

# **REQUEST FOR PROPOSAL (RFP)**

## **WIOA CAREER COACHING SERVICES**

**For the  
Workforce Development Board SDA-83, Inc.**



**Serving Northeast Louisiana:  
Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Richland, Tensas,  
Union and West Carroll Parishes**



## **Request for Proposal**

### **WIOA CAREER COACHING SERVICES**

To provide Career Coaching Services through the Workforce Innovation and Opportunity Act of 2014.

RFP: WDB-83 2019-02

As provided under the Workforce Innovation and Opportunity Act (WIOA)  
Public Law 112-128

**RFP Release Date: November 8, 2019**

**Proposal Due Date: December 13, 2019**

**Contract Period: February 1, 2020 – June 30, 2021**

The entire RFP is located on the Workforce Development Board SDA-83, Inc. website at:

**[www.wdb83.com](http://www.wdb83.com)**

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## **I. INTRODUCTION AND RFP PURPOSE**

Workforce Development Board SDA-83, Inc. is issuing this Request for Proposal (RFP) to identify providers to serve Youth, Adults and Dislocated Workers eligible for Workforce Innovation and Opportunity Act (WIOA) services during the period of February 01, 2020 – June 30, 2021. Successful bidders will have experience with case management and career coaching. The goal of career coaching is to empower WIOA participants by helping them make informed decisions about their occupation trajectory. It's a solution-based approach to career decisions. Career coaches focus on results, actions and accountability. Bidders should have expertise and willingness to serve the social, emotional, and foundational skills learning needs of the residents of Local Workforce Development Area 83, which includes the parishes of Caldwell, East Carroll, Franklin, Jackson, Madison, Morehouse, Richland, Tensas, Union and West Carroll. WDB-83 anticipates awarding multiple contracts through this RFP.

Through this procurement, WDB-83 aims to find the organization(s) best equipped to serve WIOA participants, connecting them with career services, occupational skills training, and supportive services at just the right time. The RFP encourages the organization to assign the responsibility to perform a service to an individual who already performs a similar service as part of his or her regular job. Organizations that utilize this strategy should ensure that the resulting number of workers is sufficient to provide the required services to WIOA participants across the ten-parish LWDA in a timely manner to any and all participants entitled to them.

### **A. Method of Solicitation**

This Request for Proposal is a competitive solicitation method being used by the WDB to maximize the likelihood of selecting a high performing, extremely competent Career Coaching Provider.

Notice of the RFP is being published in the local newspapers in the region and may also be distributed via email to relevant organizations. Upon its release, the RFP and all accompanying attachments will be posted on the WDB website at [www.WDB83.com](http://www.WDB83.com).

### **B. Eligible Respondents**

Proposals may be submitted by qualified individuals, organizations or entities (public, nonprofit, or private) or a consortium of entities.

To be eligible, Respondents must be authorized to do business in Louisiana and must have been in business for at least two (2) years prior to the submission of the proposal. Minority and women-owned and operated businesses are encouraged to submit a proposal.

No Provider or entity may compete for funds if:

- The individual or entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental organization;

- The individual or entity's previous contract(s) with WDB-83 had been terminated for cause;
- The individual or entity has not complied with an official order to repay disallowed costs incurred during its conduct of services under any contract;
- The individual or entity has been convicted of a public entity crime pursuant to Louisiana or other state statutes;
- The individual or entity developed or drafted work requirements, or statements of work for this RFP.

### **C. Contract Term and Amount**

The WDB-83 reserves the right to award contracts for these services to multiple Providers and to award contracts for any or part of the services requested. Proposers may submit a proposal to deliver one or more of the program activities related to each of the descriptions provide in the Scope of Services.

The expected contract term under this solicitation will be from February 1, 2020 to June 30, 2021, provided measurable outcomes are successfully achieved and that sufficient funds for the contract term remain available. WDB-83 will have the option to renew the contract for up to two (2) additional one-year periods contingent upon successful performance and with Board approval.

- Optional Renewal One – July 1, 2021 through June 30, 2022
- Optional Renewal Two – July 1, 2022 through June 30, 2023

Note: The option to renew is not guaranteed and the initial award of the contract does not imply an exercise of the option to renew.

An estimated total of \$150,000 for the period of February 2020 through June 2021 in WIOA Title I funding will be available for services. The WDB-83 anticipates serving between 350 and 400 eligible participants during this timeframe through contracts with service Providers. Note: This amount is provided as a planning figure only and does not commit the WDB-83 to award a contract for this amount. The Respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP. Funding during this contract period may be adjusted due to changes in WIOA Title I Adult, Youth and Dislocated Worker funding received.

### **D. Contract Type**

The WDB contemplates payment under a cost-reimbursement basis, including performance-based provisions that will be based upon actual costs and performance delivery outcomes. The expected performance delivery outcomes may be linked to the federal common measures, state performance criteria, quality assurances, participant engagement, and other criterial as determined and negotiated between the Board and the contractor.

For the purposes of responding to this RFP, Respondents should develop a line-item budget showing all expected costs associated with delivery of the proposed services.

WDB-83 is responsible for ensuring that contracted costs are both necessary and reasonable. Provisions are made for limited movement of funding among line items. The contractor is required to maintain records sufficient to account for all expenditures. Costs will be reported monthly. No part of the work covered by this request is to be subcontracted.

Due to the nature of WDB-83's funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised any contract awarded under this RFP may be modified to incorporate such changes, adjustments in the delivery system, or any activities provided.

## **II. BACKGROUND INFORMATION**

The Workforce Development Board SDA-83, Inc. (WDB-83), was established through federal and state legislative action and incorporated in January 1988. The WDB-83 assists the Governor with advancing Louisiana's workforce system by aligning workforce policy and integrating workforce program service delivery to ensure the workforce system is responsive to business and job seekers. The Board is staffed and supported by an Executive Director and thirty-three (33) outstanding professionals striving to support the mission of WDB-83.

WDB-83 serves as a strategic leader and convener of employers, workforce professionals, education providers, economic development agencies and other stakeholders to drive innovation and build workforce alliances that can provide services to meet the needs of business. WDB-83 has twenty-three (23) board members appointed by the Chief Elected Official (Union Parish Policy Jury President) in accordance with the Workforce Innovations and Opportunity Act (WIOA) rules and state guidelines.

As required by WIOA, the Board's membership represents private businesses, labor and apprenticeship organizations, community-based organizations, adult education services, Louisiana Rehabilitation Services, and post-secondary education. A majority of WDB-83 membership is represented by private sector businesses. The WDB-83 Chair also represents private business. Each member of the Board serves either a three or two-year staggered term.

### **Mission**

To provide an effective local service delivery system that equips job seekers with the skills needed to achieve their long-term employment goals; and businesses with the workforce required to be competitive in the global economy.

### **Vision**

Our community will view us as the leader for innovative workforce solutions by providing business access to a skilled workforce and job seekers access to meaningful employment.

#### A. Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Barack Obama on July 22, 2014 and was implemented on July 1, 2015. The WIOA superseded the Workforce Investment Act (WIA) and amended the Adult Education and Family Literacy Act, the Wagner-Peyser Act and the Rehabilitation Act of 1973.

WIOA helps jobseekers and workers access employment, education, training and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. Congress passed WIOA, the first legislation reform of the public workforce investment system in more than 15 years. In doing so, Congress reaffirmed the role of the One-Stop Center system, the cornerstone of the public workforce investment system and brought together and enhanced several key employment, education and training programs. Individuals in Local WDB-83 turn to these programs to obtain good jobs.

The main goals of WIOA are:

**Align Federal Investments to Support Job Seekers and Employers:** At the State level, WIOA established a unified strategic plan across “core” programs which include Wagner-Peyser Employment Service and Title I of the Rehabilitation Act programs.

**Strengthen the Governing Bodies that establish State, Regional and Local Workforce Development Priorities:** WIOA streamlines membership of business-led, state and local workforce development boards. The Act emphasizes the role of boards in coordinating and aligning workforce programs and adds funds to develop strategies to meet worker and employer needs.

**Help Employers Find Workers with the Necessary Skills:** WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Act adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training. The law also emphasizes training that leads to industry recognized post-secondary credentials.

**Align Goals and Increases Accountability and Information for Job Seekers and the Public:** WIOA aligns the performance indicators for core program and adds new ones related to services to employers and post-secondary credential attainment. Performance goals must reflect economic conditions and customer characteristics. It makes available data on training providers’ performance outcomes and requires third party evaluations of programs.

WIOA presents an extraordinary opportunity to improve job and career options for our area’s workers and job seekers through an integrated, job driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA fosters a system of one-stop centers (Business & Career Solutions Centers), which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop delivery system by continuing to align investments in workforce, education, and economic development. WIOA reinforces the partnerships and strategies necessary for BCSCs to provide job seekers and workers with high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

## **B. Resources**

Both WIOA and the regulations can be accessed on the U.S. Department of Labor's site (<http://www.doleta.gov/WIOA>). The WDB has developed a regional Combined Plan that contains significant information about the integration of partners at the One-Stop Center comprehensive service delivery site, as well as labor market information about the area. Since the information is readily available to proposers, it will not be repeated in this RFP. The regional combined plan may be accessed directly at <http://www.WDB83.com>.

## **C. Governing Authority**

The Union Parish Police Jury is the grant recipient of USDOL WIOA funds in the Multi-Jurisdictional Consortium; Louisiana Local Workforce Development Area #83, for the Local Workforce Development Area 83. According to the WIOA law and the policy of the Louisiana Workforce Commission, the Workforce Development Board SDA-83, Inc., was implemented and certified in December 2015. The regulations define the one-stop delivery system as consisting of one or more comprehensive, physical One-Stop Centers in a local area that provide the core services specified in WIOA. Services of the One-Stop service delivery system are currently carried out by one comprehensive center: the Morehouse Business and Career Solutions Center, located at 250 Holt Street, Bastrop, LA. and nine (9) affiliate sites located in the following parishes: Caldwell, East Carroll, Franklin, Jackson, Madison, Richland, Tensas, Union, and West Carroll.

## **D. Business & Career Solutions Centers (American Job Centers)**

Under the leadership of the WDB, the Comprehensive Morehouse Business & Career Solutions Center, along with the nine affiliate centers are charged with assisting employers in recruiting and retaining employees, and helping individuals learn high-demand skills, find employment and progress their career opportunities.

Job seekers and employers have access to numerous workforce services through this center which include, but are not limited to the following:

### **Career Services:**

- Career Planning and Counseling
- Job Search Assistance

### **Business Services:**

- Screening and Recruitment
- Job Matching



- Job Referrals
- Specialized Assessments
- Resume Writing Assistance
- Training Funds
- Job Posting
- Workforce Data
- On-the-Job and Customized Training Funds
- On-site Recruiting Events and Job Fairs

### III. PROCUREMENT PROCESS AND TIMELINE

All times shown are Central Standard Time (CST). WDB-83 reserves the right to adjust the schedule when it is in the best interest of the Board or to extend any published deadline in this RFP.

#### A. Questions and Requests for Clarification

All questions for clarification must be submitted and received in writing via email by 4:00 p.m. on November 22, 2019 to:

Terri Mitchell, Executive Director

Critical Date	Time	Procurement Action
<b>November 8, 2019</b>	N/A	RFP issued by WDB-83
<b>November 22, 2019</b>	4:00 p.m.	Deadline for questions/requests for clarification
<b>December 4, 2019</b>	4:00 p.m.	Answers to questions posted at <a href="http://www.wdb83.com">www.wdb83.com</a>
<b>December 13, 2019</b>	4:00 p.m.	Deadline for Proposal Submittal
<b>January 9, 2020</b>	12:00 p.m.	Executive Committee Evaluation/Rating (tentative)
<b>January 21, 2020</b>	6:00 p.m.	WDB-83 Approval (tentative)
<b>February 1, 2020</b>	N/A	Target Date for contract execution

[WDB83@bayou.com](mailto:WDB83@bayou.com)

The question and answer period allows proposers to obtain guidance on the scope and nature of the work required in this RFP and to ask technical questions concerning this solicitation. These questions will be answered via electronic mail. Verbal questions/requests for clarification, shall not be accepted. Further, the WDB reserves the right to reject any or all requests for clarification in whole or in part.

To avoid actual or perceived conflict, or undue influence over the process, all Respondents are prohibited from contacting any WDB member, committee member or staff (other than through the contact listed above) regarding this RFP. Contact with anyone for purposes of influencing the outcome of the procurement will result in disqualification of the prospective Respondent from this competitive procurement process.

All written questions/requests for clarification that are accepted by WDB-83, will be posted to the WDB-83 website by December 4, 2019 at [www.wdb83.com](http://www.wdb83.com).

Contact with anyone for purposes of influencing the outcome of the procurement will result in disqualification of the prospective Respondent from this competitive procurement process.

#### **B. Right to Cancel**

The WDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. The WDB also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Louisiana Workforce Commission, this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

This RFP does not commit the WDB to accept any proposal, nor is the WDB responsible for any costs incurred by the Respondent in the preparation of responses to this RFP. The WDB reserves the right to reject any or all proposals, as it is deemed to be in the best interest of the WDB. The WDB reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of the WDB.

#### **C. Other Procurement Information**

All proposals will be reviewed for a perceived conflict of interest. Respondents will not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization for the purpose of having an influencing effect toward their own proposal or any other proposal submitted.

No employee, officer, or agent of the WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest or potential conflict would be involved.

Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a Respondent's proposal to be rejected.

Pre-contract costs and costs of preparing the proposal are not allowable costs and cannot be included in the proposal budget nor in any resulting contract budget.

Respondents should be aware funding for WIOA programs is always subject to availability and other conditions. Funding for future periods may be changed significantly if appropriations for WIOA programs change or if demographics change within the State or local workforce area.

#### **IV. SCOPE OF WORK**

The Provider(s) selected through this Request for Proposal will be expected to work hand-in-hand with the WDB-83 Business and Career Solutions Centers to ensure quality and effective services are being delivered to WIOA eligible adults, youth and dislocated workers who have significant barriers and need assistance in order to have successful outcomes in both education attainment and employment/career development.

#### **A. Services Being Procured**

WDB-83 recognizes there are many critical elements needed in serving the population experiencing barriers. WDB-83 seeks proposals to ensure a comprehensive program of services is available to eligible individuals throughout LWDA-83.

Each participant who is entitled to WIOA services under the regulations must receive these services at the appropriate time; e.g. monthly contacts, quarterly interdisciplinary meetings. If utilizing a pool of providers would foreseeably result in the organization not proficiently building rapport with participants, the organization should increase the number of available providers or arrange for dedicated service providers by parish. The vital question for the proposer comes down to whether or not an organization or an individual is best suited to provide the necessary WIOA services requested in this proposal.

Career Coaching services will be provided to ensure that job seekers are efficiently provided with career assistance, including: job-ready preparation for entry into employment, career exploration and career decision making activities leading to becoming an entrepreneur or entering a new occupational field. While facilitating customer choice, they will also advise customers on how their proposed plans align with marketplace reality and state and federal program requirements. Services solicited place a high priority on basic, academic and vocational skills development, attainment of industry-recognized credentials and degrees, and promote career pathways in high-demand, middle skill occupational clusters.

Potential contractors will be required to use HiRE (Helping Individuals Reach Employment) to record and track participant activities and program services. HiRE is an internet-based system of tracking for use by customers and potential customers of the Business & Career Solutions system. HiRE provides online access to job openings, information about employers, services and training opportunities, and labor market information.

The responsibility for the participant's successful completion of WIOA activities is ultimately that of the WDB-83 Career Services Team. Duties and responsibilities of the Career Coach will enhance the prospective outcome by providing services the CST cannot due to being restricted to a center location. The Career Coach duties could include the following; other duties may be assigned:

- Provide crisis intervention to participants when difficult situations occur at school or at a worksite.

- Counsel individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations.
- Counsel students regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, truancy, study habits, and career planning.
- Maintain accurate and complete participant records as required by WIOA, WDB-83 policies, and training site regulations.
- Prepare participants for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Present self-help or information sessions/workshops on subjects related to education and career planning.
- Instruct individuals in interview skills.
- Promote and take part in career and employment-related programs and events, such as career planning presentations, job fairs, and career workshops.
- Enforce WDB-83 policies and rules governing participant responsibilities.
- Address community groups to explain available WIOA services.
- Report to CST on participants and activities.
- Compile and study occupational, educational, and economic information to assist counselees in determining and carrying out vocational and educational objectives.
- Plan, direct, and participate in recruitment and enrollment activities.
- Assess needs for assistance, such as rehabilitation, further financial aid, or additional vocational training, and inform CST of needed services.
- Form supplementary activities, such as clubs, student organizations, and academic contests.
- Develop constructive and cooperative relationships with participants and maintain them over time.
- Provide information to Management Team and CSTs by telephone, in written form, e-mail, or in person.
- Analyze information and evaluate results to choose the best solution and solve problems.
- Evaluate potential problems in home or work environments of participants.
- Counsel participants regarding educational or vocational issues.
- Counsel participants regarding personal issues.
- Interview clients to gather information about their needs or progress.
- Teach life skills or strategies to participants.
- Collaborate with other professionals to develop education or assistance programs.
- Refer clients to community or social service programs.
- Identify the needs of participants and coach or otherwise help them to improve their knowledge and/or skills.
- Encourage and build mutual trust, respect, and cooperation among participants and staff members.
- Provide career counseling and consultation with old and new participants.

- Manage OJT/Classroom-based training participants. This includes at least monthly contact, check grades and progress. All to be documented as case notes in HiRE.
- Address barriers to employment; i.e. child care, transportation, etc. Refer to appropriate agency when applicable.
- Make appointments to see all training participants within three (3) months of completing training for next-step intervention.
- Stay abreast of local, regional, and statewide demand occupations.
- Collaborate with CST in order to guide participants.
- Recognize the need for tutorial services and make the appropriate referrals.

The primary goals of WDB-83's Youth and Adult/Dislocated Worker programs are to help participants explore career options, create an individualized career plan, and work toward or gain unsubsidized employment or matriculate into post-secondary education to help them attain self-sufficiency. WDB-83 is committed to helping to build and support a strong system of workforce development for the citizens of LWDA-83. These programs are funded through WIOA title I.

WDB-83 will evaluate performance of the successful applicant according to all WIOA performance standards. Subsequent contract determinations will be based in part on performance. In addition to the WIOA Performance Measures, Respondents should propose real-time goals to measure program effectiveness.

<b>PY18-PY19 PERFORMANCE INDICATORS</b>	<b>LWDA-83 Final Negotiated Local Level</b>	<b>PY18-PY19 PERFORMANCE INDICATORS</b>	<b>LWDA-83 Final Negotiated Local Level</b>
<b><u>ADULT</u></b>		<b><u>DISLOCATED WORKER</u></b>	
Entered Employment Rate, 2 <sup>nd</sup> Quarter After Exit	<b>71.7%</b>	Entered Employment Rate, 2 <sup>nd</sup> Quarter After Exit	<b>65.5%</b>
Entered Employment Rate, 4 <sup>th</sup> Quarter After Exit	<b>70.0%</b>	Entered Employment Rate, 4 <sup>th</sup> Quarter After Exit	<b>67.6%</b>
Median Earnings	<b>\$4,814</b>	Median Earnings	<b>\$6,750</b>
Credential Attainment	<b>71.4%</b>	Credential Attainment	<b>72.0%</b>
<b>PY18-PY19 PERFORMANCE INDICATORS</b>	<b>LWDA-83 Final Negotiated Local Level</b>		
<b><u>YOUTH</u></b>			
Entered Employment Rate, 2 <sup>nd</sup> Quarter After Exit	<b>65.7%</b>		
Entered Employment Rate, 4 <sup>th</sup> Quarter After	<b>68.0%</b>		

Exit	
Credential Attainment	59.0%

Proposers do not have to respond to all of the above listed services, but may elect to respond to one or more of these elements.

Note: The WDB-83 will retain administrative, intake, eligibility determination, enrollment, monitoring, participant payroll functions, and payments for any related services such as supportive services, incentives, etc.

The proposed services under this RFP will be funded through WIOA. The WDB-83 reserves the right to award contracts to successful Respondents based on a satisfactory rating and availability of funds. Only programmatic activities will be considered for funding.

Proposals shall sufficiently articulate the Respondent's plan of action to deliver the solicited services and demonstrate a successful performance track record of delivering the solicited (or comparable) services.

## **B. Outreach and Recruitment**

WDB-83 Business & Career Solutions Centers have an outreach component. Responders will not be responsible for recruitment of participants. However, we will encourage all successful Respondents to refer potential youth to the centers for engagement, eligibility determination, and enrollment for WIOA services.

The successful Respondent should be aware all services options must be explored with participants and final service selection is at the sole discretion of the participant.

## **C. Targeted Populations and Eligibility**

### **Prioritizing Services for those Most in Need – the Why**

The Workforce Innovation and Opportunity Act (WIOA), has a focus on helping low-income and disadvantaged populations. Workforce development professionals operate within a highly integrated one-stop career system, complete with co-located partners, procured service providers, and shared resource leveraging.

However, funding and available public resources are still finite and limited, so populations with significant or multiple barriers to employment should receive priority for services. Sometimes these populations will be referred to as "hard-to-serve" or "hard-to-employ" clients.

### **Special Populations to Target – the Who**

Some special populations the workforce system serves include, but are not limited to:

- Veterans and eligible spouses

- Individuals with disabilities, both youth and adults
- English language learners (limited English proficient)
- Migrant and seasonal farmworkers
- Out-of-school youth
- Adult and youth ex-offenders (justice-involved)
- Public assistance recipients (TANF, SNAP, SSI, Medicaid, etc.)
- Youth in, or previously in, foster care
- Homeless individuals, both youth and adults
- Runaway youth
- Pregnant and parenting youth
- The long-term unemployed
- Low-income workers earning wages below self-sufficiency
- Basic skills deficient individuals
- The over 55 age group

#### **Priority of Service Policies – the What**

Federal statutes and regulations focus on a high priority of services to veterans, individuals with disabilities, out-of-school youth, and English language learners. Many states also have laws or regulations that place a priority on serving other vulnerable populations, such as foster youth, public assistance recipients, the long-term unemployed, the homeless, or ex-offenders.

The vision of the one-stop system is that service providers leverage all available assets, ensure universal access, and allocate funding for low income and special populations.

#### **D. Business & Career Solution Center (AJC's) Locations**

Caldwell (Columbia)  
6563 Hwy 165  
(318) 649-5398

East Carroll (Lake Providence)  
409 2nd Street, Suite 6  
(318) 559-1618

Franklin (Winnsboro)  
3290 Front Street  
(318) 435-5687

Jackson (Jonesboro)  
236 Industrial Drive  
(318) 480-5050

Madison (Tallulah)  
1007 Johnson Street  
(318) 574-0140

Tensas (St. Joseph)  
107 Arts Drive, #120  
(318) 766-3606

Union (Farmerville)  
303-B East Water Street  
(Courthouse Annex)



(318) 368-7001

Morehouse (Bastrop)  
250 Holt Street  
(318) 283-0849

West Carroll (Oak Grove)  
310 Skinner Lane  
(318) 428-8640

Richland (Rayville)  
146 Christian Drive  
(318) 728-3348

#### **E. Program Goals and Outcomes**

WDB-83 has established certain goals for the workforce programs in the 10-parish area. WIOA requires a comprehensive performance accountability system to assess the effectiveness of states and local areas in achieving continuous improvement of workforce investment activities funded under Title I of the Act. The intent of continuous improvement is to optimize the return on investment of federal funds in statewide and local workforce investment activities, as such, WDB-83 requires a comprehensive accountability system for its sub-recipients based on the following primary indicators:

- Placement in Employment, Education or Training
- Retention in Employment, Education or Training
- Earning after Entry into Unsubsidized Employment
- Credential Attainment
- In Program Measurable Skills Gains

#### **V. PROPOSAL INSTRUCTIONS AND OUTLINE**

##### **A. Responsive Proposals**

To be considered responsive, proposals must meet the following minimum criteria:

- 1) One (1) signed original and one (1) electronic copy (in pdf format) of the proposal should be submitted. The original **MUST** be submitted in a sealed envelope with the **proposer's name** and the words "**Proposal for WIOA Career Coaching Services**" written on the exterior of the envelope. The proposal must be delivered or mailed to:

**Mailing Address:**

Workforce Development Board SDA-83, Inc.  
P.O. Box 14269  
Monroe, LA 71207

**Delivery Address:**

Workforce Development Board SDA-83, Inc.  
1504 Stubbs Avenue  
Monroe, LA 71201

- 2) When completed, the proposal must contain the following:
  - Cover Page



- Abstract/Executive Summary
  - Narrative Sections (described in the application packet)
  - Budget Forms
  - Certification and Signature Section
  - All pages must be numbered
  - Cover Page must be page #1
  - Use 12-point font
- 3) Proposals are limited to 20 pages. Attachments and required forms are not included in this page count. Each section of the narrative must be clearly identifiable.
  - 4) Proposal packet must be presented in the same order as set forth in these instructions.
  - 5) The original proposal must be manually **signed in blue ink** by an official authorized to represent and bind the proposing agency.
  - 6) Respondents must demonstrate a general understanding of the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.
  - 7) The completed proposal must be submitted to the location and within the time limits as shown in these instructions.
  - 8) Submitting a proposal will constitute a legal, binding offer for a period of not less than 90 days from the date of submitting the proposal.
  - 9) All proposals, once received, become the property of the WDB and will be a matter of public record.
  - 10) Please note the established deadline for receipt of proposals is **December 13, 2019 at 4:00 pm.**
  - 11) All Bidders must understand that the contract award will be based on overall proposal and the RFP style of procurement is not subject to lowest bid, but best overall negotiated agreement.

## **B. Proposal Outline and Format**

### **1) Cover Page**

Complete the requested information on the Cover Page Form (Attachment A) and include it as page number 1 on the proposal. Cover Page will be included as part of the page count.

**2) Abstract/Executive Summary (4-page maximum)**

- a. Provide a description of your organization.
- b. Demonstrate an understanding of the workforce development system in Louisiana.
- c. Outline key organizational achievement within the past three (3) years.
- d. Briefly describe why your organization is seeking award of this RFP and any unique or innovative aspects that may set your response apart from others.

**3) Narrative**

- a. Experience and Qualifications including Organizational Capacity (4-page maximum)

Describe your organization's experience and qualifications to provide WIOA Career Coaching services as outlined in the Scope of Work. Describe all experience you have related to WIOA or other Federal or State programs and legislation. Describe your experience in delivering similar programs and services, including any relevant date(s).

(Maximum of 20 points)

- b. Service Strategy for Career Coaching Services being proposed (9-page maximum)

Outline strategies for how you intend to carry out the tasks described under the Scope of Work. Identify which services you proposed to provide and how you will provide them. Describe how you will establish creative and innovated methods for delivering the Career Coaching services. Include strategies and practices for keeping participants engaged and motivated. Also, describe efforts for the successful coordination and collaboration with the case managers at the Business and Career Solutions Centers.

(Maximum of 60 points)

- c. Budget (included as part of the page count)

Complete the requested information on the Budget Form (Attachment B) and include it as the next page after the narrative pages referenced in "a" through "b" above. The budget should be presented for the period of time shown in Section I. C. of this RFP.

In preparing the budget, the Respondent should take into consideration, WDB-83 will directly pay for all participant costs which includes: occupational training, work-based learning activities, and supportive service costs; therefore, proposers should not include costs for such expenses in the budget submitted with the proposal.

Respondents should be aware that the contract issued will be a cost reimbursement contract. The contractor will be required to submit an invoice accompanied by the appropriate documentation in order to receive

reimbursement for costs. Cash advances will not be available to the contractor. Reimbursements shall be made based on allowable costs incurred. This may include copies of paid invoices, check registers, payroll and benefit records, and similar documents. Additionally, monthly narratives of the accomplishments, challenges, and next month's objectives must accompany the invoice.

(Maximum of 20 points)

d. Budget Narrative (2-page maximum)

Provide a budget narrative that justifies each proposed expense included on the budget form in terms of being necessary, allowable and reasonable. Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. (Note: In-kind contributions are not required under this solicitation; however, up to ten (10) additional points may be awarded based on proposed contributions.) No advance payment will be made. The WDB-83 has very limited administrative funds and as such, indirect costs may not be considered unless very minimal and absolutely needed to operate the proposed activities.

e. Mandatory Additional Attachments (Not included in page count)

- Assurance and Certifications (Attachment C)
- Certification Regarding Debarment/Suspension (Attachment D)
- Evaluation Review Criteria (Attachment E)

## VI. EVALUATION, SELECTION AND AWARD PROCESS

### A. Evaluation Process

Proposals selected for review will be evaluated according to criteria set forth in this proposal package. Proposals will be evaluated by a committee which may consist of members of the WDB (including standing committees). Proposals will be evaluated by impartial evaluators and scored using evaluation criteria. The evaluation committee will make recommendations to the full Board.

Prospective Providers may be invited to make oral presentation and/or explain their proposals.

The evaluation committee will only review proposals for programs that include the services requested in the RFP package. Respondents may include additional services as part of the proposal, but the proposal must, at a minimum, contain the services that are specifically requested in the RFP.

No employee, officer, or agent of the WDB, Local Elected Officials, Standing Committees, or other organizations shall participate in the selection, award, or

administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.

The proposals that are received will be made available, upon request, to the public. However, the proposals will be made available only after the WDB has made the award to a Respondent and the project period has begun.

Proposals received subsequent to the deadline will not be reviewed and considered for funding. The signature page must be completed and signed by proper authority or the proposal will not be considered.

#### Evaluation Criteria

The following criteria will be used to evaluate all proposals. The evaluators will award some, all, or none of the points that are shown for each evaluation item. The total maximum points that can be awarded are 115.

EVALUATION ITEMS	Maximum Points
<b>Format and Completeness:</b> Up to 10 points may be deducted if the proposal submitted does not follow the prescribed format or if other forms are not satisfactorily completed.	<b>0</b>
<b>Experience/Qualifications of the Proposed Career Coaching Provider</b>	<b>20</b>
<b>Scope of Work – Career Coaching Services</b>	<b>60</b>
<b>Budget</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>
Minority, Veteran or Women-Owned Business Credit	<b>+5</b>
In-Kind, Leveraged Resources	<b>+10</b>

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. Respondents are therefore encouraged to thoroughly describe and justify the proposed costs. An analysis will be conducted to ensure the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is no duplication of costs with other programs; to ensure the costs are directly associated with carrying out the proposed services; and to ensure the proposed costs will benefit the workforce development delivery system.

#### **B. Selection**

The WDB will make the final decision on the award of contract, based on consideration of the recommendation made by the evaluation committee and in concurrence with the

WDB-83. Each proposer will be notified of the outcome of their proposal. This notice will be provided when the final decision has been made regarding award of a contract. This notice will be provided to each proposer within three (3) working days of the award of a contract and may be provided via email, fax, or by regular mail.

The selected Respondent must possess the demonstrated ability to perform successfully under the terms of and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the Respondent has:

- Adequate financial resources or the ability to obtain them
- Ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals
- Satisfactory record of past performance in delivering the proposed or similar services
- Ability to prioritize and provide services and/or a program that can meet the need(s) identified
- Satisfactory record of integrity, business ethics and fiscal responsibility
- Necessary organization, accounting and operational controls
- Technical skills to perform the work as well as familiarity with the demographic characteristics of the workforce area to be served.
- Alignment with WDB-83's mission and vision.

#### **C. Contract Award**

A contract may be awarded based on proposals received, without discussion of such offers with the Respondents. Each proposal should, therefore, be submitted in the most favorable terms, from a price and technical standpoint the proposal can make. However, the evaluation team reserves the right to request additional data, oral discussion or presentation in support of written proposals.

Final award of a contract will be contingent upon:

- Successful negotiation of contract
- Acceptance by the Respondent of the contract terms and conditions
- Satisfactory verification of past performance and systems, where applicable
- Availability of funding

#### **D. Appeal Procedure**

In accordance with applicable regulations, Respondents who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal decisions:

- 1) Submit a letter within three (3) business days from the date of the notification of the contract award to the Executive Director of the WDB stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the criteria below:
  - a. Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board.

- b. Unfair competition or conflict of interest in decision making process.
- c. Any illegal or improper act or violation of law.
- d. Other legal basis on grounds that may substantially alter the Board's decision.

The Executive Director will review the appeal and respond within ten (10) business days.

- 2) In the event the WDB Executive Director's response is not satisfactory to the Respondent, an appeal to the WDB Chairman may be requested. The request must be addressed in writing within fifteen (15) days from receipt of response from WDB's Executive Director to:

Workforce Development Board SDA-83, Inc.  
Attention: WDB Chairman  
P.O. Box 14269  
Monroe, LA 71207

The appeal will be heard at a time set by the Chairman after consultation with legal counsel, as appropriate.

## **VII. CONDITIONS APPLICABLE TO ALL PROPOSALS**

This Request for Proposal does not commit or obligate WDB to award a contract; to commit any funds identified in this RFP document; to pay any costs incurred in the preparation or presentation of a proposal to this RFP; to pay for any costs incurred in advance of the execution of a contract; or to procure or contract for services or supplies.

Further, the WDB reserves the right to:

- 1. Accept or reject any or all proposals in whole or in part, which it considers to be in its best interest. No guarantees, expressed or implied, are made by WDB or its agents as to the availability of funds.
- 2. Change or waive any provisions set forth in this RFP.
- 3. Reject non-conforming proposals without review.
- 4. Waive informalities and minor irregularities in proposals received.
- 5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
- 6. Request additional data, technical or price revisions, or oral presentations in support of the written proposal.
- 7. Conduct a pre-award review that may include, but is not limited to a review of the Respondent's record keeping procedures, management systems, accounting and administrative systems.
- 8. Change specifications and modify contracts as necessary to: (a) facilitate compliance with the legislation, regulations and policy directives, (b) manage funding, and (c) meet the needs of the customers.
- 9. End contract negotiations if acceptable progress, as determined by WDB, is not being made within a reasonable time frame.



By submission of this proposal, the Respondent certifies that in connection with this proposal:

- a. The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other Respondent, or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and
- b. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.

Each person signing the proposal certifies that:

- a. He/she is the person in the Respondent's organization legally responsible, within the organization, for the decision as to the prices or costs being offered and he/she has not participated in any action contrary to (a) and (b) above; or
- b. He/she is not the person in the Respondent's organization legally responsible, within the organization, for the decision as to the prices or costs being offered; however, that he/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decision, and certifies such persons have not participated, and will not participate, in any action contrary to (a) and (b) above.

No proposal will be considered if:

- a. The entity has been disbarred by an action of any governmental agency; or
- b. The entity has not complied with an official order of: any agency, State, or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services; or
- c. The entity has any record of public entity crimes; or
- d. For any cause such as pending litigation or if the Respondent is determined irresponsible.

The Proposer agrees to abide by the requirements of the following nondiscrimination and equal opportunity provisions of the following laws, as applicable: Section 188 of the Workforce Innovation and Opportunity Act (WIOA) as amended, 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 of participation in any WIOA Title I financially assisted program or activity, including Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972, as amended; the Nontraditional Employment of Women Act of 1991, as amended; Federal Executive Order 11246; Section 504 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; Americans with Disabilities Act of 1990, as amended; the Fair Housing Act of 1968, as amended, all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37.

Further, in accordance with the Civil Rights Statutes for the State of Louisiana, the Proposer assures that it will not discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.



Any act of discrimination committed by the Proposer, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of the contract.

## VIII. CONTRACT PROVISION

The following are examples of the contract provisions that will be included in the contract that will be developed as a result of this RFP. The exact text of the contract provisions may differ slightly from the examples shown.

**Contract Costs** – All costs that are approved in a contract must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to the proper grants and costs categories. If the contractor is a public entity or non-profit entity, the contract will not include a provision for profit. Profit margins with individuals and for-profit organizations may be negotiated. Profit margins must be reasonable and cannot be based on a percentage of actual costs.

The contract awarded under this RFP is subject to available funding. The WDB does not guarantee any minimum or maximum amount of work and/or dollar value associated with this procurement. The specific method of payment for services to be rendered will be set forth in the negotiated contract and will be contingent upon demonstration that the negotiated performance deliverables have been successfully accomplished.

**Contract Renewal and Extension** – The contract that results from this RFP may have a provision for extension. The terms and lengths of any extension will be established by the WDB and will be included in the contract provisions. All extensions must be documented in a modification to the contract. Each extension must be for not more than one year and a maximum of three extensions are permitted.

The contract will initially be written for a period of 12 months. Prior to the end of that 12-month period, an evaluation will be made of the performance of the Contractor to determine whether a contract extension may be granted. The performance of the initial contract will be measured from February 1, 2020 through June 30, 2021 and then annually according to the Program Year basis. Based upon that evaluation, an extension may be granted contingent upon established contract performance.

**Early Termination** – The contract that results from this RFP will have provisions for termination of the contract for failure to satisfactorily perform the tasks that are required. The contract that results from this RFP may also have provisions which allow the contract parties to cancel the contract at any time by providing advanced notice to other contract parties. The contract will also provide for termination of the contract for lack of funds.

**Modifications** – The contract will have a provision for modifying the contract. Modifications may be necessary to incorporate changes required by Federal or State laws and policies. Modifications may be necessary to increase funds to the Contractor if funds become available through other sources.

**Assignment and Subcontracting** – A part of the proposal evaluation is based upon the previous experience of the proposer and its staff. The contract will contain a provision that prohibits subcontracting or assigning the work to be performed to another entity.

**Indemnification** – The contract will include an indemnification clause which will state the Contractor shall indemnify and hold harmless the State of Louisiana/LWC, WIOA Administrative Entity/Fiscal Agency, Local Elected Officials, Workforce Development Board 83, its officers, agents and employees from liability of any nature and kind, including costs, expenses, and attorney fees, for or on account of any actions, claims, suits, and damages of any character whatsoever arising out of any negligent act or omission of the Contractor or any of its employees, agents, volunteers, subcontractors, or representatives.

**Dispute Resolution** – The contract will have a provision for dispute resolution. This provision will require the Contractor to use administrative processes and negotiation in attempting to resolve disputes arising from this contract. The contract will require the Contractor to continue to provide services while the dispute process is ongoing.

**Audit Rights** – The contract will have a provision which will allow the Fiscal Agent, the State of Louisiana, the U.S. Department of Labor, the United States Comptroller General, and any of their duly authorized representatives, or others with statutory audit rights to perform audits after reasonable advanced notice to the Contractor at any time during the contract period or within three (3) years from the date of the final payment of the contract. At any time during normal business hours and as often as the Fiscal Agent or any of the above parties may deem necessary, the Contractor shall make available to their duly authorized representatives for examination, all its records with respect to all matters covered by the contract. The Fiscal Agent, the State of Louisiana, the U.S. Department of Labor, the United States Comptroller General, any of their duly authorized representatives, shall have the authority to audit, examine, and make excerpts or transcripts from, any books, documents, papers, and records of the Contractor which are directly pertinent to the contract, including all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to all matters covered by the contract.

**Access to Records and Records Retention** – The contract will have a provision relating to Records Retention. That provision will require the Contractor to maintain all records pertinent to the contract, including financial, statistical, property, participant records, and supporting documentation. These records shall be preserved and made available to the Fiscal Agent and its agents for a period of three (3) years after the date of the final closeout of the contract. However, in the event of an audit, records shall be kept by the Contractor until the audit is completely resolved, even if it requires a retention period longer than 3 years. If the Contractor is unable to retain the necessary records for the required period, the Contractor will transfer such records to the Fiscal Agent. Such records shall be transmitted to the Fiscal Agent for acceptance in an orderly fashion with documents properly labeled and filed, and in an acceptable condition for storage.

**Performance** – The Contractor will be measured for performance of the contract. Evaluations will be conducted by the WDB on a regular basis throughout the contract to determine whether the contract measures have been met. This evaluation will determine whether the contract may be extended. Contract performance will be negotiated prior to the beginning of the contract and may include measures relating to the following areas:

- Effectiveness in providing the contracted services.
- Successful outcomes of participants receiving contracted services.
- Ability to assist WDB-83 in improving federal performance benchmarks.

**Copyrights and Rights to Data** – The contract will have a provision relating to Copyrights and Data. That provision requires Contractor to agree that the Fiscal Agent, State of Louisiana, and the U.S. Department of Labor shall have unlimited rights to any data first produced or delivered under the contract.

**De-obligations** – The contract that results from this RFP will contain clauses regarding availability of funds. Those clauses will allow the WDB to decrease or eliminate funding to the Contractor if funding made available to the WDB is not sufficient to allow for full payment of the contract.

The contract may be modified prior to or subsequent to the July 1st start date of each contracted period to reflect changes that are necessary due to actual funding amounts received. The carryover of any funds is an item that must be negotiated with WDB-83 and/or Fiscal Agent.

**Price Adjustment** – This provision will state that if the contract was negotiated in reliance upon cost data supplied by the Contractor, the Fiscal Agent can adjust the price to exclude any significant sum by which the prices were increased because the Contractor had submitted cost data in the original proposal which was not accurate, complete, or current.

**Insurance** – There is not a requirement that proof of insurance be submitted with the proposal, but evidence of insurance must be provided prior to beginning the performance of work under the contract. The Fiscal Agent requirements may include proof of the following as applicable: general liability coverage, insurance for motor vehicles used by employees of the Contractor, workers' compensation, and blanket bond coverage. The WDB will not be responsible for providing any type of insurance for the Contractor.

**EEO Requirements** – The Contractor will be required to comply with certain EEO requirements. No person in the United States shall be, on the grounds of race, color, religion, sex, sexual orientation, national origin, age, handicap, political affiliation, belief, or marital status be excluded from participation in, be denied benefits of, be subject to discrimination under, or be denied employment in the administration or in the connection with any program or activity funded in whole or part with funds made available under the agreement.

**Participant Grievances** – The contract will include a provision that requires the Contractor to adopt procedures for hearing and resolving grievances and complaints arising out of this contract, in conformity with the WDB-83's established policies.

**Duplicate Funding** – The contract will have a provision requiring the Contractor to agree that any Contractor's cost which is already allocated to other sources may not be included in the cost of the contract. The Contractor must inform the WDB if the Contractor applies for or receives funds which affect the cost or performance of work under this contract and how the Contractor plans to allocate duplicated funds. The WDB must have the right to renegotiate the contract relative to the changed costs.

**Compliance with Law** – In rendering the performance hereunder, the Contractor shall comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, with the regulations promulgated thereunder, and with the following:

- Applicable Federal Laws and appropriate OMB Circulars
- Laws of the State of Louisiana
- WIOA policies as adopted by the Louisiana Workforce Commission
- Regional/Local Plan
- WDB policies and procedures
- U.S. Department of Labor statement 29 CFR 37.20 regarding the non-discrimination and Equal Opportunity provisions of the WIA 1998 as reauthorized.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence shall be given to the laws and regulations.

**Reporting** – A monthly Performance Report must accompany any request for funds in order to demonstrate that objectives are being met.

The contract that results from this RFP may have additional requirements that the Contractor make regular presentations to the WDB, Local Elected Officials, or similar groups. These reports may include information on participants, identified participant needs, services being provided, reports on progress that has been made on meeting the real time performance metrics, and similar types of information.

The Contractor will also be required to provide the WDB any narrative, statistical, and financial reports related to the elements of the contract in a format and timeframe determined by WDB-83.

**Corrective Action** – This provision will describe notices to the Contractor, corrective action steps, corrective action plans, timeframes, and similar provisions.

**Patent Rights** – This provision will state that if products are produced under this contract to which a patent is granted, the patent rights shall belong to the WIOA Fiscal Agent, the State of Louisiana, and to the U.S. Department of Labor. This provision shall not apply to products produced by the Contractor other than this contract and which are used in the performance of the work required by this contract.

**Disallowed Costs** – The contract will have provisions that require the Contractor to repay any expenditure that is found to be unallowable. The contract will have provisions requiring the Contractor to remedy any deficiencies found in audits or monitoring reports prior to incurring additional expenditures or receiving additional funds.

**Other Contract Provisions** – The contract may have provisions which are not described in this RFP. Those provisions may be necessary due to applicable laws or regulations, provisions added or changed to reflect negotiations made subsequent to the issuance of this RFP, requirements not known at the time of the issuance of this RFP, or for other reasons.

Proposal Cover Sheet

Proposal# \_\_\_\_\_  
(Leave blank)

**Proposal for Career Coaching  
Under the  
Workforce Innovation & Opportunity Act**

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Proposing Organization: \_\_\_\_\_

Note: If proposing as a Consortium, identify the lead agency on this Cover Sheet and attach a listing of Consortium Entities and Contacts.

FEIN #: \_\_\_\_\_ DUNS # \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Type of Organization: \_\_\_ Nonprofit \_\_\_ Governmental \_\_\_ Private for Profit \_\_\_ Community-Based

Special Consideration: \_\_\_ Minority \_\_\_ Veteran \_\_\_ Women -Owned Business (Check all that apply)

Total Funding Amount Requested for February 1, 2020 through June 30, 2021: \_\_\_\_\_

Proposing Organization Authorized Signature: \_\_\_\_\_

Print Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

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For WDB use only:

Date Proposal Received by WDB-83: \_\_\_\_\_ Time: \_\_\_\_\_



**PROPOSED BUDGET**

Summary of Line Item Costs	WIOA Funds	Proposer Contributions (Not Required)	Total Costs
<b>Personnel – Salaries (list positions)</b>			
a)			
b)			
<b>Personnel – Fringe (list each fringe benefit separately)</b>			
a)			
b)			
c)			
d)			
e)			
<b>Travel</b>			
<b>Telephone</b>			
<b>Supplies</b>			
<b>Other (list each item separately)</b>			
a)			
b)			
c)			
<b>Administrative, if applicable (Please list) *</b>			
a)			
b)			
c)			
<b>TOTAL COSTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\*Must be explained in Budget Narrative, should not exceed 3% of total cost.

## BUDGET NARRATIVE

Describe and provide justification for each proposed expense on the Budget: Summary of Line Item Costs. All expenditures must be necessary, allowable, and reasonable. Add one additional page if necessary.



## Staffing Schedule

Complete the following chart listing all personnel/positions involved in the delivery of the proposed services included in the personnel line item to be allocated to the contract.

Title/Position	Staff Name	Years in Position	Degree(s) Earned	Position (FTE) Required	Annual Salary	Total Salary

**ASSURANCES AND CERTIFICATIONS**

The following assurances and certifications will be made a part of any resulting contract from this solicitation and Respondents must agree to each item below.

1. The individual signing this proposal is authorized to submit the proposal on behalf of the agency/organization.
2. The Contractor assures and certifies that services funded through a contract WDB shall be administered in full compliance with applicable federal, state and local laws, regulations and policies. These include, but are not limited to:
  - maintaining records that accurately reflect actual performance
  - maintaining record confidentiality, as required
  - reporting financial, participant, and performance data, as required
  - complying with Federal and State non-discrimination provisions
  - meeting requirements of Section 504 of the Rehabilitation Act of 1973
  - meeting all applicable labor laws, including the Child Labor Law standard
3. The Contractor shall establish and maintain an auditable financial system, in accordance with recognized accounting practices, with the Act and Regulations, and with State and local requirements on fiscal and programmatic reports.
4. The Contractor must be able to demonstrate that they are fiscally solvent.
5. The Contractor certifies that it will provide a drug-free workplace, as required by Federal law.
6. Any representative/agent of the WDB who participates in the expenditure of WIOA funds shall Perform his/her duties in a manner consistent with their obligations to the WDB and in accordance with sound business practices. In complying with these requirements, representatives/agents shall refrain from:
  - a. Solicitation or acceptance of gratuities, favors, or anything of monetary value, from contractors, potential contractors, or parties to sub-agreements.
  - b. Participation in awards or administration of contracts to firms in which the member, officer, staff or representatives/agent or his/her immediate family has a financial or other interest.
  - c. Any representative/agent, who is a paid consultant, or who has a relative who is a paid consultant (as defined in A.R.S. 38-502) for any Provider which currently transacts business with the WDB is prohibited from participating in a decision process which may lead to the award of a contract involving such firm.

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Name of Applicant Organization

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Authorized Signature/Date

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Name and Title of Authorized Representative

### **CERTIFICATION REGARDING DEBARMENT/SUSPENSION**

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (A) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (B) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement 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; 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;
  - (C) Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (D) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**Name of Applicant Organization**

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**Name and Title of Authorized Representative**

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**Signature/Date**

**Workforce Development Board SDA-83 – Evaluation Committee  
Request for Proposals – Career Coaching Services  
Evaluation Review Criteria**

Name of Respondent: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Score (Evaluator must complete the number of points awarded for each Evaluation Item.)

Evaluation Item	Maximum	Evaluator Points
<b>Experience/Qualifications of the Proposed Career Coaching Provider (Maximum 20 points)</b>		
1. Did the Respondent describe their organization, history, accomplishments, and years in the business, etc.?	10	
2. Did the Respondent describe past & current activities or programs administered and operated by the Respondent that demonstrates the capability to perform the duties in the RFP?	10	
<b>TOTAL</b>	20	

Evaluation Item	Maximum	Evaluator Points
<b>Scope of Work – Career Coaching Services (Maximum 60 points)</b>		
1. Did the Respondent clearly identify and describe its strategic plan for addressing the WIOA Career Coaching services it plans to administer?	10	
2. Did the Respondent describe innovative program design, services, processes, collaboration, and performance objectives that are essential to the success WDB-83 Title I program goals and objectives?	10	
3. Did the Respondent demonstrate sufficient and qualified staffing capacity to execute the proposed services?	10	
4. Did the Respondent describe client service flow, services accessibility, assessment tools, desired outcomes, and strategies for teaching appropriate workplace behaviors and soft skills?	10	
5. Did the Respondent describe where they plan to deliver the proposed services and does it equate to an equitable return on investment for WDB-83?	10	
6. Did the Respondent describe how they would coordinate services and reporting requirements with the WDB-83 staff?	10	
<b>TOTAL</b>	60	

Evaluation Item	Maximum	Evaluator Points
<b>Budget (Maximum 20 points)</b>		
1. Did the Respondent's budget fall within provided funding amounts?	8	
2. Did the Respondent line item budget correlate with proposed services and are necessary, fair and reasonable?	8	
3. Did the Respondent adequately explain Administrative costs in the Budget Narrative?	4	
<b>TOTAL</b>	20	

**Total Points Awarded:** \_\_\_\_\_

**Experience/Qualifications of Proposed One-Stop Operator** \_\_\_\_\_

**Scope of Work – Career Coaching Services** \_\_\_\_\_

**Budget** \_\_\_\_\_

**Comments:**

**Evaluator's Name (Printed):** \_\_\_\_\_ **Signature:** \_\_\_\_\_