
 - Make payroll records and allocation methodology available to grantee upon request
- Transparency - The WCWWDB operates under open meeting laws. The selected proposer must be aware of and adhere to open records for all program matters and open meetings where the program is being discussed. The WCWWDB considers all records and program plans funded with federal dollars as open records which must be made available to anyone requesting such information.
- Data and Customer Tracking Systems
ASSET is the current web-based, state-managed database system that supports workforce systems in Wisconsin. ETO is the current web-based, WCWWDB managed database that supports workforce systems in Region 8. The successful applicant will be required to use ASSET and ETO to record and track all participant activities, including services rendered and outcomes achieved.
- Accessibility and Equal Opportunity
The WCWWDB is committed to equal access for all customers to all services. All proposers must ensure equal opportunity to all individuals. No individual in WCWWDB's regional area shall be excluded from participation in,

denied the benefits of, or subjected to discrimination under any federally funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All proposers are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADnn4j and all other equal opportunity laws. This involves ensuring that staff receives accessibility training, and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment"

A. 3.1 WCWWDB PROGRAM EXPECTATIONS

In addition to the requirements of WIOA and/or the State of Wisconsin, the WCWWDB set the following program expectations:

1. Thorough knowledge of local and regional labor supply

The selected contractor will demonstrate a strong understanding of the area's workforce demographics/labor supply, as well as the needs of the local labor market in order to effectively bridge gaps between the supply and the market. The contractor will not only be required to demonstrate knowledge of the current market and supply, but also to address the future market and supply. The contractor must demonstrate the ability to use historical and current data to forecast future market and supply needs. The WCWWDB expects the contractor to stay abreast of fluctuations in both the supply and the demand market and utilize this information to inform and or adapt programming. Bidders should expect to work in conjunction with WCWWDB to overhaul and implement this aligned systems approach to delivering business services.

The WCWWDB expects the selected contractor for WIOA Adult, Dislocated Worker and Youth Services to coordinate and align efforts in conjunction with WCWWDB's business services team to ensure that participants in the WIOA program are being trained to industry standards and the needs of the sector. Evidence of collaboration and leverage for program service with these sector groups is required.

2. Location/Availability of Services

The Contractor will offer services to adults and dislocated workers throughout Region 8. The WCWWDB requires the contractor to offer adult services in the comprehensive job centers in the area and dislocated worker services at the WCWWDB's Job Centers. Currently, the comprehensive job centers are:

Eau Claire County Job Center
Barron County Job Center

WCWWDB expects the selected contractor to be flexible enough to provide services at new locations should they change during the contract term. WCWWDB is also expecting that there may be representation of dislocated worker services at the comprehensive job centers and Adult services at the Job Center.

3. Job Centering

The selected contractor will be a required team member of the comprehensive job centers and as such will be a party to the Memorandum of Understanding for the Job Center. Using the allocation for adult and dislocated worker program and the percentages in the WIOA plan, the selected contractor will offer Basic Career Services at the Job Center and will be responsible for coordinating the delivery of non-duplicative Basic Career Services with other Job Center Partners. As a Job Center partner, the selected contractor is required to assume membership on the committees and teams of the one stop. At minimum, the contractor will assign a staff member to serve on:

- Regional Business Services Team - The selected contractor for WIOA services is expected to collaborate with job center partners and community partners in the delivery of services to employers. Activities will include but not be limited to job fairs, application screening, employer on-site recruitment activities, job orders and follow-up and other activities that the team may develop or promote. This team is charged with developing the Business Services Plan for the comprehensive job centers.
- Resource Room/ Workshop Committee - The provider of WIOA services is expected to collaborate with other job center partners on delivery of resource room and workshops. Non-duplicative, collaborative provision of these services is required.

4. Community Collaboration

The WCWWDB promotes collaboration and non-duplication of services in the community. The selected contractor for WIOA services is expected to work with providers of other workforce development and economic development agencies in the county to ensure that WIOA Title 1 services are not duplicative of those offered in the region.

5. Innovation and Evidenced Based Practices

The WCWWDB is interested in providing innovative, evidenced-based, and outcome-driven strategies which correspond directly to the needs of employers in the region by increasing the supply of skilled workers to meet employer demand. These strategies should be based on data regarding the labor supply and market and should allow dislocated workers and low-income individuals to improve skills and gain employment with self-sustaining wages. Targeted, outcome driven programs that meet employer needs while providing the targeted services to each individual are paramount to effective, efficient, and timely services.

The selected contractor is expected to provide services that are innovative and evidence-based and to back-up the model with data that demonstrate such. Services are innovative when an evidence-based model is expanded upon or offered in a different way. Providing creative evidence-based solutions to meet the employment needs of individuals and the workforce expectation of area employers will be a criterion in the review of proposals.

6. Demand Sectors

The WCWWDB considers employers, especially those in demand industries, as its primary customer. As such, WCWWDB partners with other workforce development organizations in Region 8 and the region to address the workforce needs of regional demand industries. The WCWWDB has identified the following sectors as demand industries in Region 8:

- Health Care
- Manufacturing
- Trades-Construction
- Customer Service
- Financial Services
- Information Technology
- Transportation/Logistics
- Agriculture
- Others added by the West Central Wisconsin Joint Boards – including upcoming Strategic Planning post COVID19 Pandemic and Governor’s Orders to Shelter in Place.

The WCWWDB expects the selected contractor for WIOA Adult, Dislocated and Youth Worker-Training services to engage these business groups to ensure that participants in the WIOA program is being trained to industry standards and the needs of the sector. Evidence of collaboration and leverage for program service with these sector groups are required.

7. Required Youth Program Elements

WIOA Youth Program Elements	Will Provide
1. Tutoring, study skills training instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its equivalent or for recognized post-secondary credential;	
2. Alternative school services	
3. Paid and unpaid work experiences which may include: a. summer employment opportunities and other employment opportunities available during the school year; b. pre-apprenticeship programs; c. internships and job shadowing; and d. OJT training	
4. Occupational skills training;	
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 encouraging responsibility and other positive social and civic behaviors;	
7. Supportive Services	
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;	
9. Follow-up services for a period not less than 12 months after the completion of participation, as appropriate;	
10. Comprehensive guidance and counseling which may include drug and alcohol abuse counseling and referrals, as appropriate;	
11. Financial literacy education;	
12. Entrepreneurial skills training;	
13. Services that provide labor market and employment information about in-demand industry sector or occupations available in the area, such as career awareness, career counseling, and career exploration services;	
14. Activities that help youth prepare for and transition to post-secondary education and training.	

8. Adult and Dislocated Worker Services Requirements

Career Services

- WIOA authorizes career services for adults and dislocated workers. There are three types of career services: basic career services, individualized career services, and follow-up services. The provision of individualized career services must be based on the employment needs of the individual as determined jointly by the individual and the career planner (case manager) and may be identified through an Individual Career Plan (noted as an Individual Employment Plan in title I of WIOA).
- Basic career services generally involve less staff time and involvement and include services such as: eligibility determinations, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals.
- Individualized career services must be provided to participants after staff determine that such services are required to retain or obtain employment, consistent with any applicable statutory priorities. These services involve significant staff time and customization to an individual's need. Individualized career services include services such as: specialized assessments, developing an individual employment plan, counseling, work experiences (including transitional jobs), etc.
- Follow-up services must be provided for adults and dislocated worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. One type of follow-up service highlighted in WIOA is to provide individuals counseling about the work place. Follow-up services do not extend the date of exit from the program.

Training Services

- Training services may be provided if the grantee staff, including partner programs' staff, determines after conducting an interview, an evaluation, or assessment, and career planning, that the individual needs training services to obtain or retain employment.
- Types of training services that may be provided include, but are not limited to: occupations skills training, on-the-job training, incumbent worker training, programs that combine workplace training with related instruction such as pre-apprenticeship and apprenticeship, and customized training.
- Training services, when determined appropriate, must be provided either through an Individual Training Account (ITA) or through a training contract discussed in Section 8 of TEGL 19-16.
- Except in certain instances listed in WIOA sec. 122(h) and 20 CFR sec. 680.320, training services must be provided by an Eligible Training Provider (ETPL) in accordance with WIOA sec. 122(d).

V. 4.0 ADMINISTRATION OF THIS REQUEST FOR PROPOSAL (RFP)

A. Issuance

The award will be issued by the week of June 7, 2020 and available to download from the Board's website: <http://wdbwcv.org/>. If you are unable to download the RFP, please contact: jmenz@wdbwcv.org. Copies of the RFP are also available at West Central Wisconsin Workforce Development Board 401 Technology Dr. E, Suite 400, Menomonie, WI 54751 during the normal business hours (Monday through Friday, 8:00 a.m. through 4:30 p.m.)

B. Response Deadline

This proposal must be officially received by the WCWWDB staff at 401 Technology Dr. E, Suite 400, Menomonie, WI 54751, on **May 29, 2020**. Proposals must be received in accordance with Part 7.0, 8.0 & 9.0 of this RFP. Late proposals or amendments will NOT be accepted. Proposals should be addressed/externally labeled as follows:

**West Central Wisconsin Workforce Development Board
WIOA Adult and Dislocated Worker Title I Services
Attn: Jon Menz
401 Technology Dr. E, Suite 400
Menomonie, WI 54751**

Please provide proposals electronically to jmenz@wdbwcv.org

C. NOTICE OF INTENT TO BID

A Notice of Intent to Bid is mandatory for all bidders planning to submit a proposal. This is a required step in the process and will be used to create the list of potential respondents. This list will be used to notify the respondents of all communication during this procurement process. Bidders that fail to submit a Notice of Intent to Bid will not be eligible to submit a proposal in response to the request. However, submitting a Notice of Intent to Bid does not commit the respondent to submitting a proposal. All Notices of Intent to Bid are due no later than May 4th, 2020 to WCWWDB via e-mail to jmenz@wdbwcv.org or phone call to 715-235-8393.

D. WITHDRAWAL OF A PROPOSAL

A submitted proposal may be withdrawn at any time prior to the scheduled due date by submitting a written request to WCWWDB. A withdrawn proposal will not be considered for award but will become the property of WCWWDB.

E. OPEN RECORDS

Proposals submitted in response to this RFP are subject to the Wisconsin Public Record law, Wis. Stat. §19.31-19.39, and may be disclosed to the public upon request. No documents relating to this procurement will be presented or otherwise made available to any other person, agency, or organization until after the funding award. Any

confidential, privileged or proprietary information contained within a proposal must be clearly identified by the proposer in the proposal itself (each applicable page labeled). The aforementioned information will be kept confidential by WCWWDB to the extent permitted by State law.

F. BIDDERS' PRESENTATION

To be scheduled via WEBEX due to COVID19 and the Governor's Shelter in Place Order

All interested respondents are encouraged to participate in the Bidders' Presentation that will be held on May 26, 2020 from 1-3pm. If there are any questions following the bidders' opportunity to present, please submit via e-mail to jmenz@wdbwcw.org by 12:30 p.m., March 30, 2020. Questions and answers will be answered same day.

NOTE: All Board members, officers, and staff are precluded from entertaining questions concerning a proposal or the procurement process outside the confines of the Bidders' Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the Bidders' Conference.

G. Method of Procurement

The services solicited under this RFP shall be procured under the competitive negotiation method of procurement, via the process described in 2 CRF 200.318 General Procurement Standards and WCWWDB policy. WCWWDB's intention is to negotiate a cost reimbursement contract with the successful bidder(s). The resulting contract will establish a contractor relationship that involves fiscal, administrative, monitoring and programmatic responsibilities for workforce programs.

The Workforce Innovation and Opportunity Act legislation is available at:

<https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf> Contractors selected will be required to assume full responsibility for all activities and services included in the contract. The Board will provide training on necessary documents and procedures to any contractors selected via this RFP. All bidders should include sufficient costs in their budgets to cover any anticipated training needs and technology requirements.

Responsible Contractor - Contractor guarantees that it is responsible and possesses the ability to perform successfully under the terms and conditions of this Contract, that it has adequate financial and technical resources or the ability to obtain such resources as required during the performance of this Contract and that it has the administrative capability and competence necessary to carry out the terms and conditions of this Contract exactly as specified. Additionally, the Contractor assures the Board that its performance under the terms and conditions of this Contract will be in accordance with highest integrity and business ethics. If the Board determines, at its sole discretion, that the Contractor is not responsible and/or it does not possess the administrative, financial, and technical resources and capabilities necessary to successfully perform under the terms and conditions of this Contract, it shall terminate this Contract.

High Risk Contractor - The Board, in its sole discretion, may deem the Contractor a "high risk" if there is serious question or issue regarding the Contractor's administrative, financial or technical capability in meeting the terms and conditions of this Contract. This may occur if the Contractor: (1) has a history of unsatisfactory performance, or (2) is not financially stable, or (3) has a management system which does not meet management standards as determined by the Board, or (4) has not conformed to terms and conditions of previous awards, or (5) is otherwise not responsible as determined by the Board. In such event, the Board may establish and impose upon Contractor any special conditions and/or restrictions, it deems in its sole discretion, appropriate and necessary for the duration of the Contract period or until such time as the "high risk" status is removed by the Board.

H. GOVERNING PROVISIONS AND LIMITATIONS

- A. The main purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of the Adult and Dislocated Worker Services under the Workforce Innovation and Opportunity Act (WIOA). This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind; nor does it commit the WCWWDB to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by WCWWDB.
- B. WCWWDB reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFP in part or its entirety.
- C. This is a negotiated procurement utilizing the request for proposal method, and as such, the selection and award of a contract does not have to be made to the respondent(s) submitting the lowest priced offer, but rather to the respondent(s) submitting the most responsive proposal that satisfies WCWWDB's requirements and is determined to be in the best interest of WCWWDB.
- D. WCWWDB reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. It will provide notifications of such changes to all bidders recorded as having submitted a Notice of Intent to Bid.
- E. WCWWDB reserves the right to negotiate the final terms and conditions of any and all contracts or agreements with bidders selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the local Board plan and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract.
- F. All Board Directors, officers, and staff of WCWWDB are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the Bidders' Conference. Potential bidders, bidders and contractors are asked to respect these conditions by not making personal requests for assistance. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a

proposal under this RFP may have any contact outside of the formal review process with any employee of West Central Wisconsin Workforce Development Board, or any member of the Board of Directors for purposes of discussing or lobbying on behalf of bidder's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. West Central Wisconsin Workforce Development Board will reject proposals of those bidders who violate this condition.

- G. WCWWDB reserves the right to contact any individual, agency employer, or grantees listed in a proposal, and to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all bidders.
- H. WCWWDB or its designee will conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or subsequent to, the award of a contract or agreement. Misrepresentation of the bidder's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement awarded.
- I. WCWWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the State Department of Workforce Development or other specific funding source of WCWWDB or due to any legislature changes.
- J. Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, or employee of WCWWDB, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- K. No Board Director, officer, or employee, or any agent of WCWWDB shall participate in the selection, award or administration of a contract supported by WCWWDB funds if a conflict of interest, real or apparent, would be involved.
- L. Bidders shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a bidder to be disqualified. This does not preclude joint ventures or subcontracts.
- M. All proposals submitted must be an original work product of the bidder. The copying, paraphrasing or otherwise using of substantial portions of the work product of others and submitted hereunder as original work of the bidder is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.
- N. The contents of a successful proposal may become a contractual obligation and be incorporated by reference if selected for award of a contract. Bidders must intend to fulfill all of the representations made in this proposal. Failure of the bidder to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful bidder(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to WCWWDB as a result of the bidder's failure to contract may be recovered from the bidder.

- O. A contract with the selected provide(s) may be withheld, at WCWWDB's sole discretion. If issues of contract or regulatory compliance, or questioned/disallowed costs exist, a contract may be withheld until such issues are satisfactorily resolved. Award of contract may be withdrawn if resolution is not satisfactory to WCWWDB.
- P. Subcontracting, while not encouraged, may be appropriate where an outside subcontractor provides specialized expertise or technical resources not otherwise available to the proposing organization. However, any subcontractors must be specified in the proposal narrative, selection must be consistent with WCWWDB standards for competitive procurement, and all costs in compliance with applicable cost principles of the specific funding source. All contract provisions and federal, state, or Board standards that apply to Contractors must be followed by all subcontractors.
- Q. WCWWDB reserves the right to deem a proposal non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFP.
- R. The selected provider must have a disaster plan in place upon execution of contract.
- S. The undersigned applicant certifies that it shall comply with the Wisconsin Department of Workforce Development with regard to providing documentation of financial stability by: maintaining fiscal integrity; maintaining appropriate insurance requirements; comply with all federal, state, and regulations regarding conflict of interest; refrain from using nonpublic information gained through a relationship with the DWD employee, WCWWDB or WCWWDB employee to seek or obtain financial gains that would result in a conflict of interest or appearance of a conflict of interest; promptly disclose in writing any conflict of interest; not employ/compensate a former WCWWDB employee who was in a decision making position and was employed or compensated by WCWWDB anytime during the last twelve (12) months. As part of their local application requirements, WCWWDB is to specify its local protocol for documentation and submission requirements.
- T. In addition to the above governance requirements, the following guidance has been updated from DOL- ETA and will be included in approved contracts and embedded in the Memorandum's of Understanding.

§200.331 of the uniform guidance

- Subrecipient Name (which must match the name associated with its unique entity identifier)
- Subrecipient's Unique Entity Identifier
- Federal Award Identification Number (FEIN)
- Federal award date of award to the recipient by the Federal agency
- Subaward period of performance start and end date
- Amount of federal funds obligated by the subaward
- Total amount of federal funds obligated to the subrecipient by the pass-through entity Total amount of the Federal award committed to the subrecipient by the pass-through entity
- Federal award project description

- Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity
- Catalog of Federal Domestic Assistance (CFDA) number and name; the PTE must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement
- Indirect cost rate for the Federal award (including if the de minimis rate is charged)

VI. PART 5.0 CONTRACTOR SELECTION PROCESS

- A. A consideration in selecting agencies or organizations to deliver services shall be the demonstrated performance of the agency or organization in delivering comparable or related services. Performance in this or similar activities shall be considered when awarding points for demonstrated performance. Other performance with this Board will be considered in the evaluation of proposals received in response to this RFP.
- B. Funds provided under this RFP shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from the Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local workforce development area's performance goals.
- C. The proposal review process will include: evaluation, rating, and ranking of proposals by professional staff or qualified outside evaluators using the general criteria specified in Part 9.0 below. The proposal review process will also include review, approval to negotiate and selection for award of contract by WCWWDB Board of Directors.
- D. The selection of all contractors shall be made on a competitive basis to the extent practicable, and shall include:
 - Determination of the contractor's ability to provide out-of-school youth services established by WCWWDB.
- E. Award of Contracts for provider organizations shall be made only to "Responsible Contractors" who have demonstrated competence and qualifications, including: a satisfactory record of past performance, contractor integrity and business ethics; fiscal accountability; financial, technical resources, established management and monitoring systems and the ability to meet requirements of this RFP, the laws and regulations of the specific funding source(s).
- F. Providers not complying with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act shall not be awarded a contract.
- G. The successful contractor(s) will be required to maintain automated and/or paper records of customer activity, financial management, property, procurement, plans, policies, procedures, internal and external evaluations, and performance. In the event the contract is not renewed or is terminated, the current contractor agrees to provide any and/or all of the identified records to WCWWDB.

- H. The successful contractor agrees to use ASSET and ETO or any subsequently developed and required State system, to maintain all customer records required to be tracked and reported to the State of Wisconsin Department of Workforce Development in the manner and timeframe required by the Commission.
- I. Contractor may be provided with inventory upon execution of contract and will assume complete responsibility for updating and maintaining during the contract period.
- J. **PROPOSAL EVALUATION PROCESS**
Responsive proposals submitted by the deadline will be evaluated using the objective criteria below. WCWWDB assigns professional staff or qualified outside evaluators to read and evaluate each proposal. Parts of the scoring will be scored independently by each reader; the final scores for those parts will be the average of the independent scores of all readers. All references are validated and scores included in the evaluation process. In selecting proposals for award of contract, WCWWDB reserves the right to depart from the strict ranking by evaluation scores, whenever it deems such departure will better serve the best interests of WCWWDB and its constituents.
- K. **EVALUATION CRITERIA** Responsive proposals submitted by the deadline will be evaluated using the criteria below:

A. Background, Qualifications and Performance	25 points
B. Plan of Service	35 Points
C. Staffing Plan and Organizational Chart	10 Points
D. Partnerships & Collaborations	10 Points
E. Financial Management & Budget	20 Points
Total Points	100

VII. PART 6.0 BIDDER INQUIRY AND APPEAL PROGRESS

All appeals for non-award must be made in writing and must fully identify any contested issues. Subjective interpretations by evaluators are not subject to protest or appeal. The written appeal must be based on one of the following factors:

- A conflict of interest on the part of one or more evaluators
- Mathematical errors were made in the scoring of proposals.
- The evaluators did not adhere to the established rating criteria.
- Written appeals must be fully documented and must be postmarked and filed with:

Jon Menz, Executive Director
West Central Wisconsin Workforce Development Board
401 Technology Dr. E, Suite 400 Menomonie, WI 54751

Appeals must be received in the above office no later than ten (5) business days after receiving a written notification of non-award. For purposes of this provision, email will suffice. Appeals must be emailed to jmenz@wdbwcv.org. Those appealing must confirm timely receipt by calling (715) 232-7380. The WCWWDB Executive Director shall review the appeal and shall render a decision on the appeal.

For appeals denied by the Executive Director, the proposer shall have the right to appeal the decision to the Board Chair at:

Steve Osero
West Central Wisconsin Workforce Development Board Chair
sosero@amerytec.com

The written appeal must be based on one (1) or more of the factors listed above and must fully explain the basis for appealing WCWWDB's CEO denial. The written appeal to the board Chair must be received in that office no later than five (5) days after the appeal are denied by the CEO. The board chair shall review the appeal and render a final decision on awarding of the contract.

Public Record

Applicants are advised that all documents obtained as part of this RFP process, and in the possession of WCWWDB, are considered public records and subject to disclosure under the State of Wisconsin's Open Records Laws. There will be no public inspection of documents prior to the release of the intent to subcontract.

VIII. PART 7.0 PROPOSAL PREPARATIONS AND SUBMISSION

7.1 INSTRUCTIONS FOR SUBMITTING A PROPOSAL When submitting the proposal the applicant (s) can apply for WIOA Adult and/or Dislocated Worker service provisions as defined in the proposal; however the proposal must be inclusive of special populations such as (offenders, older workers, persons with disabilities, limited English speakers, etc.)

Proposals must be typed, single spaced, 12 font, one sided only, one column, and submitted on 8 ½ x 11 inch paper in accordance with the instructions in Part 8.0 of this request. Fancy or bulky binding, colored displays and promotional material are discouraged. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner. Total narrative is twenty (20) pages maximum, excluding attachments, budget, and other required forms. The RFP with attachments will be available on our website : <http://wdbwcv.org/>.

CONTACT PERSON (S)/SIGNATORY AUTHORITY: Proposals shall identify the liaison and primary contact person, as well as, a signatory authority.

NUMBER OF COPIES - One (1) complete original with original signatures and four (5) exact copies must be submitted as required. The original includes all items listed in "Response Checklist" (see below), including Attachments. Copies include all materials, which will be used by readers in rating the proposal. Items listed under

attachments with original signatures are required only with the original copy of the proposal. All documents submitted must be legible, complete and fully assembled. Any proprietary material should be clearly marked as "Confidential". Any proposal lacking sufficient copies to distribute to each reader may be ruled unresponsive, and may not be considered in this procurement.

PROPOSAL LABELING AND SUBMISSION - Proposals must be addressed, externally labeled, and submitted according to the instructions regarding the response deadline in Part 8.0 of this RFP. **No faxed or emailed proposals will be accepted.**

PROPOSAL COVER SHEET -- All items on the Proposal Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority- -a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization. (This is also the person who must sign the various certification forms.)

EXECUTIVE SUMMARY - The Executive Summary provides a summary of proposed activities, collaborating partners, budget proposed and outcomes achieved. Please complete carefully. **Funds requested must be consistent on all forms submitted.**

7.2 RESPONSE CHECKLIST

The proposal must contain the following documents in order:

- Proposal Cover Sheet
- Executive Summary
- Proposal Narrative
- Subrecipient Wage Detail
- Subrecipient Budget Narrative
- Assurances Form
- Certification Regarding Debarment
- Certification Regarding Drug-Free-Workplace
- Certification Regarding Lobbying
- Certification Regarding Conflict of Interest
- Proof of Incorporation or Agency Status
- Proof of bonding (If Applicable) and Certificates of Insurance
- Organizational Chart
- Job Descriptions and Resumes
- Coordination Agreements/MOU's
- Submit one copy your audit report
- Submit one copy of your workforce program monitoring reports for the most recent two years
- List of References, including liaison or contracting officer of any listed contract or funding source.

IX. PART 8.0 INSTRUCTIONS FOR THE PROPOSAL NARRATIVE

PROPOSER AGENCY IDENTIFICATION

The WCWWDB is seeking agencies with resources and experience to successfully administer the WIOA Adult or Dislocated Worker Program. Please complete the **Proposer Agency Cover Sheet Form A**. Include it as the first page.

EXECUTIVE SUMMARY

Immediate after the Proposer Agency Information page, please include an Executive Summary limited to 2 single sided, double spaced pages with a font no smaller than 11 point and 1 inch margins. At a minimum include in the Executive Summary the following:

- Applicant Name
- Applicant Address
- Lead Applicant City/State
- Adult, Dislocated Work or Both Proposal
- Funding Level Requested
- Summary of Applicant Experience
- Description of Proposed Project

X. PART 9.0 PROPOSAL NARRATIVE

A. ORGANIZATIONAL BACKGROUND, QUALIFICATIONS, PERFORMANCE HISTORY

25 Points

1. Agency's Experience in Managing WIA/WIOA Programs - The WCWWDB is seeking agencies and/or staff with experience in administering programs of a similar nature.
 - a. Please describe your agency's past experience in administering WIA/WIOA Adult and Dislocated Worker programs and any experience with other employment and training programs, state or federal government-funded programs, or other workforce support programs. Please include the name of program, amount of funding, location, type and scope of the programs or services, and the role of your agency as it relates to program operations. Include information on administration, planning, monitoring and evaluation. Please indicate performance outcomes for the programs cited. Demonstrate and provide examples of how you were performance-driven, flexible, innovative, and creative in the delivery of services.
 - b. Describe your organization's experience (numbers annually achieved) with job openings development and job placement. Discuss business services you have delivered and how these built relationships with employer partners. Describe your organization's strategy and achievements in retaining placements in their jobs. Give the timeframes of these programs and percentage of successful retentions.

- c. Describe your organization's experience serving diverse customers including, but not necessarily limited to: economically disadvantaged individuals with little or no work experience, individuals with low educational attainment or low literacy proficiencies, veterans, individuals with disabilities, those with limited English ability, minorities, ex-offenders, dislocated workers or those who may have experience and skills but have not worked for an extended period. Discuss with performance numbers your success with these or similar populations.
- d. Describe documented instances of collaborative success with local educational institutions.

2. Fiscal Policies, Procedures and Internal Control

The Proposing Agency is required to ensure all state and federal funds are used appropriately and effectively to provide services to eligible persons. The agency must ensure systems are in place to provide financial management that subscribes to OMB Circulars.

- a. Please discuss your agency's requirements and methods for documentation of expenses, their purpose and allow-ability that demonstrate that expenses charged to the contract are reasonable and necessary, appropriately allocated and meet all other federal and state requirements. Describe how your agency will ensure that WIOA funds will be spent only on the WIOA Adult and Dislocated Worker Program. **Please note that all contractors that receive federal funding must have an approved indirect cost rate agreement OR choose the 10% de minimus rate. Please provide your indirect cost agreement or cost allocation plan.**
- b. Discuss how staff is trained on allowable cost policies and how staff determines that a cost is appropriate within the scope of the contract. Please describe how payments will be made to participants and include what types of documentation will be provided for supportive services payments.
- c. Please explain your agency's procurement rules and regulations as they relate to the provision of services under the WIOA Contract, in particular how your agency assures open and competitive procurement.
- d. Describe how you will meet the Administrative Requirements outlined in Part 3.0.

3. Audit and Financial Strengths

The Proposing Agency must demonstrate adequate audit coverage and financial strength to operate the program. Failure to submit audits or requested financial information timely during the contract period will result in the withholding of contract payments.

- a. Please provide one set of audit reports for each of the last two (2) years, including management letters, and the current operating budget to provide a picture of your agency's financial and business status. If an audit has not been performed, provide a financial statement(s) or a balance sheet(s) and other information that documents the financial status of your agency. Required Attachment - Label as Attachment E
- b. Describe how you have resolved any audit findings or any issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
- c. Please provide a statement on potential claims or liabilities

- d. Please provide a summary of all insurance information and coverage for your agency. Required Attachment - Label as Attachment F.
4. Financial and Programmatic Monitoring
- The Proposing Agency must implement an internal management system to guarantee financial and programmatic oversight for the program.
- a. Please describe your agency's plan for monitoring the following areas:
 - Contract compliance, including compliance with the WIOA Policies and Procedures.
 - Electronic and/or hard copies of client case files.
 - Funding/Expenditures.
 - Program Performance Measures

For each of the above three (3) key areas, respond to the following as they relate to your plan:

- Staff position titles that lead and/or participate in the reviews and their roles.
 - Frequency of Review.
 - Tools utilized.
 - Measures utilized to gauge success.
 - Communication of results (frequency and mode) and to whom (e.g., board, staff).
 - Process used in the event that improvements or required remedial action are identified, including timely notification to the WCWWDB.
 - Process used in the event that a need for Corrective Action is identified
- b. Describe your agency's plan to measure its review processes to ensure that they are being followed, if they are effective, how they provide for continuous improvement. In addition, explain how your agency will provide this information to the Workforce Development Board.

B. PLAN OF SERVICE

35 Points

It may be helpful for bidders to review the Local Plan that has been adopted for WCWWDB WDA 08. A copy of this plan can be downloaded from WCWWDB's website at www.wdbwcw.org/

1. General Information

- a) Describe your plan to ensure that your staff is well-trained and ready to implement WIOA services in WDA 8 on July 1, 2016. Staff and service provider management must learn the new Act; its rules and regulations; and, promptly put policies and procedures in place to ensure that there is no delay in services to customers as a result of the transition from the Workforce Innovation and Opportunity Act.
- b) Provide a Transition Plan for ensuring that there is no disruption in service or access to program services (if applicable).
- c) Describe your knowledge of the most significant workforce development challenges and opportunities that WDA 8 will likely face in the next two years.

- d) Explain how you will work with DWD management staff to continuously improve the workforce system. Include a description of how WIOA service provider management staff will coordinate and cooperate with the WCWWDB coordinators, managers and directors who will provide functional oversight.
- e) Describe how your organization envisions its role and relationship with the workforce service partners and WCWWDB.
- f) Demonstrate your knowledge in serving Adult and Dislocated Workers by providing a description of the differences between the WIOA requirements, customer expectations and the needs of Adults and Dislocated workers. Describe your organization's ability to meet the specific needs of each population.
- g) Demonstrate your knowledge of working with Special Populations as a percentage of your caseload. A portion of the Adult and Dislocated Worker caseloads will be comprised of Special Populations, i.e. ex-offenders, participants with disabilities, Limited English Proficient and others. These groups may have targeted funding attached to provide services. How do you plan to leverage these funding sources and ensure fiscal and programmatic compliance across programs?
- h) Describe how you will market and implement an effective on-the-job training component to employers.
- i) Describe how funds available to be spent directly on Adult and Dislocated workers (i.e. supportive services, training costs, work experience, wages, etc.) will be allocated. Describe how these funds will be managed to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available to clients throughout the program year.
- j) The Comprehensive Job Center in WDA 8 is located 401 Technology Dr. E, Suite 400, Menomonie, WI 54751. Describe the similarities and differences in how services will be delivered in the Job Centers in addition to other identified sites. This section should provide a brief description describing how services will be provided at each location and, at the minimum, address the following: the menu of services available, hours of operation, full-time or part time staff, availability of partner services and client flow. Also, describe the similarities and differences of an integrated service delivery system in Comprehensive Job Centers vs. access sites. Include a detailed methodology for assessing host and occupancy costs and how that assessment will factor in to determining program access and service delivery.
- k) Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and the participation of staff on boards and committees throughout the region.
- l) Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system. Additionally, provide an assurance that participant files will be maintained in accordance with WDA 8 requirements and maintained in a secure location.

2. Adult and Dislocated Worker Services

The Workforce Innovation and Opportunity Act of 2014 define the required activities authorized for Adults and Dislocated Workers. Bidders are encouraged to read the Act to understand the scope of authorized activities. In general these activities are:

- 2. to establish a lead partnership on the one-stop delivery system described in section 121(e);

3. to provide the career services described in section 134(c)(2) to adults and dislocated workers, respectively, through the one-stop delivery system in accordance with such paragraph;
 4. to provide training services described in Section 134 O (3) to adults and dislocated workers, respectively, described in such paragraph;
 5. to establish and develop relationships and networks with large and small employers and their intermediaries; and
 6. to develop, convene, or implement industry or sector partnerships.
- a) Describe how the availability of services to adults and dislocated workers will be marketed in all communities within the region. Also, describe how recruitment of adult and dislocated workers will be conducted.
 - b) Describe any sector partnerships that play a key role currently in WDA 8 and suggest any additional sectors that could be explored based on the labor market in WDA 8.
 - c) Describe the eligibility, assessment, case management, and counseling services that will be provided to Adults and Dislocated Workers in an integrated system. Describe how co-enrollment between WIOA Adult, WIOA Dislocated Worker, TAA, VETs and Wagner-Peyser programs will be achieved.
 - d) Describe career services, training, and follow-up services to be provided to these Adults and Dislocated Workers under WIOA.
 - e) Describe your understanding of the use of career pathways for Adults and Dislocated Workers.
 - f) Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance will be determined for each customer in an integrated system.
 - g) Describe how Rapid Response Services will be provided to customers in the event of a facility closure or large dislocation. Also, describe how Rapid Response activities will be coordinated between partner agency staff.
 - h) Demonstrate knowledge of WIOA performance requirements for the Adult and Dislocated Worker programs by describing how the programs will be managed in an integrated system to meet or exceed each of the applicable performance standards. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Department of Workforce Development or the U.S. Department of Labor.
 - i) Describe how customer feedback will be collected and used to make continuous improvements to services.
 - j) Describe your understanding how seamless services should be provided between programs including Adult, Dislocated Worker, Business Services, Wagner-Peyser, Trade Adjustment Assistance, Veterans Programs, TANF, Adult

C. STAFFING PLAN AND ORGANIZATONAL CHART

10 Points

1. Staffing of the WIOA program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIOA programs in WDA 2
 - a) While staffing/hiring decisions will be the responsibility of the service provider, the proposal should identify the qualifications of the staff that will be involved in delivering services in WDA 8. Include brief position descriptions with position titles and minimum qualifications required for selection of staff. Also include specific qualifications for staff identified to work with Special Populations. If staff will be hired after October 1, 2015, please describe the process for recruitment and selection.
 - b) Your staffing plan should specify staffing levels and position titles.
 - c) Identify key management staff by name with a summary of their credentials a brief résumé of qualifications, and a brief description of their duties and responsibilities. It is anticipated that the proposal will include a position for a full-time Director who will oversee implementation of all services related to the organization's contract(s) with WCWWDB.
2. Organizational Chart(s)
 - a) Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned for each site, if more than one site is identified as a point of access or service delivery, along with position titles.
 - b) The chart should also display the management staff located within WDA 8 and those located outside WDA 8. Identify by name the key management staff specified in the staffing plan from section C-1 above.
 - c) The organizational chart should list the percentage of time for each staff position that is anticipated to be spent on WDA 8 activities.

D. PARTNERSHIPS AND COORDINATION

10 points

1. Partnerships and coordination of services with other organizations are one of the keys to success in the delivery of WIOA services.
 - a) Describe past success in developing effective working relationships with partner organizations. Include at a minimum local DWD staff and programs, Adult Education Providers, Literacy programs, Offender programs, English as a Second Language Programs, Vocational Rehabilitation, Temporary Assistance to Needy Families, and Senior Community Service Employment Programs.
 - b) Describe past experience with an integrated service delivery model, functional supervision, information sharing, case management of co-enrolled clients, cross training of staff, Rapid Response activities, services to TAA clients, or other activities conducted in close coordination with local DWD staff.
 - c) Describe how key management staff will work in cooperation with WCWWDB and DWD
 - d) Describe how service delivery staff will work with WCWWDB, DWD and partner staff to achieve an integrated system where customer service and performance are high priorities.
 - e) Include letters from key partners you plan to collaborate with. Bidders should only include key partners such as community based organizations or partner programs. Do not include supportive service vendors.

- f) If your organization is not presently a service provider in WDA 8, describe how you will work with WCWWDB and the current service provider prior to October 1, 2015 to prepare for an efficient transition of files and customer caseloads. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, etc.) and the anticipated completion date for each transitional activity.

E. FINANCIAL MANAGEMENT BUDGET

20 points

1. The bidder should complete PY'15 budgets on the included Form C and D.

Please do not deviate for the Budget format provided. Consistency will allow the reviewers to compare the proposed budgets.

- a) As stated previously in the RFP, we are planning to award approximately \$604,941 for the Adult program services and \$498,888 for the Dislocated Worker program services in Region 8.
- b) For the purpose of this bid, WCWWDB is interested in the planned amounts for management of service provider staff, overhead A higher percentage of costs planned for WIOA clients will result in a higher score on this section of the proposal. Bidders should plan on providing services through offices located in Region 8.
- c) A one-page budget narrative should be attached that describes the allocation of funds amongst overhead, management and direct client expenditures and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client expenditures. The budget narrative should be used to clarify and annotate the budget.
- d) Bidders must maintain a financial management system that is auditable and in compliance with Generally Accepted Accounting Principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. The audit is not part of your proposal.
- e) Please attach monitoring reports for the past two years and include resolution letters.
 - a. Describe how customer feedback will be collected and used to make continuous improvements to services.
 - b. Describe your understanding how seamless services should be provided between programs including Adult, Dislocated Worker, Business Services, Wagner-Peyser, Trade Adjustment Assistance, Veterans Programs, TANF, Adult Education and Vocational Rehabilitation.

XI. 10.O INSTRUCTIONS FOR COMPLETING BUDGET FORMS

Budget forms include:

The West Central Wisconsin Workforce Development Board is an equal opportunity employer/program service provider. This product was created with funding from the Workforce Innovation and Opportunity Act (WIOA). If you need assistance to access our services in a different language or need this material in an alternative format, call our EO Liaison Jon Menz at 715-235-8393 extension 101. Deaf, hard of hearing, or speech impaired callers may reach us by using Wisconsin Relay Services at 711 or 800-947-3529 or WI Relay Spanish 877-490-3723.

WCWWDB Subrecipient Budget Narrative, and Subrecipient - Staff Wage Detail

Complete all these forms as requested. All costs must be necessary, reasonable and allowable under a federal or state award and meet the general allowability criteria established by the Office of Management and Budget, and/or the Uniform Grant Management Standards, as applicable. All costs listed on the line items on the Budget Narrative MUST be explained in detail on the calculation and description sections. If successful, the Proposed Subrecipient Budget Narrative will serve as a basis for contract negotiation. The proposed budget should include only the cost of those management and operations activities requested in this proposal. Once final contracts are awarded, WCWWDB will be responsible for designating costs categories and the allocation of funding streams.

Proposed Subrecipient Budget Narrative Form, Form D, should be completed and submitted with each proposal. The budget submitted should represent a ONE-YEAR projection of expenses. All costs should be separated to indicate the following expense types:

Personnel Costs - include salaries only. Subrecipient - Staff Wage Detail Form, Form C.

Non-Personnel Costs - including supplies, printing, and membership subscription, etc. While WCWWDB ordinarily supplies all phones and postage, this budget may include any expense anticipated outside the usual course of business. Such expense, and the necessity, must be fully explained in the calculation and description categories.

Insurance - Other

- General Business Liability Insurance - General liability insurance must cover bodily injury and property damage to a third party and personal injury: \$1,000,000 each occurrence and \$1,000,000 aggregate, and \$10,000 medical expense (any one person) is required. A reasonable deductible is allowed, but may not exceed \$10,000.
 - Errors and Omissions - Errors and Omissions insurance or the equivalent is required; however, the cost of such insurance will not be reimbursed by WCWWDB.
 - Workers Compensation - Bidders must ensure that all employees are covered by workers' compensation insurance at a minimum of \$500,000 per accident or disease. If self-insured, the Bidder must warrant that it will maintain coverage sufficient to cover any liability as specified above. If the Contractor is a State agency and is self-insured, then the Bidder must be able to pay any obligation that it incurs from performance under a Contract resulting from this RFP.
 - Note on Insurance Requirements - Selected Contractors shall indemnify, save and hold the WCWWDB and DWD harmless from any claims or losses or damages to property and/or the resulting loss of use thereof and from any loss or damage arising from bodily injury, including death, to the extent that such claims, losses, or damages are caused in whole or in part by any actions or omission of the Contractor, its employees, officers, and agents, or its subcontractors. Selected Contractors will obtain and continue in force, during the term of the Contract, all insurance specified. Before starting work, the Contractor will be required to submit certificates of insurance. WCWWDB and its Board of Directors shall be named as an additional insured and shall be granted a waiver of subrogation and approval over exclusions. This solicitation does not obligate

WCWWDB or any cost incurred prior to start date of the Contract. WCWWDB will not reimburse any bidder for costs other than those specified in a signed contract.

- Fidelity Bonding - Selected Contractor must provide a fidelity bond that indemnifies WCWWDB and DWD against loss arising from a fraudulent or dishonest act of the selected Contractor's officers and employees holding positions of fiduciary trust. The selected Contractor must be the insured entity and WCWWDB must be the assigned certificate holder. The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point.
- Other Insurance - any other insurance costs not already included in any of the above line items. Such costs must be individually listed and explained.

Space and Facilities (other) - including rent, utilities, maintenance, and/or securities etc. Such expense, and the necessity, must be fully explained.

Contractual Services - includes other contractual professional services. An audit is required under 2 CFR 200 Subpart F - Audit Requirements (2 CFR 200.500) if contractor is awarded a contract that receives more than \$750,000 or more in federal funds.

Indirect Rate/Management Costs - Indirect Rate is an allowable line item only if the bidder is an entity with an approved indirect cost plan. If indirect costs are requested in this proposal, a copy of your approved indirect cost plan and/or cognizant agency letter approving an indirect cost rate is required. Indirect cost plans are only approved for entities that currently have grants/contracts with the government. Bidders that do not have a current Federally Negotiated Indirect Cost Rate will be required to list the De Minimis rate of 10%.

Profit/Incentive Costs Profit is an allowable line item only if the bidder is a for-profit entity. All profit/incentives are negotiable. Incentives are an allowable line item if the bidder is a non-profit entity.

Support Services - any costs for training materials/educational training such as books, curricula and training supplies for program elements and tuition costs for skills training ITAs, or other allowable pass through expenses the proposal may anticipate for innovation.

PART 11.0 ASSURANCES AND CERTIFICATIONS

This Part of the RFP is a sample of the WCWWDB Contract Boilerplate; this, or similar language will be used in all Contracts awarded under this procurement. All responses to this RFP must include the statement of concurrence (Certification of Bidder), which states that the Bidder has read this section of the RFP and is prepared to sign a contract, should the proposal be selected for funding, which includes these assurances and certifications:

SECTION 1. Compliance with Law/Order of Precedence

In rendering performances hereunder, the Contractor shall comply with the requirements of any laws and regulations of any specific source(s) for the Contract, including, but not limited to, DWD rules and regulations; any

revisions amendments to such rules and regulations; and WCWWDB Plans. Such compliance shall be accomplished in such a manner so as to prevent or to correct any breach of the WCWWDB's Contract with the State of Wisconsin to operate workforce programs and services under the Act. In any event, the above laws and regulations shall supersede any conflicting or contradicting provisions of this Contract.

SECTION 2. Health and Safety Standards at Work/Training Facility

Contractor shall ensure compliance with applicable health and safety standards established under State and federal law, including the Occupational Safety and Health Act of 1970, or with any applicable regulations regarding working conditions of employees of Contractor and of customers in programs funded by WCWWDB under this Contract.

SECTION 3. Grievance and Complaints

Contractor shall adopt and maintain a complaint procedure according to WCWWDB. In this regard, the Contractor shall notify WCWWDB in writing upon receipt of any such grievances or complaints filed and cooperate with the U.S. Department of Labor and DWD in the resolution of any conflict, which may occur from the activities funded under this Contract.

SECTION 4. Equal Opportunity Compliance and Assurance

A. Contractor assures and guarantees that it will comply fully with the nondiscrimination and equal opportunity provisions as follows: .

- Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000f et seq., as amended;
- The Rehabilitation Act of 1973 § 504, 29 U.S.C. § 794, as amended;
- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688, as amended;
- The Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., as amended; .
- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq., as amended; .
- The Women in Apprenticeship and Non-traditional Occupations Act, 29 U.S.C § 2501 et seq., as amended; and .
- Applicable provisions of the Clean Air Act and the Federal Water Pollutions Control Act, as amended.

B. Contractor covenants to make a good faith effort to ensure that the employees and personnel of the local workforce development system reflect the demographic composition of the local workforce development area, subject to the provisions of the contract.

C. Contractor assures that it will not deny services under any grant to any person and are prohibited from discriminating against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political

D. Restrictions on Lobbying

No funds provided under this Contract may be used in any way to attempt to influence in any manner a member of Congress to favor or oppose any legislation or appropriation by Congress, or for lobbying with State or local legislators. Contractor will comply with the requirements of Restrictions on Lobbying: Certification and Disclosure Requirements imposed by 29 CFR 93, dated February 26, 1990, and clarified by Notice in the Federal Register, Vol.55, No. 116, dated June 15,1990.

SECTION 5. Non-Labor Involvement

A. Union Activities

1. No funds under the Act shall be used in any way to assist, promote, oppose, or deter unionization.
2. No individual shall be required to join a union as a condition for enrollment in a program in which only institutional training is provided, unless such institutional training involves individuals employed under a collective bargaining agreement which contains a union security provision.
3. Nothing in this section shall prevent an employer from checking off union dues or service fees pursuant to applicable collective bargaining agreements or State law.
4. An opportunity to comment on proposed training will be afforded to any labor organization representative as outlined in Section 181(b) of WIOA.

Labor Disputes Involving Work Stoppage

1. No job seeker may be placed into, or remain working in, any position which is affected by labor disputes involving a work stoppage. If such a work stoppage occurs during the grant period, job seekers in affected positions must: (1) be relocated to positions not affected by the dispute, (2) be suspended through administrative leave, and (3) where job seekers belong to the labor union involved in the work stoppage, be treated in the same manner as any other union member except such members must not remain working in the affected position. Contractor shall make every effort to relocate job seekers who wish to remain working, into suitable positions unaffected by the work stoppage.
2. No person shall be referred to or placed in an on-the-job training position affected by a labor dispute involving a work stoppage and no payments may be made to employers for the training and employment of job seekers in on-the-job training during the periods of work stoppage.

SECTION 6. Sectarian Involvement Prohibited

Contractor shall ensure that no funds under this Contract are used, either directly or indirectly in the support of any religious activity, worship, or instruction.

- A. No job seekers shall be engaged in the construction, operation or maintenance of that part of any facility, which is used or will be used for religious instruction or as a place of religious worship.
- B. Places of religious worship such as a church or a chapel shall not be used as work sites for customers.

SECTION 7. Prevention of Fraud and Abuse

- A. Contractor shall establish, maintain, and utilize internal program management procedures sufficient to provide for the proper and effective management of all activities funded under this Contract.
- B. Failure on the part of Contractor or a subcontractor of Contractor to comply with the provisions of this Contract, or with any applicable federal or state laws or regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds and/or termination of this Contract.
- C. Contractor shall ensure diligence in managing programs under this Contract including carrying out appropriate monitoring activities and in taking immediate corrective action against known violations of any applicable laws and regulations.

- D. Contractor assures that it will perform the contracted activities in conformance with safeguards against fraud and abuse as set forth by WCWWDB, the State of Wisconsin, U. S. Department of Labor, any applicable laws and regulations. Contractor agrees to notify WCWWDB of suspected fraud, abuse, or other criminal activity through filing a written incident report within twenty-four (24) hours of knowledge thereof. Theft or willful damage to property on loan to the Contractor shall be reported to local law enforcement agencies within two (2) hours of discovery of any such act.
- E. Contractor agrees to cooperate fully with WCWWDB, local law enforcement agencies, the State of Wisconsin U.S. Office of the Inspector General, the Federal Bureau of Investigation, and any other duly authorized investigative unit in carrying out a full investigation of all such incidents.

SECTION 8. Confidentiality of Records

Contractor shall maintain the confidentiality of any information, regarding program customers and the immediate family of any applicant or participant, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the participant, except that such information which is necessary as determined by WCWWDB for purposes related to the performance or evaluation of the Contract may be divulged to WCWWDB or such other parties as they may designate having responsibilities under the Contract for monitoring or evaluating the services and performances under the Contract, to parties authorized by any specific funding sources under the Contract, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of WCWWDB. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this section.

SECTION 9. Nepotism

Contractor will by ensure that no officer, employee, or member of the Contractor's governing body shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person.

SECTION 10. Conflicts of Interests

- A. Standards of Conduct for Public and Non-Profit Contractors -- By signature of this Contract, Contractor hereby covenants and affirms that in administering this Contract, it will comply with the standards of conduct, hereinafter specified, for maintaining the integrity of the project and avoiding any conflict of interest in its administration:
 - 1. General Assurance - Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of the expenditures of public funds and to avoid any favoritism or questionable or improper conduct. This Contract will be administered in an impartial manner, free from personal, financial, or political gain. Contractor, its executive staff and employees, in administering this Contract, will avoid situations, which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain. No member of WCWWDB shall cast a vote on the provision of services by that member (or any organization which that member represents, or their affiliate) or vote on any matter, which would provide direct financial benefit to that member or any business or organization, which the member directly represents.

2. Conducting Business Involving Relatives - No relative by blood, adoption, or marriage or any executive or employee of the Contractor shall receive favorable treatment for enrollment into services provided by, or employment with, the Contractor. Contractor shall also avoid entering into any Contracts for services with a relative by blood, adoption, or marriage. When it is in the public interest for the Contractor to conduct business (only for the purpose of services to be provided) with a relative, the Contractor shall obtain approval from WCWWDB before entering into an agreement. All correspondence shall be kept on file and available for monitoring and audit reviews.
 3. Conducting Business Involving Close Personal Friends and Associates - Executives and employees of the Contractor will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the Contract, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the Contractor to conduct business with a friend or associate of an executive or employee of the Contractor, a permanent record of the transaction will be retained.
 4. Avoidance of Conflict of Economic Interest - An executive, officer, agent, representative, or employee of the Contractor will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Contractor. Supplies, materials, equipment, or services purchased with Contract funds will be used solely for purposes allowed under the Contract.
 5. No officer, manager, or paid consultant of Contractor is, or is married to, a Director of WCWWDB or a manager of WCWWDB.
 6. No Director of WCWWDB or manager of WCWWDB directly owns, controls, or has any interest in Contractor.
 7. No Director of WCWWDB or employee of WCWWDB receives compensation from Contractor for lobbying activities.
 8. Contractor has disclosed on the face of this contract any interest, fact or circumstance, which does or may present a potential conflict of interest.
 9. Should Contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to this Contract and shall immediately refund to WCWWDB any fees or expenses that may have been paid under this Contract and shall further be liable for any other costs incurred or damages sustained by WCWWDB relating to this Contract.
 - 10.
- B. Standards of Conduct for Private-for-Profit Contractors

For-Profit Contractors shall submit to WCWWDB their Standards of Conduct addressing each of the areas specified herein above. These Standards shall be submitted upon execution of this Contract, unless previously submitted, and shall be subject to Board approval.

SECTION 11. Notices/Communication

- A. Any notice, request or demand required or permitted to be given hereunder by either party to the other shall be effected either by personal delivery in writing or by U.S. mail, courier service, or copier with applicable verification

of date and time initiated, and delivered to the last registered address of either party and such notice will be deemed to be legally effective irrespective of any change in location of Contractor.

- B. Mailed notices shall be addressed to the parties at the addresses indicated in the Contract, but each party may change its address by written notice in accordance with this section. Notices delivered personally shall be deemed communicated as of actual receipt. Mailed notices shall be deemed communicated as of three (3) days after mailing or verified receipt whichever is earlier.

SECTION 12. Charging of Fees

Contractor shall not:

- A. Charge a fee to an individual for the placement or referral of such individual in or to a program funded by WCWWDB under this Contract or to employment; or
- B. Use WCWWDB Disbursements for the payment of a fee charged to an individual for the placement or referral of that individual in or to a program funded by WCWWDB or to employment.

SECTION 13. Program Participation

- A. Contractor agrees that participation in programs and activities financially assisted under the terms of the Act shall be open to established residents of the Service Delivery Area who are citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.
- B. Contractor agrees that services provided under this Contract are to be provided to eligible persons as defined by Federal and State Rules and Regulations, the DWD, and other funding sources for this Contract and WCWWDB plans for workforce services to customers.

SECTION 14. Use of Funds/Maintenance of Effort

- A. Contractor assures and guarantees that it shall not operate a program in such a manner that it would result in total or partial displacement of employed workers by customers employed under the Act, including partial displacement such as a reduction in hours of non-overtime work, wages, or employment benefits.
- B. Contractor assures and guarantees that it shall not operate a program in such a manner as to impair (1) existing contracts for services, or (2) existing collective bargaining contracts, unless the employer and the labor organization concur in writing with respect to any elements of the proposed activities which affect such a collective bargaining agreement, or either such party fails to respond to written notification requesting its concurrence with thirty (30) days of receipt thereof.
- C. Contractor assures and guarantees that it shall not place or retain a participant in a position (1) when any person is on layoff from the same or any substantially equivalent job, or (2) when the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under the Act and or other applicable laws and regulations. Furthermore, no jobs shall be created for customers in a promotional line that shall infringe in any way upon the promotional opportunities of currently employed individuals.
- D. Contractor agrees that WCWWDB funds under this Contract are to be used only for activities which are in addition to those which would otherwise be available in a WCWWDB service area in the absence of such funds.

SECTION 15. Responsible Contractor

- A. Contractor guarantees that it is responsible and possesses the ability to perform successfully under the terms and conditions of this Contract, that it has adequate financial and technical resources or the ability to obtain such resources as required during the performance of this Contract and that it has the administrative capability and competence necessary to carry out the terms and conditions of this Contract exactly as specified. Additionally the Contractor assures WCWWDB that its performance under the terms and conditions of this Contract will be in accordance with highest integrity and business ethics. If WCWWDB determines at its sole discretion that the Contractor is not responsible, that it does not possess the administrative, financial, and technical resources and capabilities necessary to successfully perform under the terms and conditions of this Contract, it shall terminate this Contract.
- B. WCWWDB, in its sole discretion, may deem the Contractor a "high risk" if there is serious question or issue regarding the Contractor's administrative, financial or technical capability in meeting the terms and conditions of this Contract. This may occur if the Contractor: (1) has a history of unsatisfactory performance, or (2) is not financially stable, or (3) has a management system which does not meet management standards as determined by WCWWDB, or (4) has not conformed to terms and conditions of previous awards, or (5) is otherwise not responsible as determined by WCWWDB. In such event, WCWWDB may establish and impose upon Contractor any special conditions and/or restrictions, it deems in its sole discretion, appropriate and necessary for the duration of the Contract period or until such time as the "high risk" status is removed by WCWWDB.
- C. Contractor shall not place a customer in training, or in subsidized employment, for an occupation or skill for which practitioners of that occupation or skill normally are compensated at a rate less than the minimum wage specified in Section 6(a) (1) of the Fair Labor Standards Act of 1938, as amended.

SECTION 16. Federal/State Obligations

It is expressly understood and agreed that neither the U.S. DOL, nor the DWD, are parties to this Contract and no legal liability shall attach to the part of the U.S. DOL or the DWD by the expressed or implied terms and conditions of this Contract.

SECTION 17. Accessibility of Records

- A. Contractor shall give the U.S. DOL, the Comptroller General, the General Accounting Office, the Auditor of the State of Wisconsin, the DWD, and WCWWDB through their authorized representative, the access to and the right to examine all records, books, papers or documents requested.
- B. Contractor agrees to cooperate with any monitoring inspection, audit, or investigation of activities related to this Contract as may be conducted by WCWWDB, the DWD, the State, the U.S. DOL, the Comptroller General of the United States, or their duly authorized representative. Contractor agrees to make available for examination any and all records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested.

- C. Such access shall be granted during regular office hours of the contractor with or without previous announcement and shall include provisions by the Contractor of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

SECTION 18. Drug-Free Workplace Rule

Contractor assures and guarantees that it shall comply with the Federal Drug Free Workplace Act of 1988 as follows:

- A. Contractor shall publish a statement notifying employees and customers that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace/training site and specifying the consequences of any such employee violation.
- B. Contractor shall establish a drug-free awareness program to inform employees and customers of the dangers of drug abuse in the workplace, Contractor's policy of maintaining a drug-free workplace/training site, availability of counseling, rehabilitation, and employee assistance programs, and penalties which may be imposed for drug abuse violation.
- C. Contractor shall give a copy of the policy statement to each of Contractor's employees and customers engaged in the performance of activities under this Contract.
- D. Contractor shall notify the employees and customers in such statement that as a condition for employment or participation in training under this Contract, the employee and or customer will abide by the terms of the statement and notify, in writing, Contractor of any conviction or violation of a criminal drug statute in the workplace/training site no later than five (5) calendar days after the conviction.
- E. Contractor agrees to take disciplinary action against any employee or customer convicted for violation of any criminal drug statute in the workplace/training site or requires participation in a drug abuse assistance or rehabilitation program in the case of an employee only.
- F. Contractor further assures that it will notify WCWWDB; in writing, within five (5) calendar days, of any criminal drug statute violation by a Contractor employee or customer.

SECTION 19. Economic Development and Relocation Activities

No funds received under this Contract may be used for the following activities prohibited in Section 141, (c) and Section 141 (q) of the Act:

- A. Encouragement or inducement of the relocation of an establishment or part thereof, that results in a loss of employment for any employee of such establishment at the original location.
- B. Customized or skill training, on-the-job training, or company specific assessment of job applicants or employees, for any establishment or part thereof, that has relocated, until 120 days after the date on which such establishment commences operations at the new location, if the relocation results in a loss of employment for any employee at the original location.
- C. Employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers and similar activities, and for foreign travel.

SECTION 20. The Rehabilitation Act/The Americans with Disabilities Act Contractor assures and guarantees that it shall comply with the Rehabilitation Act of 1973 § 504, 29 U.S.C. § 794; and the Americans With Disabilities Act (P1101-336) of 1990, 42 U.S.C. § 12101, et seq., as amended with Equal Employment Opportunity Commission rules 29 CFR Parts

SECTION 21. Integrity of the Wisconsin Workforce System

Contractors shall maintain fiscal integrity; maintaining appropriate insurance requirements; comply with all federal, state statutes and regulations regarding conflict of interest; refrain from using nonpublic information gained through a relationship with the WCWWDB, DWD employee, WCWWDB or WCWWDB employee to seek or obtain financial gains that would result in a conflict of interest or appearance of a conflict of interest; promptly disclose in writing any conflict of interest; not employ/compensate a former board employee who was in a decision making position and was employed or compensated by WCWWDB anytime during the last twelve (12) months.

SECTION 22. Use of Funds/Buy American Act

None of the funds made available under this award may be expended by an entity unless the entity agrees that in expending the funds it will comply with the Buy American Act (41 U.S.C. § 8302 through 8303), as referenced in WIOA § 502.

PART 12.0 DEFINITIONS OF KEY TERMS

- A. ACT means the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014.
- B. APPLICANT means any individual who applies to WCWWDB or its subcontractors for available workforce services. For specifically funded programs, applicant remains an applicant until the provisions for "customer" have been met.
- C. BASIC SKILLS DEFICIENT - The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language. In cases where states or grantees establish such a definition, that definition will be used for basic skills determination.
- D. BASIC SKILLS GOAL - A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.
- E. BIDDER/PROPOSER denotes the interested party, the audience for this RFP document, and the probable respondent to the solicitation.
- F. BIDDERS' CONFERENCE is a conference scheduled in conjunction with the RFP process to offer technical assistance to explain or clarify the RFP document and to answer questions. This conference is the only opportunity afforded potential bidders/bidders to obtain guidance on the scope and nature of the work required or asks other technical questions concerning a solicitation. All questions on such matters will be asked and answered in written form. Attendance at the Bidders' Conference is not mandatory, but is strongly encouraged. NOTE: All Board members, officers, and staff are precluded from entertaining questions concerning a proposal or the procurement process outside the confines of the Bidders' Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the Bidders' Conference.
- G. CERTIFICATE/CREDENTIAL - A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry recognized certificates. A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on

standards developed or endorsed by employers. Work readiness certificates are not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupation skills by:

- A state educational agency or a state agency responsible for administering vocation and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education, which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

- H. CHILD CARE SERVICES SYSTEM is the term used to describe the system of management and childcare programs to ensure that appropriate childcare is available to eligible low-income families, under several different programs. The system includes fiscal management; determination of eligibility and authorization of child care for customers; vendor recruitment, training, oversight, and payment via the Child Care Services automated system; and promotion of resources and training to improve the availability and quality of child care in the community (Not solicited in this RFP).
- I. COMMON MEASURES Performance measures for all job seekers served through the workforce system including: Staff Guided Entered Employment; At Risk Employment Retention; Total Job Seekers Educational Achievement; Placement in Employment, Education, or Training; Retention in Employment, Education, or Training; Earnings after entry into unsubsidized employment; Credential Rate; and In-Program Skills Gain.
- J. CONTRACTOR refers to an entity, which receives financial assistance from WCWWDB for the purpose of administering Board programs, projects, or parts thereof. A contract establishes a legal obligation to perform the services specified for agreed upon costs.
- K. COST PRINCIPLES refers to fact that all costs reimbursed via WIOA funds must be reasonable, necessary, allowable and allocable. These principles are defined as follows:

- **REASONABLE/NECESSARY COST:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Consideration shall be given to: (a) whether the cost is a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award; (b) the restraints or requirements imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and State laws and regulations, and terms and conditions of the award; (c) whether the individuals concerned act with prudence, considering their responsibilities to their organization, employees, customers, the public at large, and the Government; (d) whether costs are consistent with established practices of the organization and do not unjustifiably increase the costs. Reasonableness of costs may be established by comparison with other proposals (best price - same product), historical data, comparison with prior in-house costs, and/or comparison with similar labor market costs.
- **ALLOWABLE COSTS:** "To be allowable, a cost must be necessary and reasonable for proper and efficient administration of the program, be allocable thereto under these principles, and except as provided herein, not be a general expense required to carry out the general (i.e. non-Board funded) business of the sub-recipient. Costs charged to the program shall be consistent with those normally allowed in like circumstances in nonfederally sponsored activities and with applicable state and local law, rules, and regulations..."

- L. **CUSTOMER** an Employer or Job Seeker that has requested assistance, or determined to be eligible for a Board sponsored program. Job Seeker customers in specifically funded programs may have to be verified as being certified eligible to continue to receive services e.g. (Case Management, Training etc.)
- M. **DATE OF EXIT** - Represents the last day on which the individual received a service funded by the program or a partner program (see definition of "exit").
- N. **DATE OF PARTICIPATION** - Represents the first day, following a determination of eligibility (if required), that the individual begins receiving a service funded by the program (see definition of participant).
- O. **DIPLOMA** - The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).
- P. **DISLOCATED WORKER** means an individual as referenced under WIOA.
- Q. **EDUCATIONAL GAIN** - At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).
- R. **ELIGIBLE APPLICANT** means an individual who has made application to WCWWDB/program and who has been determined to be eligible and verified as meeting established eligibility criteria under one of the specific funding sources available to WCWWDB.
- S. **EMPLOYED AT DATE OF PARTICIPATION** - An individual employed at the date of participation is one who:
- Did any work at all as a paid employee on the date participation occurs. (except the individual is not considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or b) he/she is a transitioning service member;
 - Did any work at all in his/her own business, profession or farm;
 - Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or .

- Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.
- T. EMPLOYERS refers to all establishments of any size, organized as sole proprietorships, partnerships or corporations engaged in legal commerce who hire employees for money wages under conditions conforming to State and Federal labor laws.
- U. EMPLOYMENT as defined in DWD and WCWWDB policies means fulltime (no less than 30 hours per week) work in the job trained for, or in a training-related occupation, at or above wages, which meet Board standards; preferably benefits are included, with exception of summer work experience.
- V. GRANT means funds awarded from a specific funding source by the State Department of Workforce Development, an agency of the State of Wisconsin.
- W. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) is a business at least fifty percent owned and operated by minority group members, as defined by State law. Federal regulations define Disadvantaged Business Enterprises (DBE) and Minority or Woman Owned Business enterprises (MWBE) as a publicly traded or privately owned business, at least fifty-one percent of which is owned by minority group members determined to be disadvantaged. Minority members include Blacks, Puerto-Ricans, Spanish-speaking Americans, American Indians, Eskimos, and Aleuts, Asian Pacific Americans, and Asian Indians. Female owners or female owned businesses are also considered to qualify as minority business enterprises. Such businesses will be offered maximum opportunities to compete for Board contracts.
- X. PARTICIPANT means an individual who: is determined eligible to participate in WCWWDB funded Program; and receives a service funded by the program in either a physical location (one-stop career center or affiliate site) or remotely through electronic technologies.
- Y. PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT OF 1996 is the act which initiated major reforms in welfare (also called Welfare Reform) by replacing the former Aid for Dependent Children (AFDC) and Job Opportunities and Basic Skills (JOBS) programs, and amending JTPA, the Supplemental Security Income (SSI) program, Child Protection and Child Care laws, and the Food Stamp program to facilitate moving welfare customers into paid employment.
- Z. PROGRAM INCOME means income received by Contractor directly generated by a grant or sub grant supported activity, or earned only as a result of the grant or sub grant (Reference: 20 CFR, 627.450). Such earnings include, but may not be limited to, income from fees for services, rental of property, or sale of commodities; interest earned on advances; and in the case of public or private non-profit agencies, revenues earned from a contract in excess of actual costs incurred in providing the contracted services. Regulations permit fee-for-service arrangements; however, any resulting income must be tracked and accounted for separately from other program funds. Program Income earned under WCWWDB funded programs must be reported to WCWWDB, and must be used only for Board purposes and for the program in which it was earned.
- AA. PROPOSER/BIDDER denotes the proposing entity or interested party, the audience for this RFP document, and the probable respondent to the solicitation.

- BB. RAPID RESPONSE provides early intervention assistance designed to transition workers to their next employment as soon as possible.
- CC. REGS OR REGULATIONS means those rules, regulations, and their amendments, promulgated by the United States Department of Labor (DOL), Health and Human Services Commission (HHSC), U.S Department of Agriculture (USDA) and/or the Wisconsin State Department of Workforce Development and other specific funding sources made available to WCWWDB through DWD.
- DD. SARBANES-OXLEY ACT (SOX). This 2002 Act contains significant protections for corporate whistleblowers.
- EE. SCHOOL DROP OUT. In WIOA, the term "school dropout" means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
- FF. STATE means the Wisconsin State Department of Workforce Development and/or the Governor of the State of Wisconsin.
- GG. SUPPORTIVE SERVICES refers to services following an individual's assessment which are determined to be necessary to enable an individual eligible for program services under WIOA, but who cannot afford to pay for such services. Supportive services may include transportation, child care, counseling, and other reasonable expenses required for participation.
- HH. SUPPLEMENTAL NUTRITIONAL ASSISTANCE PROGRAM (SNAP) is a program to assist food stamp recipients to enter employment and training activities which promote long-term self-sufficiency, authorized under the Food Stamp Act of 1997, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (also called the Welfare Reform).
- II. TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) a program provided through the Department of Children and Families Department to persons meeting certain residency, income and resource criteria as provided for under the Personal Responsibility and Work Opportunity Reconciliation Act and the Temporary Assistance for Needy Families block grant.
- JJ. TERMINATION means (a) any cessation of a contract with WCWWDB; and (b) for customers in WIA, WIOA or other specifically funded programs, termination means official completion from all Contractor program activities and services with no further services to be provided.
- KK. WISCONSIN STATE DEPARTMENT OF WORKFORCE DEVELOPMENT is the state agency that operates an integrated workforce development system through the consolidation of job training, employment and employment related education programs

- LL. WORKFORCE INVESTMENT ACT (WIA) services mean the Workforce Investment Act of 1998, Public Law 105-220. This Act will provide workforce activities through statewide and local workforce systems that will increase the employment, retention, and earnings of customers, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation.
- MM. EFFORTS TO OUTCOMES (ETO) is the WCWWDB contractor data management system.
- NN. WORK READINESS means measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values, clarification, and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters.) They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem solving skills, and acquiring an improved self-image. Please note: this term applies to the current WIOA statutory youth measures only; it does not apply to the common measures.
- OO. Workforce Innovation and Opportunity Act (WIOA)- signed into law on July 22, 2014. WIOA is landmark legislation designed to strengthen and improve our nation's public workforce system and help put Americans, especially youth and those with significant barriers to employment, back to work. WIOA supports innovative strategies to keep pace with changing economic conditions and seeks to improve coordination between the core WIOA and other Federal programs that support employment services, workforce development, adult education and literacy, and vocational rehabilitation activities. Complete Act may be found at: www.doleta.gov

XII. FORM A – COVER SHEETS

Agency Identification Form

PROPOSER AGENCY INFORMATION

Agency Name	Contract Period
Agency Address	FEIN Agency Fiscal Year <input type="checkbox"/> Calendar <input type="checkbox"/> Other (If Other) _____ to _____
Agency Type (Check all that apply) <input type="checkbox"/> Government <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Private, Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> County <input type="checkbox"/> Consortium – Specify Lead Agency and Type <input type="checkbox"/> Tribe <input type="checkbox"/> Other (Specify)	

CONTINUED ON NEXT PAGE

FORM A – CONTINUED - PROPOSER AGENCY PERSONNEL

Executive Director's Name	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Person Responsible for Day to Day Operations	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Chief Financial Officer	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Person Responsible for Equal Rights/Civil Rights Compliance, Limited English Proficiency	Title	Telephone Number
Mail Address		Fax Number
		Email Address
RFP Direct Contact	Title	Telephone Number

The West Central Wisconsin Workforce Development Board is an equal opportunity employer/program service provider. This product was created with funding from the Workforce Innovation and Opportunity Act (WIOA). If you need assistance to access our services in a different language or need this material in an alternative format, call our EO Liaison Jon Menz at 715-235-8393 extension 101. Deaf, hard of hearing, or speech impaired callers may reach us by using Wisconsin Relay Services at 711 or 800-947-3529 or WI Relay Spanish 877-490-3723.

Mailing Address		Fax Number
		Email Address

XIII. FORM B - ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. My organization is not currently on any federal, State of Wisconsin, or local debarment List.
3. My organization will provide records to show that we are fiscally solvent and will provide any other information and/or accept and appointment for interview, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.

We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:

- Maintaining records that accurately reflect actual performance.
- Maintaining record confidentiality, as required. . Reporting financial, participant, and performance data, as required.
- Complying with Federal and State non-discrimination provisions.
- Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
- Meeting all applicable labor law, including Child Labor Law standards. .
- Adhering to the WDB marketing guidelines and committing to using the required funding statements on all materials, including those for outreach.
- Accepting funding for and working within the guidelines of other funding opportunities provided by the WDB.

We will not. .

- Place a WIOA participant in a position that will displace a current employee.
- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use WIOA funds in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship. .
- Use WIOA funds for lobbying.

I hereby assure that all of the above are true.

Name

Title

Date

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XIV. FORM C – SUBRECIPIENT – STAFF WAGE DETAIL

Subrecipient – Staff Wage Detail

Organization Name:

Contact Number:

Staff Name	Job Title	Total Monthly Wage	Percentage Applied to Contract	Months Applied to Contract	Total Charged to Contract
			100.00%		\$
			100.00%		\$
			100.00%		\$
			100.00%		\$
			100.00%		\$
			100.00%		\$
			25.00%		\$
			100.00%		\$
Program Totals					\$
Administrative Staff					
Administrative Totals					
Totals		\$			\$

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XV. FORM D SUBRECIPIENT BUDGET NARRATIVE

SUBRECIPIENT BUDGET NARRATIVE			
Organization Name:		Contact Number:	
Fiscal Contact Person:		Contract Period:	
Mailing Address:		WCWWDB: Chief Executive Officer	Date
Fiscal Contact Phone:		Subrecipient	Date
Fiscal Contact Fax:			
Fiscal Contact Email:			
Subrecipient is aware of the requirement that these funds may not be used to supplant other federal, state, or local funds (specifically TANF, WIA, FSET & Other Programs) and that funds received by the subrecipient through this grant will be used only for the purposes stated.			
COST CATEGORY	CALCULATION	DESCRIPTION	BUDGET
Personnel	Detail on Subrecipient – Staff Wage Detail	Detail on Subrecipient – Staff Wage Detail	\$
Fringe Benefits	% of Wages	<i>Example: Includes Health, Dental, Life, Unemployment, Workers Comp and Retirement Benefits</i>	\$
Travel	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>	<i>Example: # of direct staff to __ conference, travel costs to local centers for training, etc.</i>	\$
Staff Training	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>	<i>List types of training, # of staff, etc.</i>	\$
Supplies	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>	<i>List types of supplies, purpose, etc.</i>	\$
Support Services – Transportation	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>	<i>Example: Bus Tickets & Van Service, etc.</i>	\$
Support Services – Other	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>	<i>Example: Childcare, exam fees, uniforms..</i>	\$
Other			
Occupancy	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>		\$
Utilities	<i>Estimated Costs – Requires breakdown (how are estimated costs determined?)</i>		\$
Total Direct Charges			
Admin Overhead	Maximum 10% of Direct Charges	<i>Example: Costs will be allocated based upon organizations cost allocation policy Includes Fiscal, Human Resources, Information Technology and CEO offices</i>	\$
TOTAL BUDGET			\$

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XVI. FORM E – PROPOSAL CHECKLIST

PROPOSER'S CONFERENCE	Included/Done
Submit questions to jmenz@wdbwcw.org by May 8 th	
RFP FORMAT	
Document meets required format	
Table of Contents is included	
Documents follows outlined sections and each section is clearly labeled	
Page numbers are included	
Document meets required page limit	
Correct number of copies and electronic copy are included in packet	
RFP Narrative (Limited to 25 pages)	
A. Organizational Experience, Capacity and Past Performance	
1. Agency's Experience in Managing WIA/WIOA Programs	
2. Fiscal Policies, Procedures and Internal Control	
3. Audit and Financial Strengths	
4. Financial and Programmatic Monitoring	
B. Plan of Service	
C. Staffing Plan and Organizational Chart	
D. Partnerships and Coordination	
E. Financial Management Budget	
1. WCWWDB Subrecipient Budget Narrative	
2. Subrecipient – Staff Wage Detail	
RFP FORMS	
Cover Sheet – Form A – Use as Cover Sheet	
INSERT IMMEDIATELY AFTER PROGRAM NARRATIVE	
Budget Forms – Form C & D and Budget Narrative and Staff Wage Detail	
• Adult Program	
• Dislocated Worker	
Agency Assurance – Form B	
Certification of Debarment	
Certification Regarding Drug Free Workplace	
Certification Regarding Lobbying	
Certification Regarding Conflict of Interest	
Proof of Incorporation Status or Agency Status	
Proof of Bonding (if applicable) and Certificates of Insurances	
Organizational Chart	
Job Descriptions and Resumes	
Coordination Agreement/MOU's	
Copy of most recent audit report	
Coy of last two years of workforce program monitoring reports	

WCWWDB FORM DEBARMENT

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, 2 CFR 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. The regulations were published at §200.212 of Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

WCWWDB FORM LOBBYING

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- (3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 200.450 of Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

	WIOA Title I-B
Grantee/Contractor Organization	Program/Title

Name of Certifying Official	Signature	Date
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REQUEST FOR PROPOSALS (RFP) – PY2020

Helpful Resources:

Wisconsin Department of Workforce Development - WIOA Resource Page	https://dwd.wisconsin.gov/wioa/
WIOA Final Rules – Workforce Innovation and Opportunity	https://www.doleta.gov/wioa/final-rules.cfm
WIOA Eligibility and Documentation Guide	https://dwd.wisconsin.gov/wioa/pdf/eligibility_documentation_201507.pdf
DWD WIOA Adult and Dislocated Worker Program Case File Documentation Guide	https://dwd.wisconsin.gov/wioa/policy/08/08.2.C.pdf
DWD/DET Policy and Procedure Guide	https://dwd.wisconsin.gov/wioa/policy/
Uniform Guidance	http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1
DWD/DET ASSET Users Guide	https://workweb.dwd.state.wi.us/det/asset/manual
WIOA Performance	http://www.doleta.gov/performance

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END

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