

# Southern Georgia Workforce Development Board

## Request for Proposal One-Stop Operator Services #08-20

Issue Date: April 14, 2020

Submission Deadline: May 7, 2020 @ 12:00pm

Program Year 2019 Contract Period: July 1, 2020 - June 30, 2021

RFP Program Operation: July 1, 2020- June 30, 2021

*The Southern Georgia Workforce Development Board/Southern Georgia Regional Commission is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary Aids and Services are available upon request to persons with disabilities.*

## SCHEDULE OF EVENTS

Notice of Availability Issued	April 14, 2020
RFP Package Available	April 14, 2020
Bidder's Conference*	April 23, 2020
Deadline for Proposals	May 7, 2020 – 12 pm (Noon)
Review & Selection Period	May 7, 2020 – May 13, 2020
Notification to Proposers	May 18, 2020
Contract Negotiations	May 18, 2020 – May 29, 2020
Program Begins	July 1, 2020

\*Registration is requested for the Bidder's Conference which will be held telephonically. Please email Savannah McClellan at [smcclellan@sgrc.us](mailto:smcclellan@sgrc.us) to make your reservation.

***For information and/or a proposal package, contact:***

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Southern Georgia Regional Commission  
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Waycross, GA 31503  
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## **Section I - Project Overview**

The purpose of this Request for Proposal (RFP) package is to solicit proposals to provide services under the guidelines of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-138). The Southern Georgia Regional Commission (SGRC), as fiscal/administrative entity for the Southern Georgia Workforce Development Board (WDB), requests proposals from qualified organizations to perform One-Stop Operator (OSO) duties and functions. Primary responsibilities will be the coordination of the service delivery of required One-stop partners and service providers within the One-Stop and affiliate sites of the Southern Georgia Workforce Development Area (WDA) utilizing the negotiated Memorandum of Understanding (MOU) as the basis for coordination.

The Southern Georgia WDA consists of the counties of Atkinson, Bacon, Ben Hill, Berrien, Brantley, Brooks, Charlton, Clinch, Coffee, Cook, Echols, Irwin, Lanier, Lowndes, Pierce, Tift, Turner and Ware. The Southern Georgia WDA will have one Comprehensive One-Stop Center (COS) which will be located in Valdosta, Georgia (Lowndes County). The Georgia Department of Labor (GDOL) Valdosta Career Center has been designated by the Southern Georgia WDB to serve as the COS facility pending certification utilizing criteria provided by the State Workforce Development Board (SWDB). The OSO will be located at this facility. There may be additional affiliate sites. The OSO will have the responsibility in those affiliate sites as well. As these are identified and certified by the WDB, the OSO will be notified of such action.

### **Funding Availability and Length of Project**

The SGRC will award funds to one entity (or consortium) to promote the continuity and coordination of services identified in this RFP. The WDB will award an initial contract to the successful respondent effective July 1, 2020 through June 30, 2021 with an annual budget not to exceed \$85,000.

### **Contract/Program Period**

The contract will be on a State of Georgia fiscal year and will begin on July 1, 2020 and end June 30, 2021. The contract will have options to renew for three (3) additional years through June 30, 2024. The annual renewal of the contract shall be based on availability of funds, satisfactory performance during the preceding year, resolved monitoring and/or auditing issues, successful contract negotiations, and the Workforce Development Board approval.

The scheduled begin date for the proposal selected for funding is July 1, 2020. However, the SGRC reserves the right to fund proposals received from this solicitation at a later date without the issuance of an additional request for proposal package. Furthermore, this RFP does not commit the SGRC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. The SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

### **Eligible Contractors**

As per WIOA sec.121(d)(2) to be eligible to receive funds made available under this subtitle to operate a one-stop center referred to in subsection (c), an entity (which may be a consortium of entities):

1. Shall be designated or certified as a one-stop operator through a competitive process; and
2. Shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area, which may include

- a) An institution of higher education;
- b) An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) on behalf of the local office of the agency;
- c) A community-based organization, nonprofit organization, or intermediary;
- d) A private for-profit entity;
- e) A government agency; and
- f) Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Exception – Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

Additional Requirements – The State and the Southern Georgia WDB shall ensure that in carrying out activities under this title, one-stop operators- (a) disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers; (b) do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and (c) comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.

**(NOTE: This RFP does not allow for profit)**

Further, the Southern Georgia WDB will declare entities ineligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

For more information on eligibility, see US Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter (TEGL) WIOA No. 15-16, Competitive Selection of One-Stop Operators, released January 17, 2017 found at:

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_15-16\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15-16_Acc.pdf).

**Disclaimer**

The Southern Georgia WDB reserves the right to withdraw this RFP at any time for any reason, and to issue clarifications, modifications, and/or addenda, as it may deem appropriate.

This RFP does not commit SGRC to award a contract or to pay any costs incurred in the preparation of proposal(s) in response to this request. SGRC reserves the right to accept or reject any or all proposals received as a result of this procurement process.

**Type of Contract**

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.

## **Contact Person**

Clarifying questions about this package and the RFP process may be directed to Savannah McClellan, WIOA Program Assistant, Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503, and (912) 285-6097 or by email at [smcclellan@sgrc.us](mailto:smcclellan@sgrc.us).

## **Definitions**

- 1) The term “WDB” means the Southern Georgia Workforce Development Board.
- 2) The term “SGRC” means the Southern Georgia Regional Commission.
- 3) The term “WIOA staff” means staff of the SGRC.
- 4) The term “Solicitation” or “RFP” means this Request for Proposal, indicating that the procurement is advertised.
- 5) The terms “Offer”, “Bid”, and “Proposal” mean the response to this RFP. “Offeror” and “Bidder” refer to the organization submitting that response.
- 6) The terms “Service Provider” and “Contractor” refer to a successful offeror selected by the WDB that has entered into a contract with SGRC to provide services to eligible participants.
- 7) The term “WDA” means Workforce Development Area.
- 8) The term “OSO” means One-Stop Operator.
- 9) The term “COS” means Comprehensive One-Stop Center.



## Section II - Background

### **Background Information**

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed WIOA, the first legislative reform of the public workforce system in more than fifteen (15) years, by a wide bipartisan majority. Every year, the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. WIOA supersedes the Workforce Investment Act (WIA) and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

This federal law was implemented to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. The purpose of the WIOA Program is to provide allowable workforce development activities to eligible clients that will increase employment retention and earnings of participants, and increase occupational skill level attainment by participants. As a result, successful application of these activities will improve the quality of Georgia's workforce and enhance the productivity and competitiveness of the State and Nation.

The Workforce Innovation and Opportunity Act of 2014 defines the required activities authorized for One-Stop Operators.

The establishment of a One-Stop delivery system is a cornerstone of the reforms contained in Title I of WIOA. The One-Stop system is designed to enhance access to services and improve long-term employment outcomes for individuals seeking assistance. The regulations define the system as consisting of one or more comprehensive, physical American Job Center(s) in a local area that provide core services as specified in WIOA. A copy of the WIOA and regulations can be accessed via the U.S. Department of Labor website at <https://www.doleta.gov/WIOA/>.

The WIOA system is built around the following key principles:

- Increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market;
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system;
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages; and to provide employers with the skilled workers they need to succeed in a global economy;
- Promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers;
- Increase the prosperity of workers and employers and the economic growth of communities,

regions, and states, and the global competitiveness of the United States;

- Provide workforce activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, and meet the skill levels required by business and industry in the WorkSource Southern Georgia Area, for purposes of Title I.

### **State Governance**

The Technical College System of Georgia, Office of Workforce Development (OWD) is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through WIOA. To learn more about OWD please visit <https://tcsq.edu/worksource/>.

The State Workforce Development Board (SWDB) is the policy and planning body for workforce development activities throughout Georgia. The SWDB has oversight responsibility specific to use of WIOA fund including creating policies and setting performance standards. The broader role of the SWDB is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers and are responsible to business needs. To learn more about the SWDB please visit <https://tcsq.edu/worksource/state-workforce-development-board/>.

### **Local Governance**

The Local Workforce Development Board (WDB), whose members are appointed by the Council of Chief Local Elected Officials of Southern Georgia (CLEO's) oversees the activities in Local Workforce Development Area 18/Region 11. The board is composed of business leaders throughout the area, public agency leaders and other partners required by WIOA. Private sector leaders constitute a majority of the members of the WDB.

The vision of the WDB is to empower Southern Georgia employers, individuals, and communities to prosper and grow the region's economy through a workforce system that is inherently customer-centered, seamless and effective.

The mission of the WDB is to establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

## Section III – Schedule of Events, Instructions & Conditions

### Schedule of Events

Notice of Availability Issued	April 14, 2020
RFP Package Available	April 14, 2020
Bidder's Conference	April 23, 2020 @ 11:00am
Deadline for Proposals	May 7, 2020 – 12 pm (Noon)
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Program Begins	July 1, 2020

### Preparation of Proposals

- Bidders are expected to examine the Bid Requirements and all instructions. Failure to do so will be at the bidder's risk.
- Bidders shall prepare their offers as described in Section III and IV of this solicitation. All attachments and/or addenda must be clearly labeled and appropriately referenced in the body of the offer.
- Bidders are encouraged to make their offers concise.

### Bidders Conference

A bidder's conference will be held on April 23, 2020 at 11:00 am. The call in number is (781) 448-4424 and the PIN is 36091. Please register by emailing Savannah McClellan at [smcclellan@sgrc.us](mailto:smcclellan@sgrc.us).

Please Note: Questions asked and answered provided at this conference **will not be** reduced to writing and forwarded to those Bidders not in attendance.

### Explanation to Bidders

Requests for additional details will be honored between April 14, 2020 and May 6, 2020. All requests must be made in writing and sent to Savannah McClellan @ [smcclellan@sgrc.us](mailto:smcclellan@sgrc.us). Requests will be logged to include date, time, organization, and nature of the request. Responses will be provided in writing and emailed from our offices within three working days. Any explanation or information given to any prospective bidder concerning a solicitation will be made available to all prospective Bidders as an amendment to the solicitation, if lack of such information would be prejudicial to uninformed Bidders.

**THIS IS A COMPETITIVE PROCUREMENT, THUS WIOA STAFF WILL PROVIDE CLARIFYING INFORMATION, BUT THEY ARE NOT AVAILABLE FOR EXTENSIVE TECHNICAL ASSISTANCE OR ADVICE.**

### Unsolicited Proposals

RFP's will be available only during the solicitation period (March 19, 2019 – April 23, 2019). The SGRC will not consider any unsolicited proposals for Program Year 2020 funding. Bidders not meeting the May 7, 2020 deadline must wait to submit proposals until another solicitation is issued.

## **Due Date & Time**

Proposals responding to this RFP package are due by Thursday, May 7, 2020 at 12:00 p.m. (Noon). Proposals must be officially received at the Southern Georgia Regional Commission, 1725 South Georgia Parkway West, Waycross, Georgia 31503 no later than 12:00 pm or it will not be considered.

## **Delivery Requirements**

Proposals must be mailed or hand delivered to the SGRC.

## **Proposals received via fax or email will not be considered.**

### 1) Mailed Proposals

Bidders may choose to mail their bids or employ a commercial delivery service. Mailed proposals must be received by the SGRC office by the deadline date and time. No consideration will be taken for proposals that are delayed due to reasons outside the control of the proposer. A "Notice of Receipt of Proposal" which will indicate the date, time of delivery, and number of copies submitted will be mailed and/or emailed to the bidder.

### 2) Hand Delivered Proposals

Bidders may choose to deliver their proposal in person to the indicated office. Bidders who deliver their bids should obtain a "Notice of Receipt of Proposal" which will indicate the date, time of delivery and number of copies submitted. The WIOA staff will also record the proposal delivery on a log, which will be removed and "red-lined" at the exact hour specified in the solicitation as the deadline for receipt of offers. Hand delivered bids are to be received exclusively by the following SGRC staff: Jackie Bennett, Kim Vining, Savannah McClellan or Roberta Lovett. No other WIOA or SGRC staff area authorized to accept hand delivered proposals.

## **Number of Copies**

Six (6) paper, one with original signature(s), and one (1) flash drive copy **must** be submitted. *If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.*

## **Section IV - General Requirements for Proposers**

This section includes the requirements for proposers and contractors. Proposers should read it carefully before developing a proposal.

### **Funding**

A proposal funded under this Request for Proposal package will be funded under provisions of the Workforce Innovation and Opportunity Act, Public Law 113-128. Funding is contingent upon the availability of WIOA funds. Proposers must comply with requirements of Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA), as amended, all pertinent USDOL regulations including Department of Labor CFR Chapter II, Part 2900 et al. (TEGL NO. 15-14 issued December 19, 2014), and OMB Circular Part 230, 225, or 220.

The Workforce Development Board (WDB) reserves the right to fund proposals under funding sources (if available) other than the sources identified in this Request for Proposal package.

### **Budget**

The proposal must include a detailed line-item budget with appropriate narrative descriptions. Attachments B, B-1, B-2 and B-3 will guide the proposer through the details required for the proposal.

The budget will be evaluated based on cost-effectiveness and completeness. Staff salaries should be competitive with salaries for comparable positions in the Southern Georgia region. The method of calculation should be provided for each item.

Please Note: Property/Equipment purchased with WIOA funds must be used for purposes authorized under WIOA. All property/equipment purchased by a service provider with WIOA funds shall become property of the WDB. Purchases must be approved prior to purchase by the WIOA Director.

### **Organizational Capacity/Demonstrated Performance**

Service providers must provide the WDB with a written statement of demonstrated performance. This statement should include:

- 1) Reasonableness of Cost – a summary of how costs were determined and why they are necessary.
- 2) Record of Performance – a summary of the service provider's prior experience and performance. For this item, please complete *Attachment D, Record of Experience/Performance*.

### **Code of Conduct**

The proposer shall avoid conflicts of interest, real or apparent, and shall adhere to the following code of conduct. Proposers found violating this code of conduct will not be funded. No officer, employee, or agent of the proposer shall:

- 1) Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors under recipient contractor; or

- 2) Participate in the selection, award, or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
  - i. the officer, employee, or agent;
  - i. any member of his or her immediate family;
  - ii. his or her partner; or
  - iii. a person or organization, which employs, or is about to employ, any of the above.

### **Financial Requirements**

Proposers must complete *Attachment E, Statement of Financial Capability*, and submit it with the proposal. The proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

Proposers must demonstrate the ability to repay disallowed costs. Proposers must provide assurance that all financial personnel are bonded. Resumes/qualifications of all financial and accounting personnel must be submitted with the proposal. Financial resources and capacity must be fully explained in the proposal. A pre-award survey of new contractors will be conducted prior to the execution of a contract.

### **Audit**

One copy of the proposer's last two (2) years of audits must be attached to the proposal with original signatures. It is not necessary to attach a copy of the audits to each copy of the proposal. Prior to contract negotiations, SGRC staff and/or the SGRC's auditor will review the audits. If your organization is not required (by its current funding source or the Single Audit Act) to have an audit, please submit a compilation report on the organization's financial statement. The compilation report must be prepared by a certified public accountant and must be completed for the two most recently completed fiscal years.

Selected contractors must agree to maintain an auditable fiscal system and to submit within 180 days of the close of its fiscal year, the most recent financial and compliance audit to the SGRC in accordance with Generally Accepted Government Auditing Standards (GAGAS), Single Audit Act and OMB Uniform Guidance. The contractor agrees to include in their audits a schedule prepared by their auditor detailing program income and/or profits negotiated. If profit is greater than the percentage negotiated SGRC reserves the right to reexamine the reasonableness of the profits negotiated.

Local Governments and institutions of higher education and other non-profit organizations that expend \$750,000 or more in total Federal funds must have an annual audit conducted in accordance with the Uniform Administrative Guidance 2 CFR Part 200. Organizations operating on a profit basis that expend more than the minimum level specified in the Uniform Administrative Guidance 2 CFR Part 200 (\$750,000) must have either:

- 1) A program specific financial and compliance audit conducted and prepared in accordance with government auditing standards: or
- 2) An organization –wide audit that includes coverage of the WIOA.

These audits must be conducted annually by an independent auditor. The cost for the audit may be included in the proposal budget. Technical colleges will develop and complete a reconciliation form that must accompany the audit review. The date on these forms must be tied to the audit report and signed off by the school's auditor.

Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits. Technical colleges will develop and complete a reconciliation form that must accompany the audit review. The date on these forms must be tied to the audit report and signed off by the school's auditor.

### **Program Income**

Program income earned on any contract must be used to further program objectives only. Program income is defined as income received by the service provider directly generated by an activity or earned only as a result of the contract. Such earnings include fees from services performed or from conferences, sale of commodities or items fabricated, income from the use or rental of real or personal property acquired with grant funds, revenues earned by a governmental or private non-profit contractor in excess of actual costs incurred in providing services, and interest income.

The service provider must account for program income and report this income to the SGRC monthly. The service provider may retain the program income, provided it is used only for purposes that are authorized under the contract. If contractors cannot use the program income as described above, it must be paid to the SGRC with the submission of the closeout invoice.

### **Invoices and Payment**

The proposer who is awarded a contract will submit a monthly invoice to the SGRC to collect funds earned against the contract. The SGRC will provide the invoice form. The invoice is due by the 10th calendar day of the following month. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A final invoice is due to the SGRC no later than 15 calendar days after the end of the contract period.

### **Assurances, Certifications, and Indemnification**

The proposer who is awarded a contract must sign a standard contract document. The document specifically outlines federal laws and regulations along with the responsibilities of the service provider. Proposers may request a sample copy for review. Any proposed changes must be submitted with the proposal.

### **Nondiscrimination and Equal Employment Opportunities**

Service providers shall comply fully with the non-discrimination and equal opportunity provisions in section 188 of the Workforce Innovation and Opportunity Act and with the Civil Rights Act of 1964 and its amendments, the Age Discrimination Act of 1974, as amended, which state that no person in the United States shall, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to,

or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individuals citizenship status or participant in any WIOA Title I-financially assisted program or activity.

### **Prevention of Fraud/Misapplication of Funds/Gross Mismanagement**

To ensure the integrity of WIOA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost participants," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of participants for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, unsuitable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be defined later. If service providers violate these abuse standards, the SGRC may cancel the contract.

### **Monitoring and Evaluation**

The SGRC staff will monitor and evaluate programs and activities throughout the contract period. A minimum of one on-site visit will occur during the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Service providers must allow SGRC staff full access to all files and records relating to WIOA programs. The SGRC will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions. Service providers must develop corrective action plans and respond in writing to required corrective actions.

### **Internal Monitoring**

Service providers must periodically monitor all of their activities. Programmatic, performance, financial, and compliance monitoring must be completed and documented. Proposers must explain their monitoring plans, including how, when, and who will monitor WIOA activities in their organization.

### **Retention of Records**

Service providers shall maintain copies of all financial records, including cancelled checks, invoices, purchase orders, payroll register, books of account, and any other financial record. Appropriate records of a client's participation in a WIOA program, including verification of eligibility, referral information, etc. must be maintained. Service providers shall retain such records for a period of six (6) years from the end of the contract and/or the end of the program year in which the participant exited.

### **Contract Type/Allowable Costs**

Cost reimbursable contracts are requested. In a cost reimbursable contract, the service provider is reimbursed for the actual costs incurred in operating the program if those costs are consistent with the approved budget, which is incorporated into the contract.



- 1) Bidders may request reimbursement for the employer's share of staff deductions.
- 2) Specific documentation must be maintained and submitted to back-up requests for reimbursement of all program costs. (Both requested reimbursed expenses and in-kind donated expenses.)
- 3) Contractor is responsible for paying all program costs and may request reimbursement of program costs at the end of each month. Requests for reimbursements should be completed on a standard LWDA invoice form a copy of which will be included in the contract package.
- 4) All contractors and subcontractors will be required to comply with the Georgia Illegal Immigration Reform and Enforcement Act. Contractors and subcontractors must obtain an affidavit for any service provided that ensures the service provider uses e-verify on all employees. This affidavit and a copy of a non-expired license of the person supplying the services must be turned in with all invoices in order to be reimbursed.

### **Subcontracts**

If a proposer anticipates using subcontractors to provide any service proposed, the proposal must clearly identify those subcontractors, their specific responsibilities, and the planned budget. The service provider shall not subcontract all services and activities required by this RFP. Copies of the sub-agreements negotiated with a subcontractor must be approved by the SGRC prior to signature on the contract and execution of services. Subcontractors, prior to SGRC approval, must meet all licensing requirements and provide all required documents, certifications and insurance as required by the lead Contractor/Proposer, and shall agree to comply with the Standard General Provisions and all Federal, State regulations and all WDB policies and procedures. Any failure by the Subcontractor to meet all licensing requirements or to provide all required documents, certifications or insurance by the Contract date shall be considered a violation of the RFP and the Contract shall not be awarded until such violation is cured after ten (10) days written notice, or then at the option of the WDB, the Contract may be awarded to the next ranked Proposer recommended for funding, if any.

### **Insurance**

The proposer must provide prior to contracting the following insurance coverages. Proof of all of the above coverages should be provided by Certificate of Insurance listing as the certificate holder Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board at the address of 1725 South Georgia Parkway West, Waycross, Georgia, 31503. The certificate should further state Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as listed as an additional insured for the Fidelity Bond, General Liability, and Automobile Liability coverages. They should also state that a waiver of subrogation in favor of Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board is provided. Under the cancellation clause, the words "will endeavor" should be removed and the insurance company will be responsible to mail the certificate holder 10 days' notice of cancellation.

- 1) Fidelity Bond - A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment for program costs is bonded to provide protection against

loss. Bond coverage shall be for \$100,000 or fifteen (15) percent of the contract amount whichever is greater, and must be maintained during the life of the contract.

- 2) General Liability – The Proposer must provide general liability in the amount of \$500,000 CSL. This policy should list Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as an additional insured and provide a waiver of subrogation.
- 3) Worker’s Compensation - The Proposer must provide prior to contract the worker’s compensation coverage per the applicable state requirements.
- 4) Automobile Liability - The provider must provide prior to contracting automobile liability insurance in the amount of \$500,000 CSL. This policy should list Southern Georgia Regional Commission and the Southern Georgia Workforce Development Board as an additional insured and provide a waiver of subrogation.

### **Training Sessions and Meetings**

The SGRC holds training sessions and meetings periodically. In addition to providing training, these meetings are to disseminate information, facilitate coordination among service providers, and obtain input from service provider staff about WIOA programs in the local area. At least one staff member representing each service provider must attend these meetings.

### **Appeal Procedures**

Proposers who wish to appeal the final funding decision may do so. Proposers must document specific factors (e.g., conflict of interest, nepotism), which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Southern Georgia WDB reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

### **Debarment, Suspension, Ineligibility and Voluntary Exclusion**

Proposers must complete and include *Attachment I, Certification Regarding Debarment*, in each proposal submitted to the SGRC.

### **Lobbying**

Proposers must complete and include *Appendix H, Certification Regarding Lobbying*, in each proposal submitted to the SGRC.

### **Non-Duplication of Services**

Funds provided under the Workforce Innovation and Opportunity Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

## Section V - Proposal Format

The proposal must be in the following format. *If this requirement is not met, the proposal will be determined non-responsive and will not be considered for funding.*

### **1. Proposal Cover Sheet (Attachment A)**

The first page of the proposal must be *Attachment A: Proposal Cover Sheet*. An official legally authorized to act on behalf of the proposing agency must sign the Proposal Cover Sheet. The signature of this individual will serve as certification that the cost data contained in the proposal is accurate and complete.

### **2. Budget Information (Attachment B, B-1, B-2 and B-3)**

Complete and attach *Attachment B Budget Summary, Attachment B-1 Budget Detail and Attachment B-2 Budget Narrative*. Also included in this request is Attachment B-3 Budget Instructions, which should be read carefully by the proposer.

### **3. Project Narrative (Attachment C)**

Complete and attach *Attachment C: Project Narrative*.

### **4. Record of Experience/Performance (Attachment D)**

Complete and attach *Attachment D: Record of Experience/Performance*.

### **5. Statement of Financial Capability (Attachment E)**

Complete and attach *Attachment E: Statement of Financial Capability*.

### **6. Project Detail (Attachment F)**

Complete and attach *Attachment F: Project Detail*.

### **7. Program Management (Attachment G)**

Complete and attach *Attachment G: Program Management*.

### **8. Certification Regarding Lobbying (Attachment H)**

Complete and attach *Attachment H: Certification Regarding Lobbying*.

### **9. Certification Regarding Debarment (Attachment I)**

Complete and attach *Attachment I: Certification Regarding Debarment*.

### **10. Sub-Contractor Affidavit (Attachment J)**

Complete and attach *Attachment J: Subcontractor Affidavit*.

### **11. Coordination/Linkages/Collaboration (Attachment K)**

Complete and attach *Attachment K: Coordination, Linkages and Collaboration*.

Please note the following attachments are for informational purposes. Therefore, **DO NOT RETURN** them with your proposal.

- Attachment L: Past Performance Evaluation for Contractors with the SGRC
- Attachment M: Proposal Responsiveness Checklist
- Attachment N: Review Criteria
- Attachment N-1: Review Criteria Instructions & Guidelines

## Section VI –Scope of Work

The purpose of this Request for Proposal (RFP) is to identify and fund an entity to “coordinate service delivery of the required One-Stop American Job Center (AJC) partners and service providers in the workforce system” (WIOA 678.620).

The OSO is responsible for general operations of the One-Stop Center as required in 29 U.S.C. § 2864 (c)(2)(A)), 20 CFR § 463.620(a), and 20 CFR § 361.620(a). Overall operation of the One-Stop Center includes entering into agreements with the partners co-located in the center; cost allocation plan(s); service mix and flow; planning and monitoring center operations; and coordination with other service providers in the area.

The OSO will be required to inspire others and lead change; demonstrate extremely high levels of professionalism, integrity, and collaboration; and enhance and develop partnerships. Further, the OSO will be required to coordinate with the leadership of all required partners; however, contractor will be responsible to the Southern Georgia WDB and the Workforce Development Director. Nothing in this Scope of Work or the resulting contract shall be construed as requesting the OSO to provide direct services to jobseeker or business customers. The sole customer of the OSO will be the Southern Georgia WDB with the workforce system partners benefiting from the OSO.

### **1. Oversee Management of One-Stop Center(s) and Service Delivery**

The OSO, under contract with the SGRC, will coordinate and oversee the delivery of services within the Southern Georgia WDA to include providing “functional” coordination of AJC partner staff located in the center(s). The OSO will coordinate Partner responsibilities as defined in the Southern Georgia Memorandum of Understanding. OSO will ensure that all services are being provided in a manner consistent of any local, regional, or state plans created and/or certified by the Southern Georgia WDB. This will include both comprehensive and affiliate sites.

### **2. Ensure Coordination of Partner Programs**

The OSO will be responsible for the coordination of core and required partners in the AJC. This will include the following:

- a) Coordinating daily work schedules and work flow based upon operational needs.
- b) Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- c) Maintain and post the schedule of Partners at the One-Stop Center.
- d) Develop a One-Stop Resource Guide listing all partners, contact information, services provided, hours of operation, etc.
- e) Maintain the electronic Partner cubicle area.

### **3. Design the Integration of Systems and Coordination of Services for the Site and Partners (see definitions below)**

The OSO will be the lead for integration of available services and coordination of programs for all partners, internal and external, of the COS to improve customer service and efficiency while reducing duplication. The OSO in coordination with COS staff will develop a system to track referrals to partner programs.

*\*Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program’s authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.*

*\*\*Functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team or Business Services Team.*

*\*\*\*Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope and requirements of each program.*

#### **4. Performance**

The OSO will collaborate with the Southern Georgia WDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality of requirements of FERPA, 34 CFR 361.38, and 20 CFR part 603).

In addition, the OSO will oversee and coordinate partner, program, and One-Stop Center network performance. This includes but it not limited to:

- a) Providing and/or contributing to reports of center activities, as requested by the Southern Georgia WDB.
- b) Providing input to the formal leader (designated partner program official) on the work performance of staff providing services through the one-stop.
- c) Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status.

#### **5. Evaluate Various Customer Experiences (including but not limited to employer, job seekers, and partner staff)**

The OSO will develop and initiate Southern Georgia WDB approved evaluation processes to determine customer experiences in the comprehensive center. Evaluation methods may include on-site, as well as, on-line, must maintain confidentiality, and be timely to the customer experience. The OSO will share results and propose service strategy changes to the Southern Georgia WDB based on findings. The OSO will share results with the AJC partners to celebrate successes and address opportunities for improvement.

#### **6. Act as Liaison with the Southern Georgia WDB and One-Stop Center**

The OSO will serve as liaison between the Southern Georgia WDB and AJC partners of the comprehensive center, including for resolving customer service complaints or partner issues, proposing promising practices and disseminating general communication of Southern Georgia WDB policy/procedures.

#### **7. Define and Provide Means to Meet Common Operational Needs (e.g. training, technical assistance, additional resources, etc.)**

The OSO will meet common operational needs of the comprehensive center by developing standard operational procedures including training programs for staff. The OSO will ensure open communications with the formal leader(s) in order to facilitate efficient and effective center operations. The OSO will hold monthly planning meetings with all One-Stop Partners. Minutes of the One-Stop Partner meetings will be developed and distributed to all partners.

## **8. Manage Fiscal Responsibility for the System or Site**

The OSO will manage fiscal responsibilities and records for the center. This includes assisting the Southern Georgia WDB with cost allocations and the maintenance and reconciliation of COS operation budgets.

## **9. Write and Maintain Business Plan**

The OSO will write and maintain an annual One-Stop Business Plan for the management of the comprehensive center(s) that support the local Southern Georgia WDB Plan and Regional Plan.

## **10. Certification**

The OSO will work with the partners to ensure that State requirements for center certification are met and maintained. This will include the comprehensive and affiliate sites. The Center certification is conducted by the WDB or its directive.

## **11. Contract**

The OSO will ensure that all provisions outlined in the contract with the Southern Georgia WDB and the Southern Georgia WDB Business Plan are adhered to.

## **12. Market One-Stop Career Center Services**

The OSO will market the AJC comprehensive center(s) services in partnership with partner agencies through social media and other outlets. This will include the recruitment of additional partners to the One-Stop center.

The OSO will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career service providers, or Youth providers. The OSO cannot negotiate local performance accountability measures or develop and submit budgets for activities of the Southern Georgia WDB. The Southern Georgia WDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

## Section IX – Proposal Review

### PROPOSAL REVIEW

Two levels of review will be conducted.

#### **Level I**

First, proposals will be reviewed to determine responsiveness (*Attachment M, Proposal Responsiveness Checklist*). The following criteria must be met for a proposal to be considered responsive:

- Proposal must be received by the deadline
- Proposal must be in the required format
- Six (6) paper, one with original signature(s), and one (1) flash drive copy **must** be submitted.

#### **Level II**

Second, responsive proposals will be evaluated for competitiveness. A committee will conduct individual reviews and score proposals using the Review Criteria form provided in this RFP package, (*Attachment N: Review Criteria and Attachment N-1 Review Criteria & Guidelines*). A total score of 65 or higher on the Review Criteria and the Past Performance Evaluation combined is necessary for a proposal to be deemed competitive. The WDB will only consider competitive proposals (those scoring above 65); however, proposals with the highest score may not necessarily be selected.



## **Section X – Attachments**

- Attachment A: Proposal Cover Sheet**
- Attachment B: Budget Summary**
- Attachment B-1: Budget Detail**
- Attachment B-2: Budget Narrative**
- Attachment B-3: Budget Instructions**
- Attachment C: Project Narrative**
- Attachment D: Record of Experience/Performance**
- Attachment E: Statement of Financial Capability**
- Attachment F: Project Detail**
- Attachment G: Program Management**
- Attachment H: Certification Regarding Lobbying**
- Attachment I: Certification Regarding Debarment**
- Attachment J: Subcontractor Affidavit**
- Attachment K: Coordination, Linkages, and Collaboration**
- Attachment L: Past Performance Evaluation**
- Attachment M: Proposal Responsiveness Checklist**
- Attachment N: Review Criteria**
- Attachment N-1: Review Criteria Instructions and Guidelines**

**PROPOSAL COVER SHEET**

Southern Georgia Workforce Investment Board Contract  
Period July 1, 2020 through June 30, 2021

Name of Organization:

Mailing Address:

Contact Person:

Title:

Telephone

Fax:

E-mail:

Program/Activity:

Amount Requested:

DUNS #:

**Check all that apply:**    Minority owned       Female       Less than 500 employees

**DISCLOSURE OF FINANCIAL RELATIONSHIP**

Do you have any type of financial relationship with a WDB Board or a SGRC Staff Member?

No    Yes    If Yes, Name & Title of Person:

**ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL PACKAGE**

(Agency name) \_\_\_\_\_ does hereby accept all the terms of the Request for Proposal Package and I certify that to the best of my knowledge and belief, the cost data in this proposal are accurate, complete, and current.

Typed or Printed Name of Authorized Person:

Signature of Authorized Person:

Date:

# Budget Summary

Proposer/Agency Name: \_\_\_\_\_

Note: This form is to be completed by all bidders.

## Operational Costs

Line Item	Amount Requested
Salaries	
Personnel Benefit/Fringe	
Mileage	
Travel	
Direct	
Indirect	
<b>Total Operational</b>	<b>\$</b>

## Budget Detail

### Salary Detail

Staff Title	Salary	% of Time	Total
A.			
B.			
C.			
D.			
<b>Total Amount Requested</b>			<b>\$</b>

### Personnel Benefit Detail

Position	Base Salary	FICA/ Medicare	Workers Comp	UI	Health Insurance	Life Insurance	Holiday/ Leave	Retirement	Total %	Total Fringe \$
A	\$									\$
B	\$									\$
C	\$									\$
D	\$									\$
<b>Total Fringe Requested</b>										<b>\$</b>

\*Enter each benefit as a % of base salary.

### Mileage Detail

# of Miles	Per Mile Charge	Total
		\$
<b>Total Mileage Requested</b>		<b>\$</b>

### Travel Detail

Amount	Detail/Explanation of Travel
\$	

**Direct Cost(s) Detail**

Line Item	Amount Requested
Materials & Supplies (Non-Training Related)	\$
Telephone	\$
Postage	\$
Rent	\$
Utilities	\$
Maintenance	\$
Bond	\$
Advertising	\$
Audit	\$
Other (Specify)	\$
Other (Specify)	\$
<b>Total Direct Costs</b>	<b>\$</b>

**Indirect Cost Detail**

%	Base Amount	Total
	\$	\$

## **Budget Narrative**

The Budget Narrative should be limited to three (3) pages and should be in a font size of 12. In narrative form, summarize and describe the budget. The Budget Narrative should closely follow the Budget Summary & Detail and should identify and explain categories such as salaries, staff benefits, travel, etc.

If you are responding to a “Request for Proposal” to provide these same workforce services in other LWDA’s please indicate to whom including contact name, telephone number and type of service.

**[Up to two (2) additional pages may be used to complete the Budget Narrative]**

## **Budget Summary, Detail & Narrative Instructions**

Complete Attachment B to reflect the total cost of your project and the amounts by category. Also include any amounts by category donated by the consultant. All funds are program funds; therefore, costs do not have to be classified by type. All funds requested must be necessary, reasonable, allocable and allowable.

1. **Personnel Salaries:** List each position title; the annualized salary; the percentage of time to be charged to the WIOA project; and the total amount per position requested. The total amount requested should match your total on the Budget Summary page. Use additional copies of this section/page if necessary.
2. **Personnel Benefits:** Provide the percentage (%) and the base used to determine the benefits requested for each individual listed in the Salary portion of the Budget Detail. Note that the positions listed in the benefits section should correspond to the positions listed in the Salary Detail section. The total amount requested should match your total on the Budget Summary page. Use additional copies of this section/page if necessary.
3. **Mileage:** Provide the total number of miles' times (x) the number of month's times (x) what is allowed per mile by your agency.
4. **Travel:** Enter the amount you are requesting for travel. Travel would be considered meetings, events, etc. that will be outside of the eighteen (18) county Southern Georgia Area. In the details explain what and why travel will be required. Amount(s) should include hotel/motel, per diem, registration, etc. Give greater detail on this item in the budget narrative.
5. **Direct:** Provide the amount requested for the listed items, if applicable. If your agency does not require funding for a line item leave it blank. If your agency will provide any of the line items at no charge please provide detail in the Budget Narrative, Attachment B-2.
  - a. **Materials & Supplies (Non-Training Related):** Specify the amount of non-training materials and supplies requested, if applicable. Provide justification in the Budget Narrative, Attachment B-2.
  - b. **Telephone:** Specify the amount requested for telephone, if applicable.
  - c. **Other:** Specify the amount requested for any other direct items not listed. In the Budget Narrative, Attachment B-2, provide justification and description of other item(s) requested.
6. **Indirect:** Enter the percentage (%), the base amount and the total amount requested. In the Budget Narrative, Attachment B-2, provide an identification of each service, the total expense for that service, the percentage charged to the contract and the basis for the allocated charge.

***Attachment C: Project Narrative***

In Narrative form, detail the proposed approach to providing one-stop operator services. The bidder should refer to the Scope of Work and provide detailed plans on how each item will be accomplished.

[Up to one (4) additional pages may be used to complete the Project Narrative]



## RECORD OF EXPERIENCE/PERFORMANCE

- 1) Provide a summary of your organizations past performance in the provision of similar/related services. Explain the type of service or program that was provided. Include, at a minimum, the length of training; setting of training (rural, metropolitan, suburban); and any additional services provided per contract (e.g., eligibility determination, remediation, support services). Estimate the percentage of the budget which supported the services.
  
- 2) Detail the population served:
  - a. If WIOA Funding:     Adult         Dislocated Worker         Youth
  
  - b. If other agency, list type of population served.
  
- 3) Utilizing the table(s) below provide information regarding past performance. If contracts were outside the dates listed, draw a single line through the dates listed and list most current dates and information.

*\*If performance was not measured as identified above, please explain how performance was measured. Discuss actual versus expected performance.*

**Program Year 2019 (July 1, 2019 – June 30, 2020)**

Name of LWDA or other Agency: \_\_\_\_\_

Address of LWDA/Agency: \_\_\_\_\_

City, State, Zip of LWDA/Agency: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

  

Amount Contracted: \_\_\_\_\_

Amount Expended: \_\_\_\_\_

Number Contracted to Serve: \_\_\_\_\_

Actual Number Served \_\_\_\_\_

	<b><u>Adult</u></b>	<b><u>Dislocated Worker</u></b>	<b><u>Youth</u></b>
Completion Rate %			
Credential Attainment Rate %			
Q2 Entered Employment Rate %**			
Q4 Entered Employment Rate %**			
Q2 Median Average Earnings			

\*\*For youth this measure includes placement in Education.

**Program Year 2018 (July 1, 2018 – June 30, 2019)**

Name of LWDA or other Agency: \_\_\_\_\_

Address of LWDA/Agency: \_\_\_\_\_

City, State, Zip of LWDA/Agency: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Amount Contracted: \_\_\_\_\_

Amount Expended: \_\_\_\_\_

Number Contracted to Serve: \_\_\_\_\_

Actual Number Served \_\_\_\_\_

	<b><u>Adult</u></b>	<b><u>Dislocated Worker</u></b>	<b><u>Youth</u></b>
Completion Rate %			
Credential Attainment Rate %			
Q2 Entered Employment Rate %**			
Q4 Entered Employment Rate %**			
Q2 Median Average Earnings			

\*\*For youth this measure includes placement in Education.

# STATEMENT OF FINANCIAL CAPABILITY

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

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

\_\_\_\_\_  
\_\_\_\_\_

Information in this statement must be completed by an independent certified public accountant or by the financial officer of the proposer if proposer is a state or local educational agency.

1. The proposer is a corporation:  Yes  No  
If yes, corporations and their affiliates must be listed and properly registered with the Secretary of State's office.

A copy of the registration certification is attached:  Yes  No  
If no, please explain:

2. Proposer is licensed in the county or city in which they are doing business:  Yes  No

A copy of the license is attached:  Yes  No *(not applicable for state or local educational agencies)*.  
Explain if proposer does not have license attached:

3. Proposer has a current fidelity bond and a copy is attached:  Yes  No  
Explain if proposer does not have a current fidelity bond attached:

4. Provide and attach to this form a copy of the proposer's organizational chart.

5. Financial Condition as of the end of most recent fiscal year.

Cash	\$
Current Assets	\$
Current Liabilities	\$
Net Working Capital	\$

*\*Net Working Capital = Cash + Current Assets - Current Liabilities*

6. The proposer's Fiscal Year end is: \_\_\_\_\_

7. Workmen's Compensation Current?  Yes  No

Name of Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Period Covered by Policy: \_\_\_\_\_

Address of Carrier: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attachment E: Statement of Financial Capability**

8. Has OSHA placed a fine on proposer (civil or criminal) in the past 24 months?  Yes  No  
If yes, explain:

9. Are Federal, State and Unemployment Taxes Paid and Current:  Yes  No

Federal Employer Identification Number \_\_\_\_\_

Georgia Unemployment Insurance Number \_\_\_\_\_

Georgia Withholding Tax Number: \_\_\_\_\_

In the past five (5) years, has the proposer had any Federal or State Tax levies?

Yes  No

If yes, describe the nature, circumstance of the levy, county filed, and the date paid/resolved.

10. Check the appropriate answer(s) to indicate the financial arrangements that are available to facilitate performance during initial phases of the contract.

A. Own Resources  Yes  No

B. Bank Credit  Yes  No

(If yes, name of bank and amount – include any Line of Credit):

C. Name of Bank: \_\_\_\_\_ Amount of Credit: \_\_\_\_\_

D. Other Income Source:  Yes  No (Specify source and amount)

Source \_\_\_\_\_ Amount \_\_\_\_\_

Source \_\_\_\_\_ Amount \_\_\_\_\_

11. The latest Audit statement was prepared:

Date Prepared \_\_\_\_\_

Covers the Period of: (MM/DD/YY – MM/DD/YY) \_\_\_\_\_

Name of Auditor if audit conducted: \_\_\_\_\_

(Please attach a copy of the most recent audit with proposal. If an audit has been provided to the SGRC, indicate the date it was provided and the type of audit provided.)

If the same CPA firm has audited company records for the past five (5) years, please check here please indicate by checking yes.  Yes

**Attachment E: Statement of Financial Capability**

If a different CPA firm has audited during the past five (5) years then complete the information below:

First Year End	Firm Name and Address

If no audits have been performed in the past five (5) years then explain below. (If new organization, state the date the organization began business):

Information confirmed by: \_\_\_\_\_  
*(CPA Firm Representative or Financial Office of Proposer)*

12. Typed or printed name of individual authorized to act on behalf of agency:

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

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

# Project Detail

## 1. Project Implementation Schedule

Please outline the project implementation schedule.

Task/Activity	Begin Date	Completion Date
Recruit Staff		

## 2. Geographic Area

Identify the geographic area you will serve. Be specific and include counties.

## 3. Facilities

Describe the facilities you will be using for activities and/or services. Where will they be located? Provide the telephone number for each facility. Provide documentation that these facilities meet ADA standards. Provide a Letter of Intent for any facilities not personally contracted by the provider. All facilities must be currently licensed and current on all applicable building codes.

[A total of two (2) additional pages may be used to complete this form excluding required attachments]

## Program Management

1. Give a brief history and background of your organization. Include the purpose of your agency and the number of years of educational or job training experience.

*Note: Proposers must be in business for at least six months prior to initial proposal and have a current business license or proof of active compliance with the Secretary of State Corporations Division.*

2. Indicate the following regarding staffing:

- a) # of staff necessary for operation of this project/program. \_\_\_\_\_
- b) # of existing staff to be used in the operation of this project/program. \_\_\_\_\_
- c) # of staff to be hired utilizing this project/program's funds. \_\_\_\_\_

3. Identify the job titles and required qualifications for staff that will be working in any aspect of the program.
4. Attach to this form (Attachment G) a job description including qualifications for each position to be used in implementing this project.
5. If existing staff are to be utilized, attach to this form (Attachment G) resumes for each person. List below which positions they will fill and the percent of their time devoted to this project. If staff are to be hired, list below the positions and later forward resumes of personnel hired, indicating which positions they fill.

<u>Position</u>	<u>% of Time</u>	<u>Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Explain in detail your monitoring procedures. Include those responsible for monitoring; explain which activities they will monitor, and explain when monitoring will occur. Discuss how your monitoring will ensure compliance with WIOA, Federal Regulations, and the contract. Include your agency's Equal Opportunity policy.
7. Will any part of this project be subcontracted?  Yes  No  
If yes, describe in detail the portion(s) of the project to be subcontracted; the entity (if known to whom it will subcontracted; indicate if the subcontractor is debarred or suspended from doing business with the federal government, and attach a sample of the subcontracting instrument that will be executed between your agency and the subcontractor(s).
8. Provide a detailed description of proposer partnerships with business partners.

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his/her knowledge and belief that:

- 1) No federal appropriated funds have been paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) \*The Undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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*Name of Proposer/Contractor Organization*

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*Name of Certifying Officer*

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*Signature of Certifying Officer*

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*Date*

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\*NOTE: "All" in the final rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).



**Certification Regarding Debarment,  
Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

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

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

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Name and Title of Authorized Representative

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Signature

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Date

**Instructions for Certification**

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Proposer Name: \_\_\_\_\_  
**Georgia Illegal Immigration Reform and Enforcement Act of 2011**  
**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for One-Stop Operator Services on behalf of the Southern Georgia Regional Commission has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to the Southern Georgia Regional Commission. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the Southern Georgia Regional Commission. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
*Federal Work Authorization User Identification Number*                      *Date of Authorization*

\_\_\_\_\_  
*Name of Sub-subcontractor*                                                              *Name of Project*

**Southern Georgia Regional Commission**  
*Name of Public Employer*

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_\_, 2020 in \_\_\_\_\_ city), \_\_\_\_\_ (state).  
\_\_\_\_\_  
*Signature of Authorized Officer or Agent*  
\_\_\_\_\_  
*Printed Name and Title of Authorized Officer or Agent*

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.  
Notary Public: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## **Coordination, Linkages and Collaboration**

Describe coordination arrangements with partner agencies and/or other agencies that will assist with this project. Describe how the program will interact with one-stop partners identified in the Workforce Innovation and Opportunity Act. Include any individuals, by title, to be involved in coordinating this program to ensure success. Other appropriate linkages that will enhance the provision of services should be established and explained. Such linkages are highly encouraged and may be established with local technical colleges, business and labor organizations, volunteer groups, and other training, education, employment and social service programs.

*Note: WIOA stresses the development of a genuine local workforce development system. Hence, strong proposals will give careful attention to the accomplishment of the goals of coordination, no duplication, maximization of resources, and seamless service delivery. Letters of support may be attached and will not be included in the number of additional pages allowed.*

[Up to one (1) additional pages may be used to complete this attachment]

## Past Performance Evaluation for Contractors with the SGRC

Proposer Name \_\_\_\_\_

Type of Contract with SGRC \_\_\_\_\_

Contract Period \_\_\_\_\_

1. Did the contractor meet the planned performance, i.e. number of enrollments, number of placements, number of certificates, etc.?  Yes  No  
If no, explain:
  
2. Did the contractor determine eligibility appropriately?  Yes  No  
If no, explain:
  
3. Did the contractor report data timely and accurately in the data collection system?  
 Yes  No If no, explain:
  
4. Did the contractor submit accurate invoices by the due date?  Yes  No  
If no, explain:
  
5. Did the contractor meet the required expenditure level?  Yes  No  
If no, explain:
  
6. Did the contractor submit an audit report timely and within the guidelines of the contract/agreement?  Yes  No If no, explain:
  
7. Did the contractor resolve monitoring/auditing issues promptly?  Yes  No  
If no, explain:

Notes:

1. Attach documentation as appropriate.
2. If a proposer has all "yes" answers, add 10 points.
3. If a proposer has two or more "no" answers without an acceptable explanation, subtract 10 points.

Points Awarded	
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Signature & Date: \_\_\_\_\_

## PROPOSAL REVIEW FOR RESPONSIVENESS

Organization's Name: \_\_\_\_\_

Program: \_\_\_\_\_

Proposal #: \_\_\_\_\_

### Evaluating for Responsiveness

Immediately following the proposal deadline, all proposals will be reviewed to determine responsiveness to the "Request for Proposal." The following criteria **must** be met for the proposal to be determined responsive:

- |                                                    |                              |                             |
|----------------------------------------------------|------------------------------|-----------------------------|
| Proposal Received Prior to Deadline                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Proposal is in the Required Format.                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Correct Number of Copies Submitted                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| All Required Signature's Contained in the Proposal | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is no, the proposal is deemed unresponsive and no further evaluation will be done. The proposal will **not** be considered for funding.

Comments:

*For SGRC use only:*

\_\_\_\_\_  
*Signature of Reviewer*

\_\_\_\_\_  
*Date*

REVIEW CRITERIA

Proposer Name: \_\_\_\_\_ Program: \_\_\_\_\_

Proposal #: \_\_\_\_\_ Total Score: \_\_\_\_\_

**Financial Management Criteria** \_\_\_\_\_ X 4 = \_\_\_\_\_

- 1. Did the proposer include all the requested financial management/budget information?
- 2. Does the proposer have adequate financial resources?
- 3. Does the proposer have acceptable internal controls?
- 4. Was the budget information mathematically correct?
- 5. Will the accounting system and procedures adequately account for and report financial data?

**Program Management Criteria** \_\_\_\_\_ X 4 = \_\_\_\_\_

- 1. Does the proposer have a history of providing employment and training services?
- 2. Did the proposer include all the requested program management information?
- 3. Does/will the staff have the necessary qualifications?
- 4. Do the monitoring procedures ensure that the activities and services will be in compliance with WIOA and the contract?
- 5. Will the proposer have an office in the Southern Georgia area?

**Performance Criteria** \_\_\_\_\_ X 5 = \_\_\_\_\_

- 1. Does the proposer have sufficient educational and job training experience?
- 1. Was the requested past performance information provided?
- 2. Does the proposer's past performance indicate the capacity to perform the activities and services described in the proposal?
- 3. Is the proposed performance equal to or greater than the performance requested in the RFP?
- 4. Will the activities/services described in the proposal lead to achievement of the required performance measures?

**Program Design Criteria** \_\_\_\_\_ X 4 = \_\_\_\_\_

- 1. Did the proposer clearly and completely describe the program design?
- 2. Were the planned services thoroughly explained?
- 3. Did the program design include a combination of services/activities?
- 4. Did it appear that a needed service or training activity was not included in the program design?

**Cost Criteria** \_\_\_\_\_ X 3 = \_\_\_\_\_

- 1. Does the cost seem reasonable?
- 2. Could the services/activities be provided at the cost proposed?
- 3. Does any line item in the budget seem unusually high?

## **RATING PANEL INSTRUCTIONS & GUIDELINES**

1. You should rate proposals independently using your own judgement. Do not discuss the proposals with other staff members or members of the rating panel.
2. You should be consistent in your ratings.
3. You must rate the proposals based only on the information contained in the proposal using the review criteria provided to you. You may not use your prior knowledge of the proposer to rate the proposal.
4. The proposals you have received have been deemed responsive and your responsibility is to determine if the proposal is competitive.
5. The 0-5 Rating References and Guidelines are to be used to assist you in the rating process; they are not absolute. Proposals will rarely meet the definition for the point value. Also, you may consider other information in the proposal that is related to the review categories (financial management, program management, performance, program design, and cost) even if the information is not specifically listed in the guidelines.



# FINANCIAL MANAGEMENT

## Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	The Statement of Financial Capability is complete. The financial management system and internal controls are fully described and strong. Provisions for audits and invoicing procedures are fully explained. Bank and business references are included. There are no questions about the financial system.
4	The Statement of Financial Capability is complete. The financial management system and internal controls are described and acceptable. Invoicing procedures are explained. Bank and business references are included.
3	The Statement of Financial Capability is complete. The financial management system, internal controls, and invoicing procedures are adequate. Bank and business references are included.
2	The Statement of Financial Capability is incomplete. The system, internal controls, and invoicing procedures are provided but do not seem complete. The description of financial management creates some questions. Not enough details.
1	The Statement of Financial Capability is incomplete or not included. The financial management system, internal controls, and invoicing procedures are not acceptable and create some questions.
0	The Statement of Financial Capability is incomplete or not included and the financial management system is not acceptable.

# PROGRAM MANAGEMENT

## Rating Reference & Guidelines

<u>Rating Reference</u>	<u>Guidelines</u>
5	Proposer has 5+ years experience in providing employment and training services. Staff is qualified and has 5+ years experience in employment and training services and meets Workforce Development Area (WDA) requirements.
4	Proposer has 3-5 years experience in providing employment and training services. Staff is qualified and has 3-5 years experience in employment and training services and meets WDA requirements. Or proposer has 5+ years in successfully working with the population it proposes to serve, and staff will meet WDA requirements.
3	Proposer has 1-3 years experience in providing employment and training services. Staff is qualified and has 1-3 years' experience and meets WDA requirements.
2	Proposer has no experience in employment and training services, but has 1-3 years experience in providing programs where the required service delivery skills are similar. Staff qualifications meet WDA requirements. Organization's history and background indicate capability.
1	Proposer has no experience similar or comparable to employment and training services, but staff exceeds the WDA requirements. Organization capability is questionable.
0	Proposer has no experience similar or comparable to employment and training services and staff does not meet WDA requirements. Organizational capability is questionable.

# **PERFORMANCE**

## **Rating Reference & Guidelines**

<u>Rating Reference</u>	<u>Guidelines</u>
5	Past performance was excellent. Difficult target groups were served with excellent results. Monitoring and audit issues were non-existent or resolved professionally and timely.
4	Past performance was good in relationship to the population served. Monitoring and audit issues were resolved.
3	Past performance was adequate. Monitoring and audit issues were resolved.
2	Performance was not acceptable. Monitoring and audit issues were not resolved timely.
1	Performance is low. Monitoring and audit issues are unresolved and adequate time has been allowed to resolve the issues.
0	Performance is low and there are major monitoring and audit issues outstanding.

# **PROGRAM DESIGN**

## **Rating Reference & Guidelines**

<u>Rating Reference</u>	<u>Guidelines</u>
5	Description of the program design is very clear and easily understood. Explanation of all applicable services and training to be provided is complete, clear, and is consistent with the RFP. Curriculum is fully described and appropriate.
4	Description of the program design is somewhat clear and fairly easy to understand. Explanation of applicable services and training to be provided is clear and consistent with the RFP. Curriculum is generally described and appropriate.
3	Description of the program design is adequate. Explanation of services and training to be provided is adequate and consistent with the RFP. Curriculum is adequately described and appropriate.
2	Program design is complete but weak and lacks detail. Explanation of services and training to be provided is incomplete and weak. Curriculum is not adequately described and appropriate.
1	Program design is incomplete, very weak, and/or does not meet RFP requirements.
0	Insufficient information available or unsuitable program design.

# **COST**

## **Rating Reference & Guidelines**

<u>Rating Reference</u>	<u>Guidelines</u>
5	Cost appears to be a bargain for training/services proposed.
4	Cost appears to be competitive and reasonable for training and services proposed.
3	Cost appears suitable and reasonable for training/services proposed.
2	Cost seems to be high.
1	Cost seems to be unreasonably high.
0	This would be a “rip-off.”