



southeast tennessee local workforce development

# REQUEST FOR PROPOSALS FOR Youth Services



As Authorized in  
**WORKFORCE INNOVATION & OPPORTUNITY ACT**  
In the Ten-County Region of the  
**Southeast Tennessee Local Workforce Development Area**  
Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea and Sequatchie  
Counties  
American Job Center Tennessee - Two Comprehensive Centers, One Specialized and Three  
Affiliate Sites

**ISSUE DATE: April 11, 2021**  
**RESPONSE DEADLINE: May 11, 2022 at 4:00 p.m. EDT** (email to [WorkforceRFP@sedev.org](mailto:WorkforceRFP@sedev.org))  
**FUNDING PERIOD: June 27, 2022 – June 30, 2023\***  
*(\*Entity awarded may be eligible for three (3) one-year contract extensions based on performance as determined by the Southeast Tennessee Local Workforce Development Board.)*

**\*\*NOTICE:** *The One-Stop Operator (OSO) and Service Providers (Career and Youth Services) must be awarded to separate entities. Entities submitting multiple proposals should indicate preferences on the Proposing Entity Cover Page (Attachment A).*

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.

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## **Section I. Background**

The Southeast Tennessee Local Workforce Board (STLWDB) is issuing this Request for Proposal (RFP) to identify and fund an entity to provide services to Youth ages 14-24 as outlined in the Workforce Innovation and Opportunity Act (WIOA). Entities who wish to submit a proposal are not required to be physically located in the local area; however, employees directly charged to the award are required to be employed in the local area. Staff charged to the grant through an indirect rate will be considered an exception. Applicants must fully disclose the planned staffing model in the response. If awarded, the proposal will be considered part of the contract.

### ***RFP Summary and Roles:***

WIOA provides for a customer centered workforce system that is accessible to all participants and training that is career driven. Under WIOA, partner programs and entities are tasked with creating a seamless customer-focused American Job Center network that integrates service delivery across all programs to make it easier for workers to access the services they need to obtain education and employment.

WIOA requires an inclusive comprehensive service delivery through executed MOU's and agreements. Core partners are included in the evaluation and monitoring of career services providers to ensure all Tennesseans (WIOA eligible or not) are receiving adequate high-quality linkage to the workforce system, and supportive services to achieve completion.

STLWDB, appointed by the Chief Local Elected Official and approved by the Governor, oversees the workforce system and activities in the ten-county region: Bledsoe, Bradley, Grundy, Hamilton, Marion, Meigs, McMinn, Polk, Rhea, and Sequatchie Counties.

The Board is comprised of representatives of private sector employers, higher education, organized labor, non-profit organizations, and public entities and is entirely voluntary. The Board, in consultation with the Chief Elected Officials, is responsible for the oversight and selection of providers to form partnerships with the Administrative Entity/Fiscal Agent, the Southeast Tennessee Development (SETD), in the delivery of One-Stop services.

STLWDB must identify eligible youth providers for the Local Workforce Development Area (LWDA) by awarding grants or contracts on a competitive procurement process based on the recommendation of the youth standing committee who provides information to assist with planning, operational, oversight and other issues relating to the provision of services to youth. STLWDB has established this standing youth committee to select all youth grants or contracts that are procured.

The United States Department of Labor strategic Vision for WIOA Youth programs outlines a clear and broader vision, supports an integrated service delivery service system, and provides a framework through which local areas can leverage other resources to serve in-school (ISY) and out-of-school youth (OSY). The Southeast Tennessee Local Workforce Board ensures the Department's commitment to providing high quality services for youth and young adults in the region. The main purpose is to assist young adults and youth with barriers in increasing their access to employment, education, training, and support so they may succeed in the labor market.

All communication regarding contract deliverables will be made through the Administrative Entity/Fiscal Agent (SETD) designee, Maty Partin, at [mpartin@sedev.org](mailto:mpartin@sedev.org).

**Mission:**

*To create a fully integrated comprehensive workforce development system that aligns business needs with the region's skilled workforce.*

**Vision:**

*Our vision is to collaborate with partners to coordinate a defined and innovative path that positions Southeast Tennessee as the best local workforce region for equitable opportunity among residents and industry.*

**Section II. Project Timeframe**

RFP Release	<b>Monday, April 11, 2022</b>
Bidders Questions submitted via email to <a href="mailto:WorkforceRFP@sedev.org">WorkforceRFP@sedev.org</a> (email submissions only)	<b>From: April 18, 2022, to April 20, 2022</b>
Response to Bidder's Questions Posted	<b>Friday, April 22, 2022</b>
Notice of Intent to Apply	<b>Monday, April 25, 2022</b>
Proposal Deadline	<b>Wednesday, May 11, 2022, at 4:00 p.m. EDT</b>
Review Committee Scoring and Recommendation Complete	<b>Wednesday, May 18, 2022</b>
Executive Committee Approval	<b>May 25, 2022</b>
Notification to Bidders	<b>May 26, 2022</b>
LWDB Ratification	<b>June 8, 2022</b>
Contract Begin Date	<b>June 27, 2022</b>

**Section VI. Scope of Work:**

Youth providers will coordinate with various partners (who are co-located and not co-located in the American Job Centers) in the Southeast Tennessee region (Bledsoe, Bradley, Grundy, Hamilton, Marion, McMinn, Meigs, Polk, Rhea, and Sequatchie) to provide a set of comprehensive and integrated services in partnership between the Administrative and Fiscal Entity (SETD) and any existing youth service providers (Mid Cumberland Human Resource Agency). These partnerships should increase the number of participants that are productively engaged in the workforce, thereby increasing self-sufficiency, labor force participation, and reducing poverty. Several youth program elements may already be available in the community or provided by the existing youth service provider and should be leveraged as a resource. Service delivery is established in the local areas Memorandum of Understanding. Providers will manage referrals of newly enrolled or existing participants to achieve an appropriate mix of services to enable youth to meet career and educational goals.

## **Target Population**

WIOA continues to increase access to all young adults who are within the ages of 14-24 and who meet WIOA eligible criteria as defined in WIOA section 128 (a)(1)(B). All in-school youth must be between the ages of 14-21 and all out of school youth must be between the ages of 16-24. However, STLWDB prioritizes youth services to any individual who is between the ages of 16-24.

## **Program Design, Elements, and Parameters**

The Workforce Innovation and Opportunity Act (WIOA) defines the Youth Program as a comprehensive youth employment program for serving eligible youth, ages 14-24, who face barriers to education, training, and employment. The LWDB staff has established a key priority for collaborative engagement and cross training of service provider staff. The goal of this effort is to simplify the intake process for participants, regardless of the entry point, which in turn provides an efficient delivery of comprehensive services for participants with multiple barriers to employment. Providers are responsible for the intake, objective assessments, development of the Individual Service Strategy (ISS), case management, and follow-up services for individuals enrolled. Technical assistance, including eligibility reviews, will be provided by the board as needed based on the experience of the entity awarded.

The program serves youth through the prescribed 14 program elements. Not all participants will need all the services and will receive only those appropriate, based on their Individual Service Strategy (ISS); however, all 14 elements must be made available within the LWDA. If a provider does not directly provide the services listed, it must demonstrate the ability to make seamless referral to appropriate providers who can provide such services. The 14 youth elements are:

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 recognized postsecondary credential
2. Alternative secondary school offerings
3. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeships programs, job shadowing and on the job training opportunities.
4. 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.
5. Supportive Services such as transportation assistance, childcare, work attire funding may be available based on the Individual Service Strategy.
6. Leadership development opportunities which may include such activities as positive social behavior and soft skill, decision- making, teamwork, and other activities.
7. Adult Mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation
8. Follow-up services are required for a minimum 12-month period after the youth has exited from the program. Follow up services include appropriate services/ activities enhance the youth's academic/ occupational progress to entire long-term success. Comprehensive

guidance counseling activities assist youth in making sound decisions regarding their education and professional plans and goals.

9. Educational offered concurrently with and in the same context as workforce preparation activities and training for a specific occupational cluster- this program element reflects the integrated education and training models and requires integrated education and training to occur concurrently and contextually with the 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.
10. Financial literacy education-supporting the ability of participants to create household budget, initiate saving plans and make informed financial decisions about education, retirement, home ownership, wealth building or saving
11. Entrepreneurial skills training including, but not limited to, knowledge of start-up business models, writing business plans, financial management needs and planning, customer, services, time management, HR issues, record keeping and taxes
12. Services that are provide labor market and employment information about in-demand industry sectors and occupations
13. Activities that help youth prepare for and transition to post-secondary education and training
14. Work Experience including the following:
  - Summer Employment Opportunities
  - Pre-apprenticeships programs
  - Internships
  - Job Shadowing
  - On-the-Job Training

WIOA includes a major focus on providing youth with work experience opportunities that include academic and occupational education that aligns with their career pathways as a component. A **minimum of 20%** of local program funds must be spent on work experience related activities. All work experience activities include the following:

### **Section III. Eligible Applicants**

The types of entities that may be a Youth Service Provider include, but are not limited to:

- A governmental office
- Educational Institutions
- Not-for-profit or for-profit entity properly operating in accordance with Federal, State, and local law

Additionally, the State and local boards shall ensure that in carrying out activities under WIOA, partners will:

- Disclose any potential conflicts of interest arising from the relationships with training service providers or other service providers
- Comply with Federal regulation and procurement policies.

- Be in business for two years and have two years of federal audits

### **Minimum Requirements of Eligibility**

In order to be considered responsive, a bidder must meet the following requirements:

1. Provide two years of audited financial history. Adequate documentation could include recent audit reports, the entity's Comprehensive Annual Financial Report (AFR), an independent review by a certified public accountant, tax records, or another recognized review of accounting process and procedures.
2. Provide an organizational chart. Bidders must describe whether the entity will employ current or newly hired staff in the response. This must be accompanied with resumes of current staff job postings for any new positions. The planned structure will become part of the competitive bid.
3. All organizations that are private, for-profit, or not-for-profit must acknowledge good standing and provide Certificate of Good Standing from Tennessee or their respective state's Secretary of State's office.
4. All bidders are required to provide their Dun & Bradstreet number (DUNS number). The Procurement Coordinator 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.
5. Respondents must specifically agree that they will comply fully with the non-discrimination and equal opportunity provisions of:
  - Section 188 Workforce Innovation and Opportunity Act and all provisions of Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity
  - Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq) regarding physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities (WIOA Section 108(b)(6)(C)).
  - 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 basis of age.
  - Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
  - Nontraditional Employment for Women Act of 1991
  - Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352) (Title VII), as amended, as it appears in volume 42 of the United States Code, beginning at section 2000e. Title

VII prohibits employment discrimination based on race, color, religion, sex, and national origin. (for-profit entities)

29 CFR part 37-38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

**Section IV. Funding and Contracting:**

The Board will award funds to successful proposers to promote continuity and coordination of services identified in the RFP. The Board will award an initial contract to successful respondents effective **June 27, 2022, through June 30, 2023**. Funding for the Youth Services Provider staffing and overhead is **\$489,535** with an additional pass-through line item of **\$439,689** for Direct Participant Costs (Total contracted annual budget **\$929,223**). Subject to performance of deliverables and available funds, the selected entity may be eligible for up to three (3) additional one-year contract extensions based on performance as determined by the Southeast Tennessee Local Workforce Development Board and the availability of funding.

If a contract is awarded, the submitted proposal will become part of the official contract file. Any commitments made in the proposal will be binding on the contractor. The fiscal agent operates on a cost reimbursement method. 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 sufficient documentation to support reimbursement. Invoices will be paid within 30 days of receipt of approved documentation.

The provider may only enter into subcontracts with pre-approved written consent of the funder. Competitive procurement is required for all services that benefit the public, Office of Management and Budget (OMB) Super Circular (2 CFR 200.330).

The issuance of this solicitation in no way commits the Board 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.

**Section V. Delivery of Services:**

The Youth Service Provider will engage in services within the 10-county region of Southeast Tennessee and may meet with clients virtually or at various American Job Center locations listed below:

**Comprehensive American Job Center Locations**

American Job Center – Chattanooga Eastgate Town Center Address: 5600 Brainerd Road City/State/Zip: Chattanooga, TN 37411 Phone: (423) 894-5354	American Job Center - Athens Address: 410 North Congress Parkway City/State/Zip: Athens, TN 37303 Phone: (423) 745-2028
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**Affiliate and Specialized American Job Center Locations**

American Job Center – Cleveland ( <i>Affiliate</i> ) Address: 3535 Adkisson Drive City/State/Zip: Cleveland, TN 37312 Phone: (423) 790-5552	American Job Center – Marion County ( <i>Affiliate</i> ) Address: 5510 US-41 City/State/Zip: Jasper, TN 37347 Phone: (423) 837-9103
American Job Center – Dayton ( <i>Affiliate</i> ) Address: 200 4 <sup>th</sup> Avenue  City/State/Zip: Dayton, TN 37231  Phone: (423) 570-1107	American Job Center - Tracy City ( <i>Specialized</i> ) Address: 14399 US-41, City/State/Zip: Tracy City, TN 37387 Phone:

**Access Points as Determined by the Board**

*Note: Southeast seeks to expand access to the public workforce system by developing additional Access Points supported by the One-Stop Operator who will coordinate access via technology and ensure physical and programmatic accessibility.*

**Summary of Performance - Negotiated Performance and KPI Targets**

WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system. STLWDB is responsible for meeting performance goals negotiated with the TDLWD. To fully understand the work contained herein, a review of the WIOA final regulations is advised. Hyperlinks to all performance are included in **Attachment E**.

Expected levels of performance for the indicators for PY 2020 and PY 2021 are:

Performance Indicators	PY 2020 Negotiated Level	PY 2021 Negotiated Level
Placement in Employment or Post-Secondary Education (Second Quarter After Exit)	76.0%	77.0%
Placement in Employment or Post-Secondary Education (Fourth Quarter After Exit)	75.0%	76.0%
Median Earnings (Second Quarter After Exit)	\$3,300	\$3,400
Credential Attainment Rate	69.0%	70.0%

Measurable Skill Gains	45.0%	47.0%
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Tennessee has implemented a key performance indicators (KPI) initiative with all core programs and required partners to increase services to Tennesseans with significant barriers to employment across all programs including enrollment and co-enrollment targets across partner programs. These metrics will not replace federal performance measures. Having specific measures for each program to obtain will generate alignment between programs because of the assigned metrics. These KPIs will foster a continuous improvement model in Tennessee’s public workforce system. The service provider will be responsible for keeping track of the KPI’s and making sure all targets are met quarterly

*\*Note: Final negotiated KPI targets have been posted to a state website. Entities will be required to follow any updated metrics as approved.*

In order to effectively manage the KPI targets as well as participant files, TDLWD has transitioned to paperless case management by using Jobs4TN.gov. This elimination of paper files provides easy access for the LWDB and the service provider to determine eligibility and enrollment of the participant while keeping confidentiality for any sensitive documents. Tennessee and the LWDB requires all documents to be uploaded into this system in a timely manner.

**Additionally, STLWDB and/or the Regional Planning Council may establish other measures outside of the negotiated performance targets.** The Southeast LWDA is in the planning region of East Tennessee in coordination with East LWDA and Northeast LWDA.

**Section VII. Requested Response:**

**A. Executive Summary**

Provide an Executive Summary of your agency’s proposal, including organization’s history, mission and vision, and services being proposed.

**B. Relevant Experience (35 points)**

- Describe your organization and its relevant experience working with WIOA programs or other federally funded programs with a customer centered design.
- Describe how outreach will be provided to reach youth in rural counties and those who are hardest to reach.
- Describe your experience in implementing systems and/or processes across partner agencies and employers, this may include developing and implementing customer satisfaction instruments, such as web-based services used to track and report actual outcomes.
- Give examples of successes you have had working with multiple partners towards a common goal.
- History of providing outreach, career preparation, training services to young adults, and youth who face barriers to employment and training.

- Provide service delivery plan for the WIOA 14 program elements that you plan to provide during the contract period.
- Describe how performance outcomes will be managed while maintaining quality services.
- Include at least two (2) references who can verify experience, including at least one employer who can speak to collaborative efforts.

**C. Fiscal Accountability and Budget (20 points)**

- Describe the agency’s fiscal accountability system, including experience with managing multiple federal, state, or private grants.
- Provide an itemized budget to support the proposal, as **Attachment B**, including a narrative to explain all budgetary items.
- In the event of the determination of disallowed costs, the designated Fiscal Agent will attempt to recover the disallowed expenditure(s) from funds allocated through contracts with subgrantees or vendors causing the disallowance, as such, liability for costs rests with the entity responsible for incurring the cost. Please describe your ability to comply with this requirement.
- In order to augment limited funding sources and maximize delivery capacity, describe any resources the organization can bring to the workforce system. Please include and provide documentation of the cost value.
- Describe your fiscal/accounting systems and your experience with managing federal/state grant funds.
- Include a copy of financial audits for the last two years. Provide an explanation of any audit findings and details on how those were resolved. Provide written documentation of the approved resolution.
- Provide Certificate of Good Standing (also known as a Certificate of Existence)

**D. Organizational Structure and Staffing(20 points)**

- Please provide organizational chart and a brief narrative summary to describe your organization’s structure in terms of chain of command, departments, and services.
- Provide resumes of individuals who will be directly charged to the contract. Include job descriptions for any open positions.

**E. Partnerships and Employer Engagements(25 point)**

- Describe how you will recruit employers for Youth career exploration, work experience and/or internships, if applicable.
- Describe your ability to engage partners outside of the workforce system and leverage resources to serve the target population.

**VIII. Submission and Evaluation**

Read this document carefully. Your proposal must conform in all respects to the requirements contained herein. An entity’s failure to submit a complete proposal or to respond in whole to the RFP requirements will result in the proposal being deemed non-responsive. 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 not within the scope of the project

describes and required. The STLWDB reserves the right to cancel this procurement at any time, for any reason.

### **A. Bidders Questions**

It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood.

Questions related to this RFP can be submitted via email to **WorkforceRFP@sedev.org** by **close of business Wednesday, April 20, 2022**. Responses to questions will be updated as needed with final Q&A posted by close of business Friday, April 22, 2022 to [Public Notices | American Job Center \(secareercenter.org\)](#).

Individuals with disabilities who wish to participate in these proceedings should contact the Southeast Tennessee Development District to discuss any auxiliary aids or services needed to facilitate such participation. Such contact may be in person, by writing, telephone, or other means and should be made five (5) business days prior to the scheduled meeting date to allow time to provide such aid or service. Contact the Southeast Tennessee Development District, 1000 Riverfront Parkway, Chattanooga, TN 37402 at (423) 424-4240. Hearing impaired callers may use TN Relay 711.

### **B. Proposal Instructions**

The STLWDB is seeking proposals for One Stop Operators and Career and Youth Service Providers during this procurement cycle. There will be three separate proposals released. Entities may submit proposals for one or all three components; however, the One Stop Operator **cannot** serve as a Career or Youth Services provider. If submitting multiple proposals, entities are required to rank your preference on the Entity Cover Page and Checklist (**Attachment A**).

Each section of the Requested Response should be completed entirely and should not exceed 15 pages, typed in 12-point font, Times New Roman, single-spaced with 1" margins on all sides with page numbers and a table of contents. Proposals must be submitted electronically by **Wednesday May 11, 2022 at 4:00 p.m. EDT to WorkforceRFP@sedev.org with Subject: Youth Services Request for Proposal**. Late submissions will not be accepted.

Each proposal should include the following required documents:

- Proposing Entity Cover Page and Checklist Form (**Attachment A**)
- Executive Summary
- Narrative of Approach to Work
- Budget & Budget Narrative (**Attachment B**)
- Organizational Chart of Proposing Entity Program Structure
- Two (2) Letters or contact information for References, including one local employer.
- Copy of financial audits for the last two years.
- Certificate of Good Standing
- Signed Conflict of Interest Form (**Attachment C**)

### **C. Evaluation and Award**

Proposals will be evaluated by an RFP Review Committee comprised of STLWDB membership, committee membership and/or community stakeholders. The committee will use a scoring matrix that is agreed upon by the STLWDB to evaluate each proposal. Each section's points values are provided within Section VII. All mandatory items are pass/fail and will not have a numerical score value.

The Board 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 Board 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 Board in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the Board or made based on 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.

#### **D. Fiscal Review**

The Board 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 Board 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 Board 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 Board 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 Board 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 and the Americans with Disabilities Act to be eligible for a contract.

The review team will recommend the final funding recommendations to the Board for final approval. Once approved, the Board will initiate a contract agreement to the successful respondent(s).

#### **F. Notice of Award**

All respondents will be notified in writing via email as to the award status. Unsuccessful respondents who wish to obtain information or file an appeal on the evaluation of their proposal should submit a written request to Michele Holt, Executive Director, Southeast Tennessee Local Workforce Development Board, P.O. Box 4757, Chattanooga, TN 37405. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

#### **G. Accessibility and Equal Opportunity**

The Board is committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual 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.”*

#### **H. 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 Board, 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 Board will reject proposals of those entities who violate this condition.

## Proposing Entity Cover Page and Checklist

Entity Name:	
Address:	
Phone Number:	
Years in Business:	
FEIN #:	
Unique Entity Id (SAM):	
Proposed Budget Amount:	\$
<b>Type of Organization: (check all that apply)</b>	
<input type="checkbox"/> Higher Education	<input type="checkbox"/> Employment Service State Agency (Wagner-Peyser)
<input type="checkbox"/> Community-Based Organization	<input type="checkbox"/> Non-Profit Organization
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Chamber of Commerce
<input type="checkbox"/> Labor Organization	<input type="checkbox"/> One-Stop Partner
	<input type="checkbox"/> Private For-Profit Entity
	<input type="checkbox"/> Business Organization
	<input type="checkbox"/> Other (Explain)
Acknowledgement that Proposing Entity is up to date on taxes and not currently debarred or suspended. Will be verified by SAM.gov <input type="checkbox"/> Yes <input type="checkbox"/> No	
Acknowledgment that the STLWDB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s). <input type="checkbox"/> Yes <input type="checkbox"/> No	
Two (2) years of audited financial history and Certificate of Good Standing <input type="checkbox"/> Yes <input type="checkbox"/> No	
An organizational chart has been provided along with resumes of existing staff <input type="checkbox"/> Yes <input type="checkbox"/> No	
The Budget Form and Narrative <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attached two (2) references and letters <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attached signed Conflict of Interest Statement <input type="checkbox"/> Yes <input type="checkbox"/> No	
If applying for OSO and Career or Youth Services please rank your preference: <input type="checkbox"/> OSO <input type="checkbox"/> Career and/or Youth Services	
Contact Person:	
Contact Person's Email:	
Contact Person's Phone:	
Signatory Name and Title:	
Signatory Authority Signature:	

**BUDGET FORM – Line-Item Cost Reimbursement Option**

Salaries and Wages	\$
Benefits	\$
Travel	\$
Other Direct	\$
Program Indirect	\$
<b>Subtotal Budget Request</b>	\$
Direct Participant (pass-through award)	\$439,689
<b>TOTAL BUDGET REQUEST (max. \$929,223)</b>	\$

**Narrative:** Please attach a narrative and/or chart in explanation of each line item in detail to justify cost. Examples of explanations include job titles, wage rate, hours worked/charged to grant, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or indirect cost.

Office space, furniture and equipment will be provided by the administrative entity/fiscal agent for an acceptable level of staffing. Staff will have dedicated office space at the comprehensive center and affiliate locations. A computer, access to internet, printing and “hard line” phones will be provided at each location.

The assigned One-Stop location will be considered the “official station” for travel for the Career Service Provider functions. No travel expenses may be claimed for commute to/from “official station”. Travel expenses may be claimed from the official station to affiliate and other work-related locations. Travel expenses must comply with Federal Travel Regulation (FTR) as well as Tennessee’s Comprehensive Travel Regulations.

If the entity’s proposed budget includes a line-item for indirect costs, an approved indirect cost rate from the cognizant agency must be included with the proposal. If an entity does not have an approved indirect cost rate, provide an explanation of how the rate was calculated (FTE divided by total cost, % of time allocated, etc.). Indirect cost will be a part of the competitive bid and subject to negotiation.

All funding in this RFP is contingent upon the STLWDB and/or partner programs having funding available and may change based on increase/decrease in allocations, de-obligation, or funds, and/or new initiatives.



**CONFLICT OF INTEREST FORM**

By submitting a proposal, the authorized signatory authority of 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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Signatory Authority Name

Signature

Date

***Definitions and Acronyms:***

**Workforce Innovation and Opportunity Act (WIOA)** – a federal program for workforce development activities that is administered by the State of Tennessee Department of Labor and Workforce Development through nine LWDA's or Local Areas that are geographically designated by the Governor. For purposes of this RFP, the geographic area is Southeast Tennessee Workforce Development Area.

**State Workforce Development Board (SWDB)** – Oversight and policy making board appointed by the Governor to oversee the system.

**Local Workforce Development Board (LWDB)**- Oversight and policy making board that is appointed by the Lead Chief Elected Official with multiple responsibilities as defined in WIOA, but inclusive of a provision that certain operators and service providers be competitively procured.

**Chief Elected Official (CEO)** – The lead elected official in each county within the LWDA that develops an agreement to designate the fiscal agent and the appropriate member of the LWDB per Section 107 (b) of WIOA. The agreement also designates a Lead Chief Local Elected Official (CLEO) that will serve as the Grant Recipient.

**Tennessee Department of Labor and Workforce Development (TDLWD)** – As it relates to this RFP, the Governor of Tennessee has assigned the role of State Administrative Entity to the TDLWD. The TDLWD, under the direction of the SWDB is responsible for guiding the establishment of an integrated, statewide One-Stop service delivery system known as the American Job Center (AJC).

**Fiscal Agent** – Entity designated by the Chief Elected Officials who administers program funds, monitors, and contracts.

**American Job Center (AJC)** – A One-Stop center for job seekers and employers comprised of various service providers working to deliver seamless services.

**Memorandum of Understanding (MOU)** – The MOU is an agreement entered into by all mandated and additional partners in a local area that provides the framework for how services will be delivered seamlessly in the AJC. Mandated partners are required to be a party to the MOU and the IFA.

**Key Performance Indicators**- A quantifiable measure used to evaluate the success of an organization or employee in meeting objectives for performance

**Measurable Skills Gain**- A measure of progress of a participant who is enrolled in education or training services

## References

### **Workforce Innovation and Opportunity Act**

<https://www.congress.gov/bill/113th-congress/house-bill/803/text>

### **WIOA Final Regulations**

<https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act>

### **United States Department of Labor Employment and Training Administration**

[www.doleta.gov](http://www.doleta.gov)

### **DOL WIOA Overview and other WIOA related information**

<https://www.doleta.gov/WIOA/Overview.cfm>

### **Program Service TEGs and Guidance**

Training and Employment Guidance Letter WIOA 21-16 Operation Guidance for the Workforce Innovation and Opportunity Act (Youth Services)

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_21-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf)

Training and Employment Guidance Letter WIOA 19-16 Operation Guidance for the Workforce Innovation and Opportunity Act (Services for Adults and Dislocated Workers)

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_19-16.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16.pdf)

Training and Employment Guidance Letter WIOA 39-11 Guidance on the Handling and Protection of Personally Identifiable Information

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?docn=7872](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=7872)

### **Performance Guidance**

Training and Employment Guidance Letter WIOA 10-16, Change 1 Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs

[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=3255](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255)

Training and Employment Guidance Letter 14-18 for WIOA Performance Alignment - Employment and Training Administration Programs (non-core)

[TEGL 14-18.pdf \(doleta.gov\)](#)

### **Local Negotiated Performance Targets and KPIs**

[Southeast Tennessee LWDA Negotiated Performance Targets PY20 – 21](#)

[2021 Key Performance Indicators by Program](#)

**Tennessee Department of Labor and Workforce Development Workforce Services Technical Assistance Webpage – (contains all Workforce Services Guidance)**

<https://www.tn.gov/workforce/general-resources/program-management/program-management-redirect/workforce-services-redirect/wioa-technical-assistance.html>

**Southeast Tennessee Workforce Development Board Local Policies**

[Board Policies | American Job Center \(secareercenter.org\)](#)

**Southeast Tennessee Workforce Development Board Regional and Local Plan Documents**

[Strategic Plans | American Job Center \(secareercenter.org\)](#)

**AJC Partner MOU**

[Southeast LWDA Memorandum of Understanding](#)

**Federal Travel Regulations**

[www.gsa.gov](http://www.gsa.gov)

**Tennessee Comprehensive Travel Regulations**

[policy8.pdf \(tn.gov\)](#)