

**Jefferson County
Workforce Investment Area
2009-2010 On-the-Job Training Program
Request for Proposal**

Proposal:	JCWIA On-the-Job Training Program <i>An ARRA funded Program for Dislocated Workers</i>
Applicant Organization:	
Name and Title of Contact Person:	_____
Address, Telephone, E-Mail & FAX	_____ _____
Organization Type:	<input type="checkbox"/> Public <input type="checkbox"/> Educational Institution <input type="checkbox"/> Private for Profit <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other
Amount of Funds Requested:	
Number of Participants to be Served:	

I certify that the information in this proposal is true and correct to the best of my knowledge and that I have been duly authorized by applicant's governing body or other authority to file this proposal. This proposal is submitted as a firm and fixed offer valid from 180 days of the submission deadline.

Signature: _____ Date: _____

Name of Person Signing: _____

Title of Person Signing: _____

The Jefferson County Workforce Investment Area Office is an Equal Opportunity Employer

**Jefferson County Workforce Investment Area
Center for Workforce Development
Request for Proposal**

On-the-Job Training Program

DUE DATE: Friday, December 18, 2009

The Jefferson County Workforce Investment Area (JCWIA) is looking for Respondents that are committed to serving the needs of One-Stop Career Center clients by developing agreements with businesses that will train and hire WIA eligible Dislocated Workers. Minimum primary funding for this program is no less than \$125,000.

PURPOSE

The purpose of the Jefferson County Workforce Investment Area's (JCWIA) 2009-2010 On the Job Training Program is to fund respondents that have experience in developing partnerships that result in On-the-Job agreements designed to train and place job-seekers into employment opportunities. This program will provide WIA participants with the opportunity to work (and receive pay) with perspective employers in a setting where both employers and employees can interact on the job within a specific period of time. During the time period, employees will receive specific training then will be assigned tasks to perform based upon training. Employers will observe and measure employees' performance and, at the end of the time period, make a determination regarding permanent employment.

This RFP intends to be as inclusive as possible.

Contractor will work with the JCWIA staff in identifying specific training, employee pay, benefits, and supportive services.

The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The JCWIA envisions a system that meets the needs of residents and businesses alike. The goal of programs is to increase employment, job retention, employment earnings, and develop the work potential of eligible participants in all geographic locations in the Jefferson County.

This Request for Proposal is not in itself an offer of work nor does it commit the Jefferson County Workforce Investment Area Office or Jefferson County to fund any proposals submitted.

The JCWIA's administrative office is located at 3420 Third Avenue South, Second Floor, Birmingham, Alabama 35222.

Neither the Jefferson County Workforce Investment Area Office nor Jefferson County is liable for any costs incurred in the preparation or research of proposals.

*Funds awarded will be subject to the availability of federal funds granted to the Jefferson County Workforce Investment Area through the Alabama Department of Economic and Community Affairs, and the U.S. Department of Labor. **Should the availability of funds decrease following any award to a sub-recipient, the award will be revised accordingly.** If awarded, the contractor must be willing to alter program design based on subsequent direction provided to the JCWIA Board from the JCWIA staff, County, State, or the U.S. Department of Labor. A copy of the Workforce Investment Act may be found on the web site maintained by the U.S. Department of Labor (www.usworkforce.org).*

In the event a provider is awarded the contract but fails to complete contract negotiations within thirty days of the contract award, the JCWIA reserves the right to sever and/or cease contract negotiations

PROPOSALS

Request for Proposal Guidelines will be released on Monday, November 30, 2009 and the deadline for receipt of proposals is Friday, December 18, 2009 at 12 NOON.

An On-the-Job Training program is designed to help businesses hire and train persons who do not have sufficient experience and knowledge in the jobs for which they are being hired. The employer's training expenses will be paid at a rate not to exceed 50% of the wages the new hire earns during the contracted training period. OJT is a viable training option for participants who perform better with a hands-on training experience rather than traditional classroom setting. Employers must be financially solvent and stable and have the intent and capability to retain the OJT employee in long-term employment at the successful conclusion of training.

Proposals should state how the agency plans to interact with JCWIA staff in identifying WIA participants interested in participating in On-the-Job Training opportunities, including the identification of any needed tools or instruments that will help facilitate this process; how it will develop on-the-job training agreements/contracts with local area employers; how OJT training (and work) plans and activities will be identified, achieved and tracked; how the agency will report the overall performance of each contract; how the agency will manage the fiscal responsibilities associated with payment of the OJT agreement/contract with employers and invoicing/reimbursements with the JCWIA.

OJT assignments (placements) should be in the industry areas of demand in Jefferson County and should not cause displacement of current regular employees or reduce the number of work hours or earnings of current employees. Approved OJT contracts must state the job skills to be learned and the length of the training. They must have starting wages, and upon completion of training, must meet a sustainable wage determined jointly by the employer, Contractor and/or JCWIA staff as set forth by the appropriate Jefferson County Department and the JCWIA Board.

Upon completion of OJT assignment, if WIA participant does not secure unsubsidized employment with the employer, he/she must be encouraged to pursue employment with other agencies, or pursue postsecondary education opportunities, or pursue occupational skills training.

Training and job placement should be focused on high-growth industry sectors beginning with entry-level positions and possibly having a career ladder progression.

Proposals must also provide a written plan that addresses support and follow-up services for all program participants.

Programs are encouraged to direct participants to prepare Individual Portfolios which display their participation in work readiness, identifiable skills training, and career preparation activities.

The JCWIA, in soliciting proposals and carrying out programming, shall not discriminate against any person or organization submitting a proposal pursuant to this Request for Proposal because of race, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin or other basis prohibited by law. All allocations set up for this Request for Proposal are based on availability of funds and are subject to change.

Successful bidders will provide services through a cost reimbursement contract based on performance. One hundred percent of the contract will be based on reimbursement of documented costs associated with approved WIA services and paid with invoices submitted by the provider.

JCWIA is seeking applicants that have the capacity and experience in providing OJT training programs and/or Job Placement programs or a combination of these services to individuals. Respondents to this RFP will be asked to broker OJT contracts with businesses that have employment opportunities in demand industries in Jefferson County. This will allow workers to increase their skills to obtain employment.

Programs will be required to submit (as a part of their Statement of Work) a timeline which covers the **period of the contract**.

WIA funds reimbursements are limited to the contract period, however, the contract may be extended for up to one additional year through June 2011 contingent upon performance.

The JCWIA retains the right to:

- withhold awards if proposals do not adequately address the services and outcomes requested;
- cancel this RFP in whole or in part at any time during the selection process;
- withdraw a contract-funded award if it is determined that the award was based on false information provided by the applicant;
- seek additional proposals beyond the final submission date if, at their discretion, they feel the proposals received do not meet the JCWIA's needs;

- return proposal(s) to bidder(s) for revisions or rewrite, as agreed upon during the negotiations, with a specified timeline for re-submission;
- accept or reject all proposals received or cancel in part or entirety, contracts not in the best interest of the JCWIA;
- monitor and/or speak with each person associated with the program or proposal;
- tour the proposer's facility as part of the proposal review process;
- modify the contract on an 'as needed basis'; and
- change contract requirements to adhere to WIA modifications, reauthorization and/or related compliance and regulatory issues.

PARTNERS

We encourage partnering and collaboration to deliver the most effective services to have the greatest possible community impact. If your proposal involves a partnership, you must provide a written document (letter of agreement, etc.) outlining the partnership and the activities or services of each of the partners. Partnerships will have to be firmly established by means of a formal Memorandum of Understanding (MOU) **after** the award is made and **before** the contract is finalized and executed. The MOU, whether developed as an umbrella agreement with a variety of agencies **or** independently with a particular partner, must contain, at a minimum, the following information:

- A description of what services will be provided by each partner;
- How the costs of services and operating costs of the partnership will be funded;
- Method of referral between partners;
- Duration of the Memorandum and procedures for amending the Memorandum;
- Other provisions as agreed upon by the parties to the MOU.

SUBCONTRACTORS

If your proposal includes Subcontractors, you must agree that a Subcontractor is a person or entity who has a direct or indirect contract with the Sub-recipient to perform any work, labor, service, duties or functions which you are obligated to perform under the terms of this agreement. You are precluded from entering into a contract with a Subcontractor to perform any work, labor services, duties, or functions without the prior written approval of Jefferson County.

In the event that a Subcontractor is approved by Jefferson County, you shall make no substitution for any subcontractor, person or entity previously approved by Jefferson County without the prior written approval of Jefferson County.

By a written agreement, you shall require a Subcontractor (to the extent of the work, labor, services, duties or functions to be performed by the Subcontractor), to be bound by the terms of this agreement, and to assume toward you all obligations and responsibilities which you, by this agreement, assume toward Jefferson County, AL. The agreement between you and the Subcontractor shall preserve and protect the rights of Jefferson County under the terms of this agreement with respect to the work, labor, services, duties

or functions to be performed by the Subcontractor so that the subcontracting thereof will not prejudice such rights.

You shall not subcontract for any reason under this agreement for greater than six (6) months or until the time for termination of this agreement whichever time is less.

PROGRAM PARAMETERS

The goal of the program is to increase the employment, job retention, earnings, and career advancement of its participants.

Program Description

The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.

Program Goals

To increase employment, as measured by entry into unsubsidized employment;

To increase retention in unsubsidized employment six months after entry into employment;

To increase earnings received in unsubsidized employment for dislocated workers; and

To enhance customer satisfaction for participants and for employers.

The employment goals are measured using Unemployment Insurance Wage Records systems and customer satisfaction goals are measured by sampling.

WIA PERFORMANCE MEASURES

WIA participants approved for OJT contracts are WIA eligible dislocated workers. The measures listed below apply to the WIA OJT program participants enrolled in this program. OJT is subsidized employment and is not considered as an employment placement

Dislocated Workers

Entry into unsubsidized employment;

Retention in unsubsidized employment six months after entry into the employment;

Earnings received in unsubsidized employment six months after entry into the employment relative to earnings of job of dislocation; and

Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment.

The respondent must demonstrate in their project narrative how performance will be tracked and met. The JCWIA will monitor the following performance areas:

- Number of OJT slots developed;
- Number of Enrollments into OJT slots;
- Target Wage for all OJT slots is the prevailing wage of the occupation (job);
- Number of clients who complete OJT training;
- Percent of those who are employed at exit;
- Percent of those who are employed in training related occupations;
- Employed at 1st Quarter after Exit: Of the clients that were employed at exit, the percentage of those who are employed 1st quarter after Exit; and
- Retention at 3rd Quarter after Exit: Of the clients that were employed at exit, the percentage of those who are employed 3rd quarter after Exit.

PERFORMANCE MEASURES for the JEFFERSON COUNTY WIA Office

Your performance will affect the Jefferson County Workforce Investment Area's ability to successfully meet or exceed the above performance measures set forth by the Department of Labor (DOL). **Should your performance during the contract period adversely affect the JCWIA's overall performance, your contract may be terminated.**

In addition, failure to turn in required monthly reports and paper work on time will also lead to the termination of your contract.

OUTREACH AND RECRUITMENT

Describe in writing, your marketing, outreach, and recruitment processes to solicit and execute OJT contracts or agreements with employers.

ELIGIBILITY

Individuals eligible to participate in the JCWIA Dislocated Worker program will be determined by the JCWIA office staff.

The above process of will be described at the **Bidders Conference or Technical Assistance Meeting to be held at 2:00 p.m. on Wednesday, December 2, 2009 at 2:00 p.m. and on Monday, December 7th at 2:00 p.m. at the Jefferson County**

Workforce Investment Area Office located at 3420 3rd Avenue, South, Second Floor, Birmingham, Alabama 35222.

If you have questions concerning the establishment of eligibility or documentation process, please contact Keith Strother, at (205) 323-7146 or (205) 324-0061.

PROCESS

The Proposal process is a competitive process, which follows Federal, State, and County procurement rules.

TECHNICAL ASSISTANCE CONFERENCE

Interested parties (including partners) are encouraged to attend the Technical Assistance Conference. At this conference staff will be available to answer questions and offer assistance concerning the RFP:

Two Bidders Conferences are scheduled for:

Wednesday, December 2, 2009 at 2:00 p.m.

and

Monday, December 7, 2009 at 2:00 p.m.

in the

**Jefferson County Workforce Investment Area Office (JCWIA)
Board Room
3420 3rd Avenue South, 2nd Floor
Birmingham, AL**

PROPOSAL DELIVERY

Seven (7) original signed copies of the Proposals **must be delivered** on or before **12:00 NOON, Friday, December 18, 2009** in person or by mail to:

**Jefferson County Workforce Investment Area Office (JCWIA)
3420 3rd Avenue South, 2nd Floor
Birmingham, Alabama 35222**

Late Proposals will not be accepted.

PROPOSAL REVIEW

The JCWIA Staff and members of the JCWIA Boards' Program and Providers Committee will review and recommend proposals for consideration of funding to the full JCWIA Board, and Jefferson County Commissioner William Bell. Those proposals that do not meet mandatory requirements will not be considered for further review.

AWARD PROCESS

JCWIA staff will conduct a pre-award site review to determine the administrative capacity of the recommended bidder, and to assess the ability of the organization and/or its partners to deliver the proposed services. This review may include a request for appropriate documents (e.g. insurance), telephone interviews with current and previous customers, and interviews with key staff.

Program implementation is estimated to be no later than January 11, 2010.

APPEALS

Any proposal submitted to the JCWIA for funding which has been denied may be appealed to the JCWIA at the following address:

Mr. Keith Strother
On-the-Job Training Program (2009-2010 RFP Appeal)
Jefferson County Workforce Investment Area (JCWIA) Office
3420 3rd Avenue South, 2nd Floor
Birmingham, Alabama 35222

The applicant must submit a Notice of Appeal to the JCWIA. The appeal must be received within five (5) days after the date in the denial notice. The appeal submitted to the JCWIA will be reviewed and scheduled for an appeal hearing.

The applicant will be notified of the location, date and time of the scheduled hearing and may represent themselves at the hearing if desired.

The appropriate JCWIA staff will notify the applicant of the JCWIA's final decision within five days of the appeal hearing.

PROGRAM BUDGET

A detailed budget must be provided with the proposal. Budget forms are provided as attachments with this RFP, the forms are available on the JCWIA web site on the home page (<http://wib.jccal.org>) and may also be provided via e-mail or by compact data disk (CD) upon request.

A Financial Technical Assistance training session will be provided at the JCWIA at a time to be announced.

Any questions **after** the Bidders Conference must be submitted in writing to the attention of Keith Strother, Jefferson County Workforce Investment Area Office (JCWIA), 3420 Third Avenue South, Birmingham, Alabama 35222 or Fax: 205-323-7148.

Proposers should be aware that funding is contingent upon the solvency of the proposing organization. Organizations or partnerships MUST BE able to operate independently of any funding authorized under the Workforce Investment Act. Organizations or partnerships MUST BE able to provide proof of a fiscal ability to begin program operations.

Programs must provide proof of a financial set-aside to cover operations for a thirty-day (30) period.

Non-Profit Program operators may only submit for reimbursement of actual costs. If the applying entity is a for-profit organization, profit margins must be negotiated independent of contract costs. A fiscal review may be conducted prior to negotiation to ensure fiscal integrity.

To obtain reimbursement for program costs, agencies must provide documentation of the expenditures. Payment requests must be submitted on a **monthly basis** no later than 20 days after the end of the month. **A penalty of 2% of each voucher may be withheld if the voucher is submitted after the monthly deadline.**

PRE-AWARD ASSURANCES

All organization/partnerships awarded contracts will be asked to provide assurances stating:

- Legal organizational status
- They are not barred from receiving federal funding.
- Federal dollars will not be used for lobbying on behalf of this program.
- A safe and healthy environment will be provided.
- Equal Opportunity laws and guidelines will be followed.

CERTIFICATIONS AND GENERAL PROVISIONS

All organizations/ partnerships awarded contracts are required to sign and include in their contract the following Certifications and General Provisions. Funded contractors are required to adhere to Jefferson County General Provisions when executing the program contract. These forms are included as an attachment to the RFP.

- Certifications Regarding Lobbying
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions
- Jefferson County General Provisions

PROPOSAL STRUCTURE AND INSTRUCTIONS

You must submit seven (7) original signed copies of the proposal based on the following instructions:

The proposal package shall consist of a cover letter on your organizations letterhead and the proposal (organized in the following Sections) in the order outlined below. Each section must be separated by a labeled and indexed page. Please include a table of contents and number all pages. Proposals must be submitted on letter size paper (8 ½

x11) formatted using a 1” margin and no smaller than 12 point font using the Times New Roman font and in the Microsoft Word format.

Proposal Sequence and Contents

Proposals must contain, at a minimum, the information outlined below, **and be sequenced in the order presented below.**

Section I – Completed Signed and Dated Forms (Forms are in the Attachment section of the RFP)

- | | |
|-------------------------------|--------|
| 1. WIA OJT Contract Agreement | Form 1 |
| 2. WIA OJT Contract Summary | Form 2 |
| 3. Budget Section Cover Sheet | Form 3 |

Section II - Proposal Summary

- a. In no more than two (2) pages describe a short overview of your proposed On-the-Job Program, including your understanding, vision and mission for targeted individuals (dislocated workers) and why the JCWIA should fund your organization.
- b. A summary of your approach to the development of the OJT program.
- c. A description of the proposed scope of work
- d. State how your program plans to refer services that are not directly offered by your organization to participants (these services may be provided by another organization, and in that case please describe your referral plan).

Section III – Program

In no more than three (3) pages:

1. Define the target group(s). Describe why the target group(s) need(s) service, describe barriers.
2. Describe how the program will serve the targeted group(s).
3. Describe the short-term and long-term outcomes of the services.
4. Describe the outreach and recruitment methods you plan to use for each target group.
5. Describe each component of the program design (orientation, determination of eligibility, assessment and testing process, referral process, development of Individual Employment Strategy, how counseling and other training needs will be addressed, during the OJT placement period as well as service delivery for follow-up services.
6. List and describe **when** your agency services will be provided.
 - a. Days of operation
 - b. Hours of operation
7. List and describe **where** your agency services will be provided.
8. Provide an overview of your organization and qualifications to develop OJT agreements/contracts.

9. Describe your business and how it relates to workforce development; provide a description indicating the strengths of the organization that uniquely qualify it for the management of the OJT program; and identify whether it is a local (to Jefferson County) or a national organization, where its primary offices are located, and whether it is licensed to conduct business in the State of Alabama.

Section IV – Program Partners

In no more than two (2) pages, list each of the partners and include as an attachment copies of letters of intent, Letters of Agreement, Memorandums of Understanding or other documentation of specific service to be provided by each partner. Include this information, if appropriate, in the back of this section.

If your proposal does not utilize partnerships, provide a written statement that you do not plan to partner with other organizations to provide services.

List if your agency is going to partner with another agency. If so include “Letters of Agreement” or ‘Memorandums of Understanding’ if appropriate (they must be included in the back of this section).

1. Describe what services will be provided by each program partner, if applicable.
2. Describe how costs of services and operating costs will be allocated, if applicable.
3. Describe the referral methods to be utilized, if applicable.

Section V – Subcontractors

In no more than two (2) pages, if your proposal utilizes subcontractors, provide a written statement that your agency plans to subcontract any of the services.

1. If your contract includes sub-contractors, list the subcontractors and describe the service(s) to be provided.
2. Provide preliminary sub-contract agreements in this section. (All sub-contracts require written approval by Jefferson County before they are implemented)
- 3.

If your proposal does not utilize sub-contractors, provide a written statement that you do not plan to utilize subcontractors.

Section VI – Program Parameters

In no more than two (2) pages address the following:

The JCWIA will perform the TABE Assessment of each perspective participant if assessments are stated as needed in your proposal. If an assessment is needed, the JCWIA will provide your agency with copies of the TABE Assessment scores.

1. Describe how you will develop, document, implement, and maintain Individual Employment Plan.
2. Describe how the program will, in appropriate cases, provide preparation for post-secondary educational opportunities and enrollment.
3. Describe how strong linkages between academic and occupational learning will be established and maintained.
4. Describe how the program will, in appropriate cases, prepare enrollees for unsubsidized employment opportunities.
5. Describe how you will provide strong links to the job market and employers.
6. Describe the follow-up activities and provisions to be made for post-exit services for at least a year after other program services end.
7. List and describe other elements or supportive services your program will provide to WIA participants. Some examples are:
 - a. Transportation (public, private, other)
 - b. Child Care (referral, other)
 - c. Incentives (Savings bonds and certificates only)
 - d. Drug Testing (include this as part of the line item budget under supportive services)
 - e. Other

Section VII - Performance

In no more than two (2) pages address the following:

1. Describe your organization and your partners' capabilities and experience in providing the proposed services and briefly summarize the results of these activities.
2. Describe how you will document and calculate performance.
3. Describe how you will assess your programs' effectiveness.
4. Provide your estimated levels of performance for the WIA Performance Measures in the following areas:
 - * Entry into unsubsidized employment;
 - * Retention in unsubsidized employment six months after entry into the employment;
 - * Earnings received in unsubsidized employment six months after entry into the employment; and
 - * Attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills, by participants who enter unsubsidized employment.
5. State how performance will be tracked and met in the following areas:

- * Number of OJT slots developed;
- * Number of Enrollments into OJT slots;
- * Target Wage for all OJT slots is the prevailing wage of the occupation (job);
- * Number of clients who complete OJT training;
- * Percent of those who are employed at exit;
- * Percent of those who are employed in training related occupations;
- * Employed at 1st Quarter after Exit: Of the clients that were employed at exit, the percentage of those who are employed 1st quarter after Exit; and
- * Retention at 3rd Quarter after Exit: Of the clients that were employed at exit, the percentage of those who are employed 3rd quarter after Exit.

Section VIII – Outreach and Recruitment

In no more than two (2) pages address the following:

Describe how you will market employers for their participation in the JCWIA On-the-Job Training Program and the expected outcome. You may include how you plan to interface with the JCWIA staff for referral of WIA participants.

Section IX – Enrollment

In no more than two (2) pages address the following:

1. Describe how you plan on enrolling a WIA Dislocated Worker in your program and any training or pre-placement sessions you may have before the WIA Dislocated Worker is placed on an On-the-Job Training Assignment.
2. Describe how you plan on tracking their work progress.
3. Describe how you will work with the OJT employer in documenting attendance and Job Supervision.

Section X – Staffing

In no more than two (2) pages address the following:

1. List the staff positions, include job descriptions, for which funds are requested to provide program services.
2. List the names and qualifications of your staff for each position.
3. List your partners and the staff positions, include job descriptions, for which funds are requested to provide program services, if applicable.
4. List the names and qualifications of your partners' staff for each position that will be involved in the execution of your program, if applicable.
5. Provide an Organization Chart for the company/organization that will be managing this program and your partners.

6. Describe your process for screening and assuring your staff's backgrounds are clear and clean for work involving contact with OJT.

Section XI – Administration

1. Provide the official name of the organization with which the Jefferson County Workforce Investment Area office would be contracting, if awarded funding.
2. List the individual who is responsible for the maintenance and management of Program Records. (Single Point of Contact)
3. Describe how participant eligibility, enrollment, program activities, credential attainment, employment, and exit information will be documented and reported to JCWIA Staff.
4. Describe how participant records will be stored and maintained.
5. List the individual who is responsible for the maintenance and management of Fiscal Records. (Single Point of Contact) **Include your most recent audited report.** (If there is any indirect cost associated with this contract, please provide the federally approved indirect cost rate.)
6. List the EEO officer of the organization.
7. List how your agency plans to fiscally cover expenses that are incurred for the time between expenses incurred and reimbursement payment.
8. Describe your payroll processes for:
 - a. Exempt staff
 - b. Non-Exempt staff

Section XII – Budget

Complete and include all budget information on the forms provided. The forms are provided as an attachment to the RFP. Budget forms available on the JCWIA web site on the home page (<http://wib.jccal.org>) and may also be provided via e-mail or by compact data disk (CD) upon request. You may request the forms in an editable format such as Microsoft Excel workbook and Microsoft Word.

1. Form 4 – Administration Budget (do not complete this form, all contract expenses will be considered Program costs)
2. Form 5- Program Budget
3. Form 6 – Budget Backup

Section XIII – Pre-Award Assurances

Sign and include the Pre-Award Assurance (Provided on the next page)

Section XIV – Certifications and General Provisions

Sign and include all Certifications and General Provisions. The Forms are provided as attachments to this RFP. The forms are available on the JCWIA web site on the home page (<http://wib.jccal.org>) and may also be provided via e-mail or by

compact data disk (CD) upon request. You may request the forms in an editable format such as Microsoft Excel workbook and Microsoft Word.

1. Form 7 – Certification Regarding Lobbying
2. Form 8 – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions
3. Form 9 – Jefferson County General Provisions

ASSURANCES

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

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State, or local Debarment List.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
5. We have additional funding sources and will not be dependent on WIA funds alone.
6. We will meet all applicable Federal, State, and local compliance requirements.
These include, but are not limited to:
 - Records accurately reflect actual performance
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
 - Meeting all applicable labor law.We will not:
 - Place a WIA participant in a position that will displace a current employee.
 - Use WIA money to assist, promote, or deter union organizing.
 - Use funds to employ or train of persons in sectarian activities.
 - Use funds for WIA participant in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

I hereby assure that all of the above are true.

Name	Title	Date
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STATEMENT OF QUALIFICATIONS

Date of Statement: _____
Name of Organization: _____
Main Address: _____ _____
Authorized Signatory: _____ (Provide formal documentation of delegation of signatory authority by organizations' governing body if applicable.)

Legal Status of Organization
_____ For Profit Corporation _____ Date Incorporated _____ State
_____ Not-for-Profit Corporation _____ Date Incorporated _____ State
_____ 501(c)(3) IRS Letter of Determination _____ Date
_____ Other Non-Profit _____ IRS Letter of Determination _____ Date
_____ State, Local or Indian Tribal Government _____ Educational Institution
_____ Other (Specify)
Internal Revenue Service (IRS) Employer's Identification Number (EIN or TIN) _____

<p>Demonstrated Effectiveness in Workforce Programs, if applicable. (Briefly describe the organization's prior activities and outcomes related to workforce development programs that demonstrate the effectiveness of the service provided. Attach additional sheets if necessary.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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In the past five (5) years has your firm been involved in a lawsuit in/on a matter related to payment to subcontractors, work performance on a contract, or employment-related litigation that proceeded to court? _____ Yes _____ No
In the past five (5) years has your firm or any of its owners, partners or officers been investigated, cited, assessed any penalties, or been found to have violated any laws, rules/regulations enforced or administered by any governmental entity? _____ Yes _____ No
Is your organization now, or has it ever been at any time in the past five (5) years the debtor in a bankruptcy case? _____ Yes _____ No
In the past five (5) years has a governmental or private entity or individual terminated your organizations contract prior to completion of the contract? _____ Yes _____ No
Does your organization have general liability insurance? _____ Yes _____ No
Does your agency have a fidelity bond? _____ Yes _____ No

PROPOSAL EVALUATION CRITERIA

The Jefferson County Workforce Investment Area Office will consider the merits of all proposals received based on the following criteria. *

- A. The minimum standards to be met if the proposal is to be evaluated:
1. The proposal was submitted before the closing time and date.
 2. The proposing organization is not on a Federal or State Debarment list.
 3. The proposing agency must be fiscally solvent. (Please submit proof of fiscal solvency. Example: A current audited report.)
 4. **The proposing agency has additional funding sources and will not be dependent on WIA funds alone for ongoing operations.**
 5. The person signing the proposal as the submitting officer has the authority to do so.
 6. The proposing agency agrees to meet all Federal, State, and local compliance requirements.
- B. The following variable items are addressed:
1. Program purpose: What is the need? How is it addressed? How will this benefit the affected participant? What will be the result of the program?
 2. Experience in providing OJT programs: How long has the proposing agency been providing OJT services? Is this an old, new, or an expanded program?
 3. Operational capacity: Is the service location appropriate for participant? Is there experienced staff on hand to provide the proposed services? Is there adequate equipment?
 4. Area(s) to be served: What parts of the County are to be served? Will currently under-served parts of the County receive program services? How?
 5. Operational linkages: Are service networks already in place to provide the range of services required? Are they substantiated by linked agency memo, letter, or Memorandum of Agreement?
 6. Program follow-up: What provisions are made for post-exit services for at least one year after other program services end?
 7. Return on investment: What justification is made for providing these services? at the proposed cost? Does the proposal prove that this is a good investment? for the expected benefits to be received?

*

In order to expedite the processing of proposals, the above minimum standards **must be** submitted AFTER the Cover Letter and BEFORE Section I. List the number and your response. If your response (ex. Proof of Fiscal Solvency) refers to an attachment, please state where the information is located in the proposal package (Ex. XV. Attachments – Bank Statements, etc.).

PROPOSAL EVALUATION WORKSHEET 1

Management/Administration

Proposal Number: _____

Reviewer: _____ Date: _____, 2009

Final proposal recommendation will be based in part on the sum of scores. The final decision for funding recommendation will be based on the following:

- The sum of *Proposal Evaluation Worksheet* scores (up to 90% of the final total).
- The funding amount applied for compared to the funding amount available.
- The performance history of programs previously funded by JWIA.
- JCWIA staff recommendations.

Reviewer: Please review the proposal following the order below. The maximum points that can be awarded are stated. Place the points in the right hand column. Add the right column points when done. Put this sum on the *Proposal Evaluation Summary Worksheet*. If there are important items to consider in making your recommendations, note them on the *Summary Worksheet*.

Item	Question	Score
1.	Administration (5 Points Possible) The Proposal states the Proposer's vision and mission. (2.5) The management structure is outlined or stated (e.g., one Director, Operations and/or Program manager, etc.) and appropriate. (2.5)	
2.	Program Operations (5 Points Possible) Program operation equipment, supplies, and staff training needs, if any. (2.5) Systems for outreach and service referral are in place and linked by formal Agreement or informal commitment letter from the entity that will actually provide the service. (2.5)	
3.	Fiscal Operations (10 Points Possible) All required information, including staff, operational, and other needed cost, is provided in the required budget format according to instructions. (2.5) The proposing agency is fiscally solvent.. (Please provide your most recent audit or financial report.) (2.5) The agency will have multiple funding sources and not be WIA dependent. (2.5) The fiscal staff is trained and experienced in standard fiscal procedures. (2.5)	
	Total Possible on Worksheet 1, 20 Points	Total

PROPOSAL EVALUATION WORKSHEET 2

Operations

Proposal Number: _____

Reviewer: _____ Date: _____, 2009

Final proposal recommendation will be based in part on the sum of scores. The scores will be based on the following:

- **The sum of *Proposal Evaluation Worksheet* scores (up to 90% of the final total).**
- **The funding amount applied for compared to the funding amount available.**
- **The performance history of programs previously funded by JCWIA.**
- **JCWIA staff recommendations.**

Reviewer: Please review the proposal for the following elements. The maximum points that can be awarded are stated. Place the points in the right hand column. Sum the right column points when done. Put this sum on the *Proposal Evaluation Summary Worksheet*. If there are important items to consider in making your recommendations, note them on the *Summary Worksheet*. Proposals should be scored according to the Proposers' stated ability to provide the following elements. Please make a notation if the proposal does not address all elements.

Item	Question	Score
1.	Customer Identification (5 Points Possible) The target group to be served is stated clearly. (5)	
2.	Purpose (5 Points Possible) The Proposer's own program purpose is stated. (2) The WIA purposes are to be addressed and are named. (3)	
3.	Enrollment (20 Points Possible) The required intake items are addressed: a) explanation of plans to enter into OJT agreements/contracts with local employers. (10) d) explanation of job placement activities and other referrals after conclusion of OJT placement assignments. (10)	
4.	Additional Services (5 Points Possible) The Proposer's plans for supportive services; (5)	
5.	Proposer's Program (10 Points Possible) Elements that make this program unique are stated and measurable. (3) The proposer clearly states a system for performance measurement and evaluation. (4) Proposer (clearly and briefly) demonstrates how this proposal will provide a cost beneficial return on the public's investment. (3)	
6.	Program Site(s) (5 Points Possible) All program awardee sites for pre and post OJT assignments and program operations are clearly identified. (1) Program and Service sites are conveniently located for the target participants (1)	

	These sites are clean, healthy, and have passed fire marshal safety inspection. Upon successful award must provide proof. (e.g., certificate) (3)	
7.	<p>Program Outcomes (20 Points Possible)</p> <p>The proposal states the number of persons expected to be enrolled, (3)</p> <p>The number to complete the OJT work/training experience, (2)</p> <p>Attainment of a recognized credential relating to achievement of educational skills (which may include attainment of a secondary school diploma or its recognized equivalent) or occupational skills, by participants who enter unsubsidized employment (2)</p> <p>Number of OJT slots developed; (3)</p> <p>Number of Enrollments into OJT slots; (2)</p> <p>Percent of those who are employed at exit; (2)</p> <p>Percent of those who are employed in training related occupations; (2)</p> <p>Of those employed at exit, the percentage of those who are employed 1st quarter after Exit; (2)</p> <p>Retention at 3rd Quarter after Exit of clients employed at exit, the percentage of those who are employed 3rd quarter after Exit, (2)</p>	
	Total Possible on Worksheet 2, 70 Points	
	Total:	
	Evaluation Worksheet 1	20
	Plus Evaluation Worksheet 2	70
	Total: (90 Maximum Points)	90

PROPOSAL EVALUATION WORKSHEET 3

Summary

Proposal Number: _____

Reviewer: _____ Date: _____, 2009

Final proposal recommendation is based on the following considerations:

- **The sum of *Proposal Evaluation Worksheet 1 and 2* scores (up to 90% of the final total). The final 10% is based on Review Team discussion. The Review team will consist of three members of the JCWIA Board's Program and Providers Committee and a minimum of Three JCWIA staff members.** If the review team thinks the proposal meets the overall purpose of the JCWIA as stated on page 3, then 10 points will be given on this section. (Keep in mind, these points will be based on how well the proposal has addressed the purpose.)
- **The funding amount applied for compared to the funding amount available.**
- **Services are provided to all parts of the County, including areas now underserved.**

Reviewer: Please enter the Management/Administration and Operation Analysis Worksheet scores below and sum them. If there are important items to consider in making your recommendations, note them in the comments section on the worksheet below.

_____ Management/Administration Worksheet 1 (20 possible points)

_____ Operations Worksheet 2 (70 possible points)

_____ Review Team's Scoring (Average) (10 possible points)

_____ Total (100 possible points)

Circle One:

My recommendation is that this program should _____ should not _____ be funded.

Comments: _____

Attachments

Sheet 1	Disclosure Statement
Form 1	WIA Contract Agreement
Form 2	WIA Contract Summary
Form 3	Budget Section Cover Sheet
Form 4	Budget (Administration)
Form 5	Budget (Program)
Form 6	Budget Backup
Form 7	Certification Regarding Lobbying
Form 8	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions
Form 9	Jefferson County General Provisions

JCWIA 2009-2010 On-the-Job Training Program Timeline

(January 11, 2010 – June 30, 2010)

Advertisement Dates for 2008-2009 OJT Program Request for Proposal (Birmingham News – Sundays, Wednesdays, and Fridays and Birmingham Times – Thursdays)	Sunday, November 29, Monday, November 30, Wednesday, December 2, Friday, December 4 th Sunday, December 6 th Monday December 7 th Wednesday, December 9 th , Friday, December 11 the Sunday, December 13 th Monday, December 14 th
Requests for Proposal Available	Monday, November 30 th
RFP Bidders Conference	Wednesday, December 2 nd Monday, December 7 th 2:00 p.m. (both days)
Proposal Submission Deadline	Friday December 18th , 2009 12:00 NOON
Review & Scoring by Staff and JCWIA Program and Providers Committee	Week of December 21 st
Recommendation to WIB Board or Executive Committee	Tentatively, Week of December 21 st
Award Notification and Contract Negotiations	Tentatively, Week of December 28 th
Review and approval by County Attorneys and Department Director	Week of January 4 th
Recommendation to Commissioner Bell	Week of January 4 th
Commissioner Signing/Approval	*To Be Announced
Technical Assistance Training for New Contract Awardees	Tentatively, January 6 th
Projected Program Start	Tentatively, January 11, 2010

