



**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
In School/Out of School Youth Services Combined**

**Request for Proposal  
Issued by the**

**Region VI Workforce Development Board  
17 Middletown Road  
White Hall, WV 26554  
304-368-9530  
[www.regionviwv.org](http://www.regionviwv.org)**

**Issue Date: February 1, 2023**

**Submission Deadline: In Region VI WDB office by 4:00 pm, March 2, 2023**

**Program Operation: July 1, 2023 – June 30, 2024**

***100% Federally funded program.***

**Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with  
disabilities. WV Relay 7-1-1**

## **I. Time Frame**

February 1, 2023	Release RFP
February 13, 2023	Bidder's Conference 1:00 pm (Attendance Required)
March 2, 2023	Proposals due to Region VI WDB office by 4:00 pm
March 3-7, 2023	Proposals reviewed by appointed Committee Members
March 9, 2023	Full Board Mtg. - Vote on RFP Award Recommendation to LEO
March 10, 2023	LEO Mtg. – Vote on final RFP Awards
March 14, 2023	Award notification to approved Proposer
By June 30, 2023	Contract Negotiated
July 1, 2023	Program activities begin

## **II. Geographic Area**

The Region VI Workforce Development Board (WDB) funds the provision of services for eligible Youth who reside in: Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur. It is a requirement that the Proposer provide services to eligible Youth in all 13 counties.

## **III. Available Resources / Budget**

Funds available for the Program Year 2023 period of July 1, 2023 through June 30, 2024 will be allocated from the Region VI WDB Workforce Innovation and Opportunity Act (WIOA) youth federal funds. The Proposer must present a budget outlining the costs to provide the services as outlined in this RFP.

20% of all youth funds must be allocated to provide In School and Out-of-School youth with paid and unpaid work experiences that have academic and occupational education as a component of the work experience.

The final award amount will be negotiated based upon the Region VI WDB WIOA funding for the program year and the proposed budget submitted by the winning Proposing agency.

A detailed line-item budget must be submitted with each proposal (Use the Attachment B format only.) When submitting your budgets, please attach your cost allocation plan *or indirect cost proposal from a CPA firm* to the budget. \* Administrative costs are limited to a maximum of 10% of the total contract award.

## **IV. General Information**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) was signed into Law on July 1, 2014. The Region VI Workforce Development Board is responsible for, among other activities, the administration and oversight of Youth services and funds in the thirteen counties comprising Region VI.

The mission of the Region VI WDB is to encourage the development of comprehensive programs and services to ensure that Region VI youth have the necessary skills and personal qualities to become successful, productive adults.

This Request for Proposal (RFP) is issued to solicit proposals from a single agency for the provision of innovative workforce development programs serving In School and Out-of-School Youth under the provisions of the Workforce Innovation & Opportunity Act.

Targeted populations include Braxton County In School youth who are ages 16-18, and region wide Out of School youth ages 16 -24, and who have one or more barriers as defined by the Workforce Innovation & Opportunity Act.

The WDB currently contracts with an agency to provide, among other services, eligibility determination for youth. The proposing agency will provide all other services as part of the program proposal, i.e.- recruitment, outreach, case management, follow up, etc.

The desire of the Region VI WDB is to supplement existing services, programs and staff, and where possible, to leverage existing funds in order to operate a system that emphasizes partnership, community involvement, and system integration.

This request covers the base period from July 1, 2023, through June 30, 2024. This RFP contains the provision for up to two (2) additional option years. The proposing organization initially selected to operate the program may be approved to continue In School and Out-of-School Youth services contingent upon successful negotiation of succeeding years' operating budgets, satisfactory performance during the initial and succeeding contract periods, and availability of yearly funding.

Per requirements of 2 CFR 200.300 (a), the Region VI WDB is advising all proposers that they must be familiar with all federal, state and local requirements of the Workforce Innovation & Opportunity Act. This includes, but is not limited to, specific information that can be found in the Workforce Innovation & Opportunity Act, Section 129 and 134, and 20 CFR Parts 680 and 681. Additional informational resources are:  
US Department of Labor, Employment and Training <https://wdr.doleta.gov/directives/>  
Workforce West Virginia [workforcewv.org/public-information/guidance-notice-and-policies](http://workforcewv.org/public-information/guidance-notice-and-policies)  
Region VI Workforce Development Board [regionviwv.org/about/guidance-policies/](http://regionviwv.org/about/guidance-policies/)

Youth eligibility requirements can be found in **Section VI. Participants Eligibility** of this RFP. Youth program providers must ensure that any applicants who meet WIOA eligibility enrollment requirements, but cannot be served by their program, are referred for additional assessment to other appropriate agencies and or Region VI One Stop Centers (American Job Centers) partner programs.

All youth service proposals must be designed around the 14 key elements outlined within **Section IX. Technical/Management Proposal** of this RFP. Successful proposals will not create or duplicate services that already exist and are accessible in Region VI.

Youth service proposals also are required to meet specific performance measures outlined in **Section VIII. Performance Goals** of this RFP.

#### **V. Who Can Submit a Proposal**

All public or private not-for-profit corporations, local education entities, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law and who have been in existence for a minimum of five (5) years, may submit a proposal for funding.

*The Region VI Workforce Development Board will not discriminate against any firm or individual on the grounds of race, creed, color, sex, age, handicap status or national origin in the contract award.*

## **VI. Participant Eligibility Requirements**

In accordance with the WIOA, an eligible Youth is defined as an individual who at the time of application has been determined eligible by a Region VI Career Planner under the following:

### **Out-of-School Youth Eligibility Requirements**

Eligibility for out-of school youth, who at the time of enrollment, is:

- a. Not attending any school;
- b. Not younger than 16 or older than age 24; and
- c. Has one or more of the following barriers:
  - A school dropout;
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner;
  - An individual who is subject to the juvenile or adult justice system;
  - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
  - An individual who is pregnant or parenting;
  - A youth who is an individual with a disability; or
  - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local area.

### **In-School Youth Eligibility Requirements**

Eligibility for in-school youth, who at the time of enrollment, is:

- a. Attending school;
- b. Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21;
- c. Is a low-income individual; and
- d. Has one or more of the following barriers:
  - Basic skills deficient;
  - An English language learner;
  - An offender;
  - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement;
  - Pregnant or parenting;
  - An individual with a disability; or

- An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local area.

## **VII. General Guidelines**

### ***Requirements:***

- Must have or will establish a physical administrative office in the Region VI geographical area as of June 1, 2023.
- Must assign a staff person to be located in or in close proximity to the Fairmont Comprehensive One Stop Center (American Job Center).
- Meet all administrative requirements of the RFP.
- Execute an MOU with the Region VI One Stop Partner Network. (A letter of agreement to execute the MOU will satisfy this requirement prior to grant award. Documentation must be included in the proposal. Contact April Pierson, Region VI One Stop Coordinator, [apierson@hrdfwv.org](mailto:apierson@hrdfwv.org) to obtain the information needed to meet this requirement.)
- Provide outreach and public promotion of the program and other WIOA activities. All outreach materials must be approved by the Region VI WDB prior to publication.

NOTE: The In School program will be a limited special event. The proposer will provide an In School program targeting Braxton County youth ages 16-18. An estimated 25 youth will be served within 2 priorities:

1<sup>st</sup> Priority- Graduating High School Seniors

2<sup>nd</sup> Priority- High School Juniors

The proposer will WorkKeys test all participants at registration.

The proposer will provide a 2-week activity for all participants which will include 1 week of career exploration opportunities and 1 week of work experience for each participant.

## **VIII. Performance Goals**

All providers will be subject to WIOA federal performance measures effective July 1, 2023. The PY 23 current levels of performance are included in this RFP as Attachment J for reference.

### **WIOA Performance Measures**

- 1) Percentage of program participants who are in education or training activities or in unsubsidized employment, during the second quarter after exit from the program.
- 2) Percentage of program participants who are in education or training activities or in unsubsidized employment, during the fourth quarter after exit from the program.
- 3) Median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- 4) Percentage of program participants who obtain a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation in or within one (1) year after exit from the program.
- 5) Percentage of participants who during a program year are in an educational or training program that leads to a recognized post-secondary credential or employment AND who are achieving measureable skill gains toward such a credential or employment.
- 6) Indicators of effectiveness in serving employers as outlined in WIOA.

In addition to the WIOA measures, Region VI has set real time outcome goals for proposers to meet. Meeting the real time outcome goals will be financially tied to contract renewal for the option year(s).

### **Region VI Real Time Outcome Goals for PY 23**

1. Provider should enroll a minimum of 80% of their youth in a work experience activity

during the program year.

2. Provider will be in contact with every active youth during the program year at a minimum of 2 times a month, with one contact being in person. The other contact may be by phone or social media. The contacts will be documented in the youth files and in the MACC as case notes for verification at scheduled file review visits by WDB staff.

Note: Deliverables and performance measures for providers may be modified at any time if the Region VI WDB, the State of West Virginia, and the Department of Labor re-negotiate performance standards.

### **IX. Subcontracting / Collaboration**

Services may be subcontracted or achieved through collaboration with one or more qualified agencies in Region VI, but the Grant Recipient(s) must accept responsibility for contract performance and monitoring of subcontractors and collaborators. All subcontractors must:

- Be a public or private not-for-profit corporation, an education organization, a governmental unit, a public agency, a community-based organization, a faith-based organization, or private-for-profit corporation properly organized in accordance with State and Federal law.
- Meet the same administrative and reporting guidelines as the Grant Recipient(s).
- Have written approval of the WDB to act as subcontractor.

### **X. Bidders Conference**

All parties interested in submitting proposals for Youth Services in Region VI **MUST** attend the bidders conference to be held at 1:00 pm on Monday, February 13, 2023 at the Region VI Workforce Development Board offices at 17 Middletown Road, White Hall, WV. (Directions to the Region VI WDB office included as Informational Attachment K). For those proposers who may not be able to physically attend the bidder's conference, you may request a zoom option. Please email Amy Hall at [ahall@region6wv.org](mailto:ahall@region6wv.org) by 12 pm February 10, 2023 and request to be sent a zoom invite to the bidder's conference. Questions to be addressed at the Bidder's conference **MUST** be submitted electronically by 12:00 pm, February 10, 2023, to [ahall@region6wv.org](mailto:ahall@region6wv.org). Further questions will not be addressed after the Bidder's Conference and proposals from parties who did not attend the bidder's conference will not be considered.

Notes from the bidder's conference will be posted on the Region VI website at [www.regionviwv.org](http://www.regionviwv.org) within 48 hours after the meeting.

### **XI. Disclaimers**

In the event policy, procedure, program design, or regulatory changes occur, entities submitting a proposal may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of the Region VI Workforce Development Board office will be available to assist entities submitting a proposal with the interpretation and suggestions for changes in redesign.

The Region VI Workforce Development Board and Local Elected Official Board (LEO) are under no obligation to award a contract to any entity submitting a proposal in response to this Request for Proposal.

The Region VI Workforce Development Board and Local Elected Official Board (LEO) are under no obligation to reimburse any party for the fees involved in the submission of any such proposals.

An entity may not be recommended for funding, regardless of the merits of the proposal submitted, if the entity has a history of contract non-compliance with the Region VI WDB, or any other funding source, and/or poor past or current contract performance with the Region VI WDB, or any other funding source.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the Region VI WDB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

### **XII. Protests, Disputes, and Outbriefings**

If a proposal is denied, a written appeal regarding the non-award of funds may be submitted within 10 calendar days of receipt of the non-award notice. The appeal may include a request for reconsideration of funding. The written appeal shall be submitted to: Executive Director, Region VI Workforce Development Board, 17 Middletown Road, White Hall, WV, 26554. After consideration by the Executive Director, the written notice may be submitted to the Workforce Development Board, or designated committee of the Board for consideration. Further requests for appeals shall follow the Region VI grievance complaint procedures. Bidding organizations may request a copy of the complaint procedures at any time by contacting the Region VI WDB office.

An Outbriefing for non-selected Proposer's may be requested in writing from the Region VI WDB within thirty days of notification of non-selection.

### **XIII. General Contract Conditions**

A cost-reimbursable contract will be negotiated after final award approval of the proposal which meets the requirements of the RFP and has been deemed to be in the best interests of the WDB.

All Grant Recipients must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 with the Region VI Workforce Development Board, Inc. and the Region VI Local Elected Officials (LEO) Board becoming "also insured" at the time of contract implementation. Proof of Workers Compensation Insurance coverage must also be included with the proposal. Other insurance coverage may be required and is subject to negotiation.

### **XIV. Proposal Submission Deadline**

In order to be considered for funding in the program period July 1, 2023 – June 30, 2024 only those interested entities who attended the Bidder's Conference on February 13, 2023, may submit a proposal, and the proposal must be submitted no later than March 2, 2023, by 4:00 p.m. An original and four (4) copies must be submitted to the Region VI Workforce Development Board office at 17 Middletown Road, White Hall, WV, 26554. The proposal packet must be sealed and clearly marked "Youth Services Proposal" on the outside.

FAXED OR ELECTRONIC COPIES WILL NOT BE ACCEPTED. The Proposer assumes all responsibility for the submission of the proposal and meeting of the required deadlines.

A proposal received after the closing date, incomplete proposals, and/or proposals submitted from an entity, which did not send a representative to the Bidder's Conference, will be considered non-responsive, will not be considered for review, and will be returned to the sender.

**XV. Evaluation of Proposals**

All proposals submitted in accordance with this RFP will be rated based on the criteria outlined below. The Region VI Workforce Development Board RFP Review Committee will rate the proposals. This committee will then either inform the WDB that no award recommendation can be made, and the basis for non-award, or the committee will recommend for award one of the Proposers and the basis for the award (meeting all requirements and points scored). The WDB will either reject the recommendation or approve the recommendation and submit it for approval to the LEO board, who will have the final approval over the awarding of the contract.

All individuals involved in the development, evaluation and award process of this RFP must adhere to the Region VI Conflict of Interest Policy. Proposers should disclose potential conflict of interest issues by identifying any relationship to a board or committee member in a letter submitted with the original proposal.

Proposals will be evaluated using the following criteria:

<b>TARGET GROUP/GEOGRAPHICAL SERVICE AREA</b>	5 Points
<b>WORK PLAN</b>	85 Points
<b>PROPOSER INFORMATION</b>	20 Points
<b>TRANSITION PLAN</b>	10 Points
<b>Total</b>	<b>120 Points</b>

**XVI. PROPOSAL FORMAT**

Proposers must follow the instructions outlined in this RFP package and submit all appropriate package forms. All forms and narratives must be typewritten, single-spaced, single-sided, on 8.5" X 11" paper in a 12-point font and a binder clip or paper clip used for each individual copy. **DO NOT USE STAPLES OR ANY OTHER TYPE OF BINDING.** For proposals that exceed the section page limitations, only the number of pages that are within the set page limits for each section will be considered. Evaluators will not read proposals beyond the set page limit.

The forms included with this packet, (with the exception of the Proposal Narrative for which no forms are provided) are the only forms, which will be accepted. Proposals must be assembled in the following order:

- Cover Page. This should be the cover page of the proposal. No title page is needed or required. Must use the "Proposal Cover Page" included with packet.
- Proposal Narrative The Narrative should begin with a Table of Contents, followed by a one (1) page Executive Summary (neither of which will count towards the final page count), and then present the necessary information in the sequence outlined,



using the section headers and sub-section numbers/letters provided, in Section XVII. Technical/Management Proposal “Statement of Work” section.

(Maximum of 31 pages plus allowed Attachments outlined in each section).

Attachment A – Proposer Questionnaire

Attachment B – Budget Summary

Attachment C – Personnel Summary and Detail

Attachment D – Past Experience

Attachment E – Certification Regarding Drug-Free Workplace Requirements

Attachment F – Equal Opportunity Non-Discrimination Notice

Attachment G – Certification Regarding Debarment, Suspension

Attachment H – Certification Regarding Lobbying

Attachment I - Certification of Compliance with Additional Requirements

## **XVII. Technical/Management Proposal**

The Technical/Management Proposal is the Proposers’ response to the following Statement of Work and is the primary criteria from which this proposal will be judged. It should give reviewers a clear picture of the design and cost of the project, activity or service, the anticipated outcomes, and the Proposers’ capability of delivering the youth services being proposed. This information must be presented in the following sequence, using the number and title of each section listed below, along with the sub-section letter/number:

### **Statement of Work**

**1. TARGET GROUP/GEOGRAPHIC SERVICE AREA (5 points):** Briefly, but clearly, describe both the youth population that you intend to serve, and the demographics of the 13 counties comprising Region VI workforce area. Section one should be no longer than one page.

**2. WORK PLAN (85 points):** Describe the technical plan in narrative form for accomplishing the work proposed, indicating which components are already in place and a timeline for implementation of planned components. Include the following components, using the letter/number as the header for each component narration. (Note – Components in **Bold** indicate those areas which will carry more weight in the total points awarded for this section.)

**a. A description of your plan to provide the 14 key elements as required by the Workforce Innovation & Opportunity Act. If the proposing agency cannot directly provide any one or more of the 14 elements, please describe how the element(s) will be provided. Include a letter(s) of agreement with any other organization which will be providing the element(s).** The 14 elements are:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the

following types of work experiences: Summer employment opportunities Pre apprenticeship programs; Internships and job shadowing and On-the-job training opportunities;

4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec.123;
  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 including the service listed in 681.570;
  8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
  9. Follow-up services for 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 as well as referrals to counseling, as appropriate to the needs of the individual youth;
  11. Financial literacy education;
  12. Entrepreneurial skills training;
  13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
  14. Activities that help youth prepare for and transition to post-secondary education and training.
- b. **Description of Measurable Goals and Objectives designed to meet WIOA performance and Region VI real time outcomes (see Section VIII of this RFP);**
- c. **A description of the methods to be employed in achieving the stated goals and objectives and why these methods will work.**
- d. **A description of existing or planned strategic collaboration among multiple service providers, including community involvement (Memorandums of Understanding, contracts or agreements of existing collaborations with service providers or evidence of existing community development can be included as attachments to your proposal. Attachments are not included in the page limit.)**
- e. Description of how the Grant Recipient plans to leverage funds and link with existing programs. Define how your proposed program builds on existing services in your agency and what their funding source is, which services will be funded with WIOA dollars; emphasize how you will leverage other funding sources and how you plan to generate additional funds to support your program outcomes.
- f. **A description of how the Grant Recipient will link with the local Region VI One Stop Centers (American Job Centers) to handle cross training of Center staff on available youth services, participant eligibility determination, enrollment and tracking.**
- g. A description of how the Grant Recipient will ensure that participant information is

tracked internally so that reports of program progress can reflect at-the-moment information when requested by the WDB and for monthly reporting to the WDB.

- h. **A description of how the Grant Recipient will ensure that information in the MACC accurately reflects services received by and progress made by program participants.** (The MACC, or Mid-Atlantic Career Consortium, is the statewide information data system from which performance reports are generated to the Department of Labor.)
- i. A description of how the Grant Recipient will coordinate its services with the community based organizations in Region VI.
- j. A description of how your agency plans to reach the Out-of-School Youth population. **Describe your recruitment techniques for Out-of-School Youth and your ability to serve this population. Please be specific.**
- k. In School Youth recruitment will be limited to targeting students ages 16-18 attending Braxton County High School. An estimated 25 youth will be served within 2 priorities:  
1<sup>st</sup> Priority- Graduating High School Seniors  
2<sup>nd</sup> Priority- High School Juniors  
All participants will be WorkKeys tested at registration.  
The proposer should describe how they will provide a 2-week activity for all participants which will include 1 week of career exploration opportunities and 1 week of work experience for each participant.  
Include information on how your agency plans to reach this population.  
**Describe your recruitment techniques for In-School youth and your ability to serve this population. Detail how you will work with the county high school and other local agencies if applicable. Please be specific.**
- l. A description of how you will ensure: compliance with local, state, and federal child labor laws, and the safety of all work sites for youth.
- m. Include a staffing plan of those personnel who will be providing the services as outlined in this section. The competency of the professional personnel involved in the delivery of the service requested in the proposal will be evaluated. (Resumes may be attachments and should not be included in page count.)
- n. Describe how the proposer will provide for federal and state criminal background checks and child clearances for all staff directly involved with the provision of services to youth during this program.
- o. Description of your record keeping methods and how you will maintain the confidentiality of youth participants.
- p. State the projected number of eligible youth the proposed program will serve. State the staff to youth served ratio.

Section Two should be no longer than twenty-seven pages (not including attachments).

**3. Proposer Information (20 points)** This section should form the basis for determining whether or not your agency is qualified and credible to deliver the program as proposed.

- a. Provide a narrative description of your agency to include when, how, and why the organization was started: its purpose, goals and philosophy; prior and current relevant activities; accomplishments, size and characteristics of clients served; and/or current linkages and/or coordination with other agencies and services in the community.
- b. **Describe the administrative capability of your organization in regard to the financial and reporting requirements related to the administration of federally funded programs.**

- c. Past Experience: The Proposer is required to provide up to three examples of contracts performed within the past five years that are similar in size, scope, and performance to the work outlined in this RFP. Note: A contract awarded by the Region VI WDB for youth services will only count as one example, regardless of the number of years the contract was awarded for during the past five years. Attachment D, provided in this packet, is to be used to complete this information.

Section Three should be no longer than two pages plus personnel narratives and/or resumes, and Attachment D – Past Performance.

#### **D. Transition Plan**

In the event the proposer awarded this contract is not the current provider of these services in Region VI, a transitional period will be necessary in order to start the program year on July 1, 2023, with minimal interruption in services to the customers of Region VI. The proposer should provide an estimated budget that will cover the costs of transitioning from the current provider. A separate budget for this transition period must be submitted with each proposal. Use the Attachments B and C format for this budget also.

The short-term transitional contract and budget will cover the period of April 1, 2023, through June 30, 2023. The proposer will be expected to hire staff and obtain office space and all supplies/equipment necessary in order to be ready to start services as of July 1, 2023. During the transition period, the proposer will also be expected to work with the Region VI WDB and the current contractor to train new staff in all aspects of the assessment and case management process in Region VI. Any unexpended funds left from the short-term contract may, at the discretion of the Executive Director of the Region VI WDB, be added to the PY 23 contract budget amount.

Detail the action steps, strategies, and the timelines (presented in text format) with specific dates for transitioning the services requested under this RFP.

It is important for Proposers to understand that the infrastructure for delivery of services is in place and that no break in services to current participants can be experienced as a result of a transition. *Section D should be no longer than one page.*

The current provider of these services need only address how they will assist the new provider in the transition process in the event a new provider is awarded the contract. No separate transition budget is required of current providers.

**PROPOSAL COVER PAGE**

I. PROPOSING AGENCY: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency type: ( ) Government ( ) Commercial ( ) Educational ( ) Non-Profit

II. PROPOSED CONTRACT TYPE: (x) Cost Reimbursement ( ) Fixed Rate

III. DOLLAR AMOUNT OF CONTRACT: \$ \_\_\_\_\_

IV. FEDERAL EMPLOYMENT IDENTIFICATION NUMBER: \_\_\_\_\_

V. DUNS #: \_\_\_\_\_

VI. Registration active in S.A.M.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Unique Entity Identifier # \_\_\_\_\_

VII. CERTIFICATION: I, \_\_\_\_\_, the undersigned, duly authorized representative of this proposing agency, hereby certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the Region VI Proposal Package; that the enclosed package is a firm offer effective through 30 (thirty) days after March 2, 2023; and that the information contained herein is true and correct to the best of my knowledge. 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. I understand that if any information has been misrepresented or is found to be untrue, this proposal will be disqualified for consideration and may be grounds for contract cancellation.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment A**

**Proposer Questionnaire**

**Proposer Name:** \_\_\_\_\_

**Please check appropriate responses.**

**1. Organization**

Corporation  Partnership  Individual Ownership or Sole Proprietorship  
 City Agency  State Agency  Educational Institution

**2. Status**

For Profit  Non-Profit

**3. Experience/Information**

\_\_\_\_\_ Number of years in business  
\_\_\_\_\_ Number of years in "Training" business  
\_\_\_\_\_ Number of permanent employees (salaried and hourly)

**4. Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", briefly explain on an attached sheet of paper.

**5. Is applicant in receivership or bankruptcy, or are any such proceedings pending?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", briefly explain on an attached sheet of paper.

**6. Has the applicant's organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", briefly explain on an attached sheet of paper.

**7. Are all of the applicant's required permits current?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

List on an attached sheet all of your required permits and expiration dates.

**8. Subcontracting**

Will the applicant subcontract for any of the services?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", type in the page number(s) where the subcontracting is described in the proposal. Page(s) \_\_\_\_\_

**9. Will the applicant utilize the services of a consultant in the operation of this program?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If "YES", type in the page number(s) where the consultant services are described in the proposal. Page(s) \_\_\_\_\_

**10. Union Concurrence**

**List any and all unions that may be associated with this training.  
Does your agency have union approval of the proposed training?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If YES, please attach written proof of union concurrence.

**11. Insurance Coverage**

**Are persons authorized to handle and disburse government funds fidelity bonded?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of fidelity bonding. Note: If you cannot show proof of your ability to obtain fidelity bonding, Region VI WDB cannot contract with the applicant, and the proposal will be returned.

**12. Does applicant carry General Liability Insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of general liability insurance, Region VI WDB cannot contract with the applicant and the proposal will be returned.

**13. Does the applicant carry Workers' Compensation Insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach proof of General Liability Insurance. Note: If you cannot show proof of your ability to obtain workers' compensation insurance, Region VI WDB will not contract with the applicant and the proposal will be returned.

**14. Is the applicant current with Unemployment Insurance?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

Note: If you cannot show proof of good standing with Unemployment Insurance, Region VI WDB will not contract with the applicant, and the request for proposal will be returned.

**15. Fiscal Responsibilities**

**Does the applicant organization presently have any outstanding unresolved audit deficiencies with any Federal, State or Local agencies?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain on attached sheet of paper.

**16. Can the applicant provide, upon request, an AUDITED financial statement for the most recent accounting year which identifies all sources of revenue, donations, and income as well as the offsetting expenses?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If your response is NO, your proposal will be returned to you.

**17. Are the applicant facilities and other planned sites to be used accessible to individuals with disabilities?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**18. Certification and Compliance**

**Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered “no” please explain on a separate sheet of paper.

**19. Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered “no” please explain on a separate sheet of paper.

**20. Is a current copy of the organizations’ cost allocation plan included, which will support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If You answered “no”, your proposal will be returned to you.

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**Typed Name of Authorized Representative**

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**Original Signature of Authorized Representative / Date**



**Attachment B**

**Budget**

\_\_\_\_\_ **In School**

\_\_\_\_\_ **Out of School**

Check One: Program Year July 1, 2023- June 30, 2024 \_\_\_\_\_

Transitional April 1, 2023-June 30, 2023 \_\_\_\_\_

<b>Cost Category</b>	<b>Budgeted Amount</b>	<b>WIOA Youth Funds</b>	<b>In-Kind or Cash Contribution (s) (Attach detailed summary )</b>
<b>Aministration Costs</b>			
Salary & Wages			
Fringe Benefits			
<b>Total Administration Costs</b>			
<b>Program Costs</b>			
Salary & Wages			
Fringe Benefits			
Mileage/Travel			
Meeting Rooms/Conf Fees			
Telephone			
Postage			
Utilities			
Supplies			
Printing/Copies			
Subcontractor			
<b>20% Work Experience</b>			
Staff Salary & Wages			
Staff Fringe benefits			
Staff Travel			
<b>Subtotal 20% Work Experience</b>			
<b>Total Program Costs</b>			
<b>Participant Costs</b>			
<b>20% Work Experience</b>			
Participant Wages			
Participant Fringes			
<b>l 20% Work Experience</b>			
<b>Other Participant Costs</b>			
Incentive Payments			
Youth Travel Payment			
Support Service Payments			
<b>Total Participant Costs</b>			
<b>TOTAL CONTRACT COSTS</b>			



**Attachment D - Past Experience – Please Complete for up to 3 Past Contracts**

**Federal / State Issuing Agency:** \_\_\_\_\_  
**Agency Point-of-Contact Name and Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contract Name and #:** \_\_\_\_\_  
**Period of Performance:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Dollar Value: Awarded** \_\_\_\_\_  
**Actual Expenditures at Closeout:** \_\_\_\_\_

**Federal / State Issuing Agency:** \_\_\_\_\_  
**Agency Point-of-Contact Name and Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contract Name and #:** \_\_\_\_\_  
**Period of Performance:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Dollar Value: Awarded** \_\_\_\_\_  
**Actual Expenditures at Closeout:** \_\_\_\_\_

**Federal / State Issuing Agency:** \_\_\_\_\_  
**Agency Point-of-Contact Name and Title** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Contract Name and #:** \_\_\_\_\_  
**Period of Performance:** \_\_\_\_\_ **to** \_\_\_\_\_  
**Dollar Value: Awarded** \_\_\_\_\_  
**Actual Expenditures at Closeout:** \_\_\_\_\_

**Attachment E**

**CERTIFICATION REGARDING DRUG –FREE WORKPLACE REQUIREMENTS**

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violation of such prohibition:
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - 1. The dangers of drug abuse in the workplace.
    - 2. The grantee’s policy of maintaining a drug-free workplace.
    - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
    - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - c. Making it a requirement that each employee is to be engaged in the performance of the grant to be given a copy of the statement by paragraph “a” above.
  - d. Notifying the employee in the statement required by paragraph “a” that, as a condition of employment under the grant, the employee will:
    - 1. Abide by the terms of the statement, and
    - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
  - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph “d.2.” from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph “d.2”. with respect to any employee who is convicted.
    - 1. Taking appropriate personnel action such as an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
    - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs “a”, “b”, “c”, “d”, “e”, and “f”.

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Applicant Organization

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Name of Certifying Official Signature & Date

**Attachment F**

**EQUAL OPPORTUNITY NON-DISCRIMINATION ASSURANCE**

\_\_\_\_\_ (name of agency), as a recipient of Workforce Innovation and Opportunity Act (WIOA) financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

**ASSURANCE**

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws, and will remain in compliance for the duration of the award of federal financial assistance:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

TYPED NAME OF AGENCY OFFICIAL: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Attachment G**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERY TRANSACTION**

Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (Pages 19160-19211).

- 1) The prospective primary participant (i.e., grantee) certifies to the best of its knowledge and belief, that it and its' principles:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
  - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment 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 or contract under a 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 the offenses enumerated in paragraph (1) (b) of this certification; and
  - d. Have not within a three-year period preceding this application/renewal had one or more public transactions (Federal, State, or Local) terminated for cause or 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 renewal package.

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Name of Certifying Official

Signature & Date

**Attachment H**

**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 Congress, or any employee of a Member of Congress in connection with the awarding 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 office 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 instruction.
  
- 3) **The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.**

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. 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.

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Applicant Organization

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Name of Certifying Official Signature & Date

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Date Submitted

Attachment I

**Certification of Compliance with Additional Requirements**  
**(partners/sub-recipients may be subject to any one or more of the following):**

1. Title I of the ADA-prohibits discrimination in employment based on disability;
2. Title II of the ADA- prohibits State and local governments from discriminating on the basis of disability;
3. Section 427 of the General Education Provisions Act- requires applicants for new grant awards under Department of Education programs (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs; and
4. West Virginia Anti-Discrimination laws.

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Applicant Organization

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Typed Name of Certifying Official

Signature

Date



**PY 2023 Negotiated Performance Levels for Region VI  
WDB**

<b>WIOA Youth</b>	
Employment (Second Quarter after Exit)	<b>64.5%</b>
Employment (Fourth Quarter after Exit)	<b>61.0%</b>
Median Earnings	<b>\$3,400.00</b>
Credential Attainment Rate	<b>61.0%</b>
Measurable Skill Gains	<b>45.0%</b>

Attachment K

Directions to the Region VI WDB office at 17 Middletown Road, White Hall, WV 26554:

**Directions Traveling South on I-79:**

- Take the South Fairmont Exit 132 – stay in middle lane
- At the stop light turn left
- Stay in the right lane and turn right at the 3<sup>rd</sup> stop light onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the white-colored double doors.

**Directions Traveling North on I-79:**

- Take the South Fairmont Exit 132
- The exit road splits - you will go right. Yield up the hill and stay in the right lane.
- At the next stop light turn right onto Middletown Road
- Just after the turn, on the left is Rose Plaza. Make a left into Rose Plaza.
- We are in the section that has wood siding, through the white-colored double doors.