



**Workforce Innovation and Opportunity Act (WIOA) Title 1
Request for Proposals
PY18-19 One Stop Operator**

Issued By	Western Wisconsin Workforce Development Board, Inc. (Western WDB)
Grant Period	July 1, 2018 to June 30, 2020
Estimated Funding	WIOA Title 1 Funding – Adult, Dislocated Worker, Youth Cost Reimbursement up to \$4,500.
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 ; One (1) Electronic copy. Received in mail or in person – no electronic submissions. Due by 4:00 p.m. June 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: mitchellj@westernwdb.org

Publication: This RFP is made available to prospective applicants through publication on the Western WDB website (www.westernwdb.org) on or about June 6, 2018 and through email to all current contractors.

Prepared by: Western Wisconsin WDB Staff

I. PURPOSE OF RFP

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 One-Stop Operator. **Provision of these services must be offered in cooperation with the Comprehensive Job Centers (One-Stop Centers) located in La Crosse and Monroe Counties.**

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 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 by 4:00 pm on June 16, 2018. Proposals must be hand-delivered or mailed through US 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 after July 1, 2018. The initial contract will be for a twenty-four (24) month period, July 1, 2018 to June 30, 2020. The Western WDB reserves the option to modify contracts on a year-to year basis.

Contracts will be cost reimbursement and performance-based with funding 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, goals, performance standards as necessary to remain in full compliance and or alignment with federal, state, and local standards

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 funds allotted to this contract is \$4,500.

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 encouraged but must identify one organization as the lead agency and prime contractor and must specify the assignment of consortia relationships. Based on clearly defined evaluation criteria proposers who demonstrate the following will be given priority:

- Strong understanding of WIOA, the local workforce system and employer base,
- Experience in convening and facilitating diverse partners to an outcome
- Development of partnership performance reports and outcomes
- Understanding continuous improvement

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 ReleaseOn June 6, 2018
Proposals will be available on the Western WDB website at www.westernwdb.org

Proposer’s Questions to Western WDB4:00 p.m. June 10, 2018

Questions and Answers posted to Western WDB Websiteby 4:30 p.m. June 12, 2018

Proposals Due:4:00 p.m. June 16, 2018

Technical Committee Review, Evaluation, and Recommendation:June 16-17, 2018

Selected Contractor Announced (WDB Approval)By June 18, 2018

Contract Starts:July 1, 2018

F. Proposal Format and Copies

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

WIOA TITLE I One-Stop Operator

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, typed, with 1" margins and securely bound, but not in binders. All pages, including attachments, must be numbered consecutively for easy reference, and a table of contents must be included. The page limit is 10 not including required attachments. One (1) clearly marked original and 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 Review and Evaluation Process.

- **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, if required, are complete and any 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.

Proposals will be ranked based on evaluation criteria outlined in the RFP. These rankings will be for the recommendation for funding. If no response adequately addresses the RFP as evidenced by failure to meet the minimum points required for contracting, the Technical Review Committee may recommend that no award be made.

- Phase III - Recommendations

Recommendations will be considered by the Full Board or Executive Committee by June 18, 2018. Final decisions for contracting will be announced by June 20, 2018.

2. Proposal Evaluation Criteria

The Technical Review Committee will evaluate each submitted proposal based on but not limited to demonstrated experience, capability and narrative description of proposal approach to the RFP deliverables. The rating scale will include:

1. Understanding/Implementation of Continuous Improvements	10 points
2. Understanding WIOA and the Local Workforce System	20 points
3. Stakeholder Engagement Strategies	30 points
4. Development of Partnership Reports and Outcomes	10 points
5. Experience in Convening and facilitating diverse partners to an outcome	5 points
Total	75 points

The maximum number of points available is 75 points. Proposers must score a minimum of 65 points to be considered for a contract. Please see page 14 for scoring sheet and criteria.

Final selection will be made under the authority of the Western Wisconsin Workforce Development Board, Inc.

H. Procurement Information

1. 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. Duplication of services would, therefore, be avoided.

2. 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, reject, or modify any or all proposals received as a result of this notice of RFP, or to or to cancel, modify or reissue in part or 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, and to reject any or all proposals 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.

3. 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.

4. Disqualification

Proposals not meeting the initial preliminary review will be disqualified. Additionally proposal 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.

5. Appeal

Applicants will receive written notice advising them of Western WDB selection from this RPP. Non-selected applicants have the right to file one (1) original 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 and all specific reasons for that appeal or disqualification must be based on one or more of the following:

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

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

Appeals 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. Those appealing must confirm timely receipt by calling (608) 789-5499.

The Western WDB Chairperson will review the original appeal and determine whether or not the appeal meets one of the established criteria. The applicant will receive written notice advising as to whether or not their original appeal has been accepted or rejected within ten (10) calendar days from the appeal date.

In the event Western WDB Chair's response is not satisfactory to the applicant; one (1) subsequent appeal to the Chief Local Elected Official is permitted. 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 to:

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

For appeals denied by the Western WDB Chairperson, the proposer shall have the right to appeal the decision to the. The written appeal must be based on one or more of the factors listed above and must fully explain the basis for appealing the Western WDB Chairperson's denial. The written appeal to the CLEO must be sent by a traceable delivery services with a signature required and received in that office no later than five (5) days after the appeal is denied by the Western WDB Chairperson. 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. Overview of System

The Western Wisconsin Workforce Development Board is a 501(c) (3) private, nonprofit corporation serving nine Counties: Buffalo, Crawford, Jackson, Juneau, La Crosse, Monroe, Trempealeau and Vernon Counties. Workforce boards were created by Congress, and most recently, re-certified through the federal Workforce Innovation and Opportunity Act of 2014. WIOA brings together, in strategic coordination, the core programs of federal investment in workforce development.

Funds for one of those core programs, Title 1 Adult, Dislocated Worker, and Youth Programs, are directed to Western WDB, which in turn contracts with local organizations to deliver services through local Job Centers. Job Centers are public/private ventures that combine the resources of multiple organizations into a one-stop employment and training facility for job seekers, workers, and employers. The co-location and/or integration of employment and training services are integral to effective and efficient delivery.

WIOA requires the Western WDB to competitively select a “one-stop operator” to support the coordination of services within the regional job center system. Job Center customers, both jobseekers and employers, can currently access services at two comprehensive (C) job centers:

- Workforce Development Center Western Wisconsin
2615 East Avenue South, Suite 101, La Crosse
- Western Wisconsin Job Center
120 East Milwaukee Street, Tomah

The Job Centers are “one-stop” access points for customers. Job seekers can utilize resource rooms stocked with computers, copiers, and job search materials, attend workshops on resume development, interviewing skills, and computer basic skills, receive one-to-one job search assistance, career assessment and counseling, and access training funds to improve skills. Businesses post job openings, access training funds (on-the-job or customized) to upgrade the skills of their workforce, and use the Job Centers to conduct recruitment events, get tax credit information, access outplacement services for dislocated employees and get connected to other community and economic development resources.

B. PURPOSE OF THE ONE-STOP OPERATOR

WIOA aims to further enhance the quality of the one-stop center system by continuing to align investments in workforce, education, and economic development to regional in-demand jobs. The new law places greater emphasis on local resource coordination to better meet the needs of jobseekers, incumbent workers, and employers. This includes cultivating and strengthening the partnerships and strategies necessary for optimum performance and outcomes. WIOA identifies a wide range of federally funded employment and training programs which are required partners

of the Job Center system. The One Stop Operator will be integral in coordinating the service delivered by these partners in a more cohesive, effective manner. The mandated partners in the region include:

REQUIRED PARTNER	PROVIDER
WIOA Title I Adult & Dislocated Worker	Workforce Connections, Inc.
WIOA Title I Youth	WisCorps
WIOA Title II Career & Technical Education:	Western Technical College Southwest Technical College
WIOA Title III/Trade Act/Unemployment Compensation/Wagner Peyser	Wisconsin Department of Workforce Development – Job Service
WIOA Title IV Vocational Rehabilitation	Wisconsin Department of Workforce Development – Division of Vocational Rehabilitation
Title V Older Americans:	Workforce Connections, Inc.
Temporary Assistance to Needy Families:	Workforce Connections, Inc.
Youth Build	Western Technical College
Migrant and Seasonal Farmworker:	Wisconsin Department of Workforce Development – Job Service
Section 166 Native American Programs	Ho-Chunk Nation

C. ROLE OF THE ONE-STOP OPERATOR

This One-Stop delivery system strives to align, coordinate and integrate programs and services and to foster demand-driven skills attainment which meets the needs of jobseekers and businesses. One-Stop partners administer separately funded programs in a collaborative manner. The primary delivery system of One-Stop services is through the Job Centers, though those services are connected to other methods of access and referrals.

The One Stop Operator, in a contractual role, coordinates system delivery of services, monitors performance progress, and ensures continuous improvement of the system as a whole.

Deliverables - Specifically, the Operator will:

1. Convene up to twelve meetings per year of mandated partners (OSO Taskforce) to support implementation of the Memorandum of Understanding (MOU). The Operator will develop and post meeting agendas, facilitate meetings. The One-stop Operator, if an individual entity, in itself does not have input or voting rights on the OSO Taskforce. Consortium partners would retain voting rights.
2. Maintain the schedule of workshops provided at the centers, publish a monthly calendar and ensure that the calendars are sent to all providers on a monthly basis for posting on websites.
3. Assist the Western WDB in the development of appropriate mechanisms to collect and report progress and performance of partners and services across the system.
4. Assist the Western WDB in development and implementation of the WIOA-required Job Center certification process.

D. PROGRAM DESIGN - Responses

1. If this is a consortium proposal, name the lead agency and other partners, and describe the role each will play in the One-Stop Operator functions.
2. Please describe your organization's or the consortium partners' understanding and experience in workforce development, including the local system, and/or of WIOA.
3. If the responder is a single entity, describe any conflicting relationships you may have, (for example an organization that is a mandatory partner or service provider for a mandatory partner). Explain how will you provide a firewall between participating as a mandatory partner and providing the one-stop operator service.
4. Provide an overview of your organization's or consortium partners' previous experience facilitating diverse stakeholder groups to a common goal or outcome. What will be the approach to navigating and resolving challenging partnerships? How will you ensure involvement of all the partners?
5. Describe your expected client engagement approach. What will be the frequency and methods of communication? How will meeting agendas be developed and how will approved actions be executed?
6. Explain the WDB engagement approach. What will be the frequency and methods of communication? How will you ensure that the WDB is comprised of any action taken at the OSO Taskforce in order to gain any necessary approvals.
7. Outline how your understanding of and approach to continuous improvement will result in continuous improvement of the OSO and the WDB OSO Taskforce.

E. BUDGET INFORMATION

The WDB has targeted \$4,500 in funding for this contract.

1. Please fill out the required Budget Attachments – FORM

2. Budget Narrative – Provide a budget narrative that outlines how each cost was calculated and the justification for each. These must be inserted immediately after Form B2.

F. REQUIRED FORMS

Please Attach (in addition to budget forms)

- FORM A Cover Sheet – FORM A
- FORMS B Budget
- FORM C Assurances

**FORM A - COVER SHEETS
Agency Identification Form**
PROPOSER AGENCY INFORMATION

Agency Name	Contract Period July 1, 2018 to June 30, 2020								
Agency Address	FEIN Agency Fiscal Year <input type="checkbox"/> Calendar <input type="checkbox"/> Other (If Other Specify)								
Agency Type (Check all that Apply) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Government</td> <td><input type="checkbox"/> County</td> </tr> <tr> <td><input type="checkbox"/> Private, For Profit</td> <td><input type="checkbox"/> Tribe</td> </tr> <tr> <td><input type="checkbox"/> Private, Not for Profit</td> <td><input type="checkbox"/> Consortium – Specify Lead Agency and type)</td> </tr> <tr> <td><input type="checkbox"/> Educational Entity</td> <td><input type="checkbox"/> Other (Specify)</td> </tr> </table>		<input type="checkbox"/> Government	<input type="checkbox"/> County	<input type="checkbox"/> Private, For Profit	<input type="checkbox"/> Tribe	<input type="checkbox"/> Private, Not for Profit	<input type="checkbox"/> Consortium – Specify Lead Agency and type)	<input type="checkbox"/> Educational Entity	<input type="checkbox"/> Other (Specify)
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<input type="checkbox"/> Private, Not for Profit	<input type="checkbox"/> Consortium – Specify Lead Agency and type)								
<input type="checkbox"/> Educational Entity	<input type="checkbox"/> Other (Specify)								

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



FORM B1- Budget should be for the period July 1, 2018 to June 30, 2019

WIOA One Stop Operator	Budget Dollar Amount	Leverage Resource Dollar Amount
ADMINISTRATION (10% OF FUNDING MAXIMUM)		
Administration Staff Salaries		
Administration Staff Fringe Benefits		
Indirect Cost Rate or De Minimus		
Total Administration	0	0
OPERATIONS		
Program Staff Salaries		
Program Staff Fringe Benefits		
Staff Travel and Development		
Equipment and Repairs		
Supplies		
Resource Materials		
Meeting Expense		
Facilities		
Telephone		
Postage and Printing		
Participant Outreach		
Information Technology		
Subscriptions and Fees		
Insurance		
Subcontracts		
Other (Please outline below)		
Total Operations	0	0
TOTAL BUDGET	0	0



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.

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.

Name	Title	Date
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PROPOSAL RATING SHEET

Please use ink.

Agency Name _____
(proposal submitter)

	Points Possible	Points Scored
PROGRAM DESCRIPTION (Plans should address deliverables to be responsive)		
Reponses to Understanding WIOA and the Local Workforce System deep knowledge of the one-stop system, shared responsibilities and services	10	
The Proposer has demonstrated effectiveness in facilitating diverse partners to reach an expected, collaborative outcome.	20	
The proposer has outlined strategies that will garner effective stakeholder engagement	30	
The proposer has outlined methodical approach for WDB engagement that will result in actions being approved on a timely basis	10	
The proposer understands and has a proven approach to proactive continuous improvement.	5	
TOTAL	75	

GRAND TOTAL _____ / 75

Proposers must score a minimum of 65 points to be considered

Additional Comments:

Rater's Signature _____

Date _____



PROPOSAL CHECKLIST

PROPOSER'S CONFERENCE	Included/Done
Submit questions to be answered by June 10, 2018.	
RFP FORMAT	
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	
RFP NARRATIVE (Limited to 10 pages)	
Program Design - Responses	
Budget Information	
RFP FORMS	
Cover Sheet – FORM A – Use as Cover Sheet	
INSERT IMMEDIATELY AFTER PROGRAM NARRATIVE	
FORM B – Budget Form	
FORM C – Agency Assurances	

APPENDIX I Provisions and Disclaimers

Western Wisconsin Workforce Development Board, Inc.

1. All solicitations are contingent upon availability of funds.
2. This RFP is for 24 months.
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. This RFP is for WIOA services and other related programs and funding streams which may become available to Western WDB during this funding period.
7. Western WDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
8. Western WDB may select a service provider based on its initial proposal received, without discussion 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.
9. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
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 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.
19. 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.

APPENDIX I – page 2

20. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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 WDBSCW.
27. Contracts will be cost reimbursement only. Developed budgets shall define anticipated costs associated with the delivery of proposed service plan.
28. 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.
29. 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 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.
30. The Western WDB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
31. 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.
32. Applicants are advised that most documents in the possession of the Western WDB are considered public records and subject to disclosure.