

# Request for Proposals

To provide

Workforce Innovation and Opportunity Act  
**Adult, Dislocated Worker & Youth Services**  
in  
Okanogan County, Washington

By  
**The SkillSource Regional Workforce Board**

For the period:  
July 1, 2023 – June 30, 2024

RFP Issue Date: January 11, 2023  
**Updated: January 18, 2023**

Key Dates:	
Remote Bidder's Conference:	January 18, 2023 – 11:00 AM PDT
Mandatory Letter of Intent due:	January 23, 2023 - 4:00 PM PDT
Proposal Due Date:	February 27, 2023 - 4:00 PM PDT
Successful Bidder Announced:	March 22, 2023
Contract Begins:	No Later Than July 1, 2023

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## Purpose

The purpose of this solicitation is to select an Okanogan County service provider, or a consortium of providers, to deliver Adult, Dislocated Worker and Youth Services under the Workforce Innovation and Opportunity Act of 2014 (WIOA.) The purposes of WIOA are the following:

(1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.

(2) To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.

(3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.

(4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.

(5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.

(6) For purposes of subtitle A and B of Title I, to provide workforce investment activities, through statewide and local workforce development systems that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

## I. Background and General Information

- A. SkillSource issues this Request for Proposals (RFP) to procure a service provider or consortium of service providers of Title I Adult, Dislocated Worker, and Youth Services in Okanogan County under the provisions of the Workforce Innovation and Opportunity Act. This procurement also includes the delivery of Alternative Learning instruction in the Omak Learning Center. By submitting a proposal, the bidder assures that it will accept additional funds received by SkillSource to provide other services under separate grants such as Rapid Response, National Dislocated Worker Grant, Career Connect WA, Economic Security for All (EcSA), or other State or federally funded workforce programs granted to the North Central Region and/or Okanogan County.
- B. The resulting contract with the successful bidder will be for a one-year period, July 1, 2023 to June 30, 2024. Based on performance, SkillSource may renew the contract for up to an additional 4 years (one at a time), July 1, 2024 to June 30, 2028. The form of the contract will be cost-reimbursement.
- C. SkillSource is seeking interested and qualified entities able to provide innovative, high quality employment and career services to adults, dislocated workers, youth and the business community. The proposed services must meet the specifications of this RFP. SkillSource anticipates contracting with an entity that is familiar with Workforce Investment programs

and services. The organization selected should demonstrate the characteristics listed below.

- Competent management
  - Customer service-oriented staff
  - Cooperative management and staff
  - Commitment to an integrated service delivery model
  - Willingness to partner with others
  - Flexibility and ability to adapt to change
  - Expertise in delivery of Workforce Investment services
  - Data Integrity
  - Creativity
- D. SkillSource, recognizing the value of expanding the pool of qualified and experienced service providers, will consider proposals from consortia of two or more separate entities to deliver services in Okanogan County. Consortium proposals must clearly specify the components of services to be provided by each independent entity, to include a division of costs in Attachment B.
1. Consortium member entities may choose to organize along programmatic or functional lines.
    - a) An example of a programmatic division of labor would be one partner providing adult and dislocated worker services, and another providing youth and state education services.
    - b) An example of a functional division of labor would be one partner providing work-based learning services (to include business outreach, development of participant training plans and contracts, and case management), while other partners focus on intake and eligibility, vocational education, and state education services.
  2. If awarded, each independent entity will receive a separate subrecipient contract. The consortium will be expected to develop and ratify an interoperating agreement, to ensure seamless and high-quality service delivery for all customers. Each entity must also sign all assurances and provide proof of insurance (Attachments D through F).
  3. Consortium member entities will be held jointly responsible for successful service delivery and performance outcomes.
- E. Funds available under this Request for Proposal are estimated to be approximately **\$644,000** (for Program Year 2023) for WIOA Adult, Dislocated Worker, Youth and State Basic Education programs. (See Attachment B).
- F. Funding will vary, depending upon final allocations, number of participants to be served, services proposed and negotiated. Bidders must serve Adults, Youth and Dislocated Workers in Okanogan County.
- G. SkillSource reserves the right to make an award to any bidder or to make no awards, if it is deemed to serve the best interests of the Board and the North Central Region. The proposal process is competitive and follows government procurement rules.

- H. The Workforce Innovation and Opportunity Act of 2014 provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike.
- I. Successful bidder must be willing to function as part of the North Central WDA delivery system and agree to all program linkages, referral processes and data collection methods necessary to make such a system operational. SkillSource is seeking providers of services able to function as a team player with other agencies, existing community programs, and SkillSource for the purpose of providing employment, education and training services to residents of the Service Area.
- J. This Request for Proposals is not in itself an offer of work nor does it commit SkillSource to fund any proposals submitted. SkillSource is not liable for any costs incurred in the preparation or research involved in the development of proposals.
- K. Successful bidders must negotiate the proposal before SkillSource will make any final commitment.
- L. All commitments made by SkillSource are contingent upon the availability of funds and SkillSource reserves the right to award an amount less than the total funds available for bid contained in this RFP.
- M. By submitting a proposal, all bidders are providing an assurance that they will comply with requirements outlined in Title I of the Workforce Innovation and Opportunity Act, all applicable Federal Regulations outlined in 20 CFR, all applicable DOL guidance (TEGLs & TENs), applicable WA State policies, Local Area Directives and Education Contracts.
- N. SkillSource assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act of 2014; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. SkillSource also assures that it will comply with federal regulations implementing WIOA and the laws listed above. This assurance applies to the WIOA Title I financially assisted program or activity, and to all agreements that SkillSource makes to carry out the WIOA Title I financially assisted program or activity. This WIOA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- O. By submitting a proposal, all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- P. Bidders should note that under the requirements of the Freedom of Information Act, the contents of your proposal or other information submitted to SkillSource is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on SkillSource. If there

is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, SkillSource will advise the bidder and request further justification in support of the "proprietary" marking. If SkillSource determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

- Q. The SkillSource Regional Workforce Board will authorize the fiscal agent, SkillSource, to negotiate a contract for the delivery of services arising from this RFP. SkillSource shall administer this solicitation and direct the negotiation and contracting process.
- R. The specifications in this RFP may change based on issuance of State or Federal regulations or policy. SkillSource will work with the successful bidder to implement any changes required by the State or Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with SkillSource to comply with subsequent changes.
- S. By submitting a proposal, the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if SkillSource awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. SkillSource reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- T. The successful bidder will be required to provide all services and local management from the WorkSource Okanogan County One Stop Center. For consortia, each member entity must house personnel in the One Stop Center commensurate with its type and level of services. The staffing plan must be described fully in this proposal and will be subject to negotiation prior to contracting. All associated costs are to be included in the budget.
- U. The bidder assures that it will be a service provider and will not subcontract significant programmatic functions to other entities if awarded a contract to be the service provider. Programmatic subcontracts require prior approval from SkillSource.
- V. Direct Training and Support obligations will be accounted for and processed by SkillSource, through the SkillSource MIP Fund Accounting System. These obligations will include ITAs, OJT, IWT, and work experience/internship agreements, support service purchase orders, etc. Invoices for goods and services received under these purchase arrangements will be submitted to SkillSource by the Subrecipient for payment after approved by the service provider. Amounts for these expenses are to be included in the proposed budget.
- W. The bidder assures that if awarded a contract by SkillSource, it will comply with Regional, State and Federal program and financial monitoring.
- X. Bidders are prohibited from contacting or discussing this RFP with SkillSource board members. Such contact will result in disqualification of the bid.

## II. Proposal Requirements

- A. Proposals must be received **by 4:00 PM PDT, February 27, 2023** by email to Susan Adams, Managing Director, at [susana@skillsource.org](mailto:susana@skillsource.org). Proposals received after that time and date will not be accepted or rated. Printed copies of the proposal are not required, and proposals shall not be submitted by FAX. Bidders will receive a confirmation email.
- B. All bidders are invited to attend a remote bidders' conference on **January 18, 2023 at 11:00 AM PDT**. Bidders may attend by Zoom at <https://skillsource.zoom.us/j/2476237498>. Minutes from this meeting will be posted on the SkillSource website within 2 business days.
- C. All entities interested in submitting a proposal **must submit a Letter of Intent** no later than **4:00 PM PDT, January 23, 2023** by email to Susan Adams, Managing Director, at [susana@skillsource.org](mailto:susana@skillsource.org).
- D. Questions regarding this RFP may be submitted in writing to Susan Adams, Managing Director, at [susana@skillsource.org](mailto:susana@skillsource.org). All questions will be responded to as soon as possible but no later than within 7 days of receipt. Questions and answers will be compiled and shared with all bidders that submitted a Letter of Intent to bid. They will also be posted on [www.skillsource.org](http://www.skillsource.org).
- E. An electronic copy of the RFP package is available online at [www.skillsource.org/rfp](http://www.skillsource.org/rfp).
- F. Assemble your proposal using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.
  - Cover Page (Attachment A)
  - Executive Summary (will count toward narrative page limit)
  - Proposal Narrative (no more than 20 pages (25 pages if a consortium proposal))
  - Attachments B (Budget Form)
  - Budget Narrative (if consortium, one budget page per separate entity)
  - Attachment C (Planned Participant Service Level Form)
  - Attachment D (Non-Collusion Affidavit)
  - Attachment E (Assurances & Certifications, consortia must submit for each entity)
  - Attachment F (Insurance & Bonding, consortia must submit for each entity)
  - One copy of your audit report (separate from the proposal)
  - One copy of your workforce program monitoring reports for the most recent two years.
- G. Attachment A: Complete the proposal cover page and attach it as the first page of the proposal.
- H. Executive Summary: Complete a brief summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIOA services.
- I. Proposal Narrative: Your response to the narrative section of the proposal is limited to no more than 20 pages (25 pages if a consortium proposal). This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as: Attachments A, B, C, D, E & F, budget narrative, and the organizational charts. The Executive Summary will count toward the narrative limit. Proposals must be submitted in Word format (.doc or .docx), 11 or 12-point Calibri font, single-spaced with one-

inch margins.

- J. Attachment B and Budget Narrative: Complete the budget form, for PY23 along with a one-page budget narrative. (Excel format available with the online RFP at [www.skillsource.org/rfp](http://www.skillsource.org/rfp)). Consortium proposals must submit a separate budget form for each entity specific to their proposed service delivery responsibilities.
- K. Attachment C: Complete Participant Service level form.
- L. Attachment D: Sign and submit Non-Collusion Affidavit. Consortia must submit one affidavit for each separate entity.
- M. Attachment E: Sign and submit Assurances and Certifications. Consortia must submit a signed copy of the assurances and certifications for each separate entity.
- N. Attachment F: Complete Insurance and Bonding Questionnaire. Consortia must submit one insurance and bonding questionnaire for each separate entity.
- O. Submit one copy of your most recent audit and workforce program monitoring reports. These reports should be submitted separately. If your organization has operated WIOA funded programs, please submit one copy of your monitoring report for the past two program years with resolution letters. The audit report and monitoring reports are not part of the proposal. Consortium proposals must include separate audit reports and monitoring reports, as applicable, for each separate entity.

### III. Review Procedures

A. Proposal Rating:

SkillSource staff will rate proposals and may engage a panel of peer workforce professionals to also rate. The SkillSource Board will review the ratings and recommendations and announce a provider by March 22, 2023. Programs shall start July 1, 2023.

The proposal evaluation weights are specified in each section of the RFP. These weights are also listed below. The proposal shall clearly demonstrate the respondent's ability to carry out service delivery responsibilities. A responsive proposal is one that complies with the format and content of the RFP and receives at least **70 out of 100 points**. A proposal that receives less than 70 points will be considered inadequate and will not be considered for award. All proposals must be in the specified format. Proposals will be judged for their content, merit, and clarity of language. Proposals that fail to include all items will be considered incomplete and will not be reviewed.

- 35% Management Capability: Background, Qualifications, Staffing, & Performance
- 40% Implementation Plan & Partner Coordination
- 25% Financial Management & Budget

B. Right to reject proposals, finalize contracts, and establish contract deadlines:

This RFP does not commit SkillSource to recommend approval of an agreement based solely on the highest scoring proposal. SkillSource reserves the right to accept or reject any or all

proposals received in response to this RFP. SkillSource reserves the right to cancel, in part or entirety, this RFP.

SkillSource reserves the right to add, delete, or amend the cost/price analysis as part of the finalization process with the successful proposer(s). Items that may be included but are not limited to, budget line items, staffing patterns/cost of salaries, and overhead costs to determine necessary and reasonable costs.

C. Grievances:

A grievance may be filed as provided for under 20 CFR Section 683 Subpart F. Individual applicant/proposer's scores cannot be protested.

#### IV. Proposal Narrative Information

Proposal Narrative information is outlined below to assist with responding to the proposal questions in sections A, B, C, and D. Information included: North Central Regional Plan, Adult and Dislocated Worker Services, Youth Services, and Youth Program Elements

**A. North Central Regional Plan:** Bidders are advised to review the North Central Regional Plan that has been approved by the State Workforce Board. A copy of this plan can be downloaded from the SkillSource website at [www.skillsource.org](http://www.skillsource.org).

**B. Adult and Dislocated Worker Services:** The Workforce Innovation and Opportunity Act of 2014 defines the required activities authorized for Adults and Dislocated Workers under Title I. Bidders are encouraged to read the Act to understand the scope of authorized activities. In general, these activities are:

- “(i) to establish a one-stop delivery system described in section 121(e);
- (ii) to provide the career services described in Section 134(c)(2) to adults and dislocated workers, respectively, through the one-stop delivery system in accordance with such paragraph;
- (iii) to provide training services described in Section 134 (c) (3) to adults and dislocated workers, respectively, described in such paragraph;
- (iv) to establish and develop relationships and networks with large and small employers and their intermediaries; and
- (v) to develop, convene, or implement industry or sector partnerships.”

Specifically, Adult and Dislocated Worker Activities include: eligibility determination; outreach and intake; initial assessment of skills; supportive service needs; job search and placement assistance; career counseling; provision of information on in-demand occupations and non-traditional employment; recruitment and other business services for employers; referrals to other One-Stop partner programs and other available programs in the community; provision of labor market information; information on supportive services available through other programs; information and assistance with establishing eligibility for financial aid and assistance for educational programs other than WIOA; comprehensive skills assessments; in depth interviewing and evaluation of barriers to employment; development of an Individual Employment Plan; group counseling; career planning; short term prevocational services; soft skills training; work experience; financial literacy; out of area job search; training services; occupational skills training; supportive services; OJT; incumbent worker training; private sector training programs; skill upgrading and retraining; job readiness training; adult education and

literacy activities and follow-up services.

**C. Youth Services:** Proposals are to be submitted to serve primarily out-of-school youth attending basic skills instruction at the WorkSource Okanogan Learning Center. In-School youth (up to 25% of youth expenditures) may be served on a limited basis, but the Board has prioritized drop out youth seeking to re-engage in educational and workforce preparation.

Proposals should be based on youth development principles and best practices that support, motivate, and prepare youth for continuing educational achievements, successful transition into adulthood, and long-term success in employment. The proposed services design and implementation strategies must be age appropriate, provide a customized mix of services to address individual needs and goals, and lead to attainment of the performance measures for in-school and out-of-school youth.

Under the Workforce Innovation and Opportunity Act, Youth funds contracted to the service provider for eligible youth shall be used to carry out programs that provide:

1. Objective assessment of the academic levels, skill levels, and service needs of each participant.
2. Individual service strategies for each participant.
3. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
4. Preparation for post-secondary educational and training opportunities.
5. Strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
6. Preparation for unsubsidized employment opportunities, in appropriate cases.
7. Effective connections to employers in in-demand industry sectors and occupations of the regional labor market.

**Youth Program Elements:** The Okanogan Youth program must provide the fourteen (14) elements listed below. Definitions of these program elements are available in federal regulations. The 14 elements that must be present are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include--
  - summer employment opportunities and other employment opportunities available throughout the school year;
  - pre-apprenticeship programs;
  - internships and job shadowing; and
  - on-the-job training opportunities;
4. Occupational skill training, which shall include priority consideration for training

programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.

**D. State Basic Education Services.** A Basic Skills Instruction program has been operating at WorkSource Okanogan since 1998. Costs for this program will be funded by a combination of State Basic Education funds and WIOA Youth & Adult program funds. The costs consist of salary and fringe benefits for a full-time Washington State certificated/endorsed instructor and related expenses and should be included in the proposal budget. Provide an assurance that you will assign staff and operate the Basic Skills Education program in accordance with SkillSource and Okanogan School District (OSD) and WA State requirements (WAC 392-121-188). Below are the primary responsibilities outlined in the agreement. The successful bidder will perform SkillSource responsibilities as a subcontractor to the OSD. Copies of the current contract are available upon request for informational purposes.

#### **DISTRICT RESPONSIBILITIES**

1. Make payment of \$588 per eligible enrolled student per month of full-time enrollment. A full-time enrolled student is defined as an eligible student who has completed all District required enrollment procedures and forms and who is enrolled on a count date in instructional activities for a minimum of 27.75 hours per week.
2. Make payments no later than sixty (60) days after student enrollment information is reported to the District.

#### **SKILLSOURCE RESPONSIBILITIES (implemented by selected Subrecipient)**

1. Provide facility and instructional services to each enrolled student.
2. Maintain enrollment, attendance, and academic records.
3. Provide a Washington State certificated and appropriately endorsed teacher to instruct students and supervise others who may assist in the instruction of students.
4. Provide access to student records and the instructional facility for appropriate District employees.

## V. Narrative Questions

**\*\*Please respond to the narrative proposal questions in sections A, B, C, and D below.  
Please clearly number and address each question in consecutive order in your proposal.**

- A. **Executive Summary** – include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the requested WIOA services.
- B. **Management Capability: 35% (Organization Background, Qualifications, Staffing & Performance)**
1. **Organization Profile (If a consortium, describe each entity in the consortium).**
    - a. What is the legal status of your organization?
    - b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major programs currently offered.
  2. **History and Performance (If a consortium, describe each entity in the consortium).**
    - a. Proposals must include information to demonstrate that the provider has a record of success in operating workforce investment programs or projects. Describe your experience providing career, training and education services to low skilled adults, dislocated workers and disadvantaged youth. Please outline all workforce programs operated during the last three years. Provide brief program descriptions, funding sources and performance information.
    - b. Provide two names of references of individuals outside of your organization familiar with the quality of prior programs you have operated.
    - c. If your organization has not provided past Workforce Innovation & Opportunity Act (WIOA) programs, please outline programs that provided similar services in which your organization has been involved over the last three years.
    - d. Please attach program compliance & monitoring reports for the past two years.
  3. **Staffing** - Staffing of the WIOA program is one of the most critical aspects of ensuring program quality.
    - a. Please describe your proposed staffing plan for the WIOA programs in Okanogan County. If a consortium, provide a proposed staffing plan for each entity. Your staffing plan should specify staffing levels and position titles. Include full time equivalent (FTE) effort that each position will spend on directly related contract work.
    - b. While staffing/hiring decisions will be the responsibility of the service provider, the proposal must identify the qualifications of the staff that will be involved in delivering services in Okanogan County at the WorkSource Center. Include brief position descriptions with position titles and minimum qualifications required for selection of staff. If staff will be hired after July 1, 2023, please describe the process for recruitment and selection.
    - c. Identify key management staff by name (if known) with a summary of their credentials and brief resume of qualifications, and a brief description of their duties and responsibilities. It is anticipated that the proposal will include a part time

manager (at least 75%) who will oversee implementation of all services related to the organization's contract(s) with SkillSource. The manager may also perform service delivery duties.

- d. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned with position titles. Consortium entities are to provide separate organizational charts.

C. **Implementation Plan & Partner Coordination: 40%**

\*\*Consortium proposals must clearly specify which consortium entity will provide services described in all sections below.

1. **GENERAL INFORMATION**

- a. Describe your plan to ensure that your staff are well-trained and ready to implement WIOA services in Okanogan on July 1, 2023. Staff and service provider management must know the Act, rules and regulations and implement policies and procedures to ensure that there is no lag in services to customers.
- b. Describe your knowledge of the most significant workforce development challenges and opportunities that Okanogan County will likely face in the next two years.
- c. Describe your organization's commitment to an integrated service delivery model in the WorkSource system (see 20 CFR 678.300). Explain how you will work with the One Stop Operator, partners and local Board staff to continuously improve the integrated system. Include a description of how WIOA service provider management staff will coordinate and cooperate with the Okanogan One Stop Operator to effectively deliver services.
- d. Demonstrate your knowledge in serving these populations by providing a description of customer expectations and the needs of adults, dislocated workers and youth. Describe your organization's ability to meet the specific needs of each population.
- e. Describe how you will effectively provide business services (listed at 20 CFR § 678.435) to employers in Okanogan County, including employer outreach and business engagement.
- f. Describe how funds available to be spent directly on adult, dislocated worker and youth customers (i.e. supportive services, training costs, work experience wages, etc.) will be obligated to ensure that targeted expenditure levels are met but not exceeded.
- g. Provide a brief description about how services will be provided at the WorkSource Okanogan Center and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff, availability of partner services, and client flow.
- h. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the County.

- i. Provide an assurance that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system. Additionally, provide an assurance that participant files will be maintained in accordance with SkillsSource requirements and maintained in a secure location.
- j. If WIOA costs you incur are subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?

## **2. CONSORTIUM PROPOSALS ONLY: Coordination**

- a. Explain how consortium entities plan to jointly coordinate service delivery operations so that career seekers, businesses and other customers have a seamless, comprehensive and successful experience allowing them to meet their goals. Include any advantages or added benefit that a consortium model will provide.
- b. Explain how the consortium members will jointly coordinate outreach activities (including but not limited to communities, individual job seekers, businesses, and other agencies).
- c. Describe any existing relationships that the consortium member entities already have, and how the consortium intends to use and build upon them to provide comprehensive service delivery.
- d. If any consortium member entity is not a previous WIOA service provider, explain how the other consortium member entity/entities will support and assist them in meeting goals and outcomes.

## **3. ADULT AND DISLOCATED WORKER SERVICES**

- a. Describe how the availability of services to adults and dislocated workers will be promoted in the community and how outreach and recruitment of applicants will be conducted.
- b. Describe the eligibility, assessment, case management, and counseling services that will be provided to adults and dislocated workers in an integrated system.
- c. Describe how career services, training, and follow up services will be provided to these populations under WIOA.
- d. Describe how you will facilitate career pathways for adults and dislocated workers.
- e. Describe all services that will result in direct client expenditures (i.e. supportive services, ITAs, OJT, work experience, etc.). For each type of service, describe how it will be decided which customers receive that particular service.
- f. Describe how you will promote and implement an effective on-the-job and incumbent worker training component and other work-based learning activities to employers.

- g. Describe how rapid response services will be provided to customers in the event of a facility closure or large dislocation. Also describe how rapid response activities will be coordinated between service provider staff and other core partner staff.
- h. Demonstrate knowledge of WIOA performance requirements for the adult and dislocated worker programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the Workforce Training & Education Coordination Board. Refer to performance targets depicted in Attachment C.
- i. Describe how customer feedback will be collected and used to make continuous improvements to services.

#### **4. YOUTH SERVICES**

- a. Describe how all youth services will be provided in accordance with the 14 Program Elements required by WIOA. All 14 required elements must be made available. The WIOA legislation mandates that 14 specific program elements must be included in the WIOA Youth program design (these can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate).
- b. Describe how the availability of youth services will be promoted. Also describe how recruitment of these populations will be conducted.
- c. Describe how the program design will ensure that no more than 25% of funding will be spent on in-school youth while not less than 75% will be spent on out of school youth.
- d. Describe how Basic Skills Instruction will be provided to drop out youth at the WorkSource Okanogan Learning Center as in alignment with Section IV.D.
- e. Describe the eligibility, objective assessment including basic skills and academic level, individual service strategy development, case management, counseling, and follow up services that will be provided to youth.
- f. Describe how youth will be prepared for post-secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market, in-demand occupations and employment opportunities within the region.
- g. Describe all services that will result in direct participant expenditures (i.e. supportive services, classroom training (basic education and computer skills, work experience, OJT etc.). For each type of service, describe how it will be decided which customers receive that particular type of service.

- h. Describe how you plan to utilize work-based training (work experience, internship, OJT) with youth. How will you promote youth work-based training to employers?
- i. Demonstrate knowledge of performance requirements for the In-School and Out-of-School Youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the State Workforce Board. Refer to performance targets depicted in Attachment C.

**5. PARTNERSHIPS AND COORDINATION**

Partnerships and coordination of services with other organizations are one of the keys to success in the delivery of WIOA services.

- a. Describe past success in developing effective working relationships with partner organizations. Include at a minimum local workforce development staff and programs, Adult Education Providers, Literacy programs, Offender programs, English as a Second Language programs, Vocational Rehabilitation, Temporary Assistance to Needy Families, Senior Community Service Employment Programs and Secondary & Post-Secondary education providers.
- b. Describe how key management staff will work in cooperation with the One Stop Operator and Partners to ensure coordinated service delivery. List key community partners and a brief description of planned collaboration.
- c. Describe how service delivery staff will work with WorkSource partner staff to achieve an integrated system where customer service and performance are high priorities. If your organization is not presently a service provider in Okanogan County, describe how you will work with the One Stop Operator and the current service provider prior to July 1, 2023 to prepare for an efficient transition of files and customer caseloads. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, etc.) and the anticipated completion date for each transitional activity.

**D. Financial Management, Budget and Cost Effectiveness: 25%**

- 1. **BUDGET:** The bidder must complete a budget plan for PY23 included as Attachment B. Please do not deviate from the budget format provided. Consistency will allow the reviewers to compare the proposed budgets.
  - a. As stated previously in the RFP, we are planning to award approximately **\$644,000** for Adult, Dislocated Worker, Youth and State Ed programs in Okanogan County each program year. The final amounts will vary based on final allocations to North Central Workforce Area.
  - b. For the purpose of this bid, include the planned amounts for management of service provider staff, overhead costs and the amount planned for direct participant costs. A higher percentage of direct costs planned for WIOA participants will result in a higher score on this section of the proposal. Bidders must plan on providing services at the

WorkSource Okanogan Center. If applicable, list any leveraged resources intended to support service delivery.

- c. A one-page budget narrative should be attached that describes cost allocation methods or a current copy of approved indirect cost rate, analytical ratios used to determine staffing levels and participant levels, and the philosophy of the bidder with respect to minimizing overhead costs while maximizing direct training costs. The budget narrative should be used to clarify and annotate the budget. Consortia must attach a separate budget for each entity.
- d. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization in this section and provide one copy of their most recent audit report with the bid package. Consortia must provide this description for each separate entity.
- e. Please attach fiscal monitoring reports for the past two years. Consortia must attach monitoring reports for each separate entity.

## **2. BUDGET INSTRUCTIONS: ATTACHMENT B: BUDGET PAGE**

- a. Training Related Expenses includes all costs associated with staff salaries (including management), fringe benefits, program operating costs including: supplies, occupancy, equipment, and miscellaneous other (ie: travel, staff training, insurance, software licenses, etc.). These costs are broken out by Adult, Dislocated Worker, Youth and Education programs.
- b. Direct Training/Participant Expenses are those costs that directly benefit WIOA Title I customers. Such costs include on-the-job training, work experience wages, tuition, supportive services, training supplies, books, and any other costs that directly benefit the participant not included in the other definitions above. No staff costs may be included in the direct participant costs with the exception of basic skills and computer basics instruction.
- c. Administration / Indirect Expenses: includes all costs associated with administrative functions or indirect costs.
- d. Totals: Sub-total each category and grand total each program column. Calculate the percent of total budget for each category. The percentage of budget columns for each program should total 100% at the bottom.
- e. State Education Budget: Complete the budget summary with proposed costs.

**PROPOSAL COVER SHEET**

Organization's Legal Name			
Contact Person:			
Address			
Telephone		Fax	
E-mail		Cell	
Federal ID #			
Number of years potential bidder has been in business under the corporate / business structure submitting the response to this request for proposal			
<b>Total Amount of Funds Available</b>	<b>PY23</b>		
	WIOA Adult Funds		\$ 225,000
	WIOA Dislocated Worker Funds		\$ 182,000
	WIOA Youth Funds		\$ 137,000
	State Education Funds		\$ 100,000
	<b>Total</b>		<b>\$ 644,000</b>
<b>Total Number of Participants to be served</b>	<b>Planned # PY 23</b>		
	Adult	#	Cost Per Part. \$
	Dis. Worker	#	Cost Per Part. \$
	Youth	#	Cost Per Part. \$
	State Ed Youth	#	Cost Per Part. \$
Signature: _____ Title: _____			
Print Name: _____ Date: _____			

**Check all applicable boxes:**

For Profit Corporation	<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Business Association	<input type="checkbox"/>
Not-for-profit Corporation	<input type="checkbox"/>	Faith-Based Organization	<input type="checkbox"/>	Community Based Org.	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	State Agency	<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>
Educational Institution	<input type="checkbox"/>	Other Public Agency (Specify)	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

**Instructions:** Complete the attached Budget Summary for July 1, 2023 to June 30, 2024. [Formatted Budget sheets](#) are available in excel in the online RFP at [www.skillsource.org/rfp](http://www.skillsource.org/rfp). This contract spans 12 months and a detailed budget will be required upon contract award. If proposal is for a consortium, provide a separate budget summary for each separate/independent entity providing services.

**PY 23 Budget Summary  
(July 1, 2023 – June 30, 2024)**

<b>WIOA TITLE I FUNDS (ESTIMATED)</b>	<b>ADULT \$225,000</b>	<b>% of Adult Budget</b>	<b>DISLOCATED WORKER \$182,000</b>	<b>% of DW Budget</b>	<b>YOUTH \$137,000</b>	<b>% of Youth Budget</b>
<b>TRAINING RELATED EXPENSES</b>						
<b>Program Personnel</b>						
Salaries & Wages	\$	%	\$	%	\$	%
Taxes & Benefits	\$		\$		\$	
<b>Program Operation</b>						
Supplies	\$	%	\$	%	\$	%
Facility (Rent & Utilities)*	\$		\$		\$	
Equipment Purchase	\$		\$		\$	
Misc./Other	\$		\$		\$	
<b>(a) Sub-total</b>	\$	%	\$	%	\$	%
<b>DIRECT PARTICIPANT EXPENSES</b>						
Work-based Training (OJT/WEX /Internship/ Incumbent Worker Training)	\$	%	\$	%	\$	%
Occ Skills Training (ITA)	\$		\$		\$	
Basic Skills Instruction	\$		\$		\$	
Computer Basic Skills Instruction	\$		\$		\$	
Support Services	\$		\$		\$	
<b>(b) Sub-total</b>	\$	%	\$	%	\$	%
<b>ADMINISTRATION EXPENSES</b>						
<b>Direct</b>	\$	%	\$	%	\$	%
<b>Indirect</b>	\$		\$		\$	
<b>(c) Sub-total</b>	\$	%	\$	%	\$	%
<b>Grand Total (a+b+c)</b>	\$	100%	\$	%	\$	%

<b>STATE ED FUNDS</b>	<b>\$100,000</b>
Basic Skills Instruction: Wages & Benefits	\$
Facilities	\$
Equipment Purchase	\$
GED Test Fees	\$
Misc/Other	\$

**Provide a one page Budget Narrative. See instructions Section C (1) c**  
 \_\_\_\_\_ (FTEs): How many direct service staff are included in your budget?  
 \_\_\_\_\_ (FTEs): How many non-direct service staff or administrative staff are included in your budget?  
 If you have included an indirect rate (does not include shared or allocated costs) in your proposed budget, attach a copy of your current indirect cost rate approval letter.

**\*Planning cost per staff person per year to be physically located at the WorkSource Okanogan Center: \$6784.**

**Planned Participant Service Levels  
(for PY23)**

Planned Service Levels	Projected Number to be Enrolled	Projected Number to be Exited	Projected Number Employed or in Post Sec Ed (Youth) at Exit	Projected Number Receiving Credentials
Adults				
Dislocated Workers				
Youth				
State Ed Students				
<b>Projected # of Training Activities</b>	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>	<b>State Ed Students</b>
OJT				
Incumbent Worker Trng				
Occ. Skills Training (ITA)				
Work Exp/Internship				
Basic Skills				
Computer Basics				
Other (specify)				

**NOTE:** Bidder’s projected enrollment and training activity figures in this proposal will be used for provider selection purposes. During contract negotiation, service levels may be modified to better reflect Board priorities.

**FEDERAL PERFORMANCE TARGETS**

**North Central Workforce Area  
for Program Year 22-23**

Indicator ( <a href="#">See USDOL Performance Indicator Definitions</a> )	WIOA Adult Target	WIOA Dislocated Worker Target	WIOA Youth Target
Employment Rate, 2 <sup>nd</sup> Quarter after Exit*	<b>77.0%</b>	<b>81.5%</b>	<b>62.0%</b>
Employment Rate, 4 <sup>th</sup> Quarter after Exit*	<b>71.4%</b>	<b>80.6%</b>	<b>62.6%</b>
Median Earnings, 2 <sup>nd</sup> Quarter after Exit	<b>\$8,237</b>	<b>\$11,723</b>	<b>\$4,411</b>
Credential Attainment Rate	<b>82.5%</b>	<b>85.0%</b>	<b>49.7%</b>
Measurable Skill Gain Rate	<b>65.4%</b>	<b>52.8%</b>	<b>55.9%</b>

\* WIOA Youth are measured for attaining employment or entering post-secondary education 2 and 4 quarters after exit.

**Non-Collusion Affidavit**

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of SkillSource or the North Central Workforce Development Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

## Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that:

Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

"As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

**Debarment, Suspension, and Other Responsibility Matters:** This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).

**The undersigned applicant certifies that it and/or its principals:**

- (1)** Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

**Lobbying:** This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

**The undersigned applicant certifies 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 any officer or employee of Congress, or an employee of a Member of Congress, or locally elected officials.
- (2) In connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (3) 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, any officer or employee of Congress, an employee of a Member of Congress, or locally elected officials in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (4) The undersigned shall require that the language of this certification be included in the award for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and provide disclosure accordingly.

**Conflict of Interest:** The undersigned applicant certifies that it shall comply with the conflict of provisions outlined in the WIOA of 2014, Section 107(h).

**The undersigned applicant certifies that:**

- (1) No project manager, employee or paid consultant of the Proposer is a member of the Board of Directors, or an employee of SkillSource;

- (2) No project manager or paid consultant of the Proposer is married to a member of the Board of Directors, or an employee of SkillSource;
- (3) No member of the Board of Directors, or an employee of SkillSource owns or has any control in the Proposer's organization;
- (4) No spouse of a member of the Board of Directors, or employee of SkillSource receives compensation from Proposer for lobbying activities;
- (5) Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- (6) Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with SkillSource and shall immediately refund SkillSource any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by SkillSource relating to that contract.

**Drug-Free Workplace:** This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

**The undersigned applicant certifies that it shall provide a drug-free workplace by:**

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Service Provider's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Service Provider's policy statement;
- (4) Notifying the employees in the Service Provider's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Service Provider in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (5) Notifying SkillSource within ten (10) days of Service Provider's receipt of a notice of a conviction of an employee; and,
- (6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

**Nondiscrimination:** The undersigned applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.

**WIOA Sec. 188 (a):**

**(1) Federal financial assistance.** -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

**(2) Prohibition of discrimination regarding participation, benefits, and employment.** -- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

**(3) Prohibition on assistance for facilities for sectarian instruction or religious worship.**

-- Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

**(4) Prohibition on discrimination on basis of participant status.** -- No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

**(5) Prohibition on discrimination against certain non-citizens.** -- Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

**Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

**WIOA Sec. 184 (f): Discrimination Against Participants:** -- If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

**Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).**

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I - financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I-financially assisted program or activity.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Lobbying; Conflict of Interest; Drug Free Workplace and Nondiscrimination are true and correct as of the date of submission. This does not preclude SkillSource from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to SkillSource by the applicant causes harm to a third party, the applicant will be held liable for SkillSource action resulting from reliance on that information.

The applicant must notify SkillSource in writing if the authorized signatory changes.

Certified by:

---

Signature of Authorized Official

Title

Date

---

Typed/Printed Name of Signatory

---

Name of Organization

## **INSURANCE AND BONDING REQUIREMENTS**

The following insurances are required for any WIOA grant recipient or sub-recipient/service provider. Please complete the attached Insurance Questionnaire and submit with proposal as **Attachment F**.

### **1. Bonding**

The Sub-recipient shall ensure that:

- a. Sub-recipient has purchased fidelity bonding to protect against risk of loss from all officers, directors, employees, or other individuals who receive or deposit funds into program accounts, or issue other financial documents, checks, or other instruments of payments.
- b. Fidelity bonding secured pursuant to this Agreement must have coverage of \$100,000 or the highest planned advance or reimbursement for the program year, whichever is greater.
- c. If requested, the Sub-recipient will provide a copy of the bonding instrument or a certification of the same from the bond issuing agency.

### **2. Business Auto Policy**

The Sub-recipient shall maintain automobile liability insurance, with a minimum limit of \$1,000,000, when vehicles owned or leased by the Sub-recipient or its employees, Sub-Sub-recipients, or volunteers are used to provide services in performance of this Agreement.

### **3. Commercial General Liability Insurance**

The Sub-recipient shall at all times during the term of this Agreement, carry and maintain commercial general liability insurance that covers bodily injury, property damage and contractual liability with the following minimum limit: Each Occurrence - \$1,000,000; General Aggregate - \$2,000,000.

### **4. Industrial Insurance Coverage**

The Sub-recipient shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Sub-recipient fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, SkillSource may collect from the Sub-recipient the full amount payable to the Industrial Insurance accident fund.

SkillSource may:

- a. Deduct the amount owed by the Sub-recipient to the accident fund from the amount payable to the Sub-recipient by Agency under this Agreement; and
- b. Transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services.

This provision does not waive any of L&I's right to collect from the Sub-recipient.

### **5. Professional Liability Insurance**

The Sub-recipient shall carry and maintain professional liability insurance. Such coverage shall cover losses caused by error and omissions in rendering professional services and shall have the following minimum limits: \$300,000 per incident, loss or person. The Sub-recipient shall ensure employees and any Sub-recipients are covered by professional liability insurance.

# INSURANCE QUESTIONNAIRE

Complete the questionnaire stating the type of insurance and name of company you will use if funded.

Name of Agency/Entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**1. FIDELITY BONDING**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Bond Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Expiration Date: \_\_\_\_\_

**2. BUSINESS AUTO INSURANCE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Property Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Expiration Date: \_\_\_\_\_

**3. COMMERCIAL GENERAL LIABILITY COVERAGE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Limit: \_\_\_\_\_  
D. Deductible: \_\_\_\_\_  
E. Expiration Date: \_\_\_\_\_

**4. INDUSTRIAL INSURANCE COVERAGE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
E. Expiration Date: \_\_\_\_\_

**5. PROFESSIONAL LIABILITY INSURANCE**

A. Insurance Company: \_\_\_\_\_  
B. Policy Number: \_\_\_\_\_  
C. Limit: \_\_\_\_\_  
D. Expiration Date: \_\_\_\_\_

**6. INSURANCE BROKER OR AGENT**

A. Agency Name: \_\_\_\_\_  
B. Address: \_\_\_\_\_  
C. Phone Number: \_\_\_\_\_  
D. Agent's Name: \_\_\_\_\_

## Workforce Innovation and Opportunity Act Local & State Policies

Below are links to select Local policies to take into consideration when preparing a bid. This is not an exhaustive list of all SkillSource directives, but contains local guidance beyond Federal or State policy. These policies are continually being updated but contain helpful information for bid preparation. All SkillSource local directives may be found at <https://skillsource.org/local-directives>.

[16-150 Rev 3: WIOA Adult Eligibility & Priority](#)

[18-172 Rev 5: WIOA Dislocated Worker Eligibility](#)

[17-163 Rev 4: WIOA Youth Eligibility & Design Framework](#)

[18-171 Rev 3: Individual Training Accounts](#)

[13-120 Rev 2: On-the-Job Training](#)

[17-162 Rev 3: Incumbent Worker Training](#)

[16-136 Rev 3: Youth Work Based Learning](#)

[14-124 Rev 2: Dislocated Worker Internship](#)

[16-156 Rev 5: Youth Learning Incentives](#)

[17-157 Rev 4: Supportive Services and Needs Related Payments](#)

### State Policies

See: <https://wpc.wa.gov/policy> for Title I-B and One Stop State Policies.