



REQUEST FOR PROPOSALS
WORKFORCE INNOVATION and OPPORTUNITY ACT
ADULT/DISLOCATED WORKER PROGRAM
For
LANE WORKFORCE PARTNERSHIP

Proposals are due by 3:00 p.m. Pacific Time on April 19, 2021 to

Cindy Perry, Director of Workforce Investments

Lane Workforce Partnership

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Eugene, OR 97401

info@laneworkforce.org

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WIOA Adult/Dislocated Services Worker Request for Proposals

Lane Workforce Partnership WIOA Adult/Dislocated Worker Services Request for Proposals

Calendar of Events

March 1, 2021	Request for Proposals is published and available online
March 4, 2021	Virtual Bidders Conference, 3:00 PM Pacific Time
April 19, 2021	Proposals must be emailed and received at Lane Workforce Partnership info@laneworkforce.org by 3:00 PM Pacific Time
Mid May 2021	Review Committee to meet and development award recommendation for the Local Workforce Board Approval
May 20, 2021	Lane Workforce Development Board – Executive Board Meeting
July 1, 2021	Contract period begins

Lane Workforce Partnership WIOA Adult/Dislocated Worker Services Request for Proposals

Introduction of Lane County's Workforce System

Lane Workforce Partnership (LWP) is the administrative arm of the Lane County Workforce Development Board, one of nine Workforce Development Boards in the State of Oregon designated by the Governor under the Workforce Innovation and Opportunity Act (WIOA). LWP is issuing this Request for Proposals (RFP) to secure a WIOA Adult/Dislocated Worker Title 1 Service Provider for the workforce service delivery system in Lane County Oregon. LWP is soliciting proposals from collaborative visionary organizations experienced in workforce development. The organizations that respond to this RFP must demonstrate the capacity, experience, and the community networks necessary to coordinate staff and operate a comprehensive workforce program in Lane County.

This procurement is for a one-year period of performance with the option to extend the contract for four (4) additional one-year periods based on performance and availability of funds. The first one-year period is July 1, 2021 – June 30, 2022.

The current PY 2021/2022 allocation of WIOA Adult/Dislocated Worker Program funds is estimated to be \$1.1 million plus an estimated \$500,000 in special program funds for a total of an estimated \$1.6 million available through this RFP. This funding allocation is inclusive of proposers' administrative costs. While it is recognized by the Workforce Board that staff working in the center are providing direct client services, the proposal must include at least 35% of the WIOA Adult/Dislocated Worker funds allocated to direct client payments in accordance with the LWP client payment policies. PY 2021/2022 estimated required levels of participants to be enrolled in services requiring direct client payments is outlined in the Performance Expectations section of this RFP.

Lane Workforce Partnership is interested in proposals that leverage other funding and resources into the Lane workforce area. Leverage may include items such as grants, cash or in-kind donations, or dedicated workforce resources.

The focus of the Adult/Dislocated Worker WIOA Program is to provide workforce development services through a One-Stop Delivery system. In Lane County, the WIOA program provider is part of a workforce delivery system called WorkSource Lane.

Lane Workforce Partnership's workforce system encompasses all of Lane County from the coast to the Cascade Range, and borders our neighboring counties to the north and south. Geographically, the region encompasses 4,722 square miles – roughly the same size as the entire

state of Connecticut. The region is primarily rural with the Eugene and Springfield metropolitan areas located approximately at the center of the county.

The WIOA emphasizes the alignment of a coordinated workforce system. As a result, in Lane County the workforce service delivery system is a collaborative that includes:

- Department of Human Services
 - Self-Sufficiency Programs
 - Vocational Rehabilitation
- Department of Education
 - Lane Community College
 - K-12 school districts
- Oregon Commission for the Blind
- Oregon Employment Department

Lane Workforce Partnership’s 2020 – 2024 Strategic Plan

LWP’s 2020 – 2024 Strategic Plan guides the work of the system. The board’s mission, vision, and goals for the coming years are as follows:

Mission: Meet the workforce needs of employers and individuals through partnership and innovation.

Vision: Lane County employers will have a trained workforce and individuals will have the knowledge and skills for career success.

The board has set goals within two categories as follows:

- 1) Support industry and workers in a constantly changing economy.
 - a. Prepare workers for self-sufficient employment in a new and changing economy.
 - b. Connect individuals to education, skill-building and employment opportunities in occupations most impacted (aging workforce, technology impacts).
 - c. Prepare our youth for future employment.
- 2) Move the dial on systemic challenges.
 - a. Catalyze the community around diversity, equity and inclusion (DEI) to expand workforce leadership and participation opportunities for all.
 - b. Align strategic partnerships to expand our collective capacity to address systemic workforce challenges (housing, child care, legislative policies).

Background

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA is designed to improve and streamline access to federally funded employment, education, training, and

support services to help job seekers as well as services to businesses that assist in building a skilled workforce needed to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it was the first legislative reform of the Workforce Development System in 15 years. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (known nationally as American Job Centers and in Oregon as WorkSource Centers) is job-driven, responding to the needs of employers, and preparing workers for jobs that are available now and in the future.

The terms and conditions of this RFP may change based on WIOA legislation, rules, and regulations. For more information on WIOA and the vision for Adult/Dislocated Worker Services reference:

- Workforce Innovation and Opportunity Act (WIOA)
- WIOA Final Rules and Regulations
- Department of Labor’s Training and Employment Guidance Letters (TEGL)

Historic Service Levels

To be eligible to participate in activities carried out under the WIOA Adult/Dislocated Worker Program, participants shall be enrolled in the state approved WOMIS system along with any additional eligibility processes to be approved for specific grant funds.

The following historical information is provided to potential applicants for planning purposes only. LWP is seeking the most qualified applicants to apply and encourages application of this information for the estimation of budget and performance information.

Program Year	Number of Registered Participants	Number of Participants receiving Career Navigation Services	Number of Participants receiving Training Services
PY 17/18	2,525	228	180
PY 18/19	7,432	462	134
PY 19/20	5,972	448	112

Local Area Demographics

Lane County has a diverse mix of industries and residents. Applicants are advised to consider the environmental factors that will contribute to their program design. Below are some key statistics for the Lane County area that applicants should use to inform their proposals under this RFP.

With a population of 382,067, Lane County is the state’s fourth most populous county after Multnomah, Washington, and Clackamas. Eugene is Lane County’s largest city with a population of 172,622. The four largest industries by employment are:

1. Professional/Business Services
2. Healthcare
3. Transportation/Utilities
4. Leisure and Hospitality

Applicants are encouraged to refer to LWP's 2020 State of the Workforce Report found on our website at www.laneworkforce.org for current information related to Lane County's economy and the concerns in which the board is most interested in addressing.

Eligible Applicants

Eligible organizations include: An organization (public, private, or nonprofit) of demonstrated effectiveness, with experience in providing services in Oregon. The organization must be able to independently perform the duties of the WIOA Adult/Dislocated Worker service provider without any conflict of interests.

Program Overview

The focus of the Adult/Dislocated Worker WIOA Program is to provide workforce development services through a One-Stop Delivery system in partnership with the providers of core programs required through WIOA legislation. As such, it is required that the Adult/Dislocated Worker Services and Business Services contractor(s) are located at the WorkSource Lane Center. WorkSource Lane is the cornerstone of the public workforce investment system which houses multiple organizations through integrated service delivery. In order to meet the demands of businesses and produce highly valued employment talent in Lane County, coordination among several key employment, education, and training programs is crucial.

The mission of Oregon's WorkSource Centers is to effectively respond to workforce challenges through high-quality services to individuals and businesses, resulting in job attainment, retention, and advancement. WorkSource Lane delivers workforce services to thousands of area residents who come through their doors each year.

The WorkSource Oregon Operation Standards were originally released in May of 2015, and are currently in the process of being updated. The intent of the operation standards is to position the workforce system toward relevance and growth. The WorkSource Oregon Operational Standards provide the minimum-level of required content and services to be available at all WorkSource Centers. The successful respondent will be expected to engage in continuous improvement activities in accordance with these standards. To view a copy of the current WorkSource Oregon Standards go to: http://www.oregonworkready.com/uploads/1/1/7/4/11744722/wso_operational-standards_document.pdf.

Bidders' Conference

A bidders' conference is scheduled for March 4, 2021 at 3:00 PM Pacific Time. The virtual meeting will be held via zoom using the following link: <https://us02web.zoom.us/j/86883990816>

Technical Assistance

Questions will only be answered in person during the bidder's conference. No questions will be answered prior to the bidders conference on March 4, 2021. Following the bidder's conference, all questions will only be answered in writing and posted to Lane Workforce Partnership's website. Questions may be submitted to info@laneworkforce.org. The last date to submit a question in response to this RFP is April 14, 2021 at 3:00 PM Pacific Time. The last date answers to questions will be posted is April 16, 2021.

Protest of Outcomes

Protesters may only contest the RFP process and not the decision of the selection committee. Protests must be stated in writing and submitted to info@laneworkforce.org no later than seven (7) days after the award of the successful respondent is made public. Protestors will receive a response from Lane Workforce Partnership within seven (7) working days of receipt of their written protest.

Instructions for Proposal Submission

The RFP document(s) may be viewed on the LWP website at www.laneworkforce.org on or after March 1, 2021.

Completed proposals are due electronically to info@laneworkforce.org by 3:00 PM Pacific Time on April 19, 2021. Proposals will not be opened or reviewed after this date. Proposals that do not contain required documents, or are submitted in a format other than that specified in this RFP, will be deemed as non-responsive and will not be reviewed.

Required Format

All proposals must be in the following specified format:

- 12 point, easily read font – such as Times New Roman or Calibri
- Proposals shall not to exceed 25 double spaced pages
- Page number at the bottom center of each page

Required Proposal Packet Documents

1. Application Coversheet – Attachment A to this RFP
2. Program Narrative
3. Organizational Administrative/Fiscal qualifications

4. Budget with Narrative – See required Budget Shell (budget documents do not count toward page limits)
5. Additional required documents

Proposal Scoring

The maximum points available under this request for proposals is 100 and the proposal sections will be scored as follows:

Section	Points Available
Program Narrative:	
One-Stop Adult/DW Service Design	40
Service Expansion Plan	10
Staffing Plan	10
Demonstration of Collaboration and Partnerships	10
Administrative and Fiscal Qualifications	10
Budget and Budget Narrative:	20
Total	100

Program Narrative

1. One-Stop Adult/DW Service Design: **(Total Points Available = 40)**

a. Participant Intake and Eligibility

Participants eligible to receive services are adults and dislocated workers as defined by the WIOA. Applicants must demonstrate their knowledge of WIOA eligibility. LWP requires the WIOA service provider to follow the Priority of Service found in the WIOA regulations as well as the LWP Priority of Service Policy located on our website (www.laneworkforce.org). In addition to the Priority of Service, Lane Workforce Development Board has identified targeted populations in its 2020 – 2024 Strategic Plan. Applicants must document how they intend to apply the priority of service requirement as well as outreach to targeted populations in their proposed program services. Include specific examples of the proposed target population(s).

b. Career, Skills, and Abilities Assessment

Career advising is an essential service of the WorkSource system. Respondents shall dedicate staff to this service and offer a set amount of career advising appointments each week for WorkSource customers (in-person and virtual).

The workforce system has a number of resources available for which to guide customers. These include Career Information System (CIS), MyWorkSource, QualityInfo.org, as well as assessments available through Career One-Stop.

Applicants shall describe how they will support participants in developing goals that are responsive to their needs and interests and connecting those goals to program services and activities. Please describe the types of assessments that will be used during this phase of services. How will the participant be supported in completing the assessment and interpreting the results? Describe how this will then lead to guiding the customer through career exploration. Explain how each customer will be assisted in the development of an Individual Employment Plan (IEP). How will staff and customers engage in not only the development of the IEP, but the continued use of the plan?

c. Workshop Development and Facilitation

Workshops provide a meaningful venue in which to train customers in a group setting. They provide relevant and useful information customers need for their job search and employment success journey. LWP requires it's WIOA service provider to develop and facilitate workshops. LWP is seeking Respondents with the ability to provide both in-person and virtual workshops. Respondents shall describe their approach to providing a robust slate of workshops on the following topics:

- Career Exploration
- Job Search Strategies
- Social Networking (including the use of social media)
- Employment Readiness Skills (also known as soft skills)
- Executive Functioning Skills
- Implicit Bias Skills
- How to Apply for Scholarships and Financial Aide (Including applying for Federal Aide such as PELL grants)

d. Case Management and Career Coaching

Case management, also referred to as career coaching, is the backbone for the delivery of effective services that will result in the success of the individual being served and promote the achievement of performance outcomes. Employment Development Specialists are expected to provide each customer enrolled in WIOA training services (any service for which funding is invested in the individual) with active case management and coaching services. LWP expects the Employment Development Specialist to coach the customer from the point of intake through at least 12 months following the customer's exit from services. The role of the Employment Development Specialist is to motivate the customer and assist with the coordination of services and information to prepare the customer through each phase of their training, job search, and employment retention journey.

Applicants shall describe their plan for case management services. Describe your participant engagement and retention plan. Please include information such as how often staff are expected to engage the customer in services, staffing to customer ratios, and the methodology for service delivery.

Applicants are required to provide at least 12 months of follow-up services to participants who have completed WIOA program services. This shall include rapid re-employment services for those who are no longer working during the follow up period. Applicants must describe how they

will engage the customer in follow-up services to include coaching, employment retention, and rapid re-employment services.

e. Training Support

LWP prioritizes supporting enrollment of customers into skill development activities. LWP supports two primary pillars of training for adult and dislocated worker participants; Scholarships (Individual Training Accounts) and On-the-Job Training (OJT). At times, LWP may enter into other types of training agreements (such as contracted training or customized training). The WIOA Service Provider will be required to assist with recruitment and enrollment into all training opportunities as well as providing on-going support to customer enrolled in each mode of training.

WIOA places a strong emphasis on career pathways. For those participants who are receiving scholarship training services, LWP's expectation is for the attainment of an industry recognized credential that is stackable and portable by the completion of their training program. Scholarship training shall be approved for occupations in which there is a demand in Lane County. In addition, training shall only be approved for those programs that are listed on the State of Oregon managed Eligible Training Provider List (ETPL).

Applicants shall describe their plan for navigating customers into training programs, providing career counseling services designed to ensure the customer is selecting training based on objective criteria, and what type of assessment(s) is used in the decision-making process. Applicants shall describe their plan for ensuring customers remain actively engaged in their training program. As customers near the completion of training, they shall be engaged in job search activities. Please describe your approach to transition the customer through successful completion of training and then into job search and training related employment.

f. Support Services

Support services will only be provided to individuals who have been awarded scholarship training funds unless a Special Program fund calls for other support services to be offered. All support services will be provided in accordance with the Lane Workforce Partnership's Support Service Policy. It is a requirement that WIOA funds are to be used only when the needed services are not available elsewhere. Describe how your organization will connect with community resources that help meet ongoing basic needs (i.e. food, housing, transportation, clothing), both during the program and in follow-up. Describe your organization's strategy to ensure the needed service is not available elsewhere prior to the expenditure of WIOA funds.

g. Job Search/Employment

The WIOA Service Provider is required to assist all customers, even those who do not successfully complete their training programs, with job search assistance and employment retention. For those customers enrolled in Scholarship, Customized, or Contracted training, job search assistance must start no less than 30 days prior to the completion of training.

For those customers enrolled in OJT training, it is the expectation that the employer will retain the trainee at the completion of their OJT training plan. However, in cases where this does not happen, the WIOA Service Provider is required to engage the customer in rapid re-employment services.

Applicants shall describe their plan for the provision of job search assistance services. What strategies will be deployed to ensure customers are engaged in this service prior to completion of training? Explain how customers enrolled in OJT will be engaged to prevent non-completion of the OJT training plan. Describe what types of rapid-re-employment strategies will be provided.

h. Customer Portfolio Development

All enrolled customers must be assisted with completion of a portfolio. At a minimum, the portfolio must contain:

- Resume
- Sample Cover Letter
- Sample Thankyou Letter
- Supporting Career Documents – such as certification and specialty licenses

Customers must also be supported in developing their interviewing skills, which may include the completion of a taped mock interview. Applicants shall describe their approach to ensuring each customer develops a portfolio. Include information such as:

- At what point in the continuum of services are the portfolio elements developed?
- How do staff teach customers to develop their portfolios?

The following is provided for informational purposes:

Lane County Work Readiness Empowerment Network:

In Lane County, partners have developed the Work Ready Empowerment Network (WREN). All customers who successfully complete and can demonstrate each component of WREN, are determined work ready. LWP requires the WIOA Service Provider to assist customers in the completion of WREN as well as document successful completion of each element in the i-Trac management system.

Service Documentation:

WOMIS: This is the online registration system for all participants who receive services in the WorkSource Oregon Centers. WOMIS is the statewide initial registration system and currently determines eligibility for various workforce programs.

<https://empportal.emp.state.or.us/wso/index.cfm?event=common.ehAuthentication.dspLogin>

I-Trac Information Management System: LWP requires WIOA Adult and Dislocated Worker services to be documented in I-Trac. All WIOA participants, after registering in WOMIS will have a profile in I-Trac. I-Trac is the Information Management System used by all WIOA contractors in the state of Oregon to report and track customer services.

<https://www3.i-trac.org/GlobalLogin/GlobalLogin.aspx?ReturnUrl=%2fiFrames.aspx?frameid=5>

I-MatchSkills: Created and maintained by the Oregon Employment Department. I-MatchSkills is the skills and job matching system used in WorkSource Oregon centers.

<https://empportal.emp.state.or.us/wso/index.cfm?event=common.ehAuthentication.dspLogin>

EBridge: LWP seeks to create a paperless system to the extent possible. As such, all participant documents shall be maintained in EBridge. LWP will provide the successful respondent with access to the required storage files in EBridge.

2. Service Expansion Plan: **(Total Points Available = 10)**

A majority of services to job seekers and business customers are provided out of the comprehensive Lane WorkSource Center in Eugene and the affiliate WorkSource Centers located in Florence and Oregon Department of Human Services offices in Eugene, Springfield, and Cottage Grove. Services are also provided at the Eugene Public Library. LWP is seeking a WIOA Title 1 Adult/Dislocated Worker service provider with the capacity to expand service delivery throughout the entire county both virtually and in-person.

Applicants shall describe their strategies for providing access points to services throughout the county with an emphasis on those communities in which there is a concentration of people who are most in need. The description of access points shall address items such as accessibility, distance from public transportation lines, and the targeted population(s) in the community/region. Applicants shall also address how they will adapt their services to provide remote and virtual access points given the limitations faced as a result of the COVID-19 Pandemic. NOTE: LWP is seeking a WIOA service provider with the ability provide services both in-person and remotely that are designed to meet the needs of those we serve.

3. Staffing Plan: **(Total Points Available = 10)**

The applicant shall provide a staffing plan that, at a minimum, includes the following positions:

- Workforce Programs Supervisor
- Employment Development Specialists (Case Manager, Career Coach, Career Navigator)
- Business Services Specialist

The staffing plan must include staff assigned to:

- Training Programs (Scholarship, OJT Management, and special projects)
- Business Services (Job Development and OJT Expansion)
- Workshop Facilitation
- Continuous Improvement Teams

Staff must be subject matter experts in all topics related to workforce development (i.e. resume development, assessments, career exploration, and job search strategies). Staff shall have the qualifications for the position for which they are hired. Qualifications may include a mix of education and work experience, but is not limited to one or the other.

LWP requires all staff to be trained in Implicit Bias and Trauma Informed Care. At a minimum, applicants shall include a plan for staff training in these areas. LWP insists on exemplary customer service of all service provider staff.

LWP encourages the applicant to propose creative staffing structures that may include full-time dedicated staff, part-time staff, and/or shared positions with partner agencies. Note: the successful respondent shall be required to have no less than two bi-lingual (English/Spanish) staff available during all hours of operation.

4. Demonstration of Collaboration and Partnerships: **(Total Points Available = 10)**

All services provided through the WorkSource Centers in Lane County shall be delivered in an integrated fashion and coordinated at each step in the service delivery continuum. The successful applicant shall be expected to demonstrate a strong collaborative approach to the delivery of services. At a minimum, the successful applicant will be required to work in partnership with the partners of the WorkSource Service Delivery System. In Lane County, these include:

- Department of Human Services
 - Self-Sufficiency
 - Vocational Rehabilitation
- Oregon Employment Department
- Lane Community College
- Oregon Commission for the Blind
- Easter Seals

The Lane County Local Leadership Team, made up of partner managers and supervisors, leads the design of the service delivery system, coordinates partner programs and activities, sets expectations of staff, and ensures continuous quality improvement. The successful respondent shall require their Program Supervisor to participate as a member of this team.

In Lane County, it is the practice that the alignment of partner services provides for enrollment of participants seeking self-directed services in general employment services, while the local workforce development board requires WIOA Title 1 Adult and Dislocated Worker participant enrollment at the point which triggers the provision of individual staff assisted services, primarily training services. LWP sub recipients of WIOA funds shall integrate services with WorkSource partner staff to ensure alignment and coordination between programs, including the co-enrollment of participants when applicable and in the best interest of the participant.

Leveraging and braiding between funding sources shall ensure there is no duplication of resources, maximum efficiency is achieved, and the requirements and goals of each funded/partner program is taken into consideration. Describe your experience and past success engaging in productive partnerships with other organizations to facilitate referrals or co-enrollments to/with other programs. How will you leverage this experience to collaborate for the provision of services?

Respondents shall describe their knowledge of the communities in Lane County and current or planned partnership for which they will engage in the course of delivering services to WIOA eligible customers. How will you build and enhance partnerships within the community? Describe the approach to a coordination of services. Demonstrate how the coordination of services will increase efficiency as well as ensure non-duplication of resources.

Other required collaboration activities include:

- The assigned supervisor and/or organization leadership will be expected to attend the Workforce Development Board meetings.
- Organization leadership will be expected to be an active member of the Local Executive Leadership Team.
- WIOA Title 1 staff shall be assigned to the WorkSource Center Continuous Improvement Team led and facilitated by the One-Stop Operator.
- WIOA Title 1 business service staff shall be an active member of the Regional Business Service Team led and facilitated by the One-Stop Operator.

5. Expected Performance Outcomes

Performance expectations for Program Year 2021/2022 Enrollments are as follows:

Program	Performance Target
WIOA Scholarship Training	40
WIOA OJT	53
Special Programs:	
*COVID-19 DWG Career Services	100
**COVID-19 DWG Employment Services	0
*FIRE – DWG Career and Employment Services	150

Note: A split between the WIOA Adult and Dislocated Worker enrollment targets will be based on the WIOA funding allocation LWP receives from the State of Oregon and articulated in the PY 21/22 WIOA Service Provider contract.

*All Special Program’s Performance Enrollment Targets are estimates and are subject to change.

**It is projected that all COVID-19 Employment Services positions will be filled prior to the implementation of the PY 21/22 contract. However, Applicants shall be aware that vacancies may need to be filled during the year.

In addition to the above enrollment targets, the WIOA Service Provider is expected to meet or exceed outcome performance measures as set by the State of Oregon for LWP. The PY 2021/2022 measures are:

Program Year 2021 Outcome Metrics:

WIOA Title I Adult	PY 2021
Employment Rate 2 nd Quarter after Exit	71.4%
Employment Rate 4 th Quarter after Exit	71.0%
Median Earnings 2 nd Quarter after Exit	\$6,400
Credential Attainment Rate	60.5%
Measurable Skill Gains	51.0%
WIOA Title I Dislocated Worker	
Employment Rate 2 nd Quarter after Exit	71.4%
Employment Rate 4 th Quarter after Exit	71.0%
Median Earnings 2 nd Quarter after Exit	\$6,800
Credential Attainment Rate	63.0%
Measurable Skill Gains	51.0%

Applicants must describe their organization’s ability and experience in successfully meeting standard WIOA performance measures. Provide information on strategies used to correct areas of non-performance.

6. Administrative and Fiscal Qualifications: **(Total Points Available = 10)**

- a. Describe your organizations staffing plan and the qualifications of key staff (attach the resume of each key staff);
- b. Describe your organization’s experience with government contracting/fiscal responsibility of government funds;
- c. For each item listed below, provide the required documentation, either by a brief narrative statement or by copies of the documents requested. If a consortium of organizations is applying, the requested documentation must be supplied for all parties in the consortium.

NOTE: A consortium must assign a fiscal agent to manage all funds awarded under this RFP. The fiscal agent will be subject to a pre-contract analysis and approval of its fiscal systems prior to actual contract award.

1. A description of your organization/agency/district’s history or documented capability for tracking/billing federal/state funded programs and general management of federal funds;

2. An organizational chart including all staff titles for this program and demonstrating how the program has a direct relationship to other programs under the organization/agency/district;
3. A description of your organization/agency/district's board of directors or other appropriate governance structure that is independent of staff and program functions. The board must be of adequate size to ensure broad community representation;
4. A description of the board's specific functions, including its responsibilities for fiscal oversight, planning, budget approval, and program advocacy;
5. Demonstrate your organization/agency's compliance with generally accepted accounting procedures pertaining to the use and maintenance of records, books, accounts and other fiscal documents, and ability to manage budgeted funds.

Required documentation includes:

1. A detailed explanation of procedures for fiscal management and accountability, including internal controls, financial reports produced, budgeting process, etc.;
2. A description of your organization/agency/district's process for monitoring the expending of budgeted funds and staying within budgeted amounts for all line items;
3. A copy of the organization's/agency/district's most recently completed independent financial audit and management letter. If there were any conditions to be met, include a description of how they have been addressed. The audit is to be submitted as a separate document from your proposal.

NOTE: If your agency is a new organization and has not had an audit or a financial statement performed, submit a statement from an independent CPA identifying the accounting system and specifying the system is sufficient to meet federal, state, and county requirements.

Insurance Requirements

The WIOA Service Provider, prior to execution of a contract, shall provide all insurance as stipulated in this section. The WIOA Service Provider shall not commence any work until the WIOA Service Provider obtains, at own expense, all required insurance as specified below. Such insurance must have the approval of the local workforce board as to limits, form, and amount. The types of insurance the WIOA Service Provider is required to obtain or maintain for the full period of the contract are as follows:

- Professional Liability insurance with limits of no less than \$1,000,000;
- Valid Driver's License and Automobile Liability Insurance, comprehensive form, in adherence with Oregon Motor Vehicle Law when using motor vehicles in performance of actions authorized under this contract;

- Workers' compensation coverage consistent with the laws of the State of Oregon, if applicable; and
- Additional Insured's Clause. The liability insurance coverages required for the performance of this contract shall be endorsed to name Lane Workforce Partnership, Lane County, the Cities of Eugene, Springfield, Cottage Grove and Florence, their Commissioners, officers, agents and employees as additional insured's with respect to the activities performed under this contract.

Budget and Budget Narrative – Budget Shell Template included with RFP (Total Points Available = 20)

Lane Workforce Partnership anticipates allocating \$1.6 million per year to this contract pending funding availability. Funding is subject to change based on the WIOA allocation LWP receives from the State of Oregon. Current funding estimates are as follows:

Fund	Estimated Amount for PY 21/22
WIOA Adult and Dislocated Worker	\$1,100,000
Dislocated Worker Grants	\$500,000
Total	\$1,600,000

Provide a budget using the attached Budget Shell template and a budget narrative which describes the methodology for each cost in the detailed budget. The budget narrative is limited to two (2) pages and does not count against the overall page limit of the proposal narrative.

Provisions and Disclaimers

- All solicitations are contingent upon availability of funds.
- Lane Workforce Partnership reserves the right to accept or reject any and/or all proposals received.
- This Request for Proposals (RFP) is for the WIOA Adult and Dislocated Worker Programs.
- During the evaluation process, LWP reserves the right to request additional information or clarification from responding organizations, or to allow corrections of errors or omissions, when it may serve the best interest of LWP.
- The RFP does not commit Lane Workforce Partnership to award a contract.
- Proposals should follow the format set forth in the Proposal Response section of the RFP and adhere to the requirements specified therein.
- Lane Workforce Partnership reserves the right to request additional data or oral discussion or documentation in support of written offers.
- Costs for developing the proposals are solely the responsibility of the respondents.

- Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, federal WIOA legislation, all applicable federal regulations, State of Oregon policies, laws, and regulations, and Lane Workforce Partnership policies.
- Any revisions mandated by changes to state or federal regulations will be negotiated during contract award.
- The contract award will not be final until Lane Workforce Partnership and the Respondent have executed a mutually satisfactory contractual agreement. No program activity may begin prior to final Lane Workforce Partnership approval of the award and execution of a contractual agreement between the successful bidder and Lane Workforce Partnership.
- Lane Workforce Partnership reserves the right to cancel an award if the funding from federal, state, or other sources is not obtained and/or sustained at levels sufficient to allow for purchase of services.
- Lane Workforce Partnership reserves the right to determine both the number of enrollments and the funding level of contract(s) 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.
- Applicants are advised that documents, with the exception of personnel files, in the possession of Lane Workforce Partnership are considered public records and subject to disclosure under the federal and state public record laws. Bidders must request to have proprietary information redacted when submitting their proposal. Bidders requesting redaction of all contents of a proposal may be considered non-responsive.

BUDGET WITH NARRATIVE - ATTACHMENT B - (20 points)

DIRECT CLIENT COSTS: MUST EQUAL 35% OF TOTAL BUDGET

Client Support Services – In accordance with the LWP WIOA Support Services policy, costs must be for eligible/enrolled clients.

Client Training Services – In accordance with the LWP WIOA Training Policy, Individual Training/Scholarship section, costs must be for eligible/enrolled clients.

Client On-the-Job (OJT) Training – In accordance with the LWP WIOA Training Policy, OJT section, costs must be for eligible/enrolled clients.

ORGANIZATION COSTS:

Staff Wages/Fringe: Applicant must describe the title of each position funded, name of individual (if known), annual salary of each position, annual fringe benefits including required taxes, the percentage of time that the individual will dedicate to the program, the amount of each person's salary funded by the program, and total personnel costs for the period of performance under this award.

Staff Materials and Supplies: Supplies include all tangible personal property other than equipment. Applicant must describe each item (i.e. office supplies, desks, phones, etc.) and associated costs in the budget narrative.

Staff Travel & Training: Applicant must provide estimated cost of in-state mileage and per diem. Applicant should include any additional costs for each type of travel as well.

Organizational Overhead/Indirect: If indirect charges are included in the budget, include the federally approved indirect cost rate with a copy of the Indirect Cost Rate Agreements with a description of the types of costs. Otherwise, include descriptions and details of specific costs included.

NOTE: Include an explanation of the formulas used for determining each line item in your budget narrative.

**LANE WORKFORCE PARTNERSHIP
CERTIFICATION REGARDING DEBARMENT**

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 ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this document, 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.

Subcontractor Name and Title

Signature

Date

**(Instructions on
following page)**

Instructions for Debarment Certification

1. By signing and submitting this document, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause 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 document 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 document 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 and 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.

**LANE WORKFORCE PARTNERSHIP CONTRACT
CERTIFICATION REGARDING LOBBYING**

**Certification Regarding Lobbying
Lower Tier Covered Transactions**

This certification is required by the regulations implementing The Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 90, Section 319 of which amended Title 31, United States Code by adding a new section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." The regulations were published as Part III of the February 26, 1990 Federal Register (pages 6736-6756).

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

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee 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, the making of any Federal loan, the entering into of any cooperative agreement, and 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant, contract, loan, or cooperative agreement funding this contract, 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 subawards to all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Subcontractor Name and Title

Signature

**LANE WORKFORCE PARTNERSHIP
CERTIFICATION OF COST OR PRICING DATA**

This is to certify that, to the best of my knowledge and belief, the cost or pricing data, submitted in writing in this One Stop Operator proposal, in support of this project, are accurate, complete, and current as of the date of signing below:

Organization: _____

Name/Title: _____

Date: _____