


TWIN DISTRICTS WORKFORCE AREA
700 HARDY STREET - HATTIESBURG, MS 39401 - TEL: (601) 545-2137 - FAX: 545-2164

TO: Prospective Summer Youth Employment Program Providers

FROM: Gary Lukens, Deputy Director
Southern MS Planning & Development District 

DATE: February 25, 2010

RE: Request for Proposal (RFP) – Summer Youth Employment Program (SYEP)

Attached is a copy of the Twin Districts Workforce Area Board Request for Proposal (RFP) – SYEP for Program Year 2010. Deadline for submission is Friday, March 19, 2010 at 5:00 p.m.

If you have any questions regarding this RFP, please feel free to contact Sandie Brock at (601) 545-2137; or email at sbrock7661@aol.com or sbrock@smpdd.com.

Enclosure: RFP

TWIN DISTRICTS WORKFORCE INVESTMENT AREA

REQUEST FOR PROPOSALS

FOR

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

PROPOSAL DUE DATE AND TIME

March 19, 2010

5:00 p.m.

SECTION I

INTRODUCTION

A. Purpose

With the anticipation of funding being available for a 2010 standalone summer youth employment program, the Twin Districts Workforce Investment Area (TDWA) is soliciting proposals through this **Request for Proposals** for the provision of summer youth employment services to eligible youth residing in the workforce area. This solicitation is conducted pursuant to the requirements and conditions of the Workforce Investment Act (PL 105-220), the applicable regulations and policies of the State of Mississippi, and the Office of Grant Management (OGM) of the Mississippi Department of Employment Security (MDES). **This request for proposals (RFP) is being issued in the event that federal funds are awarded specifically for a Summer Youth Employment Program. All provisions of this RFP are subject to change dependent upon final regulations from DOL, MDES/OGM and/or other federal or state agencies. These changes may include participant age, required performance measures, required services, and any other final provision issued by the above-named entities.**

This solicitation addresses a standalone Summer Youth Employment Program (SYEP) for the summer of 2010, and is in compliance with the Workforce Investment Act, American Recovery and Reinvestment Act (ARRA), TEGL 14-08, and other federal, state and local program requirements.

In order to maximize funds that may be available for a 2010 summer employment program, the Twin Districts Workforce Area has divided its twenty-four (24) counties into sub-areas. Proposers may submit proposals for any or all of the sub-areas below:

Sub-Area I	Jackson County
Sub-Area II	Lauderdale County
Sub-Area III	Clarke, Kemper, Wayne Counties
Sub-Area IV	George, Greene, Hancock, Harrison, Stone Counties
Sub-Area V	Jasper, Leake, Neshoba, Newton, Scott, Smith Counties
Sub-Area VI	Covington, Forrest, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry Counties

Each sub-area must be a standalone proposal.

B. Minimum Requirements

To be considered, a proposal must meet all of the Minimum Threshold Requirements described below. Proposals failing to meet any Minimum Threshold Requirement will be rejected.

Requirements to Qualify the Proposing Agency as an Eligible Service Provider are:

1. The proposing agency must be qualified to do business in the State of Mississippi. The Twin Districts Workforce Area prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or another type of organization when in the best interest of the project proposed.
2. The proposing agency or its principals:
 - a. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement 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 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 public 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 indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. above;
 - d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
3. The agency must have an established financial management system in place to ensure effective control and accountability of subgrant funds and other assets. Fiscal Agent staff may visit on-site to determine compliance with this requirement for all new proposers, and may visit other proposers as needed. **On-site visits may take place before proposals are reviewed or rated.**
4. The agency shall not have any unresolved audit findings. To alleviate the question as to whether the proposing agency has any unresolved audit findings, **the proposing agency must include as part of the proposal package the most recently completed audit.** An examination letter from the proposer's certified public accountant of a review of the proposer's financial status will not suffice for this requirement. **If the proposing agency is a newly-created entity, the proposal package must include all current** (dated within two months of the proposal submission date) **financial statements and a business plan as a substitution for the requirement of a final audit.**
5. The agency or its principals shall not be convicted of any crime which indicates the agency's mismanagement or fraudulent use of funds or the agency's insolvency.
6. The agency must have or must agree to establish the following:
 - a. Regular audit of all accounts;
 - b. Separate accounting records for Workforce Investment Act funds;
 - c. A fidelity bond with a coverage minimum of \$100,000 or the highest amount of funds to be received during the subgrant period (Bond must be executed prior to the granting of a subcontract with the proposing agency);
 - d. Personnel policies;
 - e. Grievance procedures for staff and participants;
 - f. Payroll procedures and time sheets for staff and participants;
 - g. WIA property inventory system; and
 - h. Travel policies.

C. Organization

The Twin Districts Workforce Investment Area (TDWA) is the twenty four county (24) area in Southeast Mississippi designated by the State of Mississippi to administer the Workforce Investment Act. The counties in the TDWA are the following: Clarke, Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jasper, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Leake, Marion, Newton, Neshoba, Pearl River, Perry, Scott, Smith, Stone and Wayne.

1. Twin Districts Workforce Investment Area Local Elected Officials Board
Mr. Lynn Cartlidge, Chair
2. Twin Districts Workforce Investment Board
Mr. David Stephens, Chair
3. South Twin Districts Planning and Development District
Mr. Les Newcomb, Executive Director

D. Administration of this RFP

1. Issuing Office

Issuance of this RFP is coordinated by:

Mr. Gary Lukens
Deputy Director/WIA Director
Southern Mississippi Planning and Development District
700 Hardy Street
Hattiesburg, Mississippi 39401

2. RFP Response Deadline

All proposals **must be received** no later than 5:00 p.m., March 19, 2010 at the issuing office. Proposals received after this deadline will not be considered responsive to this RFP. One original and four copies of each RFP must be submitted. **Hard copies of proposals must be delivered to the issuing office by the deadline.** Facsimile (fax) or e-mail transmissions will not be accepted. Proposals postmarked prior to March 19, 2010, but received after that date will not be considered. Proposals should be submitted to:

Southern Mississippi Planning and Development District
Mr. Gary Lukens, Deputy Director/WIA Director
RE: Request for Proposals
700 Hardy Street
Hattiesburg, MS 39401

SECTION II

CONDITIONS OF SOLICITATION

A. General Conditions

The release of this Request for Proposals (RFP) does not constitute an acceptance of any offer, nor does it in any way obligate the Twin Districts Workforce Investment Area (TDWA) to execute a contract with any proposer. The TDWA reserves the right to accept, reject or negotiate any or all offers on the basis of the criteria contained in this document and the attached Proposal Rating Instrument. The final decision to execute a contract with any proposer rests solely with the TDWA board.

1. Before preparing proposals, proposers should note that:
 - a. The TDWA will not be liable for any costs associated with the preparation of proposals or negotiation of contracts, incurred by any proposer;
 - b. All proposals, in their entirety, will become the property of the TDWA upon submission;
 - c. The award of a contract for any proposed service(s) is contingent upon the following:
 - i. Availability of funds;
 - ii. Favorable evaluation of the proposal;
 - iii. Approval of the proposal by the Workforce Investment Board (WIB); and
 - iv. Successful negotiation of any changes to the proposal as required by the WIB.
 - d. Provision of services specified in this RFP requires substantive knowledge and understanding of:
 - i. The Workforce Investment Act, and the implementing regulations; The Act, its implementing regulations, and any other documents and information of interest may be found at <http://www.doleta.gov/usworkforce/> .
 - ii. State policies, procedures and directives; and
 - iii. Local area plan.
2. The TDWA reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated may include, but are not limited to, type and scope of services and activities, costs, production schedules, target groups, geographic area and service levels.
3. The TDWA reserves the right to accept and/or deny any proposal *as submitted* for contract award, without substantive negotiation of offered terms, services or costs.
4. In submitting a proposal, the proposer certifies as to its legally constituted organization and that in connection with this proposal...
 - a. The costs in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such costs with any other proposer or with any competition; and
 - b. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the proposer, and will not knowingly be disclosed by the proposer, prior to award directly or indirectly to any other proposer or to any competition; and,
 - c. No attempt has been made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. Person(s) signing the proposal certify that person(s) in the proposer's organization who are legally responsible within that organization for the decision as to the price being offered in the proposal have not participated, and will not participate in any action contrary to A.4. a., b., or c above.

6. Proposals will be received and maintained consistent with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains any information that the proposer considers proprietary and does not want disclosed to the public or used for any purpose other than evaluation of the offer, all such information must be indicated with the following statement:

“The information contained on pages _____, _____, _____, shall not be duplicated, used in whole or part for any purpose other than to evaluate the proposal, provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, the TDWA has the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the agency’s right to use information contained therein if obtained from another source.”

Each page of the proposal that is considered proprietary should be marked “proprietary” at the top margin.

7. The Twin Districts Workforce Investment Area is an equal opportunity employer with equal opportunity programs. TDWA is fully committed to the goals for minority business development expressed in Executive Order 656.

B. Specific Contract Conditions

Should this proposal be selected for funding, contract negotiations must be completed. In order for a contract to be executed, the following conditions must be met.

1. Must have current fiscal and compliance audits as required by law. If monitoring or audit findings have been identified, corrections must be made or an action plan must be approved prior to funding. For new service providers a pre-award survey may be conducted prior to funding.
2. Required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO). If selected for funding, an agency may be required to submit its AA/EEO Plan.
3. An authorized official of the contracting agency must sign the proposal and resulting contracts.
4. Must provide a copy of their bond, liability insurance and workers compensation insurance, listing SMPDD as an interested party.
5. Assure that adequate and qualified staff will be dedicated to the contract. Staff should have related past experience in delivering similar services.
6. At a minimum, submit monthly financial reports. Additionally, technical assistance reviews, program and financial monitoring will be required.
7. All contractors must agree to all standard “terms and conditions” as provided by SMPDD/TDWA.

C. Prospective Summer Youth Providers

Proposers must have a minimum of one (1) year documented experience within the last five (5) years providing workforce development services to youth.

D. Proposal Ratings (FYI - See Attachment D for Proposal Rating Instrument)

Below is a chart of how each proposal will be rated. Proposals failing to meet at least the 60th percentile or failing to meet the Minimum Threshold Requirements will not be considered for funding under this RFP.

For proposers who have never operated a WIA youth program, the proposer will be graded on a total maximum points of 70 (no points will be awarded for Demonstrated Effectiveness) and be required to score a minimum of 42 points in order to be considered for funding.

For proposers who have operated a WIA youth program, the proposer will be graded on a total maximum points of 100 and be required to score a minimum of 60 points in order to be considered for funding.

	Maximum Points
Overall Proposal Value	5
Technical Conformance	5
Statement of Work	30
Management Plan/Budget	30
Demonstrated Effectiveness	30

See proposal review process – Attachment F

E. Fiscal Provisions

1. All costs must be reasonable, necessary, allowable and allocable as determined by the SMPDD/TDWA in accordance with Federal, State, and local rules, policies, and procedures.
2. WIA funds may not be used to supplant other funds. Funds provided under this program shall only be used for activities, which are in addition to those that would otherwise be available in the area in the absence of such funds.
3. All budgets must utilize the format in the RFP package. **(See Attachment B)**

SECTION III

TECHNICAL DESCRIPTIONS

A. Fund Sources

The funds available for services solicited have not been authorized at the time of release of this RFP. The amount that actually will be available is contingent on the final amount of available funds and is subject to change.

At least 50% of the proposed WIA/SYEP funds must be used to serve out of school youth. A minimum of 40% may be accepted, with prior approval by the fiscal agent, in some areas where the number of out of school youth is limited.

It is expressly understood by the proposer that the obligation of the Twin Districts Workforce Area to proceed under this procurement is conditioned upon the appropriation of funds by the State of Mississippi and/or U.S. Department of Labor and/or other federal/state funding sources. If the funds anticipated for the 2010 SYEP are, at any time, not forthcoming or insufficient, either through the failure of the Federal government to provide funds or of the State of Mississippi to appropriate funds, the Twin Districts Workforce Area shall have the right not to enter into any contract agreements with any proposers under this procurement.

B. Eligibility Requirements

Activities funded through the Twin Districts Workforce Area for the 2010 SYEP Youth Programs should target in school or out of school youth who are aged 16 through 24. Youth who are enrolled in post-secondary education are considered In-School Youth.

The WIA definition of an out-of school youth is:

1. An eligible youth who is a school dropout; or
2. An eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or under-employed.

C. Performance Goals

1. SYEP Performance Goals
 - a. Summer employment completion rate (75%);
 - b. Attainment of work readiness skills (80%);
2. **Contracts resulting from this RFP will be expected to exceed all performance goals.** The Twin Districts Workforce Area will continuously review performance during PY 2010. Those contracts not meeting required standards may be subject to termination.
3. All service providers will be evaluated upon their ability to meet all goals as outlined in the contract.

D. Program Design

The Twin Districts Workforce Area Local Workforce Board encourages creative and innovative projects. Programs should be individualized to fit the needs of the participants and should increase their future employability prospects. Programs should be designed to assist youth in overcoming a variety of employment barriers and developing a range of skills needed to make an effective labor market adjustment.

The engagement of worksite supervisors is a critical part of operating a successful summer youth employment program (SYEP). Programs should be designed to ensure that worksites are well aware of their role in this program and are willing to participate in the program.

For the purpose of this procurement, the period of “summer” will be from May 1 through September 30, 2010.

Work experience is the core component of the summer employment program. Summer programs should make an effort to match worksites with participant’s interest and goals. All programs shall ensure that participating worksites introduce and reinforce the rigors, demands, rewards, responsibilities and sanctions associated with holding a job.

All programs are required to:

1. Provide each youth with an objective assessment, an individual service strategy, and a meaningful work experience.
2. Ensure that summer youth employment activities are age appropriate and designed to encourage participants to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others.

This is especially true for at-risk students and high school dropouts, as summer employment may be one of the few opportunities youth learn how to enter the world of work. These efforts should rely on developmentally or age-appropriate strategies: what is appropriate for a 24 year old may not be appropriate for a younger youth. Consequently, the services provided to these youth should be age appropriate.

3. Provide each worksite supervisor orientation, including assurance that the worksite adheres to child labor laws, the purpose of the SYEP, and importance of the supervisors acting as a mentor to the youth.

Worksites may be public sector, non-profit organizations, or private sector. Worksites may not be associated with casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools.

The Twin Districts Workforce Area will give priority to public and non-profit organizations while private sector worksites will be evaluated on a case-by-case basis. Attention will be given to ensure that work experience arrangements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements. Work experience of the participants shall not replace the work of employees who have experienced layoffs.

When possible, the Twin Districts Workforce Area encourages incorporating Green Job Work Experiences into the summer youth employment program.

4. Provide linkages to local ABE/GED programs, other WIA regular youth programs, and other resources in the community that will encourage youth to pursue further educational avenues if the youth is in need of basic and/or other occupational skills that exceed the services provided by the summer program.

E. Youth Eligibility Requirements

Under this procurement, youth served must be residents of the Twin Districts Workforce Area and meet the eligibility guidelines stated below:

1. For the SYEP, the term “eligible youth” means an individual who is:
 - a. Not less than 16 and not more than age 24;
 - b. Low income individual as defined by the Workforce Investment Act; and
 - c. An individual who is one or more of the following:
 - i. Deficient in basic literacy skills;
 - ii. A school dropout
 - iii. Homeless, a runaway, or a foster child;

- iv. Pregnant or a parent;
 - v. An offender; and/or
 - vi. An individual who requires additional assistance to complete an education program or to secure and hold employment.
2. The Twin Districts Workforce Area focus will be on serving the neediest youth, including youth who are in foster care, school dropouts, disabled, homeless, and/or runaways. The Twin Districts Workforce Area will also give priority of service to youth of veterans, veterans and eligible spouses.

F. Program Elements

For the purpose of this procurement, the only SYEP elements required by the Twin Districts Workforce Area are:

- 1. Summer Youth Employment Opportunities
- 2. Supportive Services
 - a. \$50 stipend for attending each day of the orientation session that is required prior to beginning work experience.
 - b. Up to \$250 for work-related items
- 3. Follow-Up
 - a. For youth who are not returning to school the Twin Districts Workforce Area requires follow-up services be provided.
 - b. Follow-up services may include leadership development, supportive services, regular contact with the SYEP employer, assistance with job development, mentoring, and work-related peer support groups.

All SYEP providers will be required to provide linkages to local ABE/GED programs, other WIA regular programs, and other resources in the community if a youth is in need of services that exceed the services provided by the SYEP.

G. Period of Performance and Contract Instrument

The period of performance for service provider contracts, resulting from this solicitation, is anticipated to begin April 1, 2010, and ending March 31, 2011. If an entity receives funding for a 2010 Summer Youth Employment Program (SYEP) through this procurement and meets federal, state, local performance measures, and contingent upon the availability of funds, the Twin Districts Workforce Area Board will have the option to extend the contract for an additional year without the entity having to procure for services for the 2011 SYEP. A contract awarded under this RFP may be renewed for no more than one year.

Please note that this does not guarantee any entity a contract past the 2010 SYEP, however it allows the Board the option of extending contracts with entities that are performing well. Extensions of contracts will help youth providers to continually serve youth, which in return will potentially allow TDWA to serve more youth and improve performance.

Extension of 2010 SYEP contracts will be contingent upon the entity meeting performance, being able to incorporate mandated changes, funding availability, and contract negotiations as approved by the Board.

Contracts written with the Twin Districts Workforce Area conform to the requirements of Federal Acquisition Regulations and have the following general characteristics:

- 1. The Twin Districts Workforce Area will reimburse the contractor the lesser of:
 - a. The actual cost of operating the approved program, in accordance with the contract statement of work and budget; or
 - b. The obligated amount of the contract.

2. Reimbursements will be made on the basis of monthly accrued expenditure reports provided by the contractor.
3. All reported WIA expenditures must be on the accrual basis of accounting and cumulative by program year funding allocation.
4. Contract funds must be segregated in books of account and tracked by the appropriate cost categories for WIA contracts.
5. Contract funds will be subject to detailed financial and compliance audits conducted by the Twin Districts Workforce Area Workforce Board or its authorized representatives.
6. In general, funds and activities are subject to the restrictions contained in and referred to by the contract boilerplate.
7. Contracts must consist of the contract boilerplate, signature page, statement of work, and the program budget.

SECTION IV

GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

The proposal should be in an outline format, be prepared and sequenced in accordance with the instructions outlined in this section, and address all topics listed in Section V.

1. Completed proposals should be assembled as follows with each section beginning on a new page and be labeled as:
 - a. Transmittal Document (**Attachment A**)
 - b. Organization Description
 - c. Organization Qualifications and References
 - d. Other Funding Sources
 - e. SYEP Management Plan
 - f. Statement of Work – Summer Youth Employment Program Operation and Oversight
 - g. Program Budget (**Attachment B**)
 - h. Budget Narrative
 - i. Minimum Threshold Certification & Assurances (**Attachment D**)
2. The proposal should be prepared on 8½" X 11" plain white paper, typed, double spaced, with 1" margins on top, bottom, and sides. Please use the indicative mood (will, shall, etc.) in the narrative rather than using the subjective mood (would, should, etc.) so that proposals can be easily converted to contract form.
3. The upper right hand corner of each page should be labeled "Page ___ of ___". Every page included in your proposal should be numbered, with the exception of Transmittal Document.
4. Proposers should use the forms included in this Request for Proposal.
5. Unnecessarily elaborate or lengthy proposals are discouraged, as are specialized bindings or coverings. The proposal document should be secured with a binder clip.
6. **Five (5) hard copies** of each proposal in its entirety must be received no later than 5:00 p.m. (CST) on Friday, March 19, 2010, by Southern Mississippi Planning & Development District (SMPDD). **Late proposals, regardless of method of delivery, WILL NOT BE CONSIDERED. Proposals MUST arrive at SMPDD by the deadline. No facsimile (fax) transmissions or e-mailed documents will be accepted in place of the required hard copies by the deadline.** Timely receipt of proposals is the sole responsibility of the proposer. Proposers should submit proposals to SMPDD at the following address:

Southern Mississippi Planning & Development District
RE: SYEP Proposals
Gary Lukens, Deputy Director/WIA Director
700 Hardy Street
Hattiesburg, MS 39401

SECTION V

SPECIFIC PROPOSAL INSTRUCTIONS

A. Transmittal Document

Complete the Transmittal Document (Attachment A). This serves as the cover sheet for the proposal. Nothing should precede this page.

B. Organization Description

Describe your organization or business, including its mission, staffing, current customer base, and area(s) of service expertise. Explain your organization's administrative and management background, stability, longevity, and turnover rate. List your board members, if applicable, along with each member's length of service.

In accordance with Mississippi Ethics Commission Opinion 04-076E, no WIB member shall have an interest in funds subject to WIB oversight. A prohibited interest includes but is not limited to 1) a WIB member whose business receives a contract or subcontract funding in whole or in part by WIA, 2) a WIB member whose business offers training on the "eligible training provider's list," and 3) a WIB member who is employed by or who is a director of a nonprofit organization receiving a contract or subcontract subject to WIB oversight. The prohibition lasts for one year after the interested WIB member's terms ends. This prohibition does not extend to WIB members representing the public sector, such as community college and State agency representatives.

C. Organization Qualifications and References

1. In two pages or less, summarize the relevant qualifications, experience, and expertise of the proposing agency. Please include at least one and no more than three references from previous work of a similar nature, and specify the following:
 - a. Contracting agency
 - b. Type(s) of program(s)
 - c. Term of contract
 - d. Dollar amount of contract
2. If the proposer has provided WIA youth programs in another workforce area, supply the following information to ensure maximum consideration during the rating process.
 - a. Name of the workforce area
 - b. Contact person for the workforce area, including address and telephone number
 - c. Counties served under that contract
 - d. Type of program (in-school, out-of-school, summer youth standalone program)
 - e. Dollar amount of contract
 - f. Number of youth proposed to serve
 - g. Actual number of youth served as of the date of this proposal submission
 - h. Cost per participant
 - i. A copy of the most recent monitoring report
 - j. Correspondence related to corrective actions, if any
 - k. Performance information

D. Other Funding Sources

If more than fifty percent of the proposer's operations are currently funded through WIA funds, list any other sources of funding that the proposer receives for operations and the percentage of funding from that source.

E. SYEP Management Plan

In this section, the proposer should describe the overall management plan for the proposed program, especially as it relates to meeting performance goals and ensuring quality services. In this description, include the following:

1. Staffing

Complete Attachment F and include a complete job description for each position to be funded, in whole or in part, by this program. A county coordinator will be required for each county. Ensure the percentage of each position's total work time to be devoted to WIA is indicated.

2. Supervision

Using an organizational chart with supporting narrative, show the lines of authority and responsibility related to the proposed program. Include direct program staff, supervisors, managers, and administrative support staff, as well as the percent of time charged by each to the related WIA program.

3. Tracking of Funds

Briefly describe how the proposer will ensure that these funds are tracked separately from other funds of the proposer's organization and how each cost category within an awarded contract will be tracked separately.

Also describe how the proposer will ensure that if a contract is awarded the proposer will be able to track the funds by in-school and out-of-school youth and ensure that a minimum of 40% of funds will be expended on out-of-school youth.

4. Monitoring

Briefly describe the methods and frequency with which program activities and programmatic performance will be monitored by the proposal staff, together with basic procedures for monitoring reports and resolution/corrective action. Indicate the staff person responsible for these monitoring activities and the location where monitoring results will be kept. Describe how the worksites will be monitored to ensure accuracy of timesheets and adherence to child labor laws. (Note: This is considered "in-house" monitoring to be performed by the proposing agency, not monitoring performed by outside entities.)

5. Equipment

Describe any equipment to be purchased for this SYEP and complete a Non-Expendable Property Form (**Attachment C**) listing the equipment and its estimated cost. In your narrative, include a detailed justification of the intended purchase as well as why the purchase is essential to the program's operation.

Indicate that the proposer understands that, if funded, any requests for purchases for \$5,000 and over require prior approval from the state Office of Grant Management (OGM). OGM shall be responsible for inventory units of non-expendable personal property with an acquisition cost of \$5,000; therefore, providers shall provide inventory information to the fiscal agent (SMPDD) within fourteen days of the acquisition of the property on forms that will be supplied by the fiscal agent. A separate inventory must be maintained for all non-expendable personal property with an acquisition cost of \$5,000 or more.

6. Facilities

Briefly describe the facility or facilities where the program is to be principally operated, including a street address, size in square feet, accessibility, and any special features relevant to the program.

7. Hours of Operation

Indicate the daily hours of operation for your program. Specify holidays for which the program will be closed.

8. Public Announcements

Indicate that the proposer understands that, if funded, the Twin Districts Workforce Area Workforce Investment Board and Southern Mississippi Planning and Development District will be clearly acknowledged as a funding source in any press releases, public statements issued, and any other documents.

9. EEO Compliant

Indicate whether or not your entity complies with all federal laws regarding Equal Employment Opportunity and if your EEO policy is available for review.

F. Statement of Work - Summer Youth Employment Program Operation and Oversight

Provide a concise summary of the program indicating the program and county(ies) being proposed. Include information on how parents, participants, and other members of the community will be involved in the design and implementation of the program.

Indicate that the proposer understands that if funding is not available for a 2010 Summer Youth Employment Program, that the TDWA will not award any contracts through this procurement.

Also indicate that the proposer, if awarded a contract through this procurement, agrees to incorporate any federal, state, or local mandatory changes to the Summer Youth Employment Program should such requirements be made after release of the Request for Proposals.

1. Outreach and Recruitment Plan

- a. Describe thoroughly the methods that will be employed to recruit participants, such as mass media and referral sources such as local schools, human services offices, community-based organizations, community outreach, and so forth.
- b. Describe thoroughly the methods that will be employed to recruit worksite employers, such as mass media and referral sources such as local schools, human services offices, community-based organizations, community outreach, and so forth.

2. Selection and Certification of Youth Participants

- a. Describe the methods by which youth will be screened and selected for enrollment.
- b. Describe how you plan to ensure that all WIA eligibility requirements are met, including age, income barriers, selective service registration, and other requirements.
- c. Describe how youth will be determined as an in-school or out-of-school youth for WIA tracking purposes.
- d. Describe the orientation session that youth will be required to attend prior to beginning their work experience.

3. Selection of Worksites

Describe the methods by which worksites will be screened and selected.

Describe how each worksite supervisor will be provided an orientation that includes ensuring the worksite adheres to child labor laws, explaining the purpose of the SYEP, the need and importance of the supervisors acting as a mentor to the youth.

Worksites may be public sector, non-profit organizations, or private sector. Worksites may not be associated with casinos or other gambling establishments, aquariums, zoos, golf courses, or swimming pools.

Describe any green work experiences that will be incorporated into the summer youth employment program.

4. Assessment

Describe the types of assessment to be used for the initial assessment of occupational skills, prior work experience, employability, interests, supportive service needs, developmental needs, and career planning. Also describe how this assessment will be utilized when assigning the youth to a worksite.

5. Individual Service Strategy

Describe how individual service strategies (ISS) will be developed to meet the participants' service needs. Also describe the process for reviewing and updating the ISS. Indicate how often the ISS will be updated.

6. Program Elements

a. Summer employment opportunities

- i. Describe the methods, such as job fairs, pre-employment interviews, etc., that will be utilized to match youth with age appropriate work experience that provides a meaningful work experience.
- ii. Describe how the proposer will ensure that a worksite agreement is executed prior to the beginning work and how the proposer will ensure that an accurate job description is maintained for each youth.

b. Supportive services

Describe how the proposer will assess each youth for the need of allowable supportive services.

c. Follow-up services

Describe how the proposer will provide follow-up services to youth who are not returning to school and the types of follow-up services that will be utilized.

d. Describe how the proposer will ensure youth are provided linkages to local ABE/GED programs, other WIA regular programs, and other resources in the community if a youth is in need of services that exceed the services provided by the SYEP.

7. Performance

Describe how program staff will become knowledgeable of and understand WIA performance measures and methods that will be implemented to ensure the attainment of the WIA performance measures. Include any anticipated staff training related directly to performance.

State that the proposer will adhere to procedures established by the fiscal agent to ensure the federal and local performance measures are met.

Indicate that the proposer, if funded, understands it is their responsibility to work to meet or exceed the 2010 SYEP performance standards and that corrective action will be implemented as directed by the Fiscal Agent if any funded activity does not meet performance measures anytime during the program year.

a. Federal Measures

- i. Attainment of Work Readiness Goal
- ii. Youth who complete their work experience

b. Local Performance Indicators

Any entity awarded a contract will be expected to expend all the funds awarded to them and serve an adequate number of youth, and based upon each entity's specific contract information.

- i. Expenditures
- ii. Number Served
- iii. Other performance indicators, such as cost per participant and cost per positive placement, as determined during contract negotiations.

8. Participant Flow

Use a diagram or flow chart (on a separate page) to describe the flow of participants from selection/enrollment through follow-up.

G. Program Budget/Budget Narrative

The proposer should submit a budget for the Summer Youth Employment Program. This should include items such as staff salaries, fringe benefits, facility costs, etc. For the purpose of this procurement, ten (10) percent for operational costs and ninety (90) percent for participant costs.

1. Prepare a program budget for the proposed summer program in the format shown in **(Attachment B)**.
2. Prepare a budget narrative for the proposed program in accordance with the following instructions: The budget must show the projected cost for the cost categories. Again, a detailed line item budget narrative that corresponds to the budget must be included that justifies the proposed costs for the cost category.
 - a. All costs must be reasonable, allowable, necessary and allocable among cost categories using cost principles from OMB Circulars A-21, A-122, A-87 and FAR 31.2, as appropriate.
 - b. Each proposal must include a detailed budget narrative providing the basis for valuation of each line item.
3. This budget narrative must be in sufficient detail to allow an assessment of cost reasonableness. For Example:

Staff Salaries

- a. Include, at a minimum, the title of each position
- b. The position salary;
- c. The amount of position time, included in the budget.

Facility Cost

- a. Include total square feet available
- b. Cost per square foot and *include documentation that cost per square foot is consistent with average costs for similar space elsewhere in the area.

Equipment Cost (If approved by fiscal agent.)

Justify method of valuation and include with RFP as an attachment: lease, purchase, depreciation, and usage allowance.

Indirect Cost

If the proposing organization is including indirect cost, a copy of the approved Indirect Cost Plan must be included with this RFP.

A complete budget and budget narrative must be submitted with the RFP in order for your proposal to be reviewed, rated and considered by the Workforce Board for funding.

H. Minimum Threshold Certification and Assurances

Complete the Minimum Threshold Certification and Assurances (**Attachment A**). This must be submitted in order for the proposal to be considered for funding. This document *must* bear the original signature of the proposing entity's signatory official.

Twin District Workforce Area WIA Youth Proposals 2010 SYEP Transmittal Document

Attachment A

PROPOSING ORGANIZATION		CONTACT PERSON	
Name: _____		Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State Zip: _____	
Signatory Official		Phone: _____	
		Email: _____	
TOTAL FUNDS REQUESTED			
Operational Costs (10%)	\$		
Participant Costs (90%)	\$		
Total WIA (SYEP) Cost	\$		
Location of Program:			
Sub-Areas to be Served	_____	Sub-Area I	Jackson County
	_____	Sub-Area II	Lauderdale County
	_____	Sub-Area III	Clarke, Kemper, Wayne Counties
	_____	Sub-Area IV	George, Greene, Hancock, Harrison, Stone Counties
	_____	Sub-Area V	Jasper, Leake, Neshoba, Newton, Scott, Smith Counties
	_____	Sub-Area VI	Covington, Forrest, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry Counties
CERTIFICATION			
<p>This proposal constitutes a bonafide offer to provide the services as outlined and in accordance with the proposed project budget, subject to the award and negotiation of a subgrant. The proposer is legally authorized to submit this proposal and to provide the services should an award be made. The proposer has submitted this proposal in accordance with the requirements of the Twin Districts Workforce Area, as outlined in the solicitation.</p>			
Signature _____		Date _____	

**TWIN DISTRICTS WORKFORCE INVESTMENT BOARD
 WIA YOUTH PROPOSAL BUDGET**

Attachment B

OPERATIONAL COSTS (10%)	
Staff Salaries (No. of Positions _____)	\$ _____
Fringe Benefits	_____
Travel	_____
Insurance	_____
Facility Cost	_____
Equipment Cost (If applicable)	_____
Supplies/Consumables	_____
Indirect Cost	_____
Communication	_____
Printing	_____
Advertising	_____
Supportive Services	_____
Other Cost	_____
TOTAL OPERATIONAL COST	\$ _____
PARTICIPANT COSTS (90%)	
Wages	\$ _____
Fringe Benefits	_____
Other (Misc, Stipend, Drug, Background, etc.)	_____
TOTAL PARTICIPANT COST	\$ _____
TOTAL PROPOSAL BUDGET	\$ _____

*This form should be completed and submitted with the proposal Attachment D

**TWIN DISCTRICTS WORKFORCE INVESTMENT BOARD
WIA SUMMER YOUTH**

**MINIMUM THRESHOLD/DEMONSTRATED EFFECTIVENESS
PROPOSAL INFORMATION FORM**

The purpose of this form is to collect the information necessary to determine if the proposing agency qualifies as an eligible service provider and to rate the demonstrated effectiveness of the agency in providing the proposed services. This form must be completed by the proposing agency for each proposal submitted, and must bear the original signature of the signatory official for the agency.

Proposing Organization: _____

Project/Activity : _____

Program Location: _____

MINIMUM THRESHOLD REQUIREMENTS

To be considered, a proposal must meet all Minimum Threshold Requirements. **Proposals failing to meet any Minimum Threshold Requirement will be rejected.**

A. Requirements to Qualify the Proposing Agency as an Eligible Service Provider:

1. The proposing agency must be qualified to do business in the State of Mississippi. The WIA prefers that service providers be incorporated; however, a service provider may be a sole proprietorship, a commission, or other type of organization when in the best interest of the project proposed.

REQUIRED INFORMATION: Indicate below the kind of entity (i.e., public, private for profit, private non-profit, etc.) submitting the proposal. Private entities should indicate the date and location of their incorporation.

2. To be eligible, the proposing agency or its principals may not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by any federal department or agency.

REQUIREMENT INFORMATION: Provide a statement on the status of the proposing agency as well as its principals in regard to federal transactions.

3. To be eligible, the agency must have an established financial management system in place to ensure effective control and accountability of subgrant funds and other assets.

REQUIRED INFORMATION: Provide a description of the established financial management system.

4. To be eligible, the agency shall not have any unresolved audit findings specifically related to youth programs.

REQUIRED INFORMATION: To alleviate the question as to whether the proposing agency has any unresolved audit findings, the proposing agency must include as part of the proposal package; the most recently completed audit (or relevant excerpts thereof, i.e., summary of findings and agency response) and/or final audit determinations letter (whichever may be applicable) from the proposer's cognizant agency. If the proposing agency is currently being audited or the most recently conducted audit has not yet resulted in a Final Audit Determination Letter, the proposal package must include an initial Audit Determination Letter from the proposer's cognizant agency, indicating the dates and scope of the audit. An examination letter from the proposer's certified public accountant of a review of the proposer's financial status will not suffice for this requirement. If the proposing agency is a newly-created entity, the proposal package must include all current (dated within two (2) months of the proposal submission date) financial statements and a business plan as a substitution for the requirement for a Final Audit Determination Letter.

5. To be eligible, the agency or its principals shall not be convicted of any crime, which indicates the agency's mismanagement or fraudulent use of funds or the agency's insolvency.

REQUIRED INFORMATION: Provide a statement of the proposing agency and its principals in regard to criminal convictions or insolvency.

6. To be eligible, the agency must have or must agree to establish the following policies or procedures:

REQUIRED INFORMATION: Indicate below whether the proposing agency is currently in compliance or will establish the required policies or procedures.

Currently Have	Will Establish	
_____	_____	1. Regular audit of all accounts
_____	_____	2. Separate accounting records for Workforce Investment Act funds;
_____	_____	3. A fidelity bond with coverage to equal or exceed the highest amount of funds to be received during the subgrant period;
_____	_____	4. Personnel policies
_____	_____	5. Grievance procedures and time sheets for staff and participants
_____	_____	6. Payroll procedures and time sheets for staff and participants
_____	_____	7. WIA property inventory system; and
_____	_____	8. Travel policies

B. Requirements to qualify as an eligible proposal:

In addition to the above, the following test will be applied to determine if the proposal meets Minimum Threshold requirements. No additional information is required beyond what is included in other sections of the proposal.

1. The proposal must be received by the proposal due date and time and in accordance with the requirements of this solicitation.
2. The proposal must clearly identify which WIA Youth Programs solicited in this Request for Proposals is being proposed. See Section IV. Specification; components and outcomes.
3. The proposal must be complete and include a Statement of Work; Management Plan; Business Proposal, including a detailed budget, budget narrative, and Qualifications and References.

DEMONSTRATED EFFECTIVENESS RATING

All proposals will be rated for Demonstrated Effectiveness. The following information is required to complete this rating.

1. Audits

REQUIRED INFORMATION: No further information is required. Information supplied in Item A.1. of the Minimum Threshold Requirements will be used to rate this factor.

2. Monitoring Findings on Youth Programs

REQUIRED INFORMATION: Please provide a copy of the latest completed monitoring report, which indicates the date of the monitoring review and any findings. Also provide a copy of the proposing agency's response and the monitoring agency's final disposition.

3. Participant/Staff Grievances

REQUIRED INFORMATION: Provide copies of the final disposition of any participant or staff grievances filed against the proposing agency during the past three years. **If no grievances were filed, provide a statement to this effect below.**

CERTIFICATION STATEMENT

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Minimum Threshold Certification, hereby attests that all statements contained herein are true and correct. The proposer agrees that submission of intentionally false or misleading information will result in the removal of this proposal from any consideration for funding. All information contained in this document is subject to verification.

Name of Proposing Entity

Name of Certifying Official

Signature of Certifying Official

Date

ASSURANCES

If the Twin Districts Workforce Area enters into a contractual agreement with the proposer, the contract shall certify that the contracting entity:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Will initiate and complete the work within the applicable timeframe after receipt of approval of the awarding agency.
4. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR Part 900, subpart F).
5. Will comply, as stated in 29 CFR 37.20, with the nondiscrimination and equal opportunity provisions of the following laws: (a) Section 188 of the Workforce Investment Act of 1998, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity; with all Federal statutes relating to nondiscrimination. (b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, national origin; (c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; (d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; (e) Title IX of the Education Amendments of 1972, as amended, and which prohibits discrimination on the basis of sex in educational programs; and (f) 29 CFR Part 37 and all other regulations implementing the laws listed above.
6. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
7. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Will comply, if applicable, with flood insurance purchase requirements of section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
9. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of Environmental Quality Control Measures under the National Environmental Policy Act of 1969 (Pub. L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 *et seq.*); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 *et seq.*); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (Pub. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (Pub. L. 93-205).

10. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system.
11. Will assist the awarding agency in assuring compliance with section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 *et seq.*).
12. Will comply with Public Law 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Will comply with the Laboratory Animal Welfare Act of 1966 (Pub. L. 89-544, as amended, 7 U.S.C. 2131 *et seq.*) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
14. Will comply with the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4801 *et seq.*) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
15. Will comply with the Resource Conservation and Recovery Act of 1976, as amended, which states that preference be given to recycled products in procurement activities by State and local governments receiving grants, loans, cooperative agreements, and other federal assistance when procuring goods made from recycled material when the amount of the procurement is equal to or more than \$10,000.
16. Will ensure that any service, product report or other information generated by a computer for a period of time that goes beyond December 31, 1999, provided by the subgrantee/contractor to the Government must be "year 2000 compliant." The definition of "year 2000 compliant" means information technology that accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries and the years 1999 and 2000 and leap year calculations. Furthermore, "year 2000 compliant" information technology when used in combination with other information technology shall accurately process date/time data if the other information technology properly exchanges date/time with it.
17. Will comply with Buy American Act (41 U.S.C. 10a *et seq.*) in the case of any equipment or product that may be authorized to be purchased with financial assistance provided with WIA funds.
18. Will comply with other applicable State, local, and federal rules.

PROVISIONS:

If the Mississippi Partnership enters into a contractual agreement with the proposer, the contract shall certify that the contracting entity has:

1. Compliance with Executive Order 11246 of September 24, 1965, entitles "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60) (All construction contracts awarded in excess of \$10,000);
2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts / subgrants for construction or repair.);
3. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2,000 awarded when required by Federal grant program legislation.);
4. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5.) (Construction contracts in excess of \$2,000, and in excess of \$2,500 for other contracts involving the employment of mechanics or laborers.)

5. Compliance with the following to copyrights and rights in data:
 - a. In accordance with Section 36(l)(8) of the OMB Circular, the Common Rule, SUBGRANTEE shall adhere to copyright, data, and patent rights requirements.
 - b. Pursuant to Common Rule, the SUBGRANTEE shall disclose to TPRDD any patent, copyright, invention, written product, or computer program developed or data assembled as a result of performance of work under this contract within sixty (60) days of invention, development, or assembly.
 - c. TRPDD, the State of Mississippi, and U.S. DOL shall have the right to patent any invention and copyright any written product or computer program developed by the SUBGRANTEE. Upon written request, the SUBGRANTEE shall transfer all pertinent information, specifications and right, title, and interest to the designated agency.
 - d. Where TRPDD, the State of Mississippi, and U.S. DOL decline to request the transfer of rights, the SUBGRANTEE shall retain the entire right, title, and interest throughout the world to each subject invention, document, program, or data. In such event, TPRDD, the State of Mississippi, and U.S. DOL shall have non-exclusive, non-transferable, irrevocable, paid up license to use subject invention, document, program, or data throughout the world.
6. Access by the Department of Labor, the ETD, the TDWA, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor / subgrantee which are directly pertinent to the specific contract / subgrant for the purpose of making audit, examination, excerpts, and transcriptions.
7. Retention of all required records for three years after the TDWA makes final payments and all other pending matters are closed.
8. Compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). (Contracts, subcontracts, and subgrants of amounts exceeding \$100,000);
9. Mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871.).

This certification statement is a material representation of fact. The signatory official, by signing and submitting this Assurance, hereby attests that they are aware of these requirements for the Twin Districts Workforce Area to enter into a contractual agreement with an agency.

Name of Proposing Entity

Name of Certifying Official

Signature of Certifying Official Date

Attachment E

**WORKFORCE INVESTMENT ACT
 PROPOSAL RATING INSTRUMENT
 PROGRAM YEAR 2010**

TOTAL SCORE: _____

Proposing Organization: _____
 Address: _____
 Telephone: _____
 Contact Person: _____ Fax: _____
 Proposed Cost: _____ Proposed # of Youth: _____ Cost Per Participant: _____
 Title/Program: _____ Number of Sites: _____
 Geographic Location (Counties Served): _____

*** NOTE: RFP's being submitted for the first time will be rated on all sections of this instrument except DEMONSTRATED EFFECTIVENESS**

EVALUATION FACTORS

	WEIGHT	SCORE
OVERAL PROPOSAL VALUE	5	

CRITERIA: Staff rates overall value of the RFP and proposer on how well proposed activities conform to the goals and objectives of the Twin Districts Workforce Investment Board and its Youth Council.

TECHNICAL CONFORMANCE	5	
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Check all that apply:

<input type="checkbox"/>	8 ½ X 11 Paper, Typed, double spaced, 1" justified Margins	1 point	_____
<input type="checkbox"/>	Pages Numbered	1 point	_____
<input type="checkbox"/>	Minimum 5 copies	1 point	_____
<input type="checkbox"/>	Correctly sequenced	1 point	_____
<input type="checkbox"/>	All forms/ Attachments completed	1 point	_____

STATEMENT OF WORK	30	
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Rate each section of the Statement of Work based on how well it meets the RFP requirements and the listed criteria.

1. Service Levels, Duration, Participant Flow 25 _____

CRITERIA: Are proposed service levels reasonable and appropriate for the program and keeping with the counties to be served and comparable to past performance, if available? Is the duration of the program clearly identified both in terms of normal service schedules (hour per week) and total time estimated to completion? Are these times appropriate for the program? Is the overall design and participant flow clearly expressed and is adequate? Do proposed services appear to be properly sequenced? Has the proposer sufficiently and clearly described how assessment, ISS, and the required 10 program elements will be provided to participants?

2. Staffing Patterns 5 _____

CRITERIA: Are staffing patterns and qualifications appropriate for the program? Is the instructor or counselor/participant ratio appropriate?

MANAGEMENT PLAN/BUDGET/DONATED SERVICES	30
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Rate each section based on how well it meets the RFP requirements and the listed criteria.

1. Management Plan, Organization/Supervision, Monitoring 15 _____

CRITERIA: Is the management of the proposed program described within the context of the overall organization? Is the management plan appropriate? What is the ratio of the management personnel to instructional personnel? Are lines of authority and responsibility clear? What coordination of sharing management resources is described and is it appropriate? Are internal monitoring procedures described? Is internal monitoring sufficient in terms of frequency, scope of review, development of corrective actions, and follow-up? Are performance standards appropriate for the proposed program? Has proposer indicated that appropriate performance standards will be set for all youth participants and appear to be measurable, reasonable and attainable?

2. Program Budget, Budget Narrative 15 _____

CRITERIA: Is the budget complete and mathematically correct? Do costs appear to be properly categorized? Do costs appear reasonable and is reasonableness of cost appropriately documented? Are all costs allowable? Are all costs necessary for the efficient operation of the program? Does the budget narrative freely and clearly describe all costs, the method of cost valuation, and methods used to document reasonableness of cost?

DEMONSTRATED EFFECTIVENESS	30
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1. Audits 10 _____

CRITERIA:

- Latest completed audit indicated no findings requiring corrective action. – 10 points
- Latest completed audit contained questioned costs of less than 5% of the audited amount and only limited findings which were resolved within the initial audit resolution period. – 5 points
- Latest completed audit contained significant findings and/or questioned costs of less than 2% of amount audited which were resolved. – 3 points
- Latest completed audit included questioned costs of 2% or more of audited amount or required repayment of questioned cost in excess of 5% of amount audited – 2 points
- No audit available. – 0 points

2. WIA Performance Indicators 5 _____

CRITERIA:

- The proposer is currently conducting youth activities under the Twin Districts WIA funded program and is meeting or did meet all the federally mandated performance outcomes/goals for the test time period available for review. – 5 points
- The proposer is currently conducting youth activities under WIA funded programs and is not meeting or did not meet the federally mandated performance outcomes/goals for the test time period available for reviewing. – 0 points
- The proposer has not previously provided youth activities under WIA funded programs for the Twin Districts Workforce Investment Area. – 0 points.

3. State Indicators of Performance 5 _____
CRITERIA:
- The proposer is currently conducting youth activities under the Twin Districts WIA funded programs and is meeting or did meet the State mandated performance outcomes/goals for the test time period available for review. – 5 points
 - The proposer is currently conducting youth activities under the Twin Districts WIA funded programs and is not meeting or did not meet the State mandated performance outcomes/goals for the latest time period available for review. – 0 points.
 - The proposer has not previously provided youth activities under federally funded programs for the Twin Districts Workforce Investment Area. – 0 points.
4. Cost Per Participant 5 _____
CRITERIA:
- The proposer is currently conducting youth activities under the Twin Districts WIA funded programs and per participant costs for the latest time period available for review are below \$4,500. – 5 points.
 - The proposer is currently conducting youth activities under the Twin Districts WIA funded programs and exceeded the \$4,500 per participant costs for the latest time period available for review. – 0 points
 - The proposer has not previously provided youth activities under federally funded programs for the Twin Districts Workforce Investment Area. – 0 points
5. Program Monitoring 5 _____
CRITERIA:
- The proposer has provided WIA youth programs for the Twin Districts Workforce Investment Area, and, for the latest available report, had no findings for their subgrant monitoring. – 5 points
 - The proposer has provided WIA youth programs for the Twin Districts Workforce Investment Area and for the latest available report had monitoring findings that were resolved to the satisfaction of the fiscal agent in the allowable time frame. – 3 points
 - The proposer has provided WIA youth programs for the Twin Districts Workforce Investment Area, and, for the latest available report, had monitoring findings that were not resolved to the satisfaction of the fiscal agent within the time frame. – 0 points.

Twin Districts Workforce Investment Area

Attachment F

Proposal Review Process

