

REQUEST FOR PROPOSAL (RFP)

OUT OF SCHOOL YOUTH SERVICES Local Workforce Development Area 20

For the
Second Planning District Consortium Workforce Development Board
(LWDA 20)

for
Ascension, Iberville, West Baton Rouge, Pointe Coupee, West Feliciana, East
Feliciana, St. Helena, Livingston, Washington and Tangipahoa

SUMMARY:

This Request for Proposals (RFP) is to solicit competitive proposals for the delivery of year-round out of school youth program services under the Workforce Innovation and Opportunity Act (WIOA) in Local Workforce Development Area (LWDA) 20. Successful bidders will provide youth workforce development services, including the required WIOA youth program elements in an approach designed to enhance participants' essential employability skills and assist youth in setting and pursuing educational and career goals. The ten parish LWDA 20 Workforce Development Board and Youth Committee are particularly interested in innovative approaches that leverage WIOA dollars (to expand both services and numbers of youth served), connect youth to education and training opportunities leading to careers in the board's targeted industry sectors, and support Career Pathway approaches in the area K-12 and Community College Systems.

RFP KEY INFORMATION

Opening / Publication Date:	May 22, 2018
Closing Date:	July 9, 2018
Award Amount:	\$75,000
Number of Awards:	2
Organization:	LWDA 20 Workforce Development Board
Contact:	Ms. Tina Roper, Director Workforce Development LWDA 20 Workforce Development Board Office 305 N. Oak St., Hammond, LA 70401 troper@tangipahoa.org

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I. INTRODUCTION AND RFP PURPOSE

The Second Planning District Consortium Workforce Development Board (LWDA 20) which serves parishes Ascension, Iberville, West Baton Rouge, Pointe Coupee, West Feliciana, East Feliciana, St. Helena, Livingston, Washington and Tangipahoa is seeking proposals from eligible and qualified organizations or individuals, or a consortium of eligible entities with the expertise and capacity to provide Youth Services in accordance with the Workforce Innovation & Opportunity Act.

The purpose of this Request for Proposals (RFP) is to identify and fund organizations that have experience providing Career Development programs, or similar programs for youth and young adults ages 16-24 who are most in need and can benefit from Workforce Innovation and Opportunity Act (WIOA) services. The Workforce Development Board of LWDA 20 intends to procure qualified service providers for one-year contracts, with the option to extend the agreement(s) for three additional one-year periods based on need, performance, and funding availability. The initial period of performance is **July 1, 2018 through June 30, 2019**.

This RFP provides Respondents with the requirements necessary to submit a responsive proposal inclusive of: background information, a description of desired services, proposal guidelines and format, and the contractor selection process. Proposals that do not follow RFP specifications will be determined non-responsive and will not be considered for funding. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other agencies that together will deliver the full scope of services required by this RFP. The WDB will competitively award contracts to providers whose submissions are most responsive to the need for services described herein.

Proposals shall sufficiently articulate the Respondent's plan of action to deliver the solicited services and demonstrate a successful performance track record of delivering the solicited (or comparable) services.

A. Method of Solicitation

This Request for Proposal is a competitive solicitation method being used by the WDB to maximize the likelihood of selecting a high performing, extremely competent provider of workforce development services.

Notice of the RFP is being published in the recognized newspaper for Tangipahoa Parish and will also be distributed via email to relevant organizations. Upon its release, the RFP and all accompanying attachments, will be posted on the WDB website at www.lwda20.org.

B. Eligible Respondents

Eligible Respondents are organizations which on their own, or in formalized partnership with other organizations, have adequate administrative controls and personnel to provide comprehensive youth services operated under the provisions of WIOA. This includes public organizations that are a corporation; non-profit organizations; for-profit organizations; and/or a collaboration of these organizations. WIOA fund management and performance outcomes are rigorous and regularly monitored by the WDB. The WDB recognizes that smaller community-based organizations may not have the capacity to manage WIOA funding but have distinct expertise in working with a specific target population. In these and other instances, the WDB encourages potential bidders to consider partnering with other organizations in the community that can provide administrative assistance and oversight.

Should a consortium or collaboration of organizations respond to this RFP, the proposal must clearly demonstrate that all contractual responsibility (i.e. administration, coordination, implementation and performance) rests solely with one legal entity and that the proposed arrangement would enable the Respondent to provide timely, efficient, and quality services. To be eligible, Respondents must have:

- Documented, successful experience, in providing services to WIOA eligible youth or similar high-risk youth populations, that are the same or similar to those requested in this RFP;
- Demonstrated experience in collaboration and coordinating youth program services with other community organizations;
- Demonstrated capacity to conduct and administer federally funded youth programs, including submission of appropriate financial and participant reports.

The selected service provider(s) will provide connecting linkages between workforce development, K-12 and post-secondary education, social services, other youth serving organizations, and the business community. This intentional linking of WIOA-funded services with other funding streams creates a more cost effective and cohesive system that

maximizes services, minimizes duplication, and improves interagency communication and service coordination.

To be eligible, Respondents must be authorized to do business in Louisiana and must have been in business for at least two (2) years prior to the submission of the proposal. Minority and women owned, and operated businesses are encouraged to submit a proposal.

No provider or entity may compete for funds if:

- The individual or entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental individual/organization;
- The individual or entity's previous contract(s) with the WDB had been terminated for cause;
- The individual or entity has not complied with an official order to repay disallowed costs incurred during its conduct of services under any contract;
- The individual or entity has been convicted of a public entity crime pursuant to Louisiana or other state statutes;
- The individual or entity developed or drafted work requirements, or statements of work for this RFP.

C. Contract Term and Amount

The expected contract term under this solicitation will be from August 17, 2018 through June 30, 2019, provided measurable outcomes are successfully achieved and that sufficient funds for the contract term remains available. LWDA20 WDB will have the option to renew the contract for up to three (3) additional one-year periods contingent upon successful performance and with Board approval as follows:

- Optional Renewal One – July 1, 2019 through June 30, 2020
- Optional Renewal Two – July 1, 2020 through June 30, 2021
- Optional Renewal Three – July 1, 2021 through June 30, 2022

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

The WDB anticipates allocating **two awards**, each up to **\$75,000** in WIOA youth funding through this RFP for full service, year-round youth and young adult programs to operate from July 1, 2018 through June 30, 2019. 100% of youth funds must be expended on providing intensive services for out-of-school youth. At least 20% of total allocated WIOA

youth funds must be expended on paid work experience. Stated dollar amount is based on projected availability of funding and subject to change. The WDB may increase or decrease funding at any time, based on funding availability, policy requirements and WDB priorities.

Funds expended from awards issuing from this RFP must be for activities and services that are reasonable, necessary and allowable. The funds are governed by WIOA; local, state and federal laws, regulations and directives; and Federal Register Uniform Guidance. The selected service providers must be knowledgeable of the allowable costs for this funding stream to avoid the potential for disallowed costs. No funds under this grant will be used to purchase real property, construct buildings, or build the infrastructure of contractors beyond immediate program needs.

If awarded a contract through this RFP, the contract award may not exceed 80% of the contractor's total organizational budget.

If additional youth funding, from any source, becomes available, the WDB may, at its discretion, incorporate the additional funding into existing contracts or by consideration of proposals not initially funded under this RFP.

Allocation of funding, under this RFP shall be consistent with the requirements of WIOA and any implementing regulations or directives of Department of Labor (DOL) and the Louisiana Workforce Commission (LWC). Successful respondents will be required to adhere to the statutes, regulations, and policies contained in this RFP, based upon statutory and regulatory requirements of these funds. Should unanticipated changes become necessary, relevant information will be posted on the LWDA 20 website. www.lwda20.org.

Note: This amount is provided as a planning figure only and does not commit the WDB to award a contract for this amount. The Respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in WIOA Title I funding received.

D. Contract Type

The WDB contemplates payment under a cost-reimbursement basis, including performance-based provisions that will be based upon actual costs and performance delivery outcomes. The expected performance delivery outcomes shall be linked to the federal common measures, state performance criteria, quality assurance, customer and partner engagement, and other criteria as determined and negotiated between the Board and the contractor.

For the purposes of responding to this RFP, Respondents should develop a line-item budget showing all expected costs associated with delivering the proposed services.

Due to the nature of WDB's funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes, adjustments in the delivery system, or any activities provided.

II. PROCUREMENT PROCESS AND TIMELINE

Critical Date	Time	Procurement Action
May 22, 2018	n/a	RFP issued by LWDA20 WDB
June 7, 2018	10:00 p.m.	Pre-Bidders Meeting mandatory- Deadline for questions/requests for clarifications
June 13, 2018	n/a	Answers to questions posted at www.lwda20.org
June 22, 2018	4:00 p.m.	Deadline for Letter of Intent to Propose
July 9, 2018	4:00 p.m.	Deadline for Proposal Submittal
July 10-13, 2018	N/a	Review and evaluation of proposals
July 16, 2018	1:00 p.m.	Award will be posted on LWDA20 Website and letters will be send to proposers
August 2, 2018	1:00 p.m.	Workforce Board approval (tentative)
August 10, 2018	n/a	Target date for contract execution
August 17, 2018	n/a	Provision of services begin

All times shown are Central Standard Time (CST). LWDA20 WDB reserves the right to adjust the schedule when it is in the best interest of the Board or to extend any published deadline in this RFP upon notification to those who have submitted a Letter of Intent to Propose by the date and time specified.

Potential Respondents wishing to submit a proposal must submit a non-binding Letter of Intent to Propose to the LWDA20 WDB at rfp@lwda20.org by 4:00 p.m. on June 1, 2018. This notification must include the organization's primary contact with title and email address. All organizations must be identified if applying as a consortium.

A. Questions and Requests for Clarification

Mandatory Pre-Bidders conference will take place at 403 Market Street, Hammond, LA 70401 at 10 am on June 7, 2018. All questions/requests for clarification must be submitted and received in writing via email by 10 am. on June 7, 2018 to:

Tina Roper, Director of Workforce Development
rfp@lwda20.org

The question and answer period allows proposers to obtain guidance on the scope and nature of the work required in this RFP and to ask technical questions concerning this solicitation. These questions will be asked and answered via electronic mail. Verbal questions/requests for clarification shall not be accepted. Further, LWDA20 WDB reserves the right to reject any or all requests for clarification in whole or in part. Questions and answers will be posted on the LWDA20.org web page on May 29, 2018.

CONFLICT OF INTEREST: To avoid actual or perceived conflict, or undue influence over the process, all Respondents are prohibited from contacting any LWDA20 WDB Board member, committee member or staff (other than the contact listed above) regarding this RFP. Contact with anyone for purposes of

influencing the outcome of the procurement will result in disqualification of the prospective Respondent from this competitive procurement process.

B. Right to Cancel

The LWDA20 WDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. LWDA20 WDB also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Louisiana Workforce Commission, this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

This RFP does not commit LWDA20 WDB to accept any proposal, nor is LWDA20 WDB responsible for any costs incurred by the Respondent in the preparation of responses to this RFP. LWDA20 WDB reserves the right to reject any or all proposals to the best interest of LWDA20 WDB. LWDA20 WDB reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of LWDA20 WDB.

C. Other Procurement Requirements

All proposals will be reviewed for a perceived conflict of interest. Respondents will not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the LWDA20 WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization for the purpose of having an influencing effect toward their own proposal or any other proposal submitted.

No employee, officer, or agent of the LWDA20 WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict would be involved.

Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's proposal to be rejected.

Pre-contract costs and costs of preparing the proposal are not allowable costs and cannot be included in the proposal budget nor in any resulting contract budget.

Respondents should be aware funding for WIOA programs is always subject to availability and other conditions. Funding for future periods may be changed significantly if appropriations for WIOA programs change or if demographics change within the State or local workforce area.

III. BACKGROUND INFORMATION

The LWDA20 WDB serves the workforce needs of Ascension, Iberville, West Baton Rouge, Pointe Coupee, West Feliciana, East Feliciana, St. Helena, Livingston, Washington and Tangipahoa Parishes.

The LWDA20 WDB is dedicated to identifying and promoting workforce development strategies that positively impact the economic wellbeing of the ten-parish area. The Board supports the governor's statewide vision for "Putting Louisiana First" by creating an environment in which our businesses can grow and our people can prosper.

The Board serves as a strategic leader and convener of employers, workforce professionals, education providers, economic development agencies and other stakeholders to drive innovation and build workforce alliances that can provide services to meet the needs of businesses. The Board is also the Quality Assurance Agent for public funds ensuring the public workforce system is demand-driven, efficient and effective, and is of value and has impact in our local communities.

Further, LWDA 20 agrees with the Louisiana Workforce Investment Council's (LWIC) support for the development of an employer-led, demand-driven workforce system based on occupational forecasts in which training, education, and services for job-seekers prepare LWDA 20 and other Louisiana residents for high-wage, high-demand career opportunities in Louisiana.

A. Workforce Innovation and Opportunity Act

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA took effect on July 1, 2015 and supersedes the Workforce Investment Act (WIA) of 1998.

Key changes under WIOA for serving youth include increasing the minimum percentage of funds to be spent on Out-of-School Youth (OSY) ages 16-24, from 30% to at least 75%; an increased focus on work-based learning and career pathways; extending the out-of-school age limit from 21 to 24 years; and streamlining the eligibility process.

These changes are consistent with DOL's commitment to "providing high-quality services for disconnected youth and young adults; beginning with career exploration and guidance; continuing support for educational attainment; opportunities for skills training in in-demand industries and occupations; and culminating with a good job along a career pathway or enrollment in postsecondary education."

The U.S. Department of Labor (DOL) has issued guidance for WIOA implementation in the form of both Training and Employment Guidance Letters (TEGLs) and the Final Rule (Regulations). Information may be accessed at <https://www.doleta.gov/WIOA/>.

B. Governing Authority for local area

By agreement of the Chief Elected Officials of the ten parishes, Tangipahoa Parish Government has the lead role as the Chief Elected Official to the Second Planning District Consortium Workforce Development Board (LWDA 20). A multi-jurisdictional agreement is in place between the parishes and outlines the roles and responsibilities of each as required by WIOA law.

The WDB is a federally mandated board that is responsible for the fiscal and programmatic administration of employment and training funds for Contra Costa County. The WDB provides the vision, innovation, and strategies to keep our local workforce strong and

supports workforce development activities that increase individuals' earnings and skills and are responsive to business' needs.

IV. SCOPE OF WORK

The WDB is seeking successful workforce development strategies that will help out of school youth obtain employment, re-engage in school, prepare for postsecondary education and/or connect to industry-focused education and training programs, thereby increasing the number of young adults productively engaged in the workforce.

A. WIOA Program Requirements

WIOA funds allocated to out of school youth service providers shall be used for the following program design areas. Respondents must describe how the organization will ensure service is provided and quality of the service is maintained.

- 1) **Outreach, Recruitment, Orientation:** Outreach and recruitment includes identifying potentially eligible youth and providing an orientation informing youth of the full array of applicable or appropriate services (WIOA and non-WIOA) available and how to access these services. Dropout youth are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time (generally within one year of participation date). Knowledge of the target group and effective outreach will be important.
- 2) **Intake, Eligibility, Registration:** The Service Provider is responsible for determining WIOA eligibility for all youth applicants. This includes gathering, verifying and certifying eligibility as well as data entry into HiRE. HiRE is the web-based case management and customer tracking system used by the WDB. WIOA requires all youth to be determined eligible prior to enrollment and receipt of WIOA-funded services. If an individual is not eligible for WIOA services, he/she will be aided in accessing organizations/services that are more appropriate.
- 3) **Objective Assessment (OA) and Referral:** The OA will establish the baseline for all activities and training. It will also act as the foundation for development of goals (i.e.

educational, employment, credential attainment, etc.). Each eligible youth must receive an OA that includes a review of: basic skills, education, work history, occupational skills, employability, interests, aptitudes, developmental needs, supportive service needs and strengths for the purpose of identifying appropriate services and career pathways and informing the individual service strategy.

- 4) **Individual Service Strategy (ISS):** Based on the results of the OA, an ISS will be mutually developed between each participant and his/her case manager. The ISS is a written plan of action that identifies age-appropriate short and long-term goals that include career pathways, education and employment goals, and service needs. The ISS must directly link activities and services to one or more indicators of performance. The WDB considers the ISS a living document that requires on-going review of the progress of each participant in meeting their goals and updating their plan as needed.
- 5) **Case Management:** Case management is a youth-centered, goal-oriented process for assessing needs of youth for particular services to meet educational and employment goals and assisting youth in obtaining those services. Contractors are responsible for providing comprehensive case management to each youth. Respondents must identify a minimum case management load (staff to youth ratio). Record keeping is an essential component of case management. Records are used to document and retain information about youth, the process and progress of the services being provided, and are a focal point for accountability to funding. All contractors must maintain electronic participant files in HiRE that meet the specification of the WDB.
- 6) **Access to a Range of Services:** The 14 WIOA Youth Program Elements must be made available to enrolled youth as needed or requested. If a Service Provider does not directly provide one of the program elements, it must describe the relationship with and demonstrate the ability to make seamless referrals to the organization providing the service. The Service Provider will have primary responsibility for ensuring that each participant receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS.

B. WIOA 14 Youth Program Elements

It is the intent of this solicitation to (1) connect more young people in the LWDA 20 service area with work opportunities; (2) increase young peoples' job search, work readiness and competitiveness in future employment; and (3) increase career planning and skills development including postsecondary education. Accordingly, program designs must include the following 14 required program elements. Youth and young adults should receive appropriate services based upon OA and ISS. Required program elements must be implemented in a timely manner. The program must be operational within 30 days of contract effective dates. (Appendix B- Checklist)

- 1) Tutoring, study skills training, and evidence-based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
- 2) Alternative secondary school offerings;
- 3) Meaningful work experience opportunities – A minimum of 20% of funding must be spent on work experience. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include:
 - (a) Summer employment opportunities and other employment opportunities throughout the school year (No stand-alone summer programs);
 - (b) Pre-apprenticeship programs;
 - (c) Internships and job shadowing; and
 - (d) On-the-job training (OJT) opportunities. OJT requires co-enrollment into WIOA adult programs and must follow all WDB policies and procedures related to co-enrollment and OJT. Co-enrollments must be coordinated with the One-Stop Operator (OSO) in the service delivery area.
- 4) Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations. This may include Individualized Training Accounts for young adults 18-24 years of age.
- 5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- 6) Leadership development opportunities, including community service and peer centered activities encouraging responsibility and other positive social and civic behaviors;
- 7) Supportive services (Service Providers should establish linkages with entities that can provide non-WIOA funded supportive services.);
- 8) Adult mentoring for duration of at least twelve (12) months that may occur both during and after program participation;
- 9) **Follow-up services for a minimum 12-month period after the completion of the program must consist of more than the requisite follow-up phone call;** Follow up will be the joint responsibility of the contractor and LWDA 20 and will be part of the review for continuation of contract beyond the first year.

- 10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as appropriate to the needs of the individual youth and young adult;
- 11) Financial Literacy education;
- 12) Entrepreneurial skills training;
- 13) Services such as career awareness, career counseling, and career exploration services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
- 14) Activities that help youth prepare for, and transition to, postsecondary education and training.

C. Additional Program Expectations

Continuum of Services: Programs must be age sensitive, developmentally and culturally appropriate, and based on the assets, strengths and goals of the individual youth and young adults. Programs will offer a continuum of services designed to reflect a progressive sequence of activities allowing individuals to experience success and increased responsibility.

Industry Focus: The WDB focuses on helping build work readiness and career preparation in five priority sectors: Advanced Manufacturing, Health and Life Sciences, Energy, Construction/Engineering, and Information Communications Technology and Digital Media.

Access: Services should be easily accessible within local communities. Respondents must develop a strategy that addresses transportation and other barriers by ensuring appropriate access points for participants.

Regional Partnerships: The WDB works to align youth-serving institutions to increase access, reduce duplication, close service gaps and promote collaboration. In keeping with this goal, Service Providers are expected to demonstrate strong partnerships within the youth serving systems such as local secondary schools, higher education institutions, American Job Centers, HiRE (including possible co-enrollment with WIOA Adult Programs), law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, vocational rehabilitation programs, employers, and other organizations possessing expertise and resources relevant to the needs of the OSY population.

D. Eligibility & Enrollment

Please provide separate information on program design elements and components for In-School and Out-of-School populations.

1. Definition of an eligible out-of-school youth is an individual:
 - a. Not attending any school (WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if he or she attends adult education under Title II of WIOA, YouthBuild, Job Corps, high school equivalency programs, or dropout reengagement programs regardless of the funding source of those programs); and
 - b. Not younger than 16 or older than the age of 24 at the time of enrollment; and
 - c. One or more of the following:
 - i. A school dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter
 - ii. A recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
 - iii. An individual subject to the juvenile or adult justice system
 - iv. A homeless individual, a homeless child or youth, a runaway
 - v. An individual in foster care or who has aged out of the foster care system
 - vi. An individual who is pregnant or parenting
 - vii. An individual with a disability
 - viii. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment:

E. Program Management

The WDB is seeking highly accountable programs with a current and/or past history of meeting performance standards that are the same or similar to those identified in the table WIOA Youth Performance Measures. WIOA performance measures went into effect on July 1, 2016. Service Providers will be required to demonstrate how their programs are able to help all enrolled youth achieve the outcomes measured by WIOA. Performance measures will be adjusted as necessary to meet local performance standards and align with requirements of WIOA, the State of Louisiana Workforce Commission, and USDOL.

WIOA Youth Performance Measures

Performance Measure	Definition
Placement in employment, education, or training	The percentage of participants who are in employment, education, or training during the 2nd quarter after program exit.

Retention in employment, education, or training	The percentage of participants who are in employment, education, or training during the 4th quarter after program exit.
Earnings after entry into unsubsidized employment	The median earnings of participants who are in employment during the 2nd quarter after program exit.
Attainment of degree or certificate	The percentage of participants enrolled in an education or training program who obtain a recognized credential or secondary diploma/equivalent during participation or within 1 year after program exit.
In-program skills gains (must be Measurable Skills Gains)	Percentage of participants in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational or other forms of progress towards such a credential or employment.
Effectiveness in serving employers	TBD – definition and target to be negotiated at contract award.

Negotiated Youth Performance

YOUTH	State Level	Proposed Local Level	Final Local Level
Entered Employment Rate, 2nd Quarter After Exit	63.2%	64.0%	64.0%
Entered Employment Rate, 4th Quarter After Exit	65.5%	65.5%	65.5%
Credential Attainment	54.9%	54.9%	54.9%

F. Tracking Requirements

Service Providers must utilize LWC's HiRE data management system on a daily basis for maintaining electronic participant files that meet the specifications of the WDB. WDB will provide technical assistance for accessing the appropriate HiRE accounts. Daily input includes the entry of individual participant data such as eligibility determination and

documentation, demographics, participant activities, case notes, outcomes and follow-up data. Timely data entry is required as follows:

- 10 working days for case notes;
- 20 working days for participant activities.

Because Service Provider performance will be assessed using data from HiRE, the WDB will conduct ongoing monitoring to evaluate the Service Provider's use of HiRE. Failure to comply with the required use will result in corrective action and may result in the contract being terminated.

G. Roles and responsibilities of the Proposing agency include:

- Contracting with the WDB and complying with all terms and conditions of that agreement for the delivery of services;
- Working cooperatively with the WDB and the Youth Committee in the expansion of Contra Costa County's youth workforce development system;
- Working cooperatively with other funded service providers;
- Coordinating with partners in program design, implementation, capacity building and staff development and ensuring the program meets performance outcomes;
- Ensuring that services provided are readily accessible to individuals eligible for participation;
- Ensuring that the program is fully staffed with qualified individuals;
- Provide internal monitoring and oversight of all program activities and requirements, including those provided by collaborative partners;
- Administering all funds paid to the program;
- Reviewing and submitting accurately completed fiscal and MIS forms;

V. PROPOSAL INSTRUCTIONS AND OUTLINE

A. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

- 1) One (1) signed original and one (1) electronic copy (in pdf format) of the proposal should be submitted. The original MUST be submitted in a sealed envelope with the

proposer's name and the words **Proposal for Out of School Youth Services** written on the exterior envelope. The proposal must be sent or delivered to: LWDA20 WDB, 305 N. Oak St. Hammond, LA 70401, no later than **4:00 on July 9, 2018**.

- 2) When completed, the proposal must contain the following elements:
 - Cover page
 - Abstract/Executive Summary
 - Narrative sections (described in the application packet)
 - Budget forms
 - Certification and Signature section
 - All pages must be numbered
 - Cover page must be page #1
 - Use 12-point font and 8 ½ x 11 paper
- 3) Proposals are limited to 20 pages. Attachments and required forms are not included in this page count. Each section of the narrative must be clearly identifiable.
- 4) Proposal packet must be presented in the same order as set forth in these instructions.
- 5) The original proposal must be manually signed in blue ink by an official authorized to represent and bind the proposing agency.
- 6) Respondents must demonstrate a general understanding of the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.
- 7) The completed proposal must be submitted to the location and within the time limits as shown in the RFP package.
- 8) Electronic proposal packets (Word, Adobe format) are available for download at www.lwda20.org.
- 9) Submitting a proposal will constitute a legal, binding offer for a period of not less than 90 days from the date of submitting the proposal.
- 10) All proposals, once received, become the property of the LWDA20 WDB and will be a matter of public record.
- 11) Please note the established deadline for receipt of proposals is **June 21, 2018 at 4:00 pm**.

B. Proposal Outline and Format

1) Cover Page

Complete the requested information on the Cover Page Form (Appendix A- Not Counted in Total) and include it as page number 1 on the proposal. (Included as part of the page count)

2) Proposal Abstract/Executive Summary (4-page maximum)

- a. Provide a description of your organization to include its mission, vision and values.
- b. Demonstrate an understanding of the workforce development system in Louisiana.
- c. Outline key organizational achievements within the past three (3) years.
- d. Briefly describe why your organization is seeking award of this RFP and any unique or innovative aspects that may set your response apart from others.

3) Proposal Narrative (TOTAL 40 POINTS)

Responses to this section must not exceed 12 double-spaced pages and must include the following sections:

a. Program Design Out of School Youth (20 points)

Target Population, Recruitment, and Enrollment:

- Describe the demographics and characteristics of the targeted area to be served.
- Describe the population(s) to be served.
- Describe potential challenges that may arise in engaging and enrolling this population.
- Describe how many youth and young adults you will enroll in year one (minimum enrollment will be **(12)** students and describe your plan to identify, recruit, and enroll OSY into the program.
- Describe the intake process, including the collection of basic information from potential clients, informing potential clients of available services in your organization or elsewhere, and determination of client suitability for program services.

Youth Experience:

- Detail the key steps and services youth and young adults will experience as they progress through the program, from recruitment to exit and follow-up.
- Attach a client flow chart (not included in the page count).
- Describe how you will ensure, measure and continuously improve the experience of the youth and young adults in your program.

Supportive Services

- Describe barriers to successful reconnection and completion of education and/or employment that the target population faces.
- Describe what supportive services (WIOA and non-WIOA) you will use to address these barriers.

Performance, Administration and Project Management

- Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.
- Describe your process for ensuring quality, compliance and proper documentation for all youth files.
- Describe how you will ensure funds are used properly and according to the spending plan.

Collaboration, Partnerships, Leverage

- Describe the collaborative partnerships you will use to implement the program. Identify demonstrated connections and existing functional partnerships that will be part of this program, including with alternative education, adult education, and postsecondary institutions including community colleges, advanced skills training entities, apprenticeship training, four-year colleges and universities, labor organizations, community-based organizations and/or other service providers.
- Include leveraged resources and specific roles and responsibilities of each partner.

Access and Locations

- Demonstrate how the proposed program will increase access and address transportation and other barriers for program participants.
- Address whether the responding organization will maintain a main office, a satellite office or co-locate with other organizations in the targeted service areas.

Coordinate Services with America's Job Center (one-stops)

Under WIOA, young adults who are 18 years or older will be eligible to receive services through WIOA Adult and Dislocated Worker Programs. WIOA mandates that youth services must be coordinated throughout the region's America's Job Centers. Please describe how the agency will coordinate youth services with the America's Job Center.

Employer Connections

- Describe your relationship with employers in the WDB's region.
- Describe the role area employers will play in your program.
- Describe how you have developed internships, job shadows, occupational skill training, apprenticeships, work experience, placement in employment, and/or other work-based learning outcomes with employer partners.
- Describe your approach to job placement and how you will identify employment opportunities for program participants.

b. Program Components (20 points)

***Note: Consideration will be given for applicants' use of innovative, results-based program models that demonstrate an understanding of promising practices in youth development and youth employment leading to industry-based certifications/degrees and employment. (Complete Appendix B- Checklist- Not counted in total pages)**

Assessment Strategies

- Describe the assessment instruments and processes you propose to use with students/ youth engaged in the program and how the assessment will be used to inform planning and service delivery for the individual youth and the program.

Educational Services

- Describe how you will implement tutoring, study skills training, and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.
- Describe how you will help youth and young adults prepare for and transition to training or postsecondary education.

- Describe how you will connect young people to education/training programs that can include occupational skills training, apprenticeship program, and post-secondary education.
- Describe how these education/training programs will lead to jobs with livable wages.

Career Pathways

- Describe how you will help youth and young adults become aware of the career pathways in high-demand, high-wage occupations
 - Describe how you will connect youth to education/training that leads to postsecondary degrees and/or industry recognized certifications. Work Experience
 - Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship/apprenticeship, job shadows, etc.).
 - Describe how a minimum of 20% of funds will be spent on work experience.
 - Will they serve as the functional supervisor to youth working for other employers or will you be the employer of record? If you will be the employer of record explain your capacity to operate as the “Employer of Record” for paid work experiences.
- *NOTE: Work experiences must have regularly scheduled evaluations of participant’s progress; a training plan agreed to by the job supervisor, participant and the case manager; a work site training contract; and time sheets that reflect training hours.

Work Readiness, Financial Literacy and Entrepreneurship Training

- Describe the proposed work readiness training program and standards for completion.
- Describe the financial literacy education and entrepreneurial skills training you will offer

Youth Development

- Describe leadership development opportunities, including community service and peer-centered activities and other positive social and civic behaviors.
- Describe how you plan to incorporate adult mentoring for program participants.

Follow Up Activities

- Describe the follow up activities you and your partners will conduct, and how they will meet the minimum standards and expectations of WIOA youth program requirements (12 month follow up plans will be mandated).

c. Budget (Included as part of the page count)(Maximum of 15 points- appendix C)

Complete the requested information on the Budget Form (Appendix C) and include it as the next page after the narrative pages referenced in “a” and “b” above. The budget should be presented for the period of time shown in Section I. C. of this RFP.

d. Budget Narrative (2 page maximum-)

Provide a budget narrative that justifies each proposed expense included on the budget form in terms of being necessary, allowable and reasonable. Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. (Note: In-kind contributions and/or leveraged resources are not required under this solicitation, however, up to 10 additional points may be awarded based on proposed contributions.) Describe how you will financially support the costs of doing business until an invoice can be submitted and paid by the LWDA20 WDB. No advance payment will be made. Indirect costs/Administrative Costs can only be charged to the contract if an approved indirect cost plan is included with the budget and approved by the LWDA20 WDB. No more than 10% of the grant may be spent on Administrative functions. (Attached however vendor can pull excel document from LWDA 20.org Web Site)

e. Mandatory Additional Attachments (Not included in the page count)

- Assurances and Certifications (Attachment D)
- Certification Regarding Debarment/Suspension (Attachment E)
- Proposer’s Organizational Chart (Attachment F)

VI. EVALUATION, SELECTION AND AWARD PROCESS

A. Evaluation Process

Proposals selected for review will be evaluated according to criteria set forth in this proposal package. Proposals will be evaluated by a committee of individuals with workforce development experience. The evaluation committee will make

recommendations to the full Board. Prospective providers may be invited to make oral presentation and/or explain their proposals.

The evaluation committee will only review proposals for programs that include the services requested in the RFP package. Respondents may include additional services as part of the proposal, but the proposal must, at a minimum, contain the services that are specifically requested in the RFP.

No employee, officer, or agent of the LWDA20 WDB, Local Elected Officials, Standing Committees, or other organizations shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.

The proposals that are received will be made available, upon request, to the public. However, the proposals will be made available only after the LWDA20 WDB has made the award to a respondent and the protest period has begun.

Proposals received subsequent to the deadline will not be reviewed and considered for funding. The signature page must be completed and signed by proper authority or the proposal will not be considered.

Evaluation Criteria

The following criteria will be used to evaluate all proposals. The evaluators will award some, all, or none of the points that are shown for each evaluation item. The total maximum points that can be awarded are 115.

Evaluation Item	Range	Maximum Points
Experience/Qualifications of the Proposed Service Provider	0 – 15	15
Program Design	0 – 20	20
Integration of Program Components	0 – 30	30

Strategy for Performance and Compliance	0 – 20	20
Budget	0 – 15	15
Totals	0 – 100	100
Minority, Veteran or Women-Owned Business Credit	5	5
In-Kind and/or Leveraged Resources	0 - 10	10

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. Respondents are therefore encouraged to thoroughly describe and justify the proposed costs. An analysis will be conducted to ensure the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is no duplication of costs with other programs; to ensure the costs are directly associated with carrying out the proposed services; and to ensure the proposed costs will benefit the workforce development delivery system.

B. Selection

The LWDA20 WDB will make the final decision on the award of a contract, based on consideration of the recommendation made by the evaluation committee and in concurrence with the Director of Workforce Development and Chief Elected Official of the ten-parish area. Each proposer will be notified of the outcome of their proposal. This notice will be provided when the final decision has been made regarding award of a contract. This notice will be provided to each proposer within three (3) working days of the award of a contract and may be provided via email, fax, or by regular mail.

C. Contract Award

A contract may be awarded based on proposals received, without discussion of such offers with the Respondents. Each proposal should, therefore, be submitted in the most favorable terms, from a price and technical standpoint the proposal can make. However, the evaluation team reserves the right to request additional data, oral discussion or presentation in support of written proposals.

Final award of a contract will be contingent upon:

- Successful negotiation of contract
- Acceptance by the Respondent of the contract terms and conditions
- Satisfactory verification of past performance and systems, where applicable
- Availability of funding

D. Appeal Procedure

In accordance with applicable regulations, Respondents who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal decisions:

- 1) Submit a letter within three (3) business days from the date of the notification of the contract award to the Director of Workforce Development for LWDA20 WDB stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the criteria below:
 - a. Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board
 - b. Unfair competition or conflict of interest in decision making process
 - c. Any illegal or improper act or violation of law
 - d. Other legal basis on grounds that may substantially alter the Board's decision

The Director of Workforce Development will review the appeal and respond within ten (10) business days.

- 2) In the event the Director's response is not satisfactory to the Respondent, an appeal to the LWDA20 WDB Executive Committee may be requested. The request must be addressed in writing within 15 days from receipt of response from LWDA20 WDB to:

Second Planning District Consortium Workforce Development
Board 20 Attention: Board Chair 305 N. Oak St.
Hammond, Louisiana 70401

The appeal will be heard at a time set by the Chair of the Board after consultation with legal counsel, as appropriate.

VII. CONDITIONS APPLICABLE TO ALL PROPOSALS

This Request for Proposal does not commit or obligate LWDA20 WDB to award a contract, to commit any funds identified in this RFP document; to pay any costs incurred in the preparation or presentation of a proposal to this RFP; to pay for any costs incurred in advance of the execution of a contract; or to procure or contract for services or supplies.

Further, LWDA20 WDB reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers to be in its best interest. No guarantees, expressed or implied, are made by LWDA20 WDB or its agents as to the availability of funds.
2. Change or waive any provisions set forth in this RFP.
3. Reject non-conforming proposals without review.
4. Waive informalities and minor irregularities in proposals received.
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
6. Request additional data, technical or price revisions, or oral presentations in support of the written proposal.
7. Conduct a pre-award review that may include, but is not limited to a review of the Respondent's record keeping procedures, management systems, accounting and administrative systems.
8. Change specifications and modify contracts as necessary to: (a) facilitate compliance with the legislation, regulations and policy directives, (b) manage funding, and (c) meet the needs of the customers.
9. End contract negotiations if acceptable progress, as determined by LWDA20 WDB, is not being made within a reasonable time frame.

By submission of this proposal, the Respondent certifies that in connection with this proposal:

- a. The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other Respondent, or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and

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

Each person signing the proposal certifies that:

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

No proposal will be considered if:

- a. The entity has been disbarred by an action of any governmental agency; or
- b. The entity has not complied with an official order of any agency a State or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services; or
- c. The entity has any record of public entity crimes; or
- d. For any cause such as pending litigation or if the Respondent is determined irresponsible.

Appendix A
Cover Page
(Included in page count)

**PROPOSAL FOR OUT-OF-SCHOOL YOUTH SERVICES
APPENDIX A: PROPOSING AGENCY IDENTIFICATION FORM**

Legal Name of Proposing Agency:		Contract Period:	
Agency Mailing Address: Agency Physical Address:		Agency FEIN #: _____ Agency Fiscal Year: <input type="checkbox"/> Calendar <input type="checkbox"/> Other (If Other) _____ to _____ Requested Funding Amount: _____	
Type of Agency (Check all that apply): <div> <input type="checkbox"/> Government <input type="checkbox"/> Education Institution <input type="checkbox"/> Private, Not-for-Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Consortium (Specify Lead Agency and type) <input type="checkbox"/> Other (Specify) _____ </div>			
Principal of Agency Name: (Executive Director/CEO/President)	Name: Title:	Address:	
		City/State/Zip:	
		Email:	
		Telephone:	
Operational Responsible Person: (RFP Direct Contact)	Name: Title:	Address:	
		City/State/Zip:	
		Email:	
		Telephone:	
Administration Office:	Name: Title:	Address:	
		City/State/Zip:	
		Email:	
		Telephone:	

Appendix B
14 points of Youth Services
(Not included in Page count)

WIOA PROGRAM SERVICES DELIVERY PLAN NARRATIVE
APPENDIX B: WIOA 14 REQUIRED SERVICES

PROGRAM SERVICES	Brief Description— How your Agency is directly providing this element?	Brief Description— If your Agency is not directly providing this element, identify who you will partner with to provide this required element?	Check if Memorandum of Understanding (MOU) is in place
1. Tutoring, Study Skills Training, Instruction, and Evidence-Based Dropout and Recovery Strategies.			
2. Alternative Secondary School Services or Dropout Recovery Services			
3. Paid and Unpaid Work Experiences, <i>Including summer employment opportunities, internships, pre apprenticeship programs, job shadowing and on the job training opportunities.</i>			
4. Occupational Skills Training, <i>which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations.</i>			
5. Leadership Development Opportunities			
6. Supportive Services			
7. Adult mentoring for a duration of at least 12 months, <i>may occur both during and after program participation</i>			
8. Follow-Up Services, <i>a minimum 12-month Period</i>			
9. Comprehensive Guidance and Counseling Activities, <i>including drug and alcohol abuse counseling, and referral if appropriate</i>			
10. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster			

11. Financial Literacy Education			
12. Entrepreneurial Skills Training			
13. Services that provide Labor Market and Employment Information, <i>In-Demand industry Sectors and Occupations</i>			
14. Activities that help Youth Prepare for and Transition to Post-Secondary Education and Training			

Appendix C

Budget Template – Excel Document can be found at www.LWDA20.org

Under announcements

APPENDIX C: TENTATIVE BUDGET DETAIL FORM (included in page count)

Item of Expenditure	Total Program Cost (\$)	Requested WIOA Funding Share of Cost (\$)	Other Funding Share of Cost (\$)	WIOA % of Total Cost (\$)
PERSONNEL EXPENSES				
Staff Salaries/Wages (Work Experience)	\$	\$	\$	\$
Staff Salaries/Wages (Non-Work Experience)	\$	\$	\$	\$
Staff Benefits (Work Experience)	\$	\$	\$	\$
Staff Benefits (Non-Work Experience)	\$	\$	\$	\$
Staff Travel (Work Experience)	\$	\$	\$	\$
Staff Travel (Non-Work Experience)	\$	\$	\$	\$
Recruitment/Outreach	\$	\$	\$	\$
OPERATING EXPENSES				
Office supplies/Postage/Shipment	\$	\$	\$	\$
Rent/Utilities/Telephone	\$	\$	\$	\$
Communications/Internet	\$	\$	\$	\$
Printing/Publications	\$	\$	\$	\$
Conferences/Meetings	\$	\$	\$	\$
Equipment Rental/Purchase	\$	\$	\$	\$
Maintenance	\$	\$	\$	\$
PARTICIPANT EXPENSES				
Training/Tuition/Books	\$	\$	\$	\$
Support Services	\$	\$	\$	\$
OTHER EXPENSES (Indirect Costs)				
Professional/Administration Fees (**10% Max)	\$	\$	\$	\$
Profit (Indirect cost for-profit companies only)	\$	\$	\$	\$
Total Other	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

Appendix D
Assurances and Certifications
(Not included in page count)

Appendix D

ASSURANCES AND CERTIFICATIONS

The following assurances and certifications will be made a part of any resulting contract from this solicitation and Respondents must agree to each item below.

1. The individual signing this proposal is authorized to submit the proposal on behalf of their agency/organization.
2. The Contractor assures and certifies that services funded through a contract with FPD WDB shall be administered in full compliance with applicable federal, state and local laws, regulations and policies. 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 laws, including the Child Labor Law standard
3. The Contractor shall establish and maintain an auditable financial system, in accordance with recognized accounting practices, with the Act and Regulations, and with State and local requirements on fiscal and programmatic reports.
4. The Contractor must be able to demonstrate that they are fiscally solvent.
5. The Contractor certifies that it will provide a drug-free workplace, as required by Federal law.
6. Any representative/agent of the WDB who participates in the expenditure of WIOA funds shall perform his/her duties in a manner consistent with their obligations to the WDB and in accordance with sound business practices. In complying with these requirements, representatives/agents shall refrain from:
 - a. Solicitation or acceptance of gratuities, favors, or anything of monetary value, from contractors, potential contractors, or parties to sub-agreements.
 - b. Participation in awards or administration of contracts to firms in which the member, officer, staff or representatives/agent or his/her immediate family has a financial or other interest.
 - c. Any representative/agent, who is a paid consultant, or who has a relative who is a paid consultant (as defined in A.R.S. 38-502) for any provider which currently transacts business with the WDB is prohibited from participating in a decision process which may lead to the award of a contract involving such firm.

Authorized Signature/Date

Typed Name and Title

Appendix E
Certification Regarding Debarment
(Not included in the page count)

Appendix E

CERTIFICATION REGARDING DEBARMENT/SUSPENSION

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant Organization

Name and Title of Authorized Representative

Signature

Date

APPENDIX F

PROPOSERS ORGANIZATIONAL CHART

(Not included in Page Count)