

# **LOCAL WORKFORCE DEVELOPMENT AREA 5**

## **REQUEST FOR PROPOSALS FOR WORKFORCE INNOVATION & OPPORTUNITY ACT**

### **YOUTH SERVICES (HYBRID APPROACH)**

**ISSUE DATE: March 6, 2017**

**RESPONSE DEADLINE: April 21, 2017**

**FUNDING PERIOD: July 1, 2017 – June 30, 2018 or 2019**

**(Funding for a two year period will be considered**

**or an extension of the one year contract for up to four years, at the discretion of the funder)**

Technical assistance concerning the Request for Proposals and its submission are available by emailing [workforceRFP@sedev.org](mailto:workforceRFP@sedev.org) no later than 4:00 p.m. on March 20, 2017. Any questions and answers regarding the proposals will be available to all bidders and posted at the following web address:

<http://www.secareercenter.org>

This project is funded under an agreement with the State of Tennessee – TN Department of Labor and Workforce Development. Equal Opportunity Employer/Program. Auxiliary aids & services are available upon request to individuals with disabilities.

## **I. Background:**

The purpose of this Request for Proposals (RFP) is to identify and fund organizations in the Southeast Tennessee region that will provide innovative programming and complementary services that result in Out-of-School Youth, ages 16-24, achieving academic and employment success.

This project will be funded under The Workforce Innovation and Opportunity Act (WIOA), a federally program funded through the U.S. Department of Labor and the State of Tennessee Department of Labor and Workforce Development. WIOA is a primary source of federal funds for workforce development activities throughout the nation; however, the legislation requires multiple partners to contribute to infrastructure operations and services. WIOA funds are awarded to the Chief Elected Officials (CEOs) of a Local Workforce Development Area (LWDA) to serve two primary customers: job seekers and businesses through a One-Stop system branded as the American Job Center (AJC) system. The intent of WIOA is to strengthen the workforce system through innovation and alignment of services to promote individual and economic growth, meeting the business and industry needs in the area. One of the main purposes is to assist individuals with barriers to employment in increasing their access to employment, education, training and support so they may succeed in the labor market. The AJC network in a LWDA must include at least one AJC with services offered by all required partners and may include additional affiliate centers and/or access sites. A Local Workforce Development Board (LWDB), appointed by the CEOs and approved by the Governor, oversees the workforce system and activities in a LWDA. The LWDB is responsible for meeting performance goals negotiated with the TN Department of Labor and Workforce Development.

The Chief Elected Officials of LWDA 5 have appointed the Local Workforce Development Board (Area 5) to oversee workforce services in Bledsoe, Bradley, Hamilton, Marion, Meigs, McMinn, Polk, Rhea and Sequatchie Counties. The LWDB Area 5 is a volunteer Board consisting of representatives of private employers, higher education, organized labor, non-profit organizations and public entities. The LWDB Area 5, in consultation with the Chief Elected Officials, is responsible for the oversight and selection of providers to partner with the Administrative Entity/Fiscal Agent (Lead Entity (SETD)) and Career Services provider, the Southeast Tennessee Development District, in the delivery of 14 elements for Out-of-School Youth specified in WIOA, referenced as the Youth Hybrid approach. All communication regarding contract deliverables will be made through the Administrative Entity/Fiscal Agent (Lead Entity (SETD)) or designee, currently the Program Director at [scowden@sedev.org](mailto:scowden@sedev.org).

The process used to select eligible Youth Service Providers can be found at in the final WIOA Regulations at § 681.400.

### ***Our Mission:***

*To drive innovative and transformational change in the development of the region's talent through focused delivery of quality services with integrity and flexibility. We collaborate with business, industry, economic development and education to prepare and provide skilled workers and improve the standard of living in our communities.*

### ***Our Vision:***

*We are a dynamic and thriving region where prepared job seekers and quality career opportunities align with the needs and demands of business and industry.*

## II. Project Timeframe:

RFP Release	<b>March 6, 2017</b>
Notice of Intent to Apply (REQUIRED) Submit as Attachment A	<b>March 21, 2017</b> <b>Submit as Attachment A</b>
Bidders Questions submitted via email (responses to questions will be posted at secareercenter.org under FAQ:YOUTH)	From: <b>3-13-2017</b> To: <b>3-20-2017</b> to <b><u>workforceRFP@sedev.org</u></b> (email submissions only)
Proposal Deadline	<b>April 21, 2017</b>
Review Committee Approval	Week of <b>May 1 – 5, 2017</b>
LWDB Approval	<b>May 9, 2017</b>
Anticipated contract Start Date	<b>July 1, 2017</b>

## III. Eligible Applicants:

Any governmental office, educational institution, not-for-profit, or for-profit entity properly operating in the local area\* and accordance with Federal, State and local law, and in business for at least three years, may submit a proposal for consideration. Minority-owned and women-owned businesses are encouraged to apply.

Additional Requirements – The State and local boards shall ensure that in carrying out activities under this title, Out-of-School Youth partners:

- (a) will disclose any potential conflicts of interest arising from the relationships with particular training service providers or other service providers;
- (b) do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
- (c) comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.

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

Ideal entities will offer expertise in delivering services to like populations so that referrals may be made to the contractor(s) and the contractor may refer to the Lead Entity (SETD) for the services specified in the Youth Hybrid as functions of the Lead Entity (SETD), as referenced on pages 7 and 8, "Program Design Elements."

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\*Located in the local area is defined as any entity or consortium having a current operating program(s) in any county within LWDA 5 as defined above herein.

#### **IV. Funding and Contracting:**

The LWDB will award funds to successful proposers to promote continuity and coordination of services identified in the RFP. The LWDB will award an initial contract on a fee for services basis, to successful respondents effective July 1, 2017 through June 30, 2018 with an annual budget not to exceed \$100,000. Subject to performance of deliverables and available funds, the selected partners may be eligible for up to three (3) 1-year extensions with up to a 5% to 10% budget increase each year with evidence for justification. All funding of this RFP is contingent upon the LWDB and partner agreement of fund availability.

If a contract is awarded, the submitted proposal will become part of the official contract file. Any commitments made in the proposal will be part of the contract and will be binding on the contractor.

The contract awarded will be cost reimbursement and fee for service based on a per participant cost. No expenses are reimbursable until a contract has been fully executed (signed by all parties). Monthly invoices are due by the 10<sup>th</sup> of the month for the previous month and must include documentation of eligible Out-of-School Youth participants served. Invoice will be paid within 30 days of receipt of approved documentation.

The issuance of this solicitation in no way commits the LWDB to pay any cost for the preparation and submission of a proposal. The Bidder assumes all costs of preparation of the proposal and any presentation necessary for the proposal process.

#### **V. Delivery of Services:**

The LWDB announces the release of a Request for Proposals to provide partner funding for select components where community providers hold expertise in elements not be specified as delivered by the Lead Entity (SETD). The following is a list of locations where Lead Entity (SETD) staffs are located:

##### **American Job Center - Chattanooga—Eastgate Town Center**

**Address:** 5600 Brainerd Road  
**City/State/Zip:** Chattanooga, TN 37411  
**Phone:** (423) 894-5354  
**Website:** secareercenter.org

**American Job Center - Athens**  
**Address:** 410 N. Congress Parkway  
**City/State/Zip:** Athens, TN 37303  
**Phone:** (423) 745-2028  
**Website:** secareercenter.org

**American Job Center – Cleveland**  
**Address:** 301 Keith Street  
**City/State/Zip:** Cleveland, TN 37311  
**Phone:** (423) 790-5552  
**Website:** secareercenter.org

##### **American Job Center – Kimball - Marion Workforce Development**

**Address:** 426 Battle Creek Road  
**City/State/Zip:** South Pittsburg, TN37380  
**Phone:** (423) 837-9103  
**Website:** secareercenter.org

**American Job Center – Dayton Regional Skills Center**

**Address:** 200 4<sup>th</sup> Avenue  
**City/State/Zip:** Dayton, TN 37231  
**Phone:** (423) 570-1107  
**Website:** secareercenter.org

**Access Point – Dunlap Sequatchie County—Dunlap Chamber of Commerce**

**Address:** 15643 Rankin Avenue North  
**City/State/Zip:** Dunlap, TN 37327  
**Phone:** (423) 949-2402  
**Website:** secareercenter.org

**Onsite partners may include the following:**

Function/Partner
Title I Adult, Dislocated Worker, Youth
Title II Adult Education
Title III Wagner Peyser
Title IV Vocational Rehabilitation
TANF
Veteran Services
TAA/TRA
RESEA
SNAP
Other

**VI. Scope of Work:**

The purpose of this Request for Proposals (RFP) is to identify and fund partners to provide selected services to eligible Out-of-School Youth, as referred by the Lead Entity (SETD). SETD envisions a system where Out-of-School Youth in the Southeast Tennessee region (Bledsoe, Bradley, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, and Sequatchie) are able to easily access a comprehensive and integrated set of education and training supports in partnership between the Lead Entity (SETD) and referral contractors that offer unique expertise. These partnerships should increase the number of Out-of-School Youth productively engaged in the workforce, thereby increasing self-sufficiency and reducing poverty.

SETD seeks innovative proposals that reflect a clear approach to delivering selected services to disconnected Out-of-School Youth in partnership with the Lead Entity (SETD).

SETD will provide grant funding with a maximum liability of \$100,000 **via a cost reimbursement contract**, where Partner Contractors are paid under a fee for service agreement for Youth participants referred by the Lead Entity (SETD) and served by the Partner Contractor

The following requirements apply to all respondents funded under this WIOA solicitation and clearly specify the services to be provided by the Lead Entity (SETD) in the Youth Hybrid:

## **A. Target Population to be identified, determined eligible by the Lead Entity (SETD):**

Out-of-School Youth: An “Out-of-School Youth” shall be eligible to participate in these programs if such individual is:

- (i) Not attending any school (secondary or post secondary) with the exception of Adult Education, Job Corps or Build programs;
- (ii) Not younger than age 16 or older than age 24 at time of eligibility determination;
- and
- (iii) One or more of the following:
  - (a) A school dropout at time of enrollment (Youth in alternative school are not considered drop outs)
  - (b) A Youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
  - (c) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
    - (aa) basic skills deficient (see definition page 20)
    - (bb) an English language learner
  - (d) An individual who is subject to the juvenile or adult justice system
  - (e) A homeless individual, a homeless child or Youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
  - (f) An individual who is pregnant or parenting.
  - (g) A Youth who is an individual with a disability.
  - (h) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

## **B. Collaboration and Partnerships defined in relation to the role of the Lead Entity (SETD)**

SETD seeks proposals demonstrating collaborations with other agencies in order to access appropriate services for participating Out-of-School Youth. Proposals are expected to demonstrate capacity to fulfill only the service requirements specified to be delivered by the Partner Contractor(s). Letters of support/coordination or Memoranda of Understanding (MOU) should be included with proposals. The intent of this RFP is to enhance existing programs/services rather than to duplicate them.

Funds provided under this RFP **shall not be used to duplicate facilities or services available** in the area (with or without reimbursement) from the Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local workforce development area’s performance goals.

## **C. Program Design Elements**

The following describes the Youth Hybrid Approach to delivering the fourteen (14) required services local programs must, at a minimum, provide to Youth per Section 129 (c)(2) of the Act with specific clarification as to the services being requested in this RFP and the services being provided by the Lead Entity (SETD). It is noted that all participants will not need all services and will receive only those appropriate, based on their Individual Service Strategy (ISS). The Lead Entity (SETD) will have primary responsibility for ensuring that each participant receives the full continuum of services.

Elements being procured under the RFP to be delivered by Partner Contractors:

1. *Tutoring, study skills training*, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;

2. *Adult mentoring* for a duration of at least twelve (12) months, that may occur both during and after program participation;
3. *Financial literacy education*- supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building or other savings goals.

Proposing providers may submit proposals to provide some or all three of the services listed above, #1-3 and may also propose to serve some or all of the nine counties in the Local Workforce Development Area listed on page 2, "Background."

Further, the Youth Contract Partners will be required to coordinate with several designated leadership staff members; however, will be responsible to **Susan Cowden** at [scowden@sedev.org](mailto:scowden@sedev.org), as contract officer.

Services to be provided by the Lead Entity (SETD):

4. *Alternative secondary school offerings*.
5. *Paid and unpaid work experiences*, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities; (employer engagement is to be coordinated with the Tennessee Career Center Business Services Team)
6. *Occupational skills training*, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations. (Proposing entity will support and arrange for training; however, fiscal agent will authorize and pay for services outside this solicitation).
7. *Supportive services* such as transportation assistance, childcare, work attire funding may be available based on the ISS
8. *Follow-up services* are required for a minimum 12-month period after the Youth has exited from the program.
9. *Comprehensive guidance and counseling* activities assist Youth in making sound decisions regarding their education and professional plans and goals.
10. *Entrepreneurial skills* training including, but not limited to, knowledge of start-up business models, writing business plans, financial management, basic accounting and finance principles, legal and risk management, marketing needs and planning, customer service, time management, HR issues, record keeping and taxes.
11. *Education offered concurrently with and in the same context as workforce preparation* activities and training for a specific occupation or occupational cluster- this program element reflects the integrated education and training models and requires integrated education and training to occur concurrently and contextually with workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster or career pathway. (WIOA sec. 129©(2)(E))
12. *Leadership development* opportunities which may include such activities as positive social behavior and soft skills, decision-making, teamwork, and other activities.
13. *Services that provide labor market and employment information* about in-demand industry sectors and occupations
14. *Activities that help Youth prepare for and transition to post-secondary education and training*.

## **VII. Requested Response:**

### **A. Executive Summary**

Provide a one (1) page to summary of your agency's proposal, including organization's history, mission and vision, services being proposed and counties being proposed.

## **B. Relevant Experience (up to 25 points)**

Describe your agency and its relevant experience working with WIA, WIOA and its workforce programs and/or experience in project management of similar programs in the Local Area. Include experience in implementing systems and/or processes across partner agencies. Give examples of successes you have had working with multiple partners towards a common goal and examples of the success that your organization is had performing the services you are proposing to deliver. Include at least two (2) references who can verify experience.

## **C. Approach to Work (up to 25 points)**

Taking into account the information provided in the Scope of Work, thoroughly describe how your agency will structure an approach to each of the services that your organization is planning to provide or, including, but not limited to: oversight of multi-organizational staff, partner collaboration, within the entity and outreach/referral for enrollment. The bidder should provide a plan or demonstrated expertise for working with both urban and rural communities based on the counties being proposed for services. Methods of measuring customer satisfaction and outcomes should be included in the narrative. Program design and service delivery models should clearly correlate to the vision and mission of the LWDB. Describe data and reporting system processes, tracking and evaluating specific performance goals Include a workflow/logistical model as an attachment.

## **D. Staffing/Project Management (up to 20 points)**

Describe how this work will be staffed/managed. Identify the person or position in your organization who will be the primary staff person for the project or the job posting that will be used to acquire adequate staff. Ideally, organizations will provide a detailed description of the staff person's background or required qualifications for new hire. Include an organizational chart of the proposing agency and how the staffing of the proposal relates. If your agency is also a One-stop partner, please affirm that you understand that you may be required to enter into an agreement with the LWDB and CEO to clarify how your organization will carry out its responsibilities while demonstrating compliance with WIOA regulations, OMB circulars and State policy.

## **E. Fiscal Accountability and Budget (up to 30 points)**

Describe the agencies fiscal accountability system, including experience with managing multiple federal, state or private grants. Include a copy of the agency's most recent audit, financial history, and up-to-date taxes as an attachment to proposal. Provide an itemized budget to support the proposal, including a narrative to explain all budgetary items.

The budget proposal should be a cost reimbursement/cost per participant budget as outlined in Appendix B by example. Respondents should estimate the actual cost of the service and come up with a cost per participant. This section carries the highest weight in the scoring of proposals because we are seeking agencies that already have expertise in these areas, are offering similar services to like individuals and would like to expand these services to participants in the WIOA Out-of-School Youth program for which the WIOA program will reimburse the organizations for the services to this specific referred population.

## **VIII. Response Requirements & Format:**

Each proposal should include the following required documents:

- Proposing Entity Information Form (Appendix A)
- Executive Summary (1 page limit)
- Narrative of Approach to Work (4 page limit)
- Budget & Budget Narrative (Appendix B)
- Organizational Chart of Proposing Entity
- Two (2) Letters or contact information for References



- Copy of most recent financial audit
- Signed Conflict of Interest Form (Appendix C)

Each proposal should meet the following format:

- Proposal may be hand delivered, mailed or emailed to [workforceRFP@sedev.org](mailto:workforceRFP@sedev.org) with Subject: YOUTH SERVICES (HYBRID APPROACH) RFP Submission from your agency/company. It is the responsibility of the proposing agency to assure that the proposal is received prior to the deadline. Late submissions will NOT be accepted. Hand delivered or mailed proposals should be addressed as follows and include a notation on the outside of envelope "RFP for Contract Partner" and the agency name.

Susan Cowden, WIOA Director  
Local Workforce Development Board, Area 5  
5600 Brainerd Road Suite A-5  
Chattanooga, TN 37411

- The signatory authority must have the legal right to enter into contracts for the submitting entity.
- Proposal should be Single-sided printing, numbered pages, one inch margins, double-spaced and 12-point font
- DO NOT STAPLE, punch holes, use folders, or bind your copies in any way, other than with removable binder clips or paperclips.

## **IX. Evaluation and Award**

Applications will be evaluated by a team of reviewers which may include Local Elected Officials, Board Members, staff and/or partners. An entity's failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed "non-responsive" if the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. The LWDB reserves the right to cancel this procurement at any time, for any reason.

The LWDB reserves the right to contract with any respondent that falls within the acceptable point range. All proposals will be scored according to the evaluation criteria included in section VII of this RFP. The LWDB is not required to contract with the entity receiving the highest average score as a result of the proposal review process. The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the LWDB in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the LWDB or made on the basis of the initial bid/offer received, without discussions or requests for best and final offers. Proposals with average reviewers scores below 70 of a possible 100 points will not be considered for funding. Proposals with average reviewers scores of less than ½ of allowable points on any component will not be considered for funding. Proposals that do not meet minimum standards will not be considered for funding.

Read this document carefully. Your proposal must conform in all respects to the requirements contained herein. Proposals that fail to meet any of these requirements will be found non-responsive and rejected.

## **X. Additional Information**

### **A. Bidders Questions**

A bidder's conference is not planned for the RFP. It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. Questions must be submitted via email at the following address: [workforceRFP@sedev.org](mailto:workforceRFP@sedev.org), Subject: RFP Questions. The deadline for written emailed questions is included on page 4, "Project Timeframe."

## **B. Oversight and Evaluation**

The LWDB will monitor and evaluate the proposed entity to determine compliance and the quality service provided. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Tennessee Department of Labor and Workforce Development, and any other agency that provides funding for the Youth Hybrid Partner contract.

## **C. Accessibility and Equal Opportunity**

The LWDB is committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual in LWDA shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training, and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: ***“Reasonable accommodations and auxiliary equipment and services are available upon request.”***

## **D. Fiscal Review**

The LWDB will also conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits, and responses to questions related to fiscal operations. The LWDB reserves the right to review and request further information regarding the respondent’s financial situation, if not sufficiently outlined in the submitted audit(s). The LWDB reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization’s ability to operate the requested program.

## **E. Past Performance Review**

Through this process, The LWDB will review a respondent’s performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes, along with compliance with programmatic and fiscal guidelines and timelines will be evaluated. The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the LWDB may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

The review team will recommend the final funding recommendations to the LWDB for final approval. Once approved by the board, the LWDB will initiate a contract agreement to the successful respondent.

## **F. Review Committee/Conflict of Interest**

Each member of the Review Committee must have completed and signed a Conflict of Interest Disclosure Statement before participating in the scoring of proposals. Committee members are excluded from participating in discussion and rating of any RFP with which they have a conflict of interest.

No member of the board or other governing body, or representative of an entity who submits a proposal under this RFP may have any contact outside of the formal review process with any employee of the LWDB, or any

member of the Board for purposes of discussing or lobbying on behalf of entity's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. The LWDB will reject proposals of those entities who violate this condition.

#### **G. Notice of Award**

All respondents will be notified by email as to the award status. Unsuccessful respondents who wish to obtain information on the evaluation of the submitted proposal should submit a written request to the Local Workforce Development Board Area 5, at [workforceRFP@sedev.org](mailto:workforceRFP@sedev.org). Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

**APPENDIX A: PROPOSING ENTITY INFORMATION FORM and NOTICE OF INTENT TO APPLY**

Legal Name of Applicant Agency	
Number of Years in Business	
Identifier	FEIN #: _____ DUNS #: _____
Type of Organization	
Address Administrative Office	Address:
	City/State/Zip:
	Website URL:
<b>Address Local Office (in LWDA, if different from Administrative Office)</b>	Address:
	City/State/Zip:
	Website URL:
Principal of Agency (President/CEO/Executive Director)	Name:
	Title:
	Email Address:
	Phone:
Programmatic Contact Person	Name:
	Title:
	Email Address:
	Phone:
Projected Funding Amount Requested (estimate only)	
Signatory Authority  (may sign electronically if emailed for signatory authority account)	

**For Office Use Only - Rate the proposal on the following components:**

Executive Summary: Yes \_\_\_\_\_ No \_\_\_\_\_

Relevant Experience (up to 25 pts) \_\_\_\_\_ Approach to Work (up to 25 pts) \_\_\_\_\_

Staffing/Project Management (up to 20 pts) \_\_\_\_\_ Fiscal Accountability/Budget (up to 30 pts) \_\_\_\_\_

Disqualification Reason if applicable: \_\_\_\_\_

\_\_\_\_\_

Reviewer Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX B: BUDGET FORM**

<b>Proposed Services</b>	<b>Cost per enrollment</b>	<b>Cost per outcome</b>	<b>Estimated number of Youth</b>	<b>Total Estimated Funding</b>
<b>TOTAL ESTIMATED FUNDING</b>				

Narrative: Please explain each line item in detail on how the cost per enrollment and/or cost per outcome were determined. Respondents may propose either, or both enrollment and outcome based payments but if the outcomes are selected, the outcome to be achieved must be specified.

**APPENDIX C: CONFLICT OF INTEREST FORM**

By submitting a proposal, the bidding entity 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 the LWDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or 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. The LWDB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

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Principal Agent Signature

Date