



**Workforce Innovation and Opportunity Act (WIOA) Title 1  
Request for Proposals  
BUSINESS SERVICES COORDINATOR  
Program Year 2018**

Issued By	Western Wisconsin Workforce Development Board, Inc. (Western WDB)
Grant Period	July 1, 2018 to June 30, 2019 with option to extend one year
Estimated Funding	\$80,000 WIOA Title 1 Funding – Adult, Dislocated Worker, Youth Cost Reimbursement
Funding Source	US Department of Labor, Wisconsin Department of Workforce Development and the Western Wisconsin Workforce Development Board, Inc. Workforce Innovation and Opportunity Act of 2014
Submission Requirement	One (1) Original and four (4) hard copies; One (1) Electronic copy. Received in mail or in person – no electronic submissions. Due by 4:00 p.m. May 16, 2018.
Direct all questions and submit proposals to:	Julie Mitchell, Executive Director Western Wisconsin Workforce Development Board, Inc. 2615 East Avenue South, Suite 101 La Crosse, WI 54601 Phone: 608-789-5499 Email: <a href="mailto:mitchellj@westernwdb.org">mitchellj@westernwdb.org</a>

**Publication:** This RFP is made available to prospective applicants through publication on the Western WDB website ([www.westernwdb.org](http://www.westernwdb.org)) on or about April 20, 2018 and through newspaper publication.



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## I. OVERVIEW

In an effort to promote equal access to Workforce Innovation and Opportunity Act funding and active participation among providers in our region, the Western Wisconsin Workforce Development Board, Inc. (Western WDB) is releasing a Request for Proposal (RFP) for the purpose of procuring a Business Services Coordinator. **Provision of these services must be offered in cooperation with the Comprehensive Job Centers (One-Stop Centers) located in La Crosse and Monroe Counties and made available to employers in the eight county area.**

The Western WDB encourages innovative service delivery proposals that meet the purpose of this RFP and are characterized by collaboration, integration, accountability, continuous improvement and results. Through these services, the Western WDB expects to achieve a measurable and positive impact on the success of employers and workers, and therefore the economic development and standard of living of the region.

**This RFP is not in itself an offer for work, nor does it commit the Western Wisconsin Workforce Development Board, Inc. to fund any proposals submitted, nor be held liable for costs associated in the preparation or research of proposals. The Western WDB reserves the right to fund providers that serve the best interest of the Western WDB according to the evaluation criteria.**

**The services specified in this RFP requires substantive knowledge and understanding of:**

- The Workforce Innovation and Opportunity Act (WIOA) and regulations  
<http://www.doleta.gov/wioa>.
- State of Wisconsin, Department of Workforce Solutions' WIOA Plan, Policies and Procedures  
<http://www.dwd.wisconsin.gov>
- Western Wisconsin Workforce Development Board, Inc. WIOA Plan and policies  
<http://www.westernwdb.org> -Western Wisconsin Workforce Development Board, Inc. labor market conditions and demographics;
- <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5> – Uniform guidance
- The employer base in the western Wisconsin Region.

## II. PROPOSAL SOLICITATION PROCESS AND TERMS

### A. Proposal Due Date

All proposals must be received 4:00p.m. on May 16, 2018. Proposals must be hand-delivered or mailed through U.S. Postal Service to:

Julie Mitchell, Executive Director  
Western Wisconsin Workforce Development Board, Inc.  
2615 East Avenue South, Suite 101  
La Crosse, WI 54601

Proposers must consider adequate time needed for delivery by the due date and time. It is the responsibility of the proposer to ensure that the proposal package is delivered appropriately by the due date and time. The mail will be checked at 4:00 p.m. on the due date. Any proposal not in the box at that time or hand-delivered by that time will be considered non-responsive and will not be evaluated. No late proposals will be accepted. Faxed or emailed proposals will not be accepted, no exceptions.

**B. Contract Period**

This selected contractor will begin on July 1, 2018. The initial contract will be for a twelve (12) month period, July 1, 2018 to June 30, 2019, with an option to renew for an additional year (through June 30, 2020). The Western WDB reserves the option to modify contracts on a year-to-year basis.

Contracts will be cost reimbursement and will be linked to defined performance outcomes, including the applicable WIOA Common Measures, the stated deliverables and contract expectations. Final contracts will also be subject to any changes in the legislation, regulations or policies initiated by the funding sources and funding availability. The Western WDB reserves the right to vary or change the terms of any contract executed as the result of this RFP including funding levels, the scope of work, goal, performance standards as it deems necessary in the interests of the Western WDB and its programs. Renewals will depend on future funding availability, contractors' satisfactory performance, and other factors such as federal legislative changes.

**C. Estimated Allocations**

The U.S. Department of Labor and the Wisconsin Department of Workforce Development allocate Workforce Innovation and Opportunity Act (WIOA) Title 1 Adult, Dislocated Worker, and Youth Program funds to the Western WDB (USDOL TEGL 17-15). The total of combined PY18 WIOA Adult, Dislocated Worker, and Youth funds allotted to this contract is \$80,000.

**D. Eligible Applicants**

Proposals will be accepted from any private for-profit agency, private non-profit organization, government agency, faith or community based organization or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations are allowed, but must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships. Based on clearly defined evaluation criteria proposers who demonstrate the following will be given priority:

- Strong understanding of the local workforce system and employer base;
- Challenges job seekers and employer face; and
- Established relationships with regional educational and training organizations, employers, and employer associations, economic development and community-based organizations.

**E. Schedule for RFP Submission, Review and Awards**

The Western WDB reserves the right to make changes to the timeline due to extraordinary events.

**RFP Release** .....April 20, 2018

Proposals will be available on the Western WDB website at [www.westernwdb.org](http://www.westernwdb.org)

**Bidder's Conference**.....1:00pm April 26, 2018

Western Wisconsin Workforce Development Center, 2615 East Ave. South, La Crosse, WI

Call in option may be available upon request.

**Final Questions to Western WDB** ..... 4:00 p.m. May 2, 2018

**Questions and Answers posted to Western WDB Website** ..... by 4:30 p.m. May 4, 2018

**Proposals Due:** .....4:00 p.m. May 16, 2018

**Technical Committee Review, Evaluation, and Recommendation:** ..May 16, 2018 - May 21, 2018

**Selected Contractor Announced** ..... By 4:00 p.m. May 22, 2018

**Contract Starts:** ..... July 1, 2018

**Modifications to the proposal itself will be posted on the website. Please continue to check.**

**F. Proposal Format and Copies**

The outside of the package should be marked in a readable format:

**WIOA TITLE I Business Services Coordinator RFP**

The provider name and address must be visible on the outside of the package.

Proposals must be one-sided, no smaller than 11-point font, single spaced, typed, with 1” margins and securely bound (binder clips do not qualify). All pages, including attachments, must be numbered consecutively for easy reference and a table of contents must be included. The page limit is 25 pages not including required attachments. One (1) clearly marked original, four (4) copies, and one (1) electronic copy in Microsoft Word format on disc or a data key must be received by the stated time and place. It is the responsibility to the proposer to ensure that the electronic file is accessible and readable.

Letters of recommendation will not be accepted. All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.

**G. Proposal Review and Evaluation Process**

**1. Proposal Review**

There will be three phases for the Proposal Technical Review and Evaluation Process. The policy for technical review is found on the Western WDB website at <http://www.westernwdb.org>

- **Phase I - Preliminary Review for Responsiveness** - Western WDB Staff will initially evaluate the proposal for completeness and responsiveness to requisite submission criteria. The following minimum criteria will be used to determine which proposals are responsive:
  - The proposal is submitted on or before time and in accordance with the instructions in this RFP
  - The required format and numbers of copies is followed
  - All required elements and attachments are included
  - Preliminary budgets are complete and required leverage is included
  - All forms with original signatures are included.

Any proposal not meeting Phase 1 Criteria will be deemed non-responsive and will not be submitted to the Technical Review Committee for further review.

- **Phase II – Technical Review** - Proposals meeting the minimum criteria for responsiveness, as stated above, will then be reviewed. A Technical Review Committee comprised of those who have no fiduciary interest in bidding for any of the WIOA programs and who have some expertise in workforce and/or in service delivery, will evaluate the technical merit of the proposal in accordance with the Western WDB Proposal Technical Review Policy and Procedures and according to the scoring sheet in the RFP. This policy will be posted on the website with the RFP ([www.westernwdb.org](http://www.westernwdb.org)).

Proposals will be ranked based on evaluation criteria outlined in the RFP. These rankings will determine the recommendation for funding. The Western WDB retains the right to request reasonable additional information from any applicant, request presentations from applicants, or conduct site visits before a contract award.

Site Visits may be conducted by the Technical Review Team. The site visits will establish, to Western WDB’s satisfaction, whether the bidders are capable of conducting and carrying out the provisions outlined in their response to the RFP. If the results of the site visits indicate, in the opinion of the Western WDB that the bidders may not be able to fulfill contract expectations the proposal will receive a score of zero (0) for that evaluation criterion. A score of 100 will indicate capability. If conducted, the site visit score (0 or 100 points) will be added to the evaluation criteria and figured in the final score.

If no response adequately addresses the RFP or serves in the best interest of the Western WDB, the review team may recommend that no award be made.

- **Phase III** - The recommendations of the Technical Review will be presented to the Full Western WDB or Executive Committee for approval by May 21, 2018. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, the successful completion of contract negotiations, and/or the availability of funds.

## **2. Proposal Evaluation Criteria**

The Technical Review Committee will evaluate each submitted proposal based on the following:

1. Organizational Experience, Capacity and Past Performance.	65 points
2. Program Description	105 points
3. Budget - Program Cost	30 points
	Total 200 points
Site Visit if Conducted	100 points
	Total if site visit is conducted 300 points

The maximum number of points available is 200 points without a site visit, 300 if site visits are conducted. Proposers must score a minimum of 160 points to be considered for a contract if a site visit is not conducted and 240 if site visits are conducted. Please see page 30 for scoring sheet and criteria.

**H. Procurement Information**

**1. Leverage of Funding:**

WIOA Title I funds are intended to leverage employment and training funds in the area. At least 10 percent leverage is required.

**2. Non-duplication of Services:**

The Western WDB does not intend to fund any proposal that would duplicate any facility or service already available in WDA #9. Nor does it intend to fund any proposal for educational services from a non-educational agency unless it can be demonstrated these alternative services or facilities would be more effective or more likely to achieve performance goals. The Western WDB also requires the collaboration and coordination of services with employment and/or training providers in the WDA.

**3. Proposal Conditions**

This notice and subsequent proceedings **do not commit the Western WDB to enter into a contract with any of the proposal submitting parties.** The Western WDB will not pay any costs incurred in the preparation or presentation of proposals nor shall the Western WDB be liable for any costs incurred by the proposal submitter prior to the issuance of a contract. **The Western WDB reserves the right to accept or reject, any or all proposals received as a result of this notice of RFP based on the technical review, or to or to cancel in its entirety this notice of RFP.**

**This RFP may or may not result in an award of a subcontract.** The Western WDB reserves the right, at its sole discretion, to cancel this RFP at any time and for any reason. Receipt of proposals by the Western WDB confers no rights upon the proposer. Receipt of proposals shall not, in any manner whatsoever, obligate the Western WDB or any employees thereof.

Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, the WDB may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the WDB reserves the right to terminate the negotiations and decline to fund the application. The WDB may then enter into contract negotiations with the next recommended proposal. We reserve the right to not fund any application related to this RFP.

If no proposals or no proposals meeting the minimum evaluation criteria are received, the Western WDB will arrange for the administration of the Program.

**4. Withdrawals**

A Proposer may withdraw a submitted proposal prior to the proposal due date. A written request to withdrawal must be submitted electronically to [mitchellj@westernwdb.org](mailto:mitchellj@westernwdb.org).

**5. Disqualification**

Proposals not meeting the initial preliminary review will be disqualified. Additionally, proposals containing one or more of the following will not be considered or subject to appeal:

- Incomplete or erroneous information, withholding material information or falsifying information will result in disqualification or subsequent contract termination.
- Inappropriate contact- To avoid actual conflicts, the appearance of conflicts or undue influence over the process, all prospective applicants, their employee, agents and sub applicants, etc. are prohibited from contacting any Western WDB staff or other persons identified by Western WDB regarding this RFP.

**6. Appeal**

Applicants will receive written notice advising them of the Western WDB decision or selection of a provider from this RFP. Non-selected applicants have the right to file an appeal. All appeals for non-award of funds must be made in writing. The letter must state that an appeal to the selection is being filed. Written appeals must be fully documented.

All specific reasons for an appeal on the technical review or disqualification based on one or more of the following will be appealed to the Chairperson.

- A conflict of interest on the part of one or more evaluators
- Mathematical errors were made in the scoring of proposals
- The evaluators did not adhere to the established rating criteria

Proposals should be addressed to:

Mark Glendenning, Chairperson  
Western Wisconsin Workforce Development Board, Inc.  
2615 East Avenue South, Suite 101, La Crosse, WI 54601

Appeals for the technical review or disqualification must be received in the above office no later than five (5) business days after receiving a written notification of non-award. For purposes of this provision, email or fax communications will suffice. Appeals must be faxed to (608) 789-6046 - Attn: Julie Mitchell or emailed to [mitchellj@westernwdb.org](mailto:mitchellj@westernwdb.org). Those appealing must confirm timely receipt by calling (608) 789-5499. The applicant will receive written notice advising as to whether or not the appeal has been accepted or rejected within ten (10) calendar days from the appeal date.

In the event Western WDB Chairperson's response is not satisfactory to the applicant. An appeal may be made to the Chief Local Elected Official. This appeal must clearly state why the applicant believes a review is justified and must be submitted in writing within ten (10) calendar days from the date of the Chair's decision above to:

Chief Local Elected Official (CLEO)  
2615 East Avenue South, Suite 101,  
La Crosse, WI 54601

For appeals other than the technical review or disqualification based on the factors outlined above, the proposal may appeal directly to the Chief Local Elected Official. The written appeal must fully explain the basis for appealing. The written appeal to the CLEO must be sent by a traceable delivery service with a signature required and received at the above address no later than five (5) business days after receiving a written notification of non-award. The CLEO shall review the appeal and render a final decision on awarding of the contract.

Decisions by the CLEO will be mailed to the applicant and are final. An original or subsequent appeal will not delay the Western WDB from conducting and concluding contract negotiations with the selected applicant(s).

#### **7. Public Record**

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

### **III. BACKGROUND AND GENERAL INFORMATION**

#### **A. Western Wisconsin Workforce Development Board, Inc.**

The Western Wisconsin Workforce Development Board, Inc. (Western WDB) is a private, non-profit corporation dedicated to developing demand driven and innovative workforce strategies that cultivate a skilled and competitive workforce to meet the needs of employers in our region. The Western WDB envisions a region where businesses workforce needs are met and all individuals who want to work have self-sustaining employment. The Western WDB is committed to collaboration through strategic partnerships that share the values of honesty, integrity, innovation, accountability, and transparency.

The following key workforce development strategies have been prioritized by the Western WDB:

**Goal 1: *Satisfy the needs of business and job-seeking customers.***

The best way to satisfy the needs of all customers is through development of sustainable talent pipelines in the region's demand industries. Program services targeting job seekers should be developed and implemented using current business intelligence and labor market information. The focus for business will be on growing sector partnership groups. The focus for job-seekers will be on developing a training ecosystem that addresses workplace readiness and also using technology to increase access to program services and enhance the connection between job seeker and business.

**Goal 2: Create high impact workforce development solutions through results-driven collaboration.**

Efficient utilization and blending of resources is necessary to create a sustainable impact on businesses and job-seekers. The focus will be on building on existing programs and services to expand outreach into underserved populations and rural communities. Solutions will holistically address the needs of job-seekers to remove or reduce barriers to self-sufficiency. Technology will play an important role in creating the workforce of the future. Attention will need to be given to solutions that satisfy both the immediate needs and the future needs of business customers.

Additional partnerships and collaborative planning occurs with economic development partners such as 7 Rivers Alliance and ECO-DEVO, as well as with regional workforce development partners in northeast Iowa and southeast Minnesota through the AIM2WIN tri-state alliance.

**B. Workforce Development Area**

The Western WDB serves businesses and job seekers in the Western Workforce Development Area (WDA 9). This area is comprised of Buffalo, Crawford, Jackson, Juneau, La Crosse, Monroe, Trempealeau, and Vernon Counties. The city of La Crosse is the economic hub of the region.

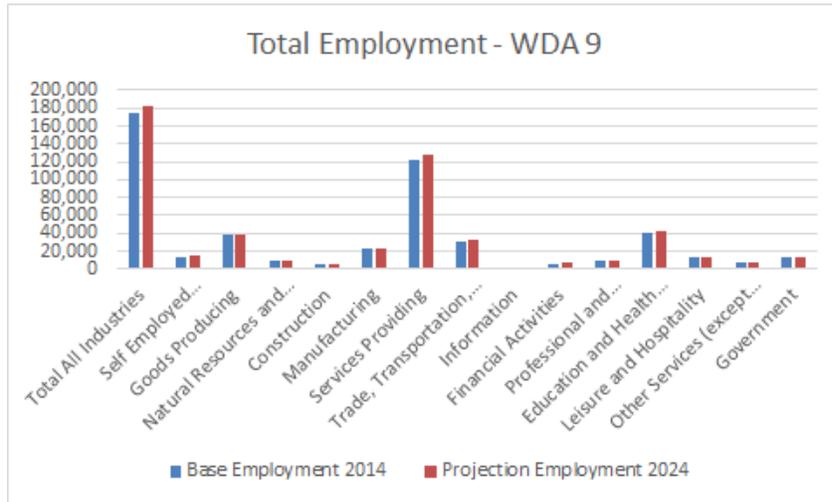
The region typically has an unemployment rate lower than either the state or national averages. The current unemployment rate for each of the 8 counties is in Table 1 below.



Table 1	Labor Force (2017)	Unemployed (2017)	Unemployment Rate (2018)	Population (2015)
Buffalo County	6,626	248	4.3%	13,192
Crawford County	8,000	330	5.2%	16,391
Jackson County	10,479	352	4.1%	20,554
Juneau County	16,052	492	3.7%	26,224
La Crosse County	68,207	1,991	2.9%	118,212
Monroe County	23,649	698	3.2%	45,549
Trempealeau County	16,611	509	3.5%	29,550
Vernon County	13,664	457	3.5%	30,506
Total WDA #9	163,287	5,076	3.4%	300,178

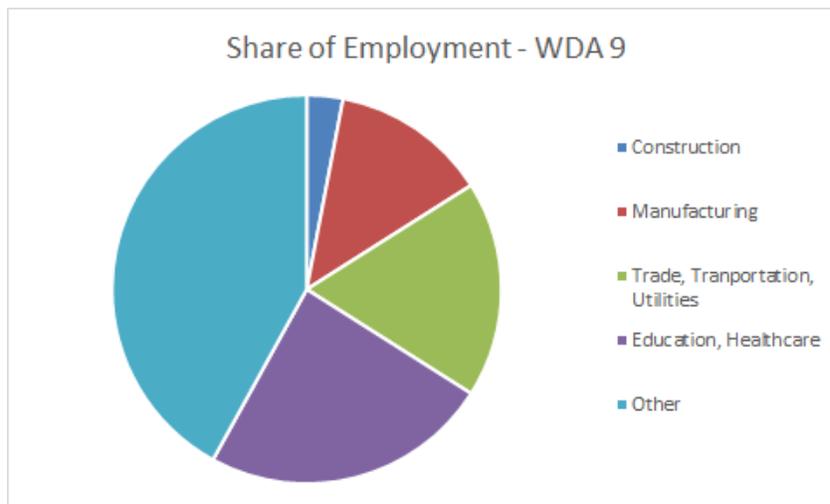
Source: Wisconomy 2015-2018 data capture

WESTERN WORKFORCE DEVELOPMENT AREA-LONG TERM INDUSTRY PROJECTIONS, 2014-2024



Based on the data in these charts, the Western WDB has identified the following as its demand sectors:

- Manufacturing
- Health care
- Construction
- Transportation
- Information technology (Industry or Occupational Sector)



Source of both charts: Wisconomy Report "Ind\_It\_2014\_wda.xlsx."

**C. Program Overview**

WIOA is a federal program funded through the U.S. Department of Labor and the State of Wisconsin Department of Workforce Development. WIOA funding, which is distributed to states and, subsequently, sub-state agents, is used to serve two primary customers: businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by DOL and the respective state oversight agency. The Western WDB is a local agent for the funding.

**D. Program Design**

The Business Services Coordinator (BSC) will carry out the activities and deliverables indicated in this RFP. The Business Services Coordinator performs professional work developing functional relationships with area high-demand occupation businesses and fostering relationships among businesses and programs related to workforce development in support of job creation and local business needs. Geographic effort is focused the eight counties that comprise WDA9. Based on labor market information such as top industries in each county, growth projections, location quotient, and age of industry workforce, several areas have been identified as a focus for the Business Services Coordinator position. Focus for the services delivered through the contract generated from this RFP are as follows:

1. Increased business outreach in rural areas, predominantly with demand industry employers
2. Increased business outreach to IT, Transportation, Construction, Healthcare industry employers
3. Formation of IT sector group

**E. WIOA Performance**

The selected contractor will be required to know and understand WIOA Performance Standards, as well as how the work of the BSC contributes to the performance measures and the overall success of the workforce development system. The standards for the western region are outlined below. It is the responsibility of the contractor to ensure collaboration with workforce development partners to achieve the standards. Additional standards regarding business satisfaction will be determined at a later date, which may occur during this contract.

Federal and DWD Standards	Adult	Dislocated Worker	Youth
• Unsubsidized employment during 2 <sup>nd</sup> Quarter after exit	75%	80%	64%
• Unsubsidized employment during 4 <sup>th</sup> Quarter after exit	70%	80%	65%
• Median Earnings	\$4,000	\$6,000	TBD
• Credential Attainment Rate	59%	60%	64%
• Measurable Skills Gain	TBD	TBD	TBD

Definitions of the standards can be found at <https://dwd.wisconsin.gov/wioa/policy/11/11.5.htm>. The successful bidder must be knowledgeable of the standards, including measurement, reporting, tracking, and demonstrate the ability to achieve the level of performance expected.

**F. Activities and deliverables include:**

ACTIVITY	DELIVERABLE
<p>1. <b>Coordination with WDB</b> (25 points) Work with Western WDB staff to achieve the strategic goals of the Board and to coordinate all segments of the project</p>	<ul style="list-style-type: none"> <li>• Monthly written progress report on all activities to WDB including reports at all WDB Full Board meetings.</li> <li>• Attendance at monthly meetings of Western Wisconsin Business Services Team (90% minimum attendance)</li> <li>• Attendance at monthly meetings of Statewide Business Services Team ((90% minimum attendance)`</li> <li>• Schedule and attend meetings with Western WDB Manager (Bi-weekly minimum)</li> <li>• Monthly progress report on activities to the WDB using agreed-upon template in contract (100% adherence)</li> <li>• Presentations to WDB on Deliverables #2-#7</li> <li>• WAGE\$ outreach and Salesforce entry - identify new sponsors</li> </ul>
<p>2. <b>Integration in Job Centers</b> (10 Points) Integrate Business Services work with job center partners and system</p>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of job center services and partnership (As measured through mock business contact session using Job Center portfolio)</li> <li>• Attendance at local Business Services Team meetings (90% attendance) and Strategy Committee meetings (90% attendance)</li> </ul>
<p>Identify and disseminate information on work-based learning and training opportunities such as work experience, apprenticeship, on-the-job training, internships, job-shadows, and transitional jobs for both adult and youth job-seekers</p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of work-based learning and training opportunities</li> <li>• Identification and referral to WIOA service providers of at least 3 work-based learning and/or training opportunities each month</li> </ul>

ACTIVITY	DELIVERABLE
<p><b>3. Business Outreach and Information Gathering (15 Pts.)</b> Develop and maintain strong relationship and regular communication with leaders of private sector businesses in WDA #9</p>	<ul style="list-style-type: none"> <li>• Accurate monthly JCW Business reports showing all business contacts (100% adherence)</li> <li>• Detailed monthly report of individual business needs/results of communication (business intelligence) to the WDB (100% adherence)</li> </ul>
<p>Identify and prioritize current and future workforce needs based on LMI data and information gleaned from private sector business leaders</p>	<ul style="list-style-type: none"> <li>• Detailed monthly report of current and projected workforce needs with supporting data from LMI and business intelligence to the WDB (100% adherence)</li> </ul>
<p>Share all information gathered from business and other sources with the Western WDB</p>	<ul style="list-style-type: none"> <li>• Detailed monthly report of individual business needs/results of communication (business intelligence) to the WDB (100% adherence)</li> </ul>
<p><b>4. Close Integration with Technical Colleges (15 points)</b> Maintain close ties with technical colleges in the area to connect youth, adults, and dislocated worker to post-secondary opportunities in the demand sectors.</p>	<ul style="list-style-type: none"> <li>• Attendance at regularly scheduled meetings with appropriate local technical college staff and technical college advisory council meetings in demand sectors (90% Attendance)</li> <li>• By end of 1st quarter creation of a Work Plan that incorporates all information gathered and includes an implementation timeline and sustainability plan to increase enrollment in targeted sectors</li> <li>• Quarterly Report showing <ul style="list-style-type: none"> <li>○ Skills required for demand jobs at entry level, advanced level, and professional level (Quarterly)</li> <li>○ Local technical college or other training programs that exist to train for jobs in demand industries and what skills training objectives are for these programs, along with the math, reading, and technical skill levels required to be successful in these programs (Quarterly)</li> <li>○ Gaps between what skills employers need, what skills local training programs provide, and the skill level of high school graduates (B-Annual)</li> </ul> </li> <li>• Verifiable increase in awareness of and enrollment in demand industry training programs</li> </ul>

ACTIVITY	DELIVERABLE
<p><b>5. Coordination with TUMMA (10 points)</b> Working with the Upper Mississippi Manufacturing Association (TUMMA) to help increase the pipeline and supply of well skilled employees for the manufacturing sector</p>	<ul style="list-style-type: none"> <li>• Attendance at all TUMMA meetings (90% attendance)</li> <li>• Report to WDB on TUMMA meeting content (Shared minutes, or report from each meeting)</li> <li>• Process developed and followed to coordinate with WDB Staff to ensure allowable use of WIOA funds and project time in support of TUMMA.</li> <li>• Report on progress made toward increasing awareness of manufacturing and activities outlined in Activities #4 and 7– related to manufacturing</li> </ul>
<p><b>6. Formation of new sector groups (20 Points)</b> Assist the Western WDB in the formation of or connections to industry or occupational sectors in our demand industries in the region which include: Manufacturing; Health care; construction, transportation and information technology.</p>	<ul style="list-style-type: none"> <li>• Development of packet for targeted demand sector to entice sector businesses to discuss forming sector groups (Packet developed)</li> <li>• Convene leaders of IT industry to initiate formation of sector group</li> <li>• Formative report midway; summative report at project closure</li> <li>• IT industry sector group is in the formative stages by end of year one.</li> </ul>
<p><b>7. Collaboration with K-12 (10 points)</b> Connect K-12 school districts to career ladder opportunities by promoting effective career information about real opportunities in the regional economy and promoting training that will prepare young people for the postsecondary training required to succeed in the 21<sup>st</sup> century workforce</p> <p>AND</p> <p>Advance private sector driven employment and training system throughout WDA #9</p>	<ul style="list-style-type: none"> <li>• Identification of points-of-contact in each school district (Report shows all schools contact identified)</li> <li>• Regular meetings/communication with local technical college K-12 Relations department (Report shows contact is regular and on-going)</li> <li>• Development of informational materials/packets (possibly in conjunction with local technical college K-12 Relations department) for school faculty, administration, and students (Packets developed/ distributed)</li> <li>• Development, planning, and implementation of at least one manufacturing career-focused event at the elementary, middle, or high school level in first year. Second year will focus on a different K-12 level.</li> <li>• Verifiable increase in awareness of manufacturing jobs (based on pre and post info)</li> </ul>

**G. Requirements**

**Adherence to Policies** - At any time, the US Department of Labor or the State of Wisconsin Department of Workforce Development may issue Training and Employment Guidance Letters (TEGL) or other policy. Additionally, the Western WDB may change policies in its WIOA plan at any time. These policies may or may not result in changes to fiscal or operational procedures but must be followed. The Western WDB will receive and disseminate all WIOA policies directly to the service provider. The Service Provider must follow all policies/guidance.

**Assurances** – The chosen contractor from this RFP must agree to the provisions and disclaimers outlined in Appendix III. Successful agencies through this RFP will be required to sign and agree to additional contract assurance as part of the contract completion and implementation process.

**Oversight, Evaluation, and Monitoring**- The Western WDB must ensure program compliance and evaluate the quality and effectiveness of the service strategies and/or adherence to WIOA regulations or WIOA. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Wisconsin Department of Workforce Development, the Western WDB and any other agency that provides funds used by the Western WDB to contract for services in WDA#9. The selected provider must open records and allow monitors to perform their oversight duties.

**Transparency** -The Western WDB operates under open meeting laws and the Sunshine Act. The selected proposer must be aware of and adhere to open records for all WIOA matters and open meetings where WIOA is being discussed. The Western WDB considers all records and program plan funded under WIOA as open records which must be made available to anyone requesting such information.

**Accessibility and Equal Opportunity** - The Western WDB is committed to equal access to all services for all customers. All proposers must ensure equal opportunity to all individuals. No individual in Western WDB's regional area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All proposers are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receive accessibility training, and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request."

**Data Entry** - All information gathered by the Business Services Coordinator (BSC) will be shared with the Western WDB Board and staff. ***The BSC will be responsible for timely and accurate data entry of information into the systems used by the WDB.*** Information and data gathered regarding apprenticeship through contacts with employers will be entered into Salesforce; all other information will be entered into JCW Business, the CRM tool used by Workforce Partners. A written monthly report submitted to the Western WDB Executive Director is required. Other reports may be requested.

The Western WDB views information gathered by those paid by WIOA funding as available to the Western WDB and does not consider it to be proprietary to the selected provider. The WDB will respect the confidentiality of information shared by the Business Services Coordinator.

**Meetings and Partnerships** - It is expected that the Business Services Coordinator will be an integral part of the partnership teams in the Workforce Development Center. As such the BSC will be required to attend meetings which may include but may not be limited to:

- Western Wisconsin Development Board committee and full board meetings
- The Local and Statewide Business Services Teams
- Local committees at the job center as requested
- The CESA #4, #5 and #6 Tech Prep Councils
- The HR Collaborative meetings coordinated by Manpower
- TUMMA meetings and other industry sector meetings focusing on workforce development
- ECO-Devo Meetings
- AIM-2-WIN meetings – tri-state partnership on workforce development
- Others as requested by the WDB.

#### IV. PROPOSAL RESPONSE ITEMS

##### A. ORGANIZATIONAL EXPERIENCE, CAPACITY AND PAST PERFORMANCE

1. **Program Identification/Organization** – The Western WDB is seeking agencies with resources and experience to successfully provide a Business Services Coordinator.

a. Please complete the Agency Identification Form. Include as the first page.

2. **Agency's Experience in Managing Workforce Programs** – The Western WDB is seeking agencies and/or staff with experience in administering programs of a similar nature.

a. Please describe your agency's past experience in administering WIOA and/or any experience with other workforce programs, state or federal government-funded programs, or other workforce support programs.

Please include the name of program, amount of funding, location, type and scope of the programs or services, and the role of your agency as it relates to program operations. Please indicate performance outcomes for the programs cited.

b. Describe your past experience collaborating with business and industry to build a strong, skilled labor force. Focus particularly in the industries defined on page 9. Describe your involvement in the identification for and organization of industry sector or business groups. Explain how the experience is relevant to workforce development. Describe specific outcomes associated with these collaborations.

c. Describe your experience with and access to labor market information. Indicate the types of data collected, how the data were analyzed for strategic and programmatic purposes and the tracking mechanisms used. Give a specific example and outcomes achieved of your organization using forecasted workforce development information to provide services to meet employers' present and/or future workforce needs.

d. Describe documented instances of collaborative success with local educational institutions, including the K-12 and post-secondary technical college systems. Give an example of collaborative success with these groups in your workforce development efforts. Please include partnering agencies, how the collaboration was initiated, implemented and evaluated. Describe the ease of access your organization has with establishing collaborations with both technical colleges in the western region.

3. **Staffing, Compensation and Personnel Policies** - The Proposing Agency must demonstrate the ability to provide adequate staffing to administer WIOA Business Services Coordinator.

a. **Key Personnel** - Describe the experience and list any certifications that will enable your staff to provide BSC Services.

- Please provide the resumes of all key personnel assigned the duties outlined in this RFP. Required Attachment – **Label as Attachment A.**

- Attach an organizational chart showing the program, the percentage of time for each staff member and how the program fits into the overall operations. Required Attachment - **Label as Attachment B.**

- For each staff person assigned to the WIOA program including but not limited to, all programmatic and administrative personnel, please fill out the staffing pattern as part of budget attachments.
  
- b. **Wage, Bonus and Severance Policies** - Provide your agency's policies governing wage increase, individual bonus or incentive payments and severance payments. The policy should specifically state how WIOA funds will be used for wages and increases for only staff assigned to the program. Required Attachment - **Label as Attachment C.**
  
- c. **Staffing Levels** - Describe your agency's process for recruiting, covering and filling Business Services Coordinator in a timely manner. Describe how your agency will maintain staffing levels necessary to address the workload.
  
- d. **Staff Development** - Describe your plans for staff development; include plans for delivering training in business outreach, the workforce development system in western Wisconsin, information technology, WIOA, program policy, Rapid Response, customer service and management/supervisory. Describe your process to ensure the BSC will have the necessary skills to meet the needs of the WDB and TUMMA support activities.

**4. Fiscal Policies, Procedures and Internal Control**

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

- a. Please discuss your agency's requirements and methods for documentation of expenses, their purpose and allow-ability that demonstrate that expenses charged to the contract are reasonable and necessary, appropriately allocated and meet all other federal and state requirements. Describe how your agency will ensure that WIOA funds will be spent only on the WIOA Business Services Coordinator activities. **Please note that all contractors that receive funding other than WIOA must have an indirect cost rate agreement OR choose the 10% de minimus rate.** Please provide your indirect cost agreement or choice to use the 10% de minimus rate and cost allocation plan. Required Attachment - Label as Attachment D.
  
- b. Discuss how staff is trained on WIOA allowable cost policies and how staff determines that a cost is appropriate within the scope of the contract.
  
- e. Describe how you will meet the Administrative Requirements outlined in Section III. E.

**5. Audit and Financial Strengths**

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

- a. Please provide one set of audit reports for each of the last two (2) years, including management letters, and the current operating budget to provide a picture of your

agency's financial and business status. If an audit has not been performed, provide a financial statement(s) or a balance sheet(s) and other information that documents the financial status of your agency. Required Attachment - **Label as Attachment E.**

- b. Describe how you have resolved any audit findings or any issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
- c. Please provide a statement on potential claims or liabilities.
- d. Please provide a summary of all insurance information and coverage for your agency. Required Attachment - **Label as Attachment F.**

**6. Financial and Programmatic Monitoring**

The Proposing Agency must implement an internal monitoring system to guarantee financial and programmatic oversight for its contract. Please describe your process, including how you will ensure the Business Services Coordinator focuses efforts on deliverables as described in this RFP.

**B. PROGRAM DESIGN**

**Please refer to the Activities and Deliverables on pages 11-13 when responding.**

- 1. **Coordination with the Western WDB** - (25 pts) Describe how you will ensure that the Business Services Coordinator maintains close contact and coordination with the WDB and WDB staff, strategic goals, local and statewide committee representation, and assignments. **Describe how you will identify the priority needs of the Western WDB and ensure that at least 50% of the BSC time is spent on these activities? How will you document time and effort as evidence of this requirement?**
- 2. **Integration into Job Centers:** (10 pts) Describe how you will ensure that the BSC is fully integrated into the local and statewide Business Services Team and partnerships at the Job and Workforce Development Centers. Describe how will the BSC be trained on Job Center partnerships, services and work-based learning
- 3. **Business Outreach and Information Gathering:** (15 pts) Describe the outreach strategies to the employers in WDA #9 Describe the process used to identify and prioritize current and future needs, how you will share information on work-based learning and how you will ensure that the information gathered is entered into JCW Business and shared with Western WDB Staff and Board members.

Describe your plan for increasing business outreach in counties other than La Crosse and Monroe.

Describe your plan for increasing business outreach in the following industries: Construction, IT, Healthcare, and Transportation.

- 4. **Close integration with the Technical Colleges** - (15 pts) Outline your plan to develop and sustain ties with both technical colleges in the area to attract and educate a high volume of students to provide a well-skilled labor pool for the Western WDB industries of focus. Describe how will you gain quick access to facilities and committees for training and career exploration, arrange for training needed by industry and ensure that trainings are in sync with the sector initiatives.

5. **Coordination with TUMMA** - (10 pts) Describe how you will ensure that the Business Services Coordinator provides services to TUMMA. Outline the steps you will take to ensure that the services provided are allowable under WIOA. Describe your oversight of these activities and how you will ensure that the BSC spends up to but no more than 25% of the time on TUMMA activity.
  
6. **K-12 Collaboration** – (10 pts) Describe how you will ensure collaboration with K-12 systems and local CESA agencies, tech-prep councils and technical College to ensure a future pipeline of well-skilled employees. Describe how will you coordinate on the implementation of one manufacturing career focused event and will you measure an increase in awareness of manufacturing jobs?
  
7. **Formation of New Sector Groups** – (20 pts) Describe the methods to help the Western WDB identify the need for other industry sectors. Once a sector is identified, describe the steps the BSC will take to help establish and provide services/
  
8. **Leverage** – Outline your plans to leverage funding (10% required).

**C. BUDGET INFORMATION**

1. Please fill out the required Budget Attachments – FORMS B1 – B2
  
2. Budget Narrative – Provide a budget narrative that outlines how each cost was calculated and the justification for each. Narrative must inserted immediately after Form B2.

**D. REQUIRED FORMS**

Please Attach (in addition to budget forms)

- FORM A                      Cover Sheet – FORM A
- FORMS B1 and B2        Budget
- FORM C                     Assurances
- FORM D                     EEO Statement
- FORM E                     Statement of Non-Collusion







**FORM B2  
Staffing Pattern – BSC**

**NAME OF PROVIDER** \_\_\_\_\_

Staffing Pattern  
List titles for each staff

	<b>Percent of Time</b>	<b>Yearly Salary/Wage</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Administrative Staff</b>					
	0%		-	-	-
	0%		-	-	-
	0%		-	-	-
<b>Total Admin Staff</b>			-	-	-
<b>Program Staff</b>					
	0%		-	-	-
	0%		-	-	-
	0%		-	-	-
<b>Total Program Staff</b>			-	-	-
<b>Total Staffing Pattern</b>			-	-	-



**FORM C – ASSURANCES**

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

The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. My organization is not currently on any federal, State of Wisconsin, or local debarment List.
3. My organization will provide records to show that we are fiscally solvent and will provide any other information and/or accept an appointment for interview, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. I ensure special efforts to prevent fraud and other program abuses such as but not limited to: deceitful practices, intentional misconduct, willful misrepresentation, and improper conduct which may or may not be fraudulent in nature.
6. I understand that final funding for any services is based on funding levels and approval by the Western Wisconsin Workforce Development Board, Inc. and the Western WDB reserved the right to accept or reject any proposal according to the terms stated in the RFP.
7. I agree to the terms found in Appendix I of the RFP.

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

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

**We will not:**

- Place a WIOA participant in a position that will displace a current employee
- Use WIOA money to assist, promote, or deter union organizing
- Use funds to employ or train of persons in sectarian activities
- Use WIOA funds in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship
- Use funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts
- Use WIOA funds for lobbying.

**I hereby assure that all of the above are true.**

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Name	Title	Date
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**FORM D - Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements  
Compliance Form**

Bidders and successful contractors must, as a condition of receiving Federal assistance, acknowledge and agree to comply with (these requirements apply to any other sub-grantee, sub-contractor, successors, transferees, and assignees that is extended Federal assistance under this sub-contract), to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin (42 U.S.C. 200d et seq.), [as implemented by the Department of Labor (DOL), 29 CFR Part §31.  
As clarified by Executive Order 13166-Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access and equal opportunity to your program in accordance with DOL Enforcement of Title VI of the Civil Rights Act of 1964 Federal Register Vol. 68, No. 103.. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>;
- Title IX of the Education Amendments of 1972 as amended, prohibits discrimination on the basis of sex in education programs or activities (20 U.S.C. 168 et seq.), as implemented by the DOL 29 CFR Part § 36;
- The Age Discrimination Act of 1975, as amended, prohibits discrimination on the basis of age (42 U.S.C. 6101) as implemented by DOL 29 CFR Part §35;
- Section 504 of the Rehabilitation Act of 1972, as amended, prohibits discrimination on the basis of disability (29 U.S.C. 794) as implemented by DOL 29 CFR Part §32;
- Title VII of the Civil Rights Act of 1964, prohibits discrimination on the basis of race, color, religion, national origin, or sex ( including gender identity, sexual orientation and pregnancy),protection is afforded to individuals due to retaliation for having file a complaint of discrimination.
- The Age Discrimination Act of 1967 (ADEA)
- The Genetic Information Nondiscrimination Act of 2008 (GINA), prohibits discrimination on the basis of genetic information with respect to health insurance and employment.
- The Equal Pay Act of 1963 (EPA), makes it illegal to pay different wages to men and women if they perform equal work in the same workplace and retaliation against persons because the person complained
- Title I, II, and III of the American with Disability Act of 1990, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain entities conducting testing (42 U.S.C. §§ 12131 – 12189), as implemented by the Department of Justice regulations at 28 C.F.R Part 35 and 36.

- The successful bidder/contractor acknowledges and agrees that it must comply and require any sub- grantees, sub-contractors, successors, transferees, and/or assignees to also comply with all applicable provisions governing the Western Wisconsin WDB and allow DWD-DET and DOL access to records, accounts, documents, information, facilities, and staff as follows:
- The Bidder/Contractor must cooperate with any compliance review or complaint investigation conducted by the Western WDB or DWD-DET.
- The Bidder/Contractor must give the Western WDB DWD-DET, and/or DOL access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant. Must also permit access to facilities, personnel, and other individuals and information as may be necessary, as required under DOL provisions at, 29 CFR Part §31.5 (c), 29 CFR Part §32.44 (c), and 29 CFR Part §38.40.
- The Bidder/Contractor must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether the Bidder/Contractor has complied or are complying with relevant obligations.
- The Bidder/Contractor must comply with all other reporting, data, collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
- If, during the past three years, the Bidder/Contractor has been accused of discrimination on the basis of race, color, national origin (including LEP), sex (include gender identity, gender expressions, and sex stereotyping, and on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom), age, disability, religion, or family status, against the Bidder/Contractor, or the Bidder/Contractor settled a case or matter alleging such discrimination, you must provide a list of such proceedings, pending or completed, including outcome and copies of settlement agreements.
- In the event any court or administrative agency rules there is a finding of discrimination on the basis of race, color, national origin, (including LEP), sex (include gender identity, gender expressions, and sex stereotyping, and on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom), age, disability, religion, familial status, against the Bidder/Contractor or the Bidder/Contractor settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings the Western WDB Manage).
- The Western WDB, the Department of Workforce Development, Division of Employment and Training and the United States Department of Labor have the right to seek judicial enforcement of these obligations.
- The Bidder/Contractor also acknowledges and agrees that it must comply with (and requires any sub- grantees, sub-contractors, successors, transferees, and assignees to comply) with applicable provisions of the Section 188 of WIOA nondiscrimination policy requirements and regulations at 29 CFR Part §38.

- Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this RFP document is accurate and complete, and that the Bidder/Contractor is or will come into compliance with the nondiscrimination requirements set forth above.

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Submitting / Lead Organization

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Authorized Representative Signature

Date



**FORM E STATEMENT OF NON-COLLUSION**

All proposers must sign a Statement of Non-Collusion and return it with their RFP. The content of the statement is as follows:

“By submission of this RFP, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint RFP each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices of this RFP have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices with any other proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a RFP for the purpose of restricting competition.”

The statement must be signed by the CEO of the proposer or other authorized individual

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Name Title

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Signature Date



**PROPOSAL RATING SHEET**

Please use ink.

Agency Name \_\_\_\_\_  
(proposal submitter)

	Points Possible	Points Scored
<b>ORGANIZATIONAL EXPERIENCE, CAPACITY AND PAST PERFORMANCE</b>		
Experience in Managing State or Federal Workforce Programs	8	
Experience with Western WDB identified business and industry sectors to build a strong labor market	12	
Outcomes in collaborating with identified business and industry sectors	15	
Outcomes in collaborating with K-12, technical colleges and business associations for workforce development	10	
Staffing, Compensation and Personnel Policies	5	
Fiscal Policies, Procedures and Internal Control/Audit and Financial Strength	10	
Financial and Programmatic Monitoring	5	
<b>TOTAL</b>	<b>65</b>	
<b>PROGRAM DESCRIPTION (Plans should address deliverables to receive a responsive score)</b>		
Plan for coordination with Western WDB is responsive and ensures at least 50% of time will be devoted to WDB outcomes.	25	
Plan to integrate position in to job centers shows full integration and partnerships	10	
Plans for business outreach ensures business intelligence is gathered, tracked, shared with staff, and shows evidence of rural focus and all demand industries	15	
Plans for close interaction with technical colleges which shows fast access, increased capacity and is focused on attracting and increasing numbers for a well skilled labor force in western Wisconsin industries.	15	
Plans for services to TUMMA has a procedure to ensure WIOA allowability, and limits time to no more that 25% of time and effort.	10	
A plan to identify and assist in developing IT is achievable	20	
Plan for collaboration with K-12 outlines logical steps to ensure a future pipeline of well-skilled workers.	10	
<b>TOTAL</b>	<b>105</b>	
<b>BUDGET INFORMATION</b>		
Budget Detail	8	
Staffing Pattern	7	
Leverage above the 10% is identified	15	
<b>TOTAL</b>	<b>30</b>	
<b>SITE VISIT (If Determined to be Need for all Applicants)</b>		
Proposer is fully capable of performing duties as describe in their proposal. Score must be 100 or 0. No other numbers allowed.	<b>100</b>	

**GRAND TOTAL** \_\_\_\_\_ /200 without site visit. Minimum of 160 needed for contracting  
 \_\_\_\_\_ /300 with site visit. Minimum of 240 needed for contracting

**Additional Comments:**

Rater's Signature \_\_\_\_\_ Date \_\_\_\_\_



**PROPOSAL CHECKLIST**

<b>PROPOSER'S CONFERENCE</b>	<b>Included/Done</b>
April 26 @ 1:00pm @ Workforce Development Center La Crosse Questions to WDB by 4:00pm May 2, 2018.	
<b>RFP FORMAT</b>	
Document meets required format.	
Table of Contents is included	
Document follows outlined sections and each section is clearly labeled Page numbers are included.	
Document meets required page limit.	
Correct number of copies and electronic copy are included in packet.	
All forms are included and signed	
<b>RFP NARRATIVE (Limited to 25 pages)</b>	
<b>A. Organizational Experience, Capacity and Past Performance</b>	
<b>B. Program Design</b>	
<b>C. Budget Information</b>	
<b>RFP FORMS</b>	
Cover Sheet – FORM A – Use as Cover Sheet	
INSERT IMMEDIATELY AFTER PROGRAM NARRATIVE	
FORM B1, B2 and Budget Narrative	
FORM C – Agency Assurances	
FORM D – EEO Statement	
FORM E- Statement of Non Collusion	
<b>Attachments</b>	
Attachment A – Resumes	
Attachment B – Organizational chart	
Attachment C – Wage, Bonus and Severance Policies	
Attachment D – Indirect Cost Rate or Cost Allocation Plan, if applicable	
Attachment E – Agency Audit – for last 2 years including management letters and current operating budget	
Attachment F – Summary of Insurance and Agency Coverage	

## APPENDIX I

1. All solicitations are contingent upon availability of funds.
2. This RFP is for 12 months and is renewable for an additional 12 months at the discretion of the Western WDB.
3. Western WDB reserves the right to accept or reject any or all proposals received.
4. Western WDB reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit Western WDB to award a contract.
6. Western WDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations. Selection of an organization as a recipient does not constitute approval of the grant application as submitted. Before the actual grant is awarded, the WDB may enter into negotiations about such items as program components, staffing and funding levels, and administrative systems in place to support grant implementation. If the negotiations do not result in a mutually acceptable submission, the WDB reserves the right to terminate the negotiations and decline to fund the application. We reserve the right to not fund any application related to this RFP.
7. Western WDB may select a service provider based on its initial proposal received, without negotiation of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to Western WDB.
8. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
9. Western WDB retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
10. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
11. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the Western WDB and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
12. The final award and execution of a contract is subject to receipt of WIOA funds, Western WDB's satisfactory negotiation of the terms of the contract, and the continued availability of funds.
13. Any changes to the WIOA program, performance measures, funding level or Western WDB direction may result in a change in contracting. In such instances, the Western WDB shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
14. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations, State of Wisconsin policies, and Western WDB policies and procedures.
15. Bidders selected for funding must also ensure compliance with the following, as applicable: US Department of Labor (DOL) regulations 2 CFR Part 200, 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200, 48 CFR Part 31, 29 CFR Part 93, 37 and 98, 20 CFR Part 652 et al.
16. Bidders will be expected to adhere to Western WDB procedures to collect, verify, and submit required data and submit monthly invoices to Western WDB.
17. Additional funds received by Western WDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of Western WDB.
18. Western WDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the Western WDB the services proposed are not needed, or the costs are higher than Western WDB finds reasonable in relation to the overall funds available, or if site visits indicate that the bidder has undertaken more services than it can reasonably provide.

## APPENDIX I – page 2

19. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by Western WDB staff. This site visit will establish, to Western WDB's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the Western WDB that the bidder may not be able to fulfill contract expectations, Western WDB reserves the right not to enter into contract with the organization, regardless of Western WDB initial approval of the bidder's proposal.
20. Western WDB is required to abide by all WIOA legislation and regulations. Therefore, Western WDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
21. 23. All contractors must ensure compliance with the State of Wisconsin Department of Workforce Development (DWD)'s Civil Rights Compliance plan and expectations and provided equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
22. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
23. Bidders selected for funding must ensure equitable access to clients with limited English speaking, reading or writing ability and upon contracting will need to identify a Limited English Proficiency (LEP) coordinator as part of the Civil Rights Compliance planning.
24. Contractors must accept liability for all aspects of the WIOA program conducted under contract with Western WDB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
25. Contractors must have an established grievance and complaint process and procedure to address any customer concerns, complaints or grievance. Any such complaints or grievances must be documents and addressed and resolved if possible prior to the engagement of the Western WDB complaint and grievance process.
26. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
27. Contractors will allow local, state, and federal representatives access to all related records, program materials, staff, and participants. In addition, bidders are required to maintain all contract related records for the period required by State of Wisconsin DWD record retention requirements, beginning on the last day of the program year.
28. The contract award will not be final until Western WDB and the successful bidder have executed a mutually satisfactory contractual agreement. Western WDB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final Western WDB approval of the award and execution of a contractual agreement between the successful bidder and Western WDB
29. Contracts will be cost reimbursement only. Developed budgets shall define anticipated costs associated with the delivery of proposed service plan.
30. The Western WDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
31. Western WDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected. The submission of the proposal warrants that the costs

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quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

32. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage in the amount of \$1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The contractor will provide a certificate of insurance satisfactory to WDBSCW.
33. Applicants are advised that most documents in the possession of the Western WDB are considered public records and subject to disclosure.