



# WORKFORCE CENTRAL FLORIDA

**REQUEST FOR PROPOSALS**  
RFP #002-PY 1314 – YOUTH

WORKFORCE INVESTMENT ACT  
YEAR-ROUND YOUTH SERVICES  
IN-SCHOOL and OUT-OF-SCHOOL

CFDA#17.259

**SERVICE PERIOD:**  
October 1, 2013 – October 1, 2014

**ISSUED:** AUGUST 7, 2013

**SUBMISSION DEADLINE:** SEPTEMBER 6, 2013, NOON EST



August 7, 2013

Dear Service Provider:

The Workforce Board of Central Florida d/b/a Workforce Central Florida (WCF) is pleased to announce that it is seeking proposals for year-round services for at-risk, WIA eligible, In-School Youth (ages 16-18) and/or Out-of-School Youth (ages 16-21), that meet the guidelines in the attached Request for Proposals (RFP). You are invited to submit a proposal.

WCF is dedicated to putting Central Florida residents to work, and finding and developing talent to help Central Florida businesses stay competitive. WCF has designated a newly-formed Youth Committee to effectively coordinate and leverage resources to assist youth in reaching their full potential for successful employment and responsible citizenship. The Committee plans to invest in year-round services that meet the requirements of the Workforce Investment Act, produce quality results, and has a positive impact on low-income, at-risk youth in Central Florida. The Committee seeks to collaborate with youth-serving entities that can help youth transition from high school, to careers, and on to employment, while providing strong mentoring and support.

Instructions for submitting proposals are included in the RFP. The RFP and all required copies must be submitted by September 6, 2013 by noon (EST). The RFP may be accessed through our website at [www.workforcecentralflorida.com](http://www.workforcecentralflorida.com) (under Public Notices). A Proposer's (Bidder's) Conference will be held on August 13, 2013 at 9:00 a.m. at WCF's Administrative Offices, 707 Mendham Blvd., Orlando, FL 32825. I would like to personally encourage interested proposers to attend the conference.

WCF is looking forward to creating partnerships with community providers that positively impacts the career and employment opportunities of our future workforce in Central Florida. Be part of WCF's rebuilding and renewed focus on the communities we serve! We look forward to receiving from your proposals.

Sincerely,

Pamela Nabors  
President/CEO

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## **BACKGROUND AND GENERAL INFORMATION**

### **Introduction**

The Workforce Development Board of Central Florida (Board) d/b/a Workforce Central Florida (WCF) is a private not-for-profit corporation registered under Section 501(c)(3) of U.S. Internal Revenue Code and serves Region 12 - a five-county area that includes Osceola, Orange, Seminole, Lake and Sumter Counties. A Board of Directors comprised of volunteers, who represent private sector business, economic development, education, organized labor, community-based organizations, veterans, and state and local government agencies from all five counties in the region, governs WCF. Joint oversight is provided through an agreement with WCF Board of Directors and County Commissioners from each of the five counties in Region 12, which make up the region's Workforce Consortium. The Consortium oversees WCF. Additional information regarding Workforce Central Florida and its members is located on WCF's website at [www.workforcecentralflorida.com](http://www.workforcecentralflorida.com).

WCF has been chartered by the State of Florida to create a local workforce development system, and to provide strategic planning and oversight of local Workforce Investment Act (WIA) initiatives including: Youth Committee activities, high skills/high wage jobs, career centers, the local Welfare Transition Program (WTP) and Wagner-Peyser labor exchange programs. WCF receives federal pass-through funds from the State of Florida and the United States Department of Labor. WCF is a grant recipient and administrative entity for the Workforce Investment Act Of 1998 (WIA), Welfare Transition and other funds, and WCF operates under a Memorandum of Understanding with the local elected officials and the State.

### **Vision and Purpose**

WCF is dedicated to putting Central Florida residents to work, and finding and developing talent to help Central Florida businesses stay competitive. To specifically address youth issues and fund youth programs in the five county region, WCF has a designated Youth Committee comprised of individuals representing education, business and youth programs who convene to effectively coordinate resources and efforts to assist youth in reaching their full potential for successful employment and responsible citizenship.

WCF is soliciting local, innovative youth workforce development programs that best meet the needs of youth and the provisions of the federal Workforce Investment Act (WIA) and subsequent state Workforce Innovation Act (WIA 2000). The federal Workforce Investment Act of 1998 (WIA, Public Law 105-220– August 7, 1998) provides the framework for a national workforce preparation system that is flexible, responsive, employer-focused and locally managed. The Youth Committee is especially interested in partnering with existing, quality programs that will use requested funds to add or enhance workforce development activities for youth ages 16-21.

## **RFP Objectives**

As part of the workforce development system, WCF seeks to engage organizations to operate WIA youth programs that will serve up to 700 in-school and out-of-school youth in a year-round training and employment program for low-income, WIA eligible youth, ages 16-21. All youth must reside in Region 12 which includes the counties of Osceola, Orange, Seminole, Lake and Sumter. The purpose of this solicitation is to obtain additional service provider(s) for a comprehensive youth program for the 2013-2014/2014-2015 program years.

Respondents may submit proposals to address one or more of the following:

- programs serving in-school youth;
- programs serving out-of-school youth;
- programs serving specialized populations – teen parents, juvenile justice-involved youth, or foster care youth.

If the proposal is intended to serve multiple groups, a clear distinction of program goals and strategies must be discussed in separate Statements of Work. Proposers may identify one or more counties to serve.

WCF may elect to fund one proposal or multiple proposals that serves both groups or one or the target groups. Funds for this program will be allocated from WIA. Estimated funds available under this RFP total approximately \$3.2 million. A minimum of 30% of the total amount of funds will be allocated to services for out-of-school youth. Resulting awarded contracts will be for one year (October 1, 2013 through October 1, 2014) with the option of extending the contract for two (2) additional years based on performance and at WCF's discretion.

WCF is interested in activities that produce quality results, positive state/federal performance attainments, and have a measurable impact on the youth. Proposals for innovative activities or programs, consistent with WIA rules and regulations, are encouraged. Reference information about WIA is available on the internet at [www.doleta.gov](http://www.doleta.gov), [www.usworkforce.org](http://www.usworkforce.org) and [www.floridajobs.org](http://www.floridajobs.org). Refer to **ATTACHMENT A FOR WIA COMMON MEASURES.**

WCF will not fund programs that duplicate existing services, unless it can be documented that existing services are inadequate to meet the needs of the population being served, or that WCF funds will enhance (i.e. allow more youth to participate) those services.

## **Eligible Providers**

Governmental, community-based, private/public organizations, for-profit /non-profits that operate youth development programs may apply. Proposers must demonstrate that WCF funding comprises less than 50% of their total budget dedicated to youth service programs. Proposers must have a minimum of two years of documented experience in the provision of youth services. The Proposer selected through this solicitation must be insured (liability) for not less than \$1 million.

WCF will consider proposals that include subcontracts with other entities. Proposers must describe how those subcontracted services will be incorporated into the overall design of the program. Proposers must also include how they will procure and manage those services.

An organization, its named partners or subcontractors, will not be considered if:

- the entity has been debarred by an action of any government agency; or
- the entity has a previous contract with any governmental entity in Florida terminated for cause; or
- the entity has not complied with an official order of any agency of the State of Florida or the United States Department of Labor to repay disallowed costs incurred during their conduct of projects or services; or
- For any other good and just cause determined at the sole discretion of WCF.

### **Youth Program Design Features**

All services and activities proposed must meet the specifications contained in this RFP and the WIA rules and regulations, and be age appropriate for the population being served. WCF is looking for year-round program(s) of activities and services for in-school and out-of-school, WIA eligible youth between the ages of 16 and 21 to be operated in one or more counties in Region 12. Effective programs for youth offer young people the chance to: build skills, exercise leadership, form positive relationships with caring adults, help their communities, stay in school, encourage post-secondary education, increase their motivation and self-esteem, and increase their knowledge about career, training and employment options.

The WCF Youth Committee is seeking program designs that meet the requirements of the Workforce Investment Act, produce quality results and has a measurable impact on low-income, at-risk youth. The Committee is interested in program design activities that included:

- Linkages to academic and occupational learning;
- Employability/work maturity/life skills;
- Alternatives options for high school completion;
- Expose youth to labor market information;
- Opportunities to explore post-secondary education opportunities, preferably linked to STEM (Science, Technology, Engineering and Math) and regional industry growth; and
- Job placement and retention services.

Eligible youth must be between the ages of 16-21, **low-income and have a documented barrier** under WIA legislation. All youth served through the WIA program must be determined eligible. See Attachment I for income guidelines.

Youth must be determined low income and have at least one (1) of the following barriers: (Any barrier must be documented in the youth participant's file).

- 1) Deficient in basic literacy/numeracy skills – performing below an 8.9 grade equivalent as demonstrated by TABE;

- 2) School dropout;
- 3) Homeless, runaway, or foster youth;
- 4) Pregnant or parenting teen;
- 5) Offender;
- 6) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Region 12 defines “requires additional assistance” as:

- Youth who have a disability;
- Youth who is a grade behind their peers;
- Youth who is enrolled in an ESOL program or services;
- Youth who is or is a family member considered to be a Migrant Seasonal Farmworker.

WCF is especially interested in youth program services that provide skills enhancement and links to training for occupations in high demand. WCF’s Targeted Occupations listing is available and can be accessed through WCF’s website at [www.workforceflorida.com](http://www.workforceflorida.com). WCF is especially interested in programs that document involvement and engagement of private sector businesses. Additionally, programs that provide entrepreneurial skills training to older youth are encouraged.

As part of the proposed program design, WCF requires the provision of work experience or paid internships as part of the service delivery plan. Work experience should be at least 20 hours or more of employment per week with a not-for-profit, private or public employer. The intent of work experiences is to provide youth with opportunities for career exploration and skill development and to enhance their work readiness skills in preparation for employment.

Providers will be responsible for:

- recruiting not-for-profit, private or public employers in collaboration with WCF;
- determining suitability of the worksite;
- completing worksite agreements with the employers;
- assigning appropriate youth to the worksites;
- training worksite supervisors and offering technical assistance;
- visiting worksites for the purpose of monitoring the youth’s progress, collecting evaluations and time sheets; and
- reconciling the information on the time sheets, and processing payroll and delivering checks or wages to youth.

It is WCF’s expectation that host employers will be selected based on the interest and abilities of the youth participants. All host employers must be bonafide places of business and registered in Florida SunBiz. All Child Labor Laws must be followed and the Contractor must document how worksite monitoring will be conducted to ensure compliance. Youth must be paid at least the Florida minimum wage for hours worked when wages are included in the training. The worksite employer must have other paid employees to qualify for a subsidized youth. Time, attendance and an evaluation of the

youth's work habits must be kept by the worksite employer and documented in the youth case folder. Work experience activities will be heavily monitored by WCF.

### **Required WIA Program Elements**

In compliance with federal program guidelines, the WIA youth program design requires the following program elements:

- a) Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- b) Develop service strategies for each participant that shall identify an employment goal;
- c) Provide preparation for post-secondary educational opportunities, in appropriate cases;
- d) Establish strong linkages between academic and occupational learning;
- e) Prepare youth for unsubsidized employment opportunities, in appropriate cases; and
- f) Develop effective connections the job market and local/regional employers.

Targeted activities to meet these elements include (WIA Sec. 129. Use of Funds for Youth Activities, (c) Local Elements and Requirements):

- a) Tutoring, study skills, and instruction leading to secondary school completion, including dropout prevention strategies;
- b) Alternative secondary school offerings;
- c) Summer employment opportunities directly linked to academic and occupational learning;
- d) Unpaid work experiences, including internships and job shadowing;
- e) Occupational skills training;
- f) Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision-making, team work, and other similar activities;
- g) Supportive services;
- h) Adult mentoring for a duration of at least 12 months;
- i) Follow-up services for one year after termination from the program
- j) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling; and
- k) Other supportive services necessary to remove barriers to participation.

All targeted activities above must be available to eligible youth whether they are provided directly by the provider or if the provider has a referral agreement with other entities to provide the activities. Program designs for both in-school youth (ISY) and out-of-school youth (OSY) should address the required program elements and the targeted activities described on pages 7-9 of this RFP.

The emphasis for in-school youth activities must be on high school diploma/GED attainment, increasing basic skills in reading and math, career/vocational exploration, and attainment of pre-employment/work maturity skills competencies, and transition to post-secondary education, advanced training, military or employment. WCF is

interested in programs that offer a post-secondary component to incoming juniors in high school that could be considered a stipend-based activity. Proposers interested in providing this component should discuss how this activity and its learning objectives will be implemented.

The activities of the OSY program should be linked with the region's career center system. Training programs that are innovative, non-traditional and offer a "hands-on" approach are encouraged. Entrepreneurial skills training opportunities are encouraged. The emphasis for out-of-school youth must be on acquiring work maturity skills, high school diploma/GED attainment, attainment of state/federally recognized credential(s), and placement in post-secondary education or advanced training/occupational skills, and employment (including military).

Every youth will not require all of the ten (10) youth elements. Proposers have the discretion to determine what specific program services will be provided to each youth based on the youth's objective assessments and individual service strategies. However, WCF requires that all services outlined in WIA must be made available/accessible to all program participants, whether by referral or direct provision. Proposer must discuss these elements in the Scope of Work.

### **Program Performance Goals**

WCF is held accountable by its Board of Directors and the state Department of Economic Opportunity for achieving program performance for all its workforce programs. The following programs should be considered when responding to this solicitation:

1. 100% of all contracted enrollment of youth will be completed, accurately and timely, and entered in Employ Florida Marketplace April 10, 2014 for out-of-school youth. If a provider has less than 50% of its enrollment, WCF may elect to deobligate 50% of the initial contract award.
2. A minimum of 90% of all younger youth ages 16-18 who are initially assessed as basic skills deficient will increase their individual basic skills level in reading/math within 12 months of the goal set date as documented by academic assessment pre-test and post-test, and will attain a related basic skills goal. Performance will be validated through Employ Florida Marketplace.
3. A minimum of 90% of all goals set for WIA defined younger youth ages 16-18 will be successfully attained. Performance will be validated through Employ Florida Marketplace.
4. A minimum of 90% of all younger youth 16-18 who complete the contractor's program will be attain a high school diploma or GED, and be placed and retained

in postsecondary education, advanced training, military, employment, or apprenticeship.

5. A minimum of 90% of all older youth 19-21 who complete the contractor's program will attain a high school diploma/GED, obtained state/federal recognized credential and enter into employment, military, post-secondary education, apprenticeship, or advanced training/occupational skills training.
6. Of the older youth 19-21 who are terminated from the contractors' program and who enter employment, at least 65% will earn a minimum of \$.50 above the Florida minimum wage.

**For for-profit proposers: A performance-based holdback will be designed to address the required performance. Holdback may be earned based on performance and invoiced on a quarterly basis.**

**For non-profit proposers: WCF reserves the right to retain 5% of an organization's overhead costs and reimburse that amount based on required performance at the end of the contract period.**

## STATEMENT OF WORK

The Statement of Work is the main body of the proposal and should give reviewers a clear picture of the design and cost of the project, activities and services to be delivered, the anticipated outcomes, and the Contractor's capability of delivering the in-school and/or out-of-school program being proposed. Proposals may include program designs that serve either target group or both target groups. If the proposal is to serve both groups, a clear distinction of goals and program operation must be described. **WCF requires two (2) separate Statements of Work to streamline this process.** All areas below must be addressed in the proposal. Failure to provide the information for any one area may result in the disqualification from consideration for funding.

Narratives should address the questions outlined in each section. The Statement of Work must be presented in the order listed below:

1. **Proposed Program Specific Summary and Purpose**  
Summarize the main components and intent of your proposed program. What are the goals of the proposed program.
2. **Target Group/Geographical Service Area**  
Describe the geographical area you will be serving. Describe the youth that you intend to serve. Discuss the needs of this group and how your program will meet those needs. Detail the number of youth the program will target. How will your program make a difference for this particular target group? Do you have the ability to serve more if the need and funding is available?
3. **Facilities**  
Describe the facilities you will be using for activities and/or services. Where will they be located? Will facilities be donated or procured? If needed, will appropriate facilities for hands-on training be available? In addition, proposers' must provide a Letter of Intent for all facilities not already established, contracted or utilized for intended proposed services. Proposer must provide documentation that facilities meet ADA standards Facilities must be conducive to learning and safety, and appropriate for the planned activities and services.
4. **Proposed Program-Specific WIA Activities and Services**
  - Describe the activities and/or services you wish to provide and how they will be provided to in-school and/or out-of-school youth.
  - Describe details on how your program will focus on the purpose of WIA required program elements and targeted activities. Include in your discussion your strategy to provide summer work experience opportunities for youth. Describe the plan for paying wages for work experience. What is the basis for pay? When will checks be issued, etc.? If providing work experience, list the occupations you will be targeting and describe the payment system to be used to verify hours worked, pay and

reimbursements to employers. Describe how employers will be recruited to participate in the program. Describe how worksites will be monitored.

- Describe proposed activities and services, and how they address the components outlined in this RFP.
- Describe how adult mentoring will be provided. List the instructor to youth ratio and/or counselor to participant ratio, as appropriate. Include how follow-up and subsequent services will be provided.
- Describe any awards, incentives, diplomas, certificates of completion, or academic credits that will be provided to participants. Describe any recognition ceremonies to be provided for participants.
- Describe any products or income that will be produced by the participants as part of the activities. (NOTE: Products or income produced by the participants must be returned to WCF or the youth themselves.)
- Describe your methods for supportive services assistance.

5. **Incentives**

Incentives may be paid based on attitude, behavior, performance and achievements as properly earned through accomplishments defined by service providers. The maximum payment per youth is \$500 (not inclusive of work experience wages). Documented proof of earning incentive and issuance of incentives must be maintained and will be subject to monitoring and audits. Indicate if you plan to provide incentives. Describe how incentives will be computed and awarded, and for what period of time.

6. **Case Management**

Describe your general case management approach. **Each component below must be addressed.**

- a. **Outreach and Recruitment** - Describe your recruitment/outreach plan to attract WIA eligible youth to your program. What is unique or innovative about your approach?
- b. **Eligibility/Suitability Determination** - Eligibility determination includes the completion of a WIA application, verification and documentation of the information provided for the application, and determining if the youth who has applied meets the criteria established by WIA. Describe your methods and process for determining eligibility. Discuss how you will determine a youth is suitable for program services and program outcomes. Describe your process of identifying and collecting eligibility documentation.
- c. **Orientation** - Describe your methods used for orientation and what topics will be covered.
- d. **Assessments** - Each youth must be provided a basic skills assessment utilizing the Test of Adult Basic Education (TABE). Describe your

methods for ensuring all youth are assessed and goals are established and achieved based on assessment results. Discuss assessment strategies to be used.

- e. **Individual Service Strategy (ISS)** – The ISS is an employment plan which may be customized to meet the youth’s needs. WCF will provide a master copy of the ISS and must approve all customizations of these documents before they are implemented. Describe implementation and use of the ISS. Describe how activities will be assigned and managed.
  - f. **Data Entry and File Management** - Providers are expected to maintain a record of participants, activities and results, and in addition, are required to enter data into a centralized, statewide database, Employ Florida Marketplace. Describe your operations and process to ensure accurate and timely data entry and file management. Confirm the ability to maintain participant records for three years after case is exited.
  - g. **Referrals** - List what services will be provided on a referral basis and to what organizations the referrals would be made. Describe linkages to WCF’s Career Centers. Describe procedures and tools that you will use to document referrals and create a smooth process.
  - h. **Follow-up Services** - All youth must receive twelve (12) months of follow-up performed on a quarterly basis, which may be of different levels of intensity, based on the intensity of the services provided and the needs of the individual youth. Describe how you will conduct the required follow up.
  - i. **Reports and Evaluations**  
Describe the process to manage a program’s data. How is the data used? What type of reports and evaluations will be used? Providers may be required to submit a programmatic monthly and/or quarterly report. Contractors may also be required to provide additional reports to WCF for submission to the State or for other internal Board needs.
8. **Partnerships/Collaborations**  
WCF’s Youth Committee is particularly interested in collaborative efforts that result in comprehensive, cost-effective services to youth, especially where collaborative partners are not paid for the goods or services they contribute to the program. These agreements should be collaborative in nature and not contractual. Describe any partnerships you have established for the project. Who is involved? What are the roles of each partner? Describe in-kind services and contributions being made by the partners. Attach copies of Memorandums of Understanding if applicable.

9. **Staffing Plan for Employees**

WCF is seeking providers whose staff is experienced in working with youth. Tell us about the lead person who will manage the program and be responsible for achieving program results. Tell us about the other members of the service delivery team. How and why will these capabilities help achieve the results you are committed to achieving? What evidence suggests that your organization has the capability and commitment to achieve the stated results? Also, briefly describe your organization's history and background related to serving youth. How will the staff be selected for this project? Include resumes of existing staff, job descriptions for existing staff and staff to be hired.

10. **Proposer's Goals/Performance Outcomes/Objectives**

Goals and objectives must be measurable and attainable during the contract period. Goal attainment will be one of WCF's primary evaluation tools for evaluating the contractor's performance. List the goals and objectives you intend to achieve. Describe how you intend to ensure that WCF's performance-based youth goals will be met (refer to page 10). Include the number of youth you plan to enroll and the number of positive outcomes associated with those youth.

11. **Marketing**

All outreach and recruitment information will be reviewed and approved by WCF prior to distribution. All media inquiries will be directed to WCF's Director of Communication to ensure that all parties are clearly identified. Discuss how you will comply with this directive.

## **PROPOSAL GUIDELINES AND INSTRUCTIONS**

### **A. Proposal Submission Information**

Proposers are advised to read this entire request for proposals before preparing and submitting a proposal. Proposals which do not follow the format, do not include all the minimum requirements specified in this RFP, or are not submitted by the due date will not be considered for funding.

**WCF will host a Bidder's Conference on August 13, 2013 at 9 a.m. (EST) at its Administrative Office, 707 Mendham Blvd., Orlando, FL 32804.** All prospective proposers are invited to attend. Questions regarding the RFP and program requirements will be discussed at this conference. Staff will be available to answer questions and to clarify the requirements of the RFP. As this is a competitive procurement, staff will not provide any information on quotes from other proposers, other costs associated with similar or like projects, or comment on individual program designs. Notes from the Bidder's Conference will be posted on WCF's website ([www.workforcecentralflorida.com](http://www.workforcecentralflorida.com)).

WCF staff will only provide clarifying information about the proposals; they are not available for technical assistance or advice. **All questions/inquiries** regarding the RFP

are to be submitted in writing to: [publicresponse@wcfra.com](mailto:publicresponse@wcfra.com) **between August 5, 2013 and September 4, 2013. Final clarifying and technical questions are due by 3:00 P.M. (EST) on September 4, 2013.** All questions by potential proposers will be addressed in a Q&A section posted to WCF's website ([www.workforcecentralflorida.com](http://www.workforcecentralflorida.com)). All prospective proposers are prohibited from contacting any Board member, Board committee member or Board staff to avoid any actual conflicts of interest, the appearance of conflicts, or undue influence over the process. Discussion with anyone for purposes of influencing the outcome of the procurement process will result in the disqualification of the prospective proposer regardless of who initiated the contact.

**The deadline for receipt of proposals is no later than noon (EST) on September 6, 2013 in WCF's administrative office (address shown below).** All proposals will be date stamped as of the date and time received. All proposals must be contained in a sealed box. Boxes will not be returned. **Proposals and modifications thereof are to be enclosed and addressed to:**

Pamela Nabors, President/CEO  
 Workforce Board of Central Florida  
 d/b/a Workforce Central Florida  
 707 Mendham Blvd., Suite 250  
 Orlando, FL 32825

**Please show the solicitation number RFP #002-PY 1314 – YOUTH and the name and address of the Contractor on the top of the box when applying for this RFP.**

Proposals may be modified or withdrawn by written notice. Modifications must be received at the above address prior to the date specified for receipt of proposals. No modifications will be accepted after the date and time noted above. Withdrawals will be accepted any time up to execution of a contract.

Below is a **Procurement Timetable** for reference:

<b>Date</b>	<b>Activities/Events</b>
<b>8/7/13</b>	RFP made available at noon EST, on the WCF Internet: <a href="http://www.workforcecentralflorida.com">http://www.workforcecentralflorida.com</a>
<b>8/13/13</b>	Bidder's Conference at WCF Administrative Offices, 707 Mendham Blvd., Suite 250, Orlando, FL 32825
<b>8/16/13</b>	Bidder's Conference Minutes posted on WCF's website: <a href="http://www.workforcecentralflorida.com">http://www.workforcecentralflorida.com</a>
<b>9/4/13</b>	<b>Final</b> Clarifying/Technical questions concerning the RFP must be received by 3:00 p.m. via email at: <a href="mailto:publicresponse@wcfra.com">publicresponse@wcfra.com</a> Response to all questions received will be made available on the Internet at <a href="http://www.workforcecentralflorida.com">http://www.workforcecentralflorida.com</a>
<b>9/6/13</b>	Sealed RFP responses (1 original and 8 copies) must be received by 12 noon. (EST) at WCF Board Office, 707Mendham Blvd. Suite

	250, Orlando, FL 32825
<b>Week of 9/9/13</b>	Responses are opened at the WCF Board Office conference room and technical review completed.
<b>Week of 9/16/13</b>	Review Committee Meeting to discuss and review scores. Formal recommendation prepared for Executive Committee. Proposers may be asked for short presentation. Proposers to be notified.
<b>Week of 9/23/13</b>	Executive Committee and WCF Board Meeting Approval
<b>October</b>	Contract negotiations & contract execution begins
<b>October</b>	Contract performance commences.

### **B. Responsive Proposals**

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

1. One (1) original proposal, eight (8) additional copies and an electronic copy (disk or flash drive) must be received at the WCF Administrative office by noon (EST) on September 6, 2013. Each copy of the proposal must be bound separately. *Do not staple proposals*. The proposal and all attachments are to be standard size (8 ½ X 11). In addition, a table of contents is required. The timely delivery of a proposal is entirely the responsibility of the Contractor. Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive. *Non-responsive proposals will not be reviewed or rated.*
2. The original proposal must be manually signed in **blue ink** by an official authorized to represent and bind the proposing agency and should be marked "**original**". Only the original proposal must contain a copy of the organization's audit report, financial statements, and insurance certificate.
3. Proposals must be presented in the same order as set forth in "Proposal Format" below and contain all information requested. See Proposer's Checklist – Attachment F.
4. The Initial Technical/Responsiveness Review Sheet (Attachment G) will be utilized to document proposer's responsiveness.
5. Proposers must demonstrate a general understanding of the WIA youth service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.
6. Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.

### **C. PROPOSAL FORMAT**

Each proposal should be prepared simply and economically, providing a straightforward response to this RFP. Proposers are encouraged to keep proposals concise and to the point. Elaborate or expensive bindings, colored displays, and promotional materials are not desired. Originals should be signed in blue ink. Print all narratives on 8 ½ x 11"

plain white paper, with margins of 1” on each side. All narratives must be printed in 12-point font size and double spaced. All copies must be printed on only one side.

### **1. Proposal Cover Page**

Complete the Proposal Cover Page included in this RFP as **ATTACHMENT B**. This document should be the first page of the proposal.

### **2. Table of Contents**

Insert a Table of Contents that includes all of the sections of the proposal and the page numbers where they can be found.

### **3. Proposal Narrative Instructions**

Each area below must be addressed. Failure to provide the information for any one area may result in the Proposer’s disqualification from consideration. This information must be provided in the following sequence.

#### **a. Executive Summary**

Provide an executive summary that delivers the key points without requiring the reading of the entire document. The Executive Summary should not exceed one (1) page.

#### **b. Description of the Proposer**

Describe your organization, its size and structure, and indicate the location of its administrative office and years in business at that location. Provide an organizational chart reflecting your management structure. Provide a List of Board of Directors with contact information for each. Provide your vision and mission statement for your organization. Tell how long you have been in existence. Give a brief history of the kinds of programs, activities and services your organization has provided. Do not include any glossy materials or reports.

#### **c. Experience and Demonstrated Performance**

Address the following areas: Has your organization provided similar services before? What were the results? Provide three (3) programmatic current professional references, including names, organizations, addresses and telephone numbers for WCF to contact. If WIA services have been provided in other areas, provide three (3) years of performance data, if available. The Proposer should indicate what sets your organization apart from others that may submit a proposal in response to this RFP. If subcontractors are included in the proposal, describe how those agreements will be managed.

#### **d. Administrative Capacity**

Describe how your organization will handle the management and financial capability needed to effectively and efficiently manage youth service programs, deliver quality programs and services, conduct self-monitoring for contract compliance, implement a continuous improvement model, quickly adapt to changes in policies, procedures, priorities, service delivery design as

determined by WCF and required by funding sources, keep appropriate records in an auditable manner, and meet/exceed performance standards. **Describe any financial relationships (current) with members of the WCF Board, WCF staff, the Workforce Central Consortium (Local Elected Officials).** Visit [www.workforcecentralflorida.com](http://www.workforcecentralflorida.com) for a list of WCF Board of Directors listing.

As part of an organization's administrative capacity, please discuss how your organization will address the following:

- **CUSTOMER RECORD-KEEPING** - Contractors are required to maintain records on each participant and to make these records available to WCF, state and federal officials and auditors. All records for the program must be retained for a period of five (5) years. Records are public and must be available upon request.
- **CUSTOMER REPORTING** - Describe how you will ensure the accurate, timely tracking and reporting of individual participants/customers in accordance with WIA, Federal, State, and Board rules, regulations, policies and associated requirements.
- **AUDITS** - Submit (in attachment section of the original proposal) your organization's most recent audit and its most recent annual financial statement. Describe all programmatic and fiscal audits that your organization undergoes and the most recent results.
- **FISCAL CAPACITY AND REPORTING** - Describe your fiscal capacity, experience and reporting mechanisms. If there are subcontractors in the program design, discuss the payment schedules and how you will require them to document costs. Describe your organization's ability to "front" program costs OR if an advance is needed, how will those funds be managed and documented. WCF may elect to provide an advance not to exceed 20% of the contract value to support payroll and operational start-up costs. The advance will be liquidated by the sixth month of the contract period.
- **MONITORING AND EVALUATION** - Describe your organization's experience monitoring and evaluating programs and services. How will you ensure that ongoing quality control is in place for this project?
- **INSURANCE** - The entity selected through this solicitation must be insured (liability) for not less than \$1 million. The entity must insure individuals participating in the project. The entity's current employees as well as employees hired for projects funded through this solicitation must be covered with workers' compensation insurance. Proof of insurance will be requested at the time of contracting. The Proposer must describe

their liability insurance coverage and any bonding that will be provided for this project.

e. **Statement of Work**

Provide a clear and concise discussion of how the organization will deliver the required program design in the statement of work. It is imperative to be clear on how the program elements will be delivered and the desired impact of the proposed activities.

**D. PROPOSAL BUDGET AND INSTRUCTIONS**

1. **Budget Parameters and Narrative**

WCF has the responsibility of ensuring that contracted costs are allowable, reasonable and necessary. All costs associated with the proposal must be clearly detailed and must be completed by cost categories. When preparing your budget, please be sure to include only those costs that are necessary, allowable, and reasonable, consistent with Federal OMB circulars A-21 for Institutions of Higher Education, OMB A-87 for State and Local Governments, OMB A-122 for Non-Profits and 48-CFR Part 31 for Commercial Organization.

Provide a detailed line-item budget using the form shown in **ATTACHMENT D** which shows all proposed project costs. For each line item in your budget, provide an explanation of what is included in the cost. WCF will consider proposals that include subcontracts with other entities. The activities that are to be provided by the entity must be outlined in the proposer's budget as well as a separate detailed line-item budget using the form shown in **ATTACHMENT D**.

**Budget Item:** Itemize each cost according to the provided chart of account line items that best describes your costs. Proposers may not have an entry for every corresponding chart of account line item listed. Proposers must have an approved indirect cost rate plan approved by a federal cognizant agency in order to use indirect costs.

Profit is only to be used by private, for-profit companies. WCF's business decision is to cap profit rates to 6% of the total operating costs outlined in the contract.

**Columns:**

- Annual Cost: Enter the cost for the budget item in this column.
- How Cost Determined: Describe how each cost was calculated. The description should be comprehensive enough so that WCF can determine whether the cost is reasonable and necessary.
- Justification of Costs: Explain why each described item is needed.
- In-Kind: Identify any in-kind resources / support for the service delivery system beyond what is requested in the budget. Include each

committed or proposed source of funding and the amount of that funding.

- Description and Justification of In-kind: Explain the source and dollar value of each contribution and how those contributions are to service proposed program.
- (For Board Use Only) Cost/Price Analysis: Do not write in this shaded section.
- Total Costs

## 2. **Staffing Chart (Attachment E)**

Outline the positions that are proposed to implement the program. Indicate the total weeks and hours per week that the individual staff will be assigned to program activities. In-kind cost may include other resources that support the staff person's wages. Example: If a staff member is working 20 hours a week on this project and they are a full-time employee of the organization, please identify the resources supporting the other 20 hours.

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the WIA system. Please note the following costs are unallowable under this request: advertising, marketing, interest, late fees, childcare, housing fees for participants, and organizational vehicle allowance (non-participant related travel).

## **ATTACHMENTS**

Include all relevant attachments requested in this RFP:

Attachment B – Proposal Cover Page / Proposed Performance

Attachment C – General Provisions, Certifications and Assurances (must be signed)

Attachment D – Budget Form

Attachment E – Staffing Chart

Attachment H – Organizational Status and Capacity Checklist

Collaborative Partnership Agreements – MOUs (if needed)

Resumes and/or Job Description for Proposed Staff

Most Recent Audit and Financial Statement – original only

Certificate of Insurance – original only

\*\*Attachments A, F, G, I, J are provided as resources materials and are not to be included.

## **EVALUATION CRITERIA, RATING SYSTEM, & ACCEPTANCE/CONTRACT AWARD**

### **A. REVIEW BY RFP RATING/REVIEW TEAM**

WCF's Youth Committee Chair will appoint an RFP Review Team comprised of designated Board staff, Board members, and/or Board Youth Council members. This Review Team will then individually review proposals that have successfully passed the initial technical/responsiveness review and rate each one separately according to the rating scale included in this RFP. Proposals will be evaluated and ranked based on the quality of the activities and services being proposed. (Refer to **ATTACHMENT I** for the Rating Sheet to be utilized by the rating team).

As soon as all parties on the review team have had an opportunity to complete this primary review, a meeting of the Review Team will be held in order to complete rating evaluations. At this meeting, each rating criteria will be discussed and the scores of each reviewer will be tabulated for a total score by category. The Review Team will review and discuss their evaluations of all proposals, combine the individual scores and arrive at a composite technical score for each proposal. Overall scores will be compared and ranked. More than one proposer may be selected in response to this RFP solicitation. The Review Committee will make a recommendation to the WCF Executive Committee and WCF Board of Directors for the final decision on proposals.

### **B. PROPOSAL ACCEPTANCE/CONTRACT AWARD**

Proposers must read the General Provisions and Assurances included in this RFP. If you are unable to comply with these requirements and/or are unable to attest to, submit the required certifications upon request, or complete the forms/signature portions of attachments indicated in the RFP, please do not submit a proposal.

The following conditions are applicable to all proposals:

- a. WCF reserves the right to reject any and all proposals, in whole or in part, and to accept any proposal that is deemed most favorable to WCF at the time and under the conditions stipulated in this RFP.
- b. Non-conforming proposals will be considered non-responsive and are subject to return without review; however, WCF reserves the right to waive informalities and minor irregularities in the proposals received.
- c. WCF reserves the right to request additional information from proposers for clarification, or to allow corrections of errors or omissions, if in the best interest of the Board.
- d. All proposals are subject to negotiation by Workforce Central Florida.
- e. Workforce Central Florida reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between WCF and the proposer selected.

- f. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by WCF.
- g. This request for proposals does not obligate WCF to award a contract.

More than one (1) proposer may be selected for negotiations in response to services solicited under this RFP. A contract will be negotiated with the highest ranked proposer(s), and if negotiations are successful, proposer(s) will be recommended to WCF for award. In the event negotiations are not successful, negotiations with Proposer(s) will be terminated and negotiations begun with the next ranked proposer(s) and so forth until negotiations are successfully completed to the satisfaction of WCF or until all acceptable proposals have been rejected.

WCF may award a contract based on initial proposals received, without negotiation of such proposals. Therefore, each initial proposal should be submitted on the most favorable price and technical terms. WCF reserves the right to request additional information, oral discussion or presentation in support of written proposals.

If an award is made, the contract will be a performance based and/or cost-reimbursement contract. Services will be implemented only upon notification from WCF. Payment for services rendered will be made only when costs have been incurred and documentation of all costs are received and verified.

### **C. APPEAL PROCESS**

All proposers have the right to appeal the process. Parties wishing to protest a contract award may submit their objections in writing within 3 business days after the date of the notification of intent to award to another proposer to the President/ CEO of Workforce Central Florida. The appeal must state the specific reason for the appeal and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision making process.
- Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter WCF's award decision.

The WCF President/CEO will review the appeal and respond within 10 days after receipt of the letter from the aggrieved proposer. Failure to file a protest within 3 business days after the date of notification of intent to award the contract will constitute a waiver of the proposer's right to appeal.

Proposers not selected for award may request a meeting to discuss their proposal and receive technical feedback from WCF staff. A written request for a debriefing may be submitted to the President/CEO who will designate staff to conduct the review within 30 days of such request.

#### **D. NOTIFICATION OF AWARD**

Upon conclusion of final negotiations with the successful Proposers, all Proposers will be notified in writing of their status. Contract negotiations will begin on or around June 21, 2013 and the project may commence upon the successful execution of a contract, but no later than July 1, 2013. In the event negotiations are delayed, WCF may, at its discretion, consider issuing a Letter of Intent to Negotiate.

Final award of a contract will be contingent upon:

- successful negotiation of a contract;
- acceptance by the proposer of the contract terms and conditions;
- satisfactory verification of past performance and systems (e.g., financial), where applicable which shall include, but is not limited to:
  - Adequate financial resources or the ability to obtain them;
  - The ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
  - A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;
  - The ability to provide services and/or a program that can meet the need identified;
  - A satisfactory record of integrity, business ethics and fiscal accountability;
  - The necessary organization, accounting and operational controls; and
  - The technical skills to perform the work.
  - Availability of funding.

If WCF elects to award a contract(s) as a result of this solicitation, the resulting contract(s) will be cost reimbursement and/or performance-based. Under a cost reimbursement and performance-based contract, the contractor will be reimbursed a portion of the costs and a portion of the costs will be paid only upon attainment of performance goals. For resulting contracts, 90% will be cost-reimbursement for program expenses and 10% will be performance-based effecting administrative expenses to total 100% of the amount requested. Any awarded contract will conform to the terms required by the Workforce Investment Act of 1998, Workforce Florida, Inc., Department of Economic Opportunity, and the local Board. Payment for services rendered will be made only when costs have been incurred and acceptable documentation of all costs will be required. Payment will not be issued until all required documentation has been submitted, reviewed, and approved.

**WIA COMMON MEASURES**

**ADULT MEASURES**

**Entered Employment**

*Of those who are not employed at the date of participation:*

# of adult participants who are employed in the first quarter after the exit quarter

# of adult participants who exit during the quarter

**Employment Retention**

*Of those who are employed in the first quarter after the exit quarter:*

# of adult participants who are employed in both the second and third quarters after the exit quarter

# of adult participants who exit during the quarter

**Average Earnings**

*Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:*

Total earnings in the second plus the total earnings in the third quarters after the exit quarter

# of adult participants who exit during the quarter

**YOUTH MEASURES**

**Placement in Employment or Education**

*Of those who are not in post-secondary education or employment (including the military) at the date of participation:*

# of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter

# of youth participants who exit during the quarter

**Attainment of a Degree or Certificate**

*Of those enrolled in education (at the date of participation or at any point during the program):*

# of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter

# of youth participants who exit during the quarter

**Literacy and Numeracy Gains**

*Of those out-of-school youth who are basic skills deficient:*

# of youth participants who increase one or more educational functioning levels, # of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program  
identify specific procedural shortcomings.

**PROPOSAL COVER PAGE**

**NAME OF PROPOSING ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON/TITLE:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_

**E-MAIL CONTACT:** \_\_\_\_\_

**RESPONSE TO: RFP #002-PY 1314 –YOUTH**

	<b>WIA IN-SCHOOL YOUTH (ISY)</b>	<b>WIA OUT-OF-SCHOOL YOUTH (OSY)</b>
<b>PROGRAM REQUESTING FUNDNG FOR (CHECKMARK ALL THAT APPLY):</b>		
<b>TOTAL FUNDING AMOUNT REQUESTED:</b>	\$	\$
<b>PROPOSER IN-KIND CONTRIBUTION / CASH MATCH:</b>		
(CASH):	\$	\$
(IN-KIND):	\$	\$
<b>TOTAL NUMBER OF YOUTH TARGETED AND AGE RANGE:</b> Example: OSY column: 30 youth (16-21 yrs) Example: ISY column: 30 youth (16-18 yrs.)		
(COST PER PARTICIPANT):	\$	\$
<b>COUNTY(IES) TO SERVE (CHECKMARK ALL THAT APPLY)::</b>		
ORANGE COUNTY:		
OSCEOLA COUNTY:		
SEMINOLE COUNTY:		
LAKE COUNTY:		
SUMTER COUNTY		
<b>PROJECT/PROGRAM NAME OR SERVICES PROPOSED:</b>		

**PROPOSED PERFORMANCE**

# Participants		# Placed in Post - Secondary Education or Advanced Training	
# Completion/Exits		# Attaining a Credential (HS Diploma, GED, Other Nat'l Recognized	
# Job Placements		# Attaining Functional Education Level	
		# Attaining Pre- Employment/Work Maturity Skills, Basic Skills or Occupational Skills /Goals	

I, \_\_\_\_\_, certify that, as the official representative for the organization named above, I have read the Request for Proposal RFP #002-PY 1314 – YOUTH and the attached proposal from my organization and agree that the information presented is an accurate representation of my organization and the activities and/or services we are willing to provide to Workforce Central Florida. I also agree to the terms and certifications required of service providers by Workforce Central Florida.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBRECIPIENT GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES**

Workforce Central Florida will not award a grant where the Service Provider has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this agreement, the Service Provider hereby certifies and assures that it will fully comply with the following:

**I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).**

The prospective Service Provider certifies to the best of its knowledge and belief, that it and its principals are: not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A) (2) of this certification; and,

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.

Where the prospective Service Provider is unable to certify to any of the statements in this certification, such prospective Service Provider shall attach an explanation to this proposal (or plan).

**II. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93).**

The SERVICE PROVIDER certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **III. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS (29 CFR Part 94 and 98).**

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. I, the undersigned Service Provider attest and certify that the Service Provider will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Service Provider's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
  - a) The dangers of drug abuse in the workplace.
  - b) The policy of maintaining a drug-free workplace.
  - c) Any available drug counseling, rehabilitation and employee assistance programs.
  - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (C) (1).
4. Notifying the employee in the statement required by paragraph (C) (1) that, as a condition of employment under the contract, the employee will:
  - a. Abide by the terms of the statement.
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the Contractor in writing ten (10) calendar days after receiving notice under subparagraph (C) (4) (b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph (C) (4) (b), with respect to any employee who is so convicted.

- a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
  - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

#### **IV. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37).**

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

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

#### **V. WORKER'S COMPENSATION RELEASE.**

The undersigned hereby agrees that all employees or subcontractors hired by the undersigned to work on any project involving the Workforce Central Florida shall be covered by Worker's Compensation in accordance with the laws of the State of Florida as same may exist from time to time.

#### **VI. COST ANALYSIS CERTIFICATION.**

That the cost data presented on line-item budgets or bids related to this agreement were accurate, complete and current at the time of modified agreement on price. I understand that negotiating this award, or modification, based on this data provides Workforce Central Florida the right to a price adjustment to exclude any significant sum by which the price was increased because I had knowingly submitted data that were not accurate, complete or current as certified.

## **VII. AUDIT AND MONITORING RIGHTS/ACCESS TO RECORDS**

The Service Provider will cause to be performed the required financial and compliance audits in accordance with the single Audit Act Amendments of 1996 and OMB Circular no. A-133, "Audits of States, Local Governments, and Non-profit Organizations". Regardless of the method of procurement or the contract type, an entity that provides training services to participants is carrying out a federal or state program and will be subject to audit. An entity that provided generally required goods or services that are related to the administrative support of the federal or state assistance program is a Service Provider.

The Service Provider's responsibility is to meet the requirements of the procurement award. Please note that we specifically require award provisions regarding access to records for Service Provider modified agreements. This is required so the sub recipient making the award can ensure compliance with the Service Provider contract provisions.

Access by the recipient, the sub recipient, the Workforce Florida, Inc., the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of the contractor or subcontractor which are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

## **VIII. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS**

The CONTRACTOR agrees that, if applicable, it shall comply with all applicable OMB circulars, such as A-21-Cost Principles for Educational Institutions, A-87-Cost Principles for State, Local and Indian Tribal Governments, A-102-Grants and Cooperative Agreements with State and Local Governments, OMB A-110-Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, A-122- Cost Principles for Non-Profit Organizations and A-133-Audits of States, Local Governments and Non-Profit Organizations, as applicable. The OMB circulars can be found at the following website; <http://www.whitehouse.gov/omb/circulars>.

## **IX. RECORD RETENTION**

The SERVICE PROVIDER will retain records as required and will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Contract; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

## **X. PROVISION AGAINST ASSIGNMENT**

The SERVICE PROVIDER shall not subcontract any of the services named in this modified agreement. No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the

Board. Approval does not relieve the SERVICE PROVIDER from this modified agreement.

#### **XI. HATCH ACT**

The SERVICE PROVIDER will comply with the provisions of the HATCH ACT, 5 U.S.C. 1501-1508 and 7328 which limit the political activities of employees whose principal employment activities are funded in whole or part with Federal funds.

#### **XII. DAVIS-BACON ACT**

The SERVICE PROVIDER will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29CFR, part 3), and the Contract Work Hours and Safety Standards Act (40U. S. C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

#### **XIII.CONSTRUCTION OR RENOVATION OF FACILTIES USING PROGRAM FUNDS**

The SERVICE PROVIDER is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

#### **XIV. AMERICAN WITH DISABILITIES ACT**

The SERVICE PROVIDER will comply with the American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities

#### **XV. EXECUTIVE ORDER 11246**

Executive Order 11246, as amended by Executive Order 11375, requires that Federal CONTRACTORS and SUBCONTRACTORS not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the SERVICE PROVIDER/SUBCONTRACTOR to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

#### **XVI. INDEMNIFICATION AND HOLD HARMLESS PROVISIONS**

The SERVICE PROVIDER shall, at its own expense, protect and defend the Board from all claims, damages, costs, lawsuits and expenses, including but not limited to all costs from administrative proceedings, court costs and attorney fees, that the Board may incur as a result of any activities of the SERVICE PROVIDER, its contractors or its employees, participants, agents or servants.

Notwithstanding any term or condition of this modified agreement to the contrary, the SERVICE PROVIDER shall be liable to the Board for damages sustained by the BOARD for any breach of the modified agreement by the SERVICE PROVIDER.

The Board assumes no liability with respect to bodily injury, death, illness or any other damages or losses, or with respect to any claims arising out of any activity under this modified agreement and the SERVICE PROVIDER will hold harmless the Board for any action taken or claims made, whatsoever.

#### **XVII. CONFLICT OF INTEREST/STANDARDS OF CONDUCT**

The SERVICE PROVIDER agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

#### **XVIII. CLEAN AIR/CLEAN WATER ACT**

The SERVICE PROVIDER, if receiving in excess of \$100,000 in funding through this modified agreement, is required to comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15). The SERVICE PROVIDER shall report any violations of the above to the Board.

#### **XIX. ENERGY EFFICIENCY**

The SERVICE PROVIDER shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

#### **XX. ENVIRONMENTAL STANDARDS**

The SERVICE PROVIDER will comply with environmental standards which may be prescribed pursuant to the following; (a) institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.) (f) conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

#### **XXI. INTEGRITY**

The SERVICE PROVIDER shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Contract is in

excess of \$100,000, the SERVICE PROVIDER must, prior to execution, complete the Certification Regarding Lobbying Form.

## **XXII. PUBLIC ANNOUNCEMENTS AND ADVERTISING**

When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part with Federal money, all SERVICE PROVIDERS receiving Federal funds, shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

## **XXIII. MODIFICATIONS**

The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstance affect the ability of either party to honor commitments made in this modified agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this modified agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state programs, under which this modified agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. The Board retains the option to extend this contract for an additional one year period at the end of this contract.

## **XXIV. TERMINATION FOR DEFAULT/CONVENIENCE**

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party.
2. The Board may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
3. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
  - a. The SERVICE PROVIDER fails to provide any of the services it has contracted to provide; or
  - b. The SERVICE PROVIDER fails to comply with the provisions of this modified agreement; or
  - c. Such termination is in the best interest of the BOARD.
4. Written notification of termination must be by registered mail, return receipt requested.

If the SERVICE PROVIDER disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the Workforce Central

Florida Consortium of Elected Officials, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, the SERVICE PROVIDER shall be liable to the Board for damages sustained for any breach of this modified agreement by the SERVICE PROVIDER, including court costs and attorney fees, when cause is attributable to the SERVICE PROVIDER.

In instances where SERVICE PROVIDERS/sub grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

#### **XXV. COMPLIANCE WITH TANF**

The SERVICE PROVIDER shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated there under.

#### **XXVI. RIGHTS TO DATA/COPYRIGHTS AND PATENTS**

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

The Service Provider also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I – financially assisted program or activity. The Service Provider understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

The Service Provider will comply with all applicable requirements of all other Federal Laws, executive orders, regulations, and policies governing the program(s) associated with this contract.

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Name and Title of Authorized Representative

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Signature of Authorized Representative

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Service Provider

---

Date

**ATTACHMENT - D**

**BUDGET FORM - RFP #002-PY 1314 – YOUTH**

<b>SERVICE PROVIDER:</b>								
<b>TOTAL YOUTH SERVED:</b>								
<b>Program – ISY OR OSY YOUTH (circle one)</b>						<b>(For Board Use Only) Cost/Price Analysis</b>		
<b>BUDGET ITEM</b>	<b>Annual Cost</b>	<b>HOW COST WAS DETERMINED</b>	<b>JUSTIFICATION OF COSTS</b>	<b>In-Kind/Cash Match</b>	<b>DESCRIPTION &amp; JUSTIFICATION OF IN-KIND</b>	<b>Reas.</b>	<b>Nec.</b>	<b>Basis</b>
<b>PERSONNEL COSTS:</b>								
Salaries-Staff								
Fringe Benefits								
Mileage and Travel								
Other (specify)								
<b>DIRECT PARTICIPANT COSTS:</b>								
Assessment-Participants								
Work Experience-Participants								
On the Job Training—Participants								
Occupational Skills Training-Participants								
Training Customized—Participants								
Other (specify)								
Incentives/Participants								
Support Services—Participants								
<b>OTHER EXPENSES:</b>								
Audit/Accounting								
Outreach/Recruitment								
Miscellaneous/Other (specify)								
Postage and Shipping								
Printing/Duplicating								
Program Supplies (materials, books, teaching aids)								
Professional Fees								
Rent/Equipment								
Rentals--Facilities								
Repairs/Maintenance								
Office Supplies								
Telephone and Communications								
Utilities								
Indirect Costs- Indirect Cost Rate								
Profit (if applicable)								
<b>TOTAL COSTS</b>								

**Workforce Central Florida  
Workforce Investment Act  
Youth Funds**

**ATTACHMENT - E**

**Staff Chart**

**Contractor Name:** \_\_\_\_\_

**ISY** \_\_\_\_\_

**OSY** \_\_\_\_\_

**FULL TIME WORK WEEK =** \_\_\_\_\_  
**HOURS**

Position Title	Name of Incumbent OR Indicate NEW	Total Weeks	Hours per Week	Hourly Rate	Activity Costs (Hour X Rate)		Total Cost	In-Kind Costs
					Admin	Program		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Total Hours/Dollars								

**PROPOSER'S CHECKLIST - RFP #002-PY 1314 – YOUTH**

- Attachment B - Proposal Cover Page, Part 1 & 2
- Table of Contents
- Executive Summary
  - Description of the Proposer
  - Experience and Demonstrated Performance
  - Administrative Capacity
    - Customer Record-Keeping and Reporting
    - Fiscal Capacity / Audits / Financial Relationship with WCF
    - Subcontracts
    - Insurance
    - Monitoring and Evaluation
- Statement of Work
  - Target Group/Geographical Service Area
  - Facilities
  - Proposed Program Specific WIA Activities and Services
  - Incentives
  - Reports and Evaluations
  - Case Management Strategies
    - Outreach and Recruitment
    - Eligibility/Suitability Determination
    - Orientation
    - Assessments
    - Individual Service Strategy
    - Data Entry and File Management
    - Referrals
    - Follow Up Services
  - Reports and Evaluations
  - Description of Partnerships/Collaborations
  - Staffing Plan for Employees
  - Proposer's Goals/Performance Outcomes/Objectives
  - Marketing Strategy
- Budget Parameters & Narrative
  - Proposal Budget – Attachment D
  - Staffing Chart – Attachment E
- Attachments
  - ATTACHMENT C—General Provisions, Certifications and Assurances
  - ATTACHMENT G- Organizational Capacity Checklist
  - Facilities Letter of Intent (if applicable)
  - Collaborative Partnership Agreements
  - Resumes of current staff / Job Descriptions for intended staff

**ORIGINAL PROPOSAL:**

- Copy of most recent audit
- Copy of most recent Financial Statement
- Current Certificate of Insurance
- Organizational Chart and Board of Directors Listing

**YOUTH SERVICES RFP – INITIAL TECHNICAL/RESPONSIVENESS REVIEW**

**NAME OF PROPOSER:**

---

**DATE REVIEWED:**

---

**NAME(S) OF REVIEWERS:**

---

Did the proposal meet all of the following criteria? If not, the proposal will not be submitted for further review.

Proposal met due date and time (**September 6, 2013 by noon, EST.**)

Proposal included proper number of sets (**1 original & 8 copies**):

Original proposal contains representative **signatures in blue ink**:

Proposal is submitted in **requested sequence and format**:

Proposal Addresses **ALL of the Areas Requested in Specifications**:

A. Proposal Cover Page (ATTACHMENT B)

B. Table of Contents

C. Proposal Narrative

1. Executive Summary

D. Statement of Work (possibly 2—one for ISY and one for OSY)

E. Proposal Budget

1. Budget Narrative

2. Line Item Budget

The following Mandatory Attachments were completed and attached to the proposal?

ATTACHMENT B—Proposal Cover Page

ATTACHMENT C—General Provisions and Assurances

ATTACHMENT D—Budget Form

ATTACHMENT E— Project Staffing Chart

ATTACHMENT H – Organizational Status and Capacity Checklist

Other Proposer Requested Attachments

Resumes and/or Job Descriptions for Proposed Positions

Most Recent Audit

Most Recent Financial Statement

Current Certificate of Insurance

Proposal indicated any financial relationship applicant has with Board staff and/or Board of Directors?

**Staff Review Results:**

Proposer has previously provided services to Workforce Central Florida or other similar government funded programs?

Yes		No	
Yes		No	
Yes		No	
Yes		No	
Yes		No	
Yes		No	
Yes		No	
Yes		No	

If yes, staff will prepare a statement to indicate past program performance, cost, and note any outstanding issues. All outstanding issues must be resolved prior to consideration of a new contract.

Yes		No	
Yes		No	

**FORWARD TO THE REVIEW COMMITTEE:**

I (WE) attest that I (WE) have technically reviewed the above proposal for responsiveness to the elements indicated on this sheet and found the proposal to be:

\_\_\_\_\_ **RESPONSIVE** OR \_\_\_\_\_ **NON-RESPONSIVE**.

This proposal \_\_\_\_\_ **WILL** OR \_\_\_\_\_ **WILL NOT** be forwarded to the review team for review and rating, as it is missing pertinent elements shown above.

**Technical / Responsiveness Review Completed By:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ORGANIZATIONAL STATUS AND CAPACITY CHECKLIST**

A copy of each of the applicable documents listed below must be submitted with the original proposal. The date of the submission should be noted as applicable.

**1. Current Organization Status**

<b>Document</b>	<b>Attached</b>	<b>Date of submission</b>
Incorporated Proposer: Annual report or corporation's articles of incorporation and charter number assigned by the appropriate State Agency.	<input type="checkbox"/>	
Non-Profit Organization: Proof of 501 (c) 3 status.	<input type="checkbox"/>	
Partnerships: Limited Partnerships – Certificate of Limited Partnership; General Partnership – evidence of valid partnership.	<input type="checkbox"/>	
Non-incorporated Business: Appropriate business or occupational license.	<input type="checkbox"/>	
None of the above: Attach explanation of organizational status.	<input type="checkbox"/>	

**2. Current Licenses and Certifications (As Applicable) For Proposer**

<b>Document</b>	<b>Attached</b>	<b>Date of submission</b>
Occupational licenses (city and county).	<input type="checkbox"/>	
Proof of accreditation from a duly authorized body.	<input type="checkbox"/>	
Proof of Minority/Female-owned business from a duly authorized body.	<input type="checkbox"/>	
Professional licenses and certifications necessary for performance of services/activities in the State of Florida	<input type="checkbox"/>	
None of the above: Attach explanation of organizational status.	<input type="checkbox"/>	

**3. Proof of Current Insurance**

<b>Document</b>	<b>Attached</b>	<b>Date of submission</b>
Workers Compensation	<input type="checkbox"/>	
General Liability	<input type="checkbox"/>	
Fidelity Bonding	<input type="checkbox"/>	
Automobile	<input type="checkbox"/>	

**4. Proof of Current Financial Status**

<b>Document</b>	<b>Attached</b>	<b>Date of submission</b>
Non-Profit: Most recent audit	<input type="checkbox"/>	
For-Profit: Most current statement of financial capability (i.e., an audit, financial statement or U.S. tax return	<input type="checkbox"/>	

**ATTACHMENT H: Part II**

**ORGANIZATIONAL STATUS AND CAPACITY CHECKLIST**

**ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST**

Please respond to each statement or question with a "yes" or "no" answer. Briefly explain any "no" answer on another page or in the limited space provided.

<b>Administrative Requirement</b>	<b>Yes</b>	<b>No</b>
1. All positions with the proposing agency have up-to-date job descriptions.	<input type="checkbox"/>	<input type="checkbox"/>
2. All employees meet the minimum qualifications specified in their job descriptions.	<input type="checkbox"/>	<input type="checkbox"/>
3. Insurance and bonding policies are current and all staff involved with this proposal is or will be covered.	<input type="checkbox"/>	<input type="checkbox"/>
4. The facilities of this organization are accessible to the disabled. (A completed ADA facility checklist will be required for the contract.)	<input type="checkbox"/>	<input type="checkbox"/>
5. The books of account are auditable.	<input type="checkbox"/>	<input type="checkbox"/>
6. Administrative and internal accounting controls are adequate to safeguard program assets.	<input type="checkbox"/>	<input type="checkbox"/>
7. The accounting system adequately accounts for program funds.	<input type="checkbox"/>	<input type="checkbox"/>
8. The agency has a written accounting procedures manual and the procedures in the accounting manual are being followed.	<input type="checkbox"/>	<input type="checkbox"/>
9. The organization has sufficient internal controls and procedures for the following:	<input type="checkbox"/>	<input type="checkbox"/>
a) cash receipts	<input type="checkbox"/>	<input type="checkbox"/>
b) checks reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
c) cash disbursements	<input type="checkbox"/>	<input type="checkbox"/>
d) bank reconciliation	<input type="checkbox"/>	<input type="checkbox"/>
e) payroll	<input type="checkbox"/>	<input type="checkbox"/>
f) purchasing	<input type="checkbox"/>	<input type="checkbox"/>
10. If governmental or non-profit, the organization has a written cost allocation plan approved by its Board of Directors.	<input type="checkbox"/>	<input type="checkbox"/>

**For any NO response, provide the number from the checklist and an explanation:  
Attach additional pages if needed.**

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or C.E.O. of the proposing organization, accepts responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system with internal controls adequate to safeguard Workforce Central Florida program funds. I further understand that if the WCF awards a contract to this organization, that these administrative and financial procedures and controls will be monitored to insure compliance with all General Accounting Office practices.

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



***LOWER LIVING STANDARD INCOME LEVEL  
AND POVERTY GUIDELINES FOR PY 13-14***

**These guidelines should be used in determining if an individual meets the definition of low income.**

<b>FAMILY UNIT SIZE</b>	<b>ANNUAL INCOME</b>
<b>1</b>	<b>11,490</b>
<b>2</b>	<b>15,510</b>
<b>3</b>	<b>19,919</b>
<b>4</b>	<b>24,592</b>
<b>5</b>	<b>29,025</b>
<b>6</b>	<b>33,946</b>
<b>7</b>	<b>38,867</b>
<b>8</b>	<b>43,788</b>
<b>For each additional person in a family above eight, add \$4,921 per person.</b>	

**Reviewer Name:**  
**Name of Proposer:**  
**Program Name:**  
**Date Reviewed:**

Please check appropriate RFP proposal:      \_\_\_\_\_ IN SCHOOL YOUTH      \_\_\_\_\_ OUT OF SCHOOL YOUTH

County to be Served: \_\_\_\_\_ Lake      \_\_\_\_\_ Orange      \_\_\_\_\_ Osceola      \_\_\_\_\_ Seminole      \_\_\_\_\_ Sumter

**Note to Reviewer:**  
 Please fill in your scores and comments. The maximum points for each section is identified in the column labeled maximum points. Prior to scoring the proposals allocated to you, please make sure you have taken the time to read the entire RFP package.

<b>Max Points</b>	<b>CATEGORY DESCRIPTION</b>	<b>COMMENTS / QUESTIONS</b>	<b>Score</b>
15	<p><b>Experience, Capacity &amp; Past Performance:</b></p> <ul style="list-style-type: none"> <li>• Did the proposer demonstrate that it has the resources and expertise to manage a federally workforce development program.</li> <li>• Has the proposer provided WIA services in the past?</li> <li>• Has the proposer described their fiscal capacity? Based on the information provided, do they have the fiscal capacity to manage federal funds?</li> <li>• How is the described monitoring and evaluation procedures linked to managing performance?</li> </ul>		

40	<p><b>Statement of Work:</b> Based on the information provided, how well did the proposer:</p> <ul style="list-style-type: none"> <li>• Identify who they will serve and why?</li> <li>• Discuss facilities identified and appropriate for youth?</li> <li>• Have all the program design features been addressed in the program design? Does the strategy meet the needs of the youth to be served?</li> <li>• Is there a work experience component and does it meet WCF requirements?</li> <li>• Is there a quality post-secondary exploration component included and does it meet the needs of the target population?</li> <li>• Will support services and incentives offered? How?</li> <li>• What is the case management strategy identified and does it meet the components outlined (page 11-12)?</li> </ul>		
20	<p><b>Budget &amp; Financial Information:</b></p> <ul style="list-style-type: none"> <li>• Is the proposed budget reasonable and necessary to provide the services and goals of the program?</li> <li>• Are all proposed costs allowable?</li> <li>• Does the staffing pattern support the service delivery model being proposed?</li> <li>• Partnerships and Collaborations: Are there established MOUs with other community providers that will provide services or goods.</li> </ul>		

25	<b>Proposer's Goals /Performance Outcomes:</b> <ul style="list-style-type: none"> <li>• Has the proposer outlined performance objectives for the proposed program design?</li> <li>• Has the proposer discussed how it will measure and work toward performance outcomes?</li> <li>• Has the proposer outlined how many youth they will serve and performance outcomes associated with those youth?</li> <li>• How aggressive are proposer's goals?</li> </ul>		
10 Bonus	<b>Is the proposer a local, community-based organization with documentation of its non-profit status.</b>		
		<b>Total Score</b>	

\_\_\_\_\_  
Name of Reviewer

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date