

REQUEST FOR PROPOSALS

For Provision of

**ADULT, DISLOCATED WORKER, YOUTH ACTIVITIES
AND ONE-STOP OPERATOR**

RFP23ADWYO

Pursuant to the Requirements of the

WORKFORCE INNOVATION AND OPPORTUNITY ACT

PUBLIC LAW 113-128, TITLE I

for

CATAWBA WORKFORCE AREA:

CHESTER, LANCASTER AND YORK COUNTIES

STATE OF SOUTH CAROLINA

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PART I: GENERAL INFORMATION

A. DISCLAIMER

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014 and implemented on July 1, 2015. The US Department of Labor released the Final Regulations on June 30, 2016, which were published in the Federal Register on August 19, 2016. This request for proposals, any bids submitted by proposers to this request, and any final contracts negotiated with the successful Bidder(s) as a result of this proposal is subject to final laws and regulations and may be changed at any time to be in compliance with those laws and regulations. Bidders are strongly encouraged to follow the Department of Labor's WIOA resource page for the latest updates: www.doleta.gov/wioa

As the Catawba Workforce Development Board continues to develop and refine its systems, policies, procedures, and regulations, changes may occur. Bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or service occur, Administrative staff will assist bidding organizations or service providers in the redesign to ensure consistency with board policy and regulatory requirements.

The Catawba Workforce Development Board reserves the right to cancel or modify this request for proposal or the scope of funding of an approved WIOA program to any extent necessary to ensure compliance with state and/or federal guidelines. This may occur at any time prior to or during implementation of the WIOA programs for Program Year (PY) 2023 or any applicable extensions. Therefore, all successful proposers must demonstrate the capability and agree, in advance, to modify their program design to comply with the new regulations and/or changes to available funds.

B. INTRODUCTION/PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit competitive applications for the operation of programs to serve Workforce Innovation and Opportunity Act (WIOA) – eligibility, Adults, Dislocated Workers, Youth as well as a One-Stop Operator. Catawba Workforce Development Board is seeking proposals to provide workforce development activities and services to eligible individuals residing in Chester, Lancaster, and York Counties, South Carolina.

WIOA was designed to help job seekers access employment, education, training and support services to succeed in the labor market and matched to employers with the skilled workers they need. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act of 1973. Updates from the US Department of Labor will be issued over time. The website for the latest on WIOA regulations is www.doleta.gov/wioa.

Workforce development oriented organizations, with or without previous experience as a contractor with the Catawba area, are encouraged to submit proposals. Only proposals from organizations that can demonstrate that they have the ability to provide workforce development services within the region and scope set forth by Catawba Regional COG will be considered for funding.

C. LOCAL INTRODUCTION

The Workforce Innovation and Opportunity Act encourages regionalism. Section 106(c) of the WIOA outlines, in part, that after planning regions are identified, the Catawba Workforce Development Boards and chief elected officials shall engage in regional planning processes that result in preparation of a regional plan and regional service strategies, including use of cooperative delivery agreements. The Catawba Workforce Area is part of the Central Region which also includes the Midlands Workforce Area and the Lower Savannah Area.

D. FUNDING AVAILABILITY

The planning estimates for the purpose of this RFP are \$1,000,000.00 - \$1,500,000.00 total (per year) for services to WIOA Adults, Dislocated Workers, Youth, and Operator (in the 3-county area). Employment and training activities for adults, dislocated workers and youth each have their own funding stream and eligibility requirements. IMPORTANT NOTICE - Funding levels identified in this RFP are preliminary estimates and are used for planning purposes only. Total final contract amounts are subject to funding levels for PY23.

The Catawba Workforce Development Board will award a contract based on allocations approved by the State at the beginning of each program year. The South Carolina State Workforce Development Board has set the expectation that the local areas will reach a minimum of 70% expenditures of the total available funds each program year for each funding stream. Therefore, it is expected that the contractor will expend not less than 90% of their total budget each program year.

Bidders should propose comprehensive WIOA services to be provided to Adult, Dislocated Worker and Youth customers and must delineate costs for One-Stop Operator.

E. APPLICABLE ACT AND REGULATIONS

This RFP and programs funded as a result of this RFP are governed by Public Law 113-128 signed into law on July 22, 2014, entitled the "Workforce Innovation and Opportunity Act of 2014," (WIOA). Contractors shall comply with the WIOA, the Regulations, State and Catawba Local Area Instructions, agency policies as well as other federal, state and local laws and regulations.

F. ELIGIBLE PROPOSERS

Any governmental, non-profit or private for profit organization may apply for an award in response to this RFP. Nothing herein is intended to, nor should it be construed to, limit competition. Instead, this RFP is for the purpose of meeting the full needs of the Catawba Workforce Development Area using a system of fair, impartial and free competition among all Bidders. It is the intent and purpose of the Catawba Workforce Development Board and Catawba Regional COG (administrative entity) that this RFP permit competition. Procurement will be according to federal law and Catawba Regional COG procurement policies. To be eligible to receive funds from the Catawba Workforce Area made available to operate the One-Stop Centers, a proposer must be a public, private or not for profit entity that has a history of providing workforce services. ("or another interested organization that is capable of carrying out the duties of the OneStop Operator – must demonstrate previous history")

G. SERVICE AREA

This RFP is specifically soliciting bids for WIOA Adult, Dislocated Worker, Youth and Operator services in Chester, Lancaster, and York counties, and Business Services and One-Stop Operator functions covering the same counties.

H. BIDDER'S CONFERENCE

All questions, requests for additional information, etc. will be managed through virtual bidders' conference. All questions and/or requests for additional information shall be submitted via mail or email prior to 12:00 Noon, February 17, 2023 to Nicole Lawing, Catawba Workforce Development Board Staff, 215 Hampton St., PO Box 450, Rock Hill, SC 29731, or by email to nlawing@catawbacog.org. Catawba Workforce Development Board staff will post answers to questions and address requests for additional information pertaining to this RFP on the SCWorks Catawba website (www.scworkscatawba.com) no later than 5:00 p.m. on February 24, 2023.

After the virtual bidder's conference, additional questions will be accepted in writing (or by email) until 12:00pm, March 3, 2023. No questions can be answered by telephone at any time during the response period.

I. DELIVERY OF PROPOSALS

Proposals in response to this RFP, will be received by Catawba Regional COG **until 11:00 A.M. EST March 9, 2023**. Any proposals received after the scheduled date and time will be immediately disqualified. Bidders are urged not to wait until March 9, 2023 to submit proposals. Proposals will be accepted at any time after the RFP is issued. Should any errors relative to the grant application due date appear in the Grant Application Request Package, the official due date is **March 9, 2023, 11:00 A.M. EST**. Applications may be hand delivered or mailed to:

Delivery Address:

Catawba Regional Council of Governments
Attn: Nicole Lawing
Catawba Workforce Development Board Staff
215 Hampton Street, Suite 200
PO Box 450
Rock Hill, SC 29731

J. KEY EVENTS AND DATES

- | | |
|--|---|
| 1. Request for Proposals Issued | Week of January 30, 2023 |
| 2. Question due for Virtual Bidders Conference | Friday, February 17, 2023 12:00 noon EST |
| 3. Answers posted for Virtual Bidders Conference | Friday February 24, 2023, by 5:00 P.M. EST |
| 4. Deadline for Receipt of Formal Proposals | Thursday, March 9, 2023 11:00 A.M. EST |
| 5. Begin formal Review Process of Proposals | Week of March 13, 2023 |
| 6. Written Notification of Intent to Award | March 31, 2023 |
| 7. Final Contract Negotiations with Bidders | May – June 2023 |
| 8. Each Grant formalized and signed | no later than June 30, 2023. |

K. PRESENTATIONS

Oral presentations, if needed, are by request of the Catawba Workforce Development Board or Catawba Regional COG (administrative entity).

L. POLICY OF COMPETITION

Catawba Regional COG staff conducts all procurement transactions in a manner providing full and open competition. This RFP identifies all evaluation factors and their relative importance. Technical evaluations will be made of all proposals received. Awards will be made to the responsive Bidders and firms whose proposals are most advantageous to the program.

M. RESPONSIVENESS OF PROPOSAL

1. Proposals will be reviewed solely on the material they contain. No modifications, alterations, additions, or substitutions to any proposals will be accepted from applicants after submission.
2. Any proposal that is not in typed form will be automatically considered nonresponsive.
3. Any proposal that is not submitted with an original signature and ten (10) copies will be automatically considered nonresponsive.
4. Any proposal that is considered non-responsive will be issued a score of zero by the review committee. A responsive proposal must include all required forms and a complete Proposal Response Package.

N. CONTRACT ADMINISTRATION AND NEGOTIATION

Contracts shall be awarded to responsive Bidder whose proposal is determined to be most advantageous, taking into consideration the evaluation factors containing in this RFP. In all cases Catawba Workforce Development Board and Catawba Regional COG will be the judge as to whether a Bidder's proposal has satisfactorily met the requirements of this RFP. Catawba Regional COG may require Bidder selected by the Board to participate in cost negotiations, technical revisions, or other revisions to their proposals to finalize the award.

Terms and Conditions will be a part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) local policy or (3) administrative procedure. Successful applicants must be able to obtain and submit, prior to finalizing the contract, insurance coverage, including liability insurance and bonding.

O. CONTRACT DURATION

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of Adult, Dislocated Worker and One-Stop Operator functions incurred between July 1, 2023 – June 30, 2024. Proposed activities will be limited to those described in Title I. No guarantee for availability of these funds is made at this time.

PART II: SCOPE OF WORK

A. OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) includes seven elements of the best practices to be integrated into the service strategies for employment and training programs. The "Job-Driven Checklist" is as follows:

- **Business Outreach/Employer Engagement** – Work up-front with employers to determine local or regional hiring needs and design training programs that are responsive to those needs.
- **Earn and Learn** - Offer work-based learning opportunities with employers – including on-the-job training, internships, and pre-apprenticeships and Registered Apprenticeships as training paths to employment.
- **Smart Choices** – Make better use of data to drive accountability, inform what programs are offered and what is taught, and offer user-friendly information for job seekers to choose what programs and pathways work for them and are likely to result in jobs.
- **Measurement Matters** – Measure and evaluate employment and earnings outcomes.
- **Stepping Stones** – Promote a seamless progression from one educational stepping stone to another, and across work-based training and education, so individuals' efforts result in progress.
- **Opening Doors** – Break down barriers to accessing job-driven training and hiring for any American who is willing to work, including access to supportive services and relevant guidance.
- **Regional Partnerships** – Create regional collaborations among American Job Centers (SCWorks Centers), education institutions, labor and non-profits.

While the above outlines the core principles of the legislation, it is included in the RFP for understanding of those guiding principles and should not be interpreted that the Bidder would be expected to propose all of the tasks listed.

B. DESCRIPTION OF SERVICES

Adult and Dislocated Worker

Under WIOA, Adult and Dislocated Workers are provided career services and there is no required sequence of services, enabling job seekers to access training immediately. Some of these services will be provided by

partner organizations and programs currently in the SC Works (One-Stop) Center and others will be provided by the funds awarded from this solicitation. It is imperative that the successful Bidder excel in collaboration of resources to ensure the full array of services is available while having no duplication of services.

Career services to be offered include:

- Eligibility Determination for funding and services
- Outreach, intake and orientation to the information and other services available through the One-Stop delivery system
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities (including skills gaps) and supportive service needs
- Job search and placement assistance and, in appropriate cases, career counseling, including –
 - Information on in-demand industry sectors and occupations, and nontraditional employment;
 - Appropriate recruitment and other business services on behalf of employers
- Referrals to and coordination of activities with partner programs and services
- Workforce and labor market employment statistics information, which includes job vacancy listings, job skills necessary for job openings; and information on local occupations in demand and the earnings, skill requirements, and opportunities for advancement within those career pathways
- Performance information and program cost information on eligible providers
- Information for the Center customers regarding the local performance accountability measures
- Information for the Center customers relating to the availability of supportive services or assistance provided by partners
- Referrals to supportive services or other needed assistance
- Information and assistance regarding filing claims for unemployment compensation
- Information and assistance regarding establishing eligibility for financial aid assistance for training and education programs
- Other services needed for individuals to obtain or retain employment that consists of
 - Comprehensive and specialized assessments of the skill levels and service needs of adult and dislocated workers which may include but not limited to – diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers; appropriate employment goals
 - Development of an individual employment plan, to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives
 - Group counseling
 - Career planning
 - Short-term prevocational services, including development of learning skills, how to job search, connecting to community resources
 - Soft skills training: communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
 - Internships and work experiences that are linked to careers
 - Workforce preparation activities
 - Financial literacy services
 - English language acquisition and integrated education and training programs
 - Follow-up services including counseling regarding the workplace, for participants in WIOA authorized activities who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate.

Training Services are described as:

- Occupational skills training, including training for nontraditional employment
- On-the-Job training
- Incumbent worker training (as authorized by the State Workforce Development Board and Local Workforce Development Board)
- Programs that combine workplace training with related instruction, which may include cooperative education programs

- Training programs operated by the private sector
- Skills upgrading and retraining
- Entrepreneurial training
- Transitional jobs
- Job readiness training provided in combination with occupational skills training
- Adult education and literacy including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with occupational training
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

Business Services

Though Business Services is an integral part of the Adult and Dislocated Worker service delivery, it is expected that the proposal will address how the Bidder intends to execute the Business Service aspect of the One-Stop (SC Works) system.

SC Works Centers shall offer a broad range of integrated services that are provided at no cost to eligible employers to support economic and workforce development efforts. The Business Services Team will be responsible for coordinating the following employer services with all necessary SC Works Partners:

- Coordinate delivery of services to employers among partners in the One-Stop System, Centers, and affiliate sites, WIOA Core partners (Adult, Dislocated Workers, Youth, Adult Education and Literacy, Wagner-Peyser, Vocational Rehabilitation, SC Commission for the Blind, Department of Social Services,) and other partners to achieve WIOA Business Services outcomes.
- Connect employers to the One-Stop system, gather business intelligence and assist in Regional Workforce partnership by developing relationships with local and regional businesses and other business focused organizations.
- Provide workforce services to the businesses in Catawba Workforce Development Area (Chester, Lancaster, and York Counties).
- Develop an understanding of the workforce needs and challenges of businesses in the Catawba Area, and align resources to provide critical solutions in the local and regional economy.
- Promote career pathways communicating the benefits to employers of creating a talent pipeline through work-based learning opportunities.
- Deliver presentations to business and trade organizations regarding workforce related topics and services.
- Evaluate the workforce development, hiring, recruitment and retention needs of businesses, and develop solutions based strategies to meet those needs, including hiring events, career fairs and targeted position placements.
- Participate in layoff aversion activities in conjunction with SC Works partners to convene and provide Rapid Response Services to employees of businesses issuing WARN (Worker Adjustment and Retraining Notification) notices, including work to match employers that might be hiring with those employees who will be laid off.
- Assist employers in utilizing the South Carolina Workforce Online System (SCWOS) to effectively recruit and select employees.
- Participate in community outreach events, job fairs, career fairs, and other opportunities for both employers and applicants to promote the SC Works system.
- Work with SC Works system partners to design and align high quality service delivery to both the business and job seeker customer.
- Provide reports of Business Service activities, deliverables and milestones to the Catawba WIOA COG staff as requested.
- Conduct outreach and collaboration that will result in successful work based learning opportunities for WIOA participants.
- Provide access to labor market data, demographic updates and job trends plus related information.

- Provide other information to employers such as: state and federal tax credits, Federal bonding, business start-up, retention and expansion services, etc.
- Other services as appropriate.

Youth

Program Design Features

- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant. This assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
- Develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program;
- Provide-
 - Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential
 - Preparation - for postsecondary educational and training opportunities;
 - Strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
 - Preparation for unsubsidized employment opportunities, in appropriate cases; and
 - Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets

Required Program Elements

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
- Alternative secondary school services, or dropout recovery services, as appropriate;
- Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
 - Summer employment opportunities and other employment opportunities available throughout the school year;
 - Pre-apprenticeship programs;
 - Internships and job shadowing; and
 - On-the-job training opportunities

(NOTE: At least 20 percent of youth formula funds must be spent on work experience activities such as summer jobs, pre-apprenticeship, on-the-job training, and internships so that youth can be prepared for

employment. In order for the area to reach the 20 percent requirement, successful bidder must spend a minimum of 25 percent of their total Youth funds awarded on work experience.)

- Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations in the local area involved, if the local board determines that the programs meet the quality criteria described in section 123;
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up services for not less than 12 months after the completion of participation, as appropriate;
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
- Financial literacy education;
- Entrepreneurial skills training;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- Activities that help youth prepare for and transition to postsecondary education and training.

Required Program Elements

- This RFP includes all facets of WIOA youth programming including eligibility, determination and program administration.
- Each youth program may determine what program elements to provide to each of their participants; however, the Catawba WDB envisions that each program will have processes, curriculum, and/or resources in place to provide all of the required 14 elements (WIOA Title 1, Section 129 (C) 2) as needed by participants.
- The Catawba Youth Council values career guidance and development, particularly as it relates to in-demand occupations in the area.
- The use of state approved skills assessment (when selected) is required to be incorporated into the program design.
- Programs are required to provide referrals to other community-based services for youth determined eligible but not enrolled as participants in the program.

- The Catawba Youth Council will ensure that at-risk youth in each county (Chester, Lancaster, York) are served through the selection of eligible providers for these areas. Proposers may serve more than one county in the local workforce area.
- Selected programs are required to participate in the nomination of outstanding youth participants for state and other awards throughout the program year.

One-Stop Operator

The role of the One-Stop Operator is equivalent to that of a managing partner. In the role, the Operator identifies issues that need to be addressed that have to do with service delivery. The Operator works with co-located partners to form a solution. Certain workforce services are integrated into the framework of the One-Stop service delivery system and are provided through partner agencies under other funding sources. The Operator will be responsible for ensuring a seamless delivery of services from all partners in Chester, Lancaster, and York Counties.

1. Day-to-Day Operations

The Operator coordinates, facilitates, promotes, designs, and expedites services for the SC Works Catawba system. Operations include the delivery of the full array of WIOA services (to include required and non-mandated) to all interested job seekers and employers in SC Works Centers. The Operator will work to deliver a seamless system of partner services in the Catawba 3-county area. Activities will include:

- Enforce Catawba operational policies including hours of operations, data confidentiality, proper use of Personal Identity Information, proper equipment use, health and safety, emergencies, and service delivery.
- Coordinate with partners to ensure all common areas in the Center are staffed properly.
- Ensure all Centers and services are ADA (American with Disabilities Act) and EO (Equal Employment Opportunity) compliant.
- Coordinate the use of shared equipment (copiers, printers, necessary maintenance, etc.) and supplies (ink and toner) in the Center.
- Establish, disseminate and enforce Center policies and procedures.
- Maintain updates to the Center policies for each Center and coordinate training as needed.
- Implement Centers' staff development plan that includes technical training for use of SCWOS, information sharing, and team building.
- Evaluate Center activities for customer satisfaction, continuous improvement and measurement achievement.
- Ensure Partner delivery and effectiveness of services.
- Develop and implement new hire orientation to acclimate new partner employees to site procedures and policies.
- Address customer complaints in a timely, efficient, and effective manner.
- Possess a thorough knowledge of building lease terms to ensure compliance and act as a liaison to the landlord.
- Convene quarterly meetings of the SCWorks Partners.
- Convene annual meeting of MOU/IFA (Memorandum of Understanding/Infrastructure Funding Agreement) Partners.
- Provide reports of Center activities, deliverable and milestones to the Catawba Workforce Development Board and WIOA COG staff as requested.
- Manage other day-to-day business and facility functions of the designated One-Stop Centers.
- Ensure quality service delivery to all customers.
- Maintain partner relationships and participate in existing grant commitments and community projects related to workforce development (as funding allows).

2. SC Works Certification

The Operator must maintain the major work components and standards necessary to acquire and maintain SCWorks Certification Standards (Management, Job Seeker and Employer Services). The Operator is responsible for coordinating with the Catawba Workforce Development Board to ensure the system-wide standards are achieved and utilize continuous quality improvement assessment tools to document success. Development of additional tools may be necessary to achieve and document measurements within the Certification Standards.

3. Outreach and Business Services Integration

The Catawba Workforce Development Board has established a Business Services Lead. The Operator will employ the lead and work closely to achieve maximum results in a seamless delivery system. The Business Services Lead coordinates the various business services available through the Center partners through outreach to area professional organizations (chambers, economic development, trade organizations, state level partners, etc.). The lead also serves as the manager of the Regional Business Service Team (Catawba 3-county service area).

The Operator will provide support to this division and monitor the services delivered and shared across partners and seek process improvements. In addition, the Operator will be responsible to ensure all services are ADA and EO compliant. The Operator will maintain a copy of the Limited English Proficiency (LEP) Plan and maintain up to date ADA compliant equipment. The Operator will ensure staff understands and implements the LEP plan and uses the ADA equipment as needed.

B. CURRENT CENTER LOCATIONS

It is the expectation that centers will remain in their current locations. Moving or opening additional centers will require Catawba Workforce Development Board and COG staff approval. It is expected that centers will be open to the public Monday- Friday 8:30 A.M. to 5:00 P.M. EST.

CATAWBA Comprehensive Centers:

SC Works Lancaster

705 North White Street
Lancaster, SC 29720
Monday–Friday, 8:30 a.m.–5:00 p.m.

SC Works Rock Hill

454 S. Anderson Road
Suite 202
Rock Hill, SC 29730
Monday–Friday, 8:30 a.m.–5:00 p.m.

Affiliate Site:

SC Works Chester

York Technical College
585 College Place
Chester, SC 29706
Monday–Thursday, 8:30 a.m.–5:00 p.m. (may be altered based on traffic)

C. PERFORMANCE STANDARDS

The Bidder shall include performance outcomes that will be achieved consistent with federal performance standards and the performance expectations of the Catawba Workforce Development Board and the State of SC. The Catawba Workforce Development Board expects the successful Bidder will propose performance outcomes, but more importantly, the response to this RFP must indicate how the combination of services proposed will achieve performance standards. Catawba Program Year 2023 performance measures are listed below.

WIOA TITLE I – ADULT	
Employment Rate 2 nd Quarter After Exit	82.50%
Employment Rate 4 th Quarter After Exit	78.00%
Median Earnings in the 2 nd Quarter After Exit	\$6,700
Credential Attainment Rate	68.90%
Measurable Skill Gains	60.00%
WIOA TITLE I – DISLOCATED WORKER	
Employment Rate 2 nd Quarter After Exit	86.70%
Employment Rate 4 th Quarter After Exit	87.50%
Median Earnings in the 2 nd Quarter After Exit	\$8,000
Credential Attainment Rate	70.50%
Measurable Skill Gains	64.80%
WIOA TITLE I – YOUTH	
Education or Training Activities or Employment in the 2 nd Quarter After Exit	81.00%
Education or Training Activities or Employment in the 4 th Quarter After Exit	80.80%
Median Earnings in the 2 nd Quarter After Exit	\$4,500
Credential Attainment Rate	56.50%
Measurable Skill Gains	48.00%

D. ELIGIBILITY

WIOA Adult and Dislocated Worker

Basic eligibility criteria for both participant groups:

1. 18 years of age or older
2. US citizen or eligible non-citizen
3. In compliance with Selective Service registration requirements (for male applicants)

Beyond these criteria, each program has separate eligibility requirements. For Adults, priority of service is given as follows:

- First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient;
- Second Priority: Individuals who are low-income, to include recipients of public assistance, or basic skills deficient;
- Third Priority: Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient; and
- Last: Individuals outside of the groups given priority

The South Carolina Department of Employment and Workforce (SCDEW) requires that 70% of newly enrolled individuals must be low income, to include public assistance recipients, or basic skills deficient.

For Dislocated Workers, Veterans are also given priority. Additionally, the Dislocated Worker program must meet one of the following:

1. An individual who has been terminated or laid off from employment, or received a notice of termination or layoff, and is eligible for, or has exhausted unemployment compensation, and is unlikely to return to previous occupation.
2. An individual who has been terminated or laid off from employment, or received a notice of termination or layoff, and has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings.
3. An individual who has been terminated from employment as a result of permanent closure of a plant or facility.
4. An individual who is employed at a facility that has made a general announcement that the facility will close within 180 days.
5. An individual who is self-employed, but is unemployed as a result of general economic conditions or a natural disaster.
6. An individual who qualifies as a displaced homemaker.

Youth Eligibility:

To be eligible for WIOA Out-of-School Youth services, a youth must not be attending any school (as defined under state law), must be age 16 through 24, and meet at least one of seven specified barriers to employment: basic literacy skills deficient, disabled, English language learner, homeless/runaway/foster child, offender, pregnant or parenting, and/or facing additional barriers to employment defined by the Catawba WDB as working less than forty hours per week and/or not having a driver's license.

The Catawba WDB will NOT be accepting proposals to serve In-School Youth. While the WIOA allows for some In-School Youth services, the Catawba WDB has decided to focus on services to Out-of-School youth.

Because WIOA is NOT an entitlement program, a youth may be eligible (having met the criteria stated above and found in WIOA section 129) but the services provided may not be appropriate for the youth based on the individual's goals and needs. Youth who are determined eligible to participate, but do not become participants in a WIOA program, MUST be referred to other appropriate programs within the community.

E. PARTICIPANT TIME AND ATTENDANCE

Successful Bidders will be required to document a participant's time and attendance throughout the period the participant is receiving training or services. Participants abide by the attendance policy of the training provider. Time sheets must be signed by the participant and verified by case management through the training provider and maintained in the participant file.

F. PAYMENTS MADE ON BEHALF OF PARTICIPANTS

Participants may be eligible to receive supportive service payments and/or needs-based payments. Successful Bidders will be required to ensure that there are checks and balances between the maintenance of timesheets

and other source documents. Failure to fully document the basis for issuing any of the payments may result in disallowed costs. Any disallowed cost related to client services will be the responsibility of the successful bidder.

G. INSURANCE FOR PARTICIPANTS

The South Carolina Department of Employment and Workforce (SCDEW) will provide accident insurance coverage for WIOA participants participating in program activities including classroom training, work experience and limited internships. The successful Bidder will be required to provide general liability insurance certificate coverage and provide verification annually as part of the compliance documents.

H. CYBERSECURITY POLICIES AND PROCEDURES

The bidder shall provide evidence of Cybersecurity policies and procedures to protect all IT systems, participant information and/or insurance to cover potential losses.

PART III: COST CATEGORIES & RELATED SERVICES

A. Cost Allocation Plans

Cost allocation plans that reflect the allocation of costs to the Adult and Dislocated Worker cost pools are required of all Bidders. A cost allocation plan is a methodology for identifying and distributing any joint costs related to a program, as well as any costs to be allocated under plans of other organizational units which are to be included in the costs of federally-sponsored programs.

B. Sustainability

The Catawba Workforce Development Board is particularly interested in innovative approaches that show collaboration in addressing the holistic needs of the participants to be served. Special emphasis should be given to how the private sector will play a role in this initiative. The Bidder's connections to local employers and specific plans for addressing employers' needs and eliciting their investment in the system should be provided in the application. Bidders may choose to include a summary table of new initiatives that will be started with award of these funds to include projections of numbers of adults and dislocated workers that will be served each year and annual funding levels anticipated.

C. Reporting

The successful Bidder will be required to submit monthly payment invoices by the tenth calendar day of each month. Appropriate supporting backup documentation for the payment must be attached to each submitted invoice. In addition the annual financial closeout report will be due to the local administrative office no later than August 10. It is expected that the Bidder will have a financial tracking system to track obligations and expenditures on a real-time basis. This should include direct services to participants (training vouchers, supportive services, etc.) as well.

In addition, the successful Bidder will abide by all data entry requirements of the South Carolina Works Online Services (SCWOS) Users Guide. Catawba COG staff will provide training to the successful Bidder on the operation of this system in regards to eligibility determination, reporting requirements, SCWOS forms, intensive services, case notes, performance, follow-up, etc. upon request. Successful Bidders are expected to comply with all Federal, State, and Local instructions and guidance.

The successful Bidder must be familiar with the new OMB Circular 2 CFR 200 and be prepared to comply with the OMB Circular revisions contained within.

D. Monitoring and Evaluation

Successful Bidders will be required to develop internal monitoring procedures to ensure program operations are conducted in compliance with the WIOA and its Final Rules and Regulations.

PART IV: SPECIAL INSTRUCTIONS AND CONDITIONS

A. AMENDMENTS

If it becomes necessary to revise any part of the RFP(s), all amendments will be provided in writing to all Bidders. **Verbal comments or discussion relative to this solicitation cannot add, delete or modify any written provision. Any alteration must be in the form of a written amendment to all Bidders.**

B. CONTRACT TYPE

The Catawba Workforce Development Board will consider Cost Reimbursement as described below:

1. Cost Reimbursement. A contract or grant with a line item budget based on all authorized and legitimate costs to be incurred by the contractor in carrying out the approved training activity. The contractor is reimbursed for actual expenses according to the approved line item budget. Profit is to be separately identified and shown in a designated line item as appropriate. Criteria for profit must be verified and validated by board staff. Criteria for profit will be used to evaluate the Bidder request for payment of profit. Payment of profit to the Bidder will be payable on a quarterly, mid-year, or end of the year (close-out) basis. Criteria for profit will be negotiated with the selected Bidder.

C. MULTIPLE PROPOSALS

Proposals must be submitted to provide services/activities in the Catawba 3-county area. One service provider/operator will be awarded. Proposals for a portion of services will not be accepted.

D. COPIES TO BE SUBMITTED UNDER SEAL AND AUTHORIZED SIGNATURES.

Each Bidder is to submit an original and ten (10) total copies of their proposal. One with original signatures that is clearly stamped or marked with the word "ORIGINAL". Each copy of the proposal and all supporting documents should be bound in a single volume. The name of the Bidders organization, name of person submitting the proposal, type of proposal submitted, "Request for Proposal: Catawba Adult, Dislocated Worker, Youth, Business Services, Operator PY23. The RFP date must be typed or written on the envelope or wrapping containing the proposal. The pages of the proposal must be numbered and the font size should be at least 12 point.

E. REQUIRED SIGNATURE

Each RFP response must be signed by an official authorized to contractually bind the Bidder and commit to the provisions of the proposal. Unsigned proposals will be rejected. The proposal shall include a statement to the effect that the request is firm for a period of at least 90 days from the closing date for submission.

F. ADMINISTRATIVE FISCAL CAPABILITIES

The Bidder's administrative fiscal capabilities will be assessed by a review of the completion of the Bidder's Response Package. Before contracts are finalized, Catawba Workforce Development Board representative(s) will complete a Pre-Award survey and may visit the offering entity to affirm certain items. Any discrepancies found will be brought to the attention of the review committee prior to contract finalization and may affect award of a contract.

In general, Bidders who are awarded a contract will be required to maintain records for a time period sufficient to cover federal administrative timelines.

G. DOCUMENTS REQUIRED OF SELECTED BIDDERS

Before contracts are finalized, selected bidder shall provide additional compliance information to Catawba Regional COG including: federal ID number; list of Board members, charter and bylaws; certification of signatory authority; banking arrangements; proof of financial stability and administrative ability, current fiscal statement and most recent audit; bonding agreement; cost allocation plan; indirect cost plan and approval by cognizant agency (if applicable); lobbying certification; suspension and debarment certification; certification of a drug free work place; grievance procedures; and, staff, personnel and travel policies. Some of the items mentioned above must be submitted with the proposal.

- a. A Proposal received by Catawba Regional COG is considered a public document under provisions of the South Carolina Freedom of Information Act (FOIA) unless it contains information that may clearly be considered excepted and excluded from disclosure according to State statute. All information that is to be considered confidential and/or proprietary must clearly be identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped as CONFIDENTIAL, in bold font of at least 12-point type, in the upper right-hand corner of the page.

H. TIME FRAME

All budgets submitted for activities under this RFP are to be for costs authorized under Public Law 113-128, Title I, in support of Adult, Dislocated Worker and One-Stop Operator Activities incurred between **July 1, 2023 – June 30, 2024**. No guarantee for availability of these funds is made at this time. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation within the awarding agency's total jurisdiction. The awarding agency is in no way obligated for any funds not received nor any decrease in funding required by allocation formulas.

I. INDIRECT COSTS

All Bidders who include indirect costs in their application budget must have an indirect cost plan approved by their cognizant agency. However, this may be negotiated in the awarded budget based on final WIOA allocations for Program Year 2023.

J. DISCUSSION/NEGOTIATION

By submission of a proposal, Bidders agree that during the period following issuance of a proposal and prior to final award of contract(s), the Bidder shall not discuss this proposal request with any party. All communication must be with Catawba Regional COG WIOA staff, Nicole Lawing, in writing as discussed in Part 1, H. Bidder Conference Section.

K. PROHIBITION OF GRATUITIES

Bidders and their representatives as well as officials who review and make judgments on any award made as a result of this RFP are prohibited by South Carolina law as amended at Section 8-13-420 from making or accepting any compensation or promise of future employment to influence any action, vote, opinion, or judgment.

L. APPEAL/PROTEST POLICY

Bidders who are aggrieved in connection with the solicitation or award of contract may protest in writing to Amy Chitwood, Finance Director, achitwood@catawbacog.org within seven (7) calendar days of the Intent to Award Notice.

NOTE: The appeal process is established to provide recourse for Bidders who think that their proposal did not receive proper consideration. Bidders entering an appeal must provide specific facts that put the aggrieved Bidder at a competitive disadvantage and document violation of specific sections(s) of the Act or Regulations.

Bidders cannot appeal simply because they believe their program to be superior to any selected. The Catawba Workforce Development Board and Catawba Regional COG reserve the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

M. BIDDER'S RESPONSIBILITY

All Bidders are responsible for understanding conditions relating to the scope and restrictions of work to be done as a result of this request. The failure of Bidders to acquaint themselves with instructions, conditions, and information relative to the RFP and its scope of work does not relieve them of any obligation with respect to this request or to the contract.

N. AFFIRMATIVE ACTION

Bidders who are awarded contracts will comply with all Federal and State requirements concerning fair employment. As a condition to the award of financial assistance under WIOA, the bidder assures that it will comply with nondiscrimination and equal employment opportunity provisions of WIOA with respect to the operation of WIOA programs or activities.

O. OPTIONS TO EXTEND

Based upon funding availability, the Catawba Workforce Development Board and Catawba Regional COG may extend a contract period of performance if it appears to be in the best interest of Catawba Workforce Development Board and is agreeable with the contractor. If performance is satisfactory and grant administration is found to be in compliance with all program regulations, the Grant may be extended on a year- by-year basis for up to three additional years. The Catawba WDB and Catawba Regional COG may adjust slot levels; number of participants served, and/or associated costs at any time during the contract period.

P. STAFF QUALIFICATIONS

For each proposed staff position, the Bidder must provide education and experience requirements and performance standards that staff will be expected to meet. Bidders should address special computer and technological skills of staff persons that will be essential to efficient use and maintenance of the WIOA customer tracking system. The Bidder should provide information on WIOA-relevant workshops, conferences, seminars, professional organizations and/or other activities key staff members have participated in over the past two years to stay abreast of current and best practices in the employment and training field. For vacant staff positions, Bidders should attach a statement of their commitment to hire qualified staff and to ensure that staff will stay current and knowledgeable in all areas associated with their job responsibilities. If the staff person is known, a resume for that individual should be attached to the job description(s).

The Catawba area is committed to continuous improvement and as such encourages staff development and training opportunities for professional staff. In addition to attendance at State and Regional conferences, the Catawba area seeks to fill staff positions with highly qualified and certified individuals. Appropriate workforce professional certifications are available through a number of vendors. It is expected that case managers will be certified as Career Development Facilitators (CDF) or Certified Workforce Development Professionals (CWDP).

Q. FORMAT FOR PROPOSAL

Proposals are to be designed to provide the board with a straightforward presentation of the Bidder's ability to satisfy the requirements of this RFP. Bidders must address the technical and cost factors associated with the proposal. The proposal must, therefore, be prepared in accordance with the format outlined in the Evaluation Criteria, Technical Response Package and Budget Response Package. Elaborate brochures and other promotional materials are not desired.

R. PROPOSAL AND PRESENTATION COSTS

The Bidder will bear all costs associated with the preparation and any oral presentation of the proposal. The Catawba Regional COG will pay on behalf of its own employees and agents the cost of all reasonable travel and living expenses associated with evaluation visits to a Bidder's location (if deemed necessary).

S. PROPOSAL CONSTITUTES OFFER

By submitting a proposal, the Bidder agrees to be governed by the terms and conditions as set forth in this document, in the Workforce Innovation and Opportunity Act and any changes in the WIOA Federal Regulations. Any proposal containing variations from the terms and conditions of this RFP, at the sole discretion of the Catawba Workforce Development Board and/or the Catawba Regional COG, may be determined unresponsive. Any inconsistencies between the RFP and other contractual instruments shall be governed by the terms and conditions of the RFP, except where subsequent amendments to any award resulting from this RFP are specifically agreed to in writing by the parties to supersede any such provisions of this RFP.

T. CATAWBA WORKFORCE DEVELOPMENT BOARD RIGHTS AND OBLIGATIONS

The Catawba Workforce Development Board reserves the right to select such Bidders which it deems appropriate and are not bound to accept any proposal based on price alone, further reserving the right to reject any and all proposals if it is deemed to be in the best interest of the Catawba Area. The Catawba Workforce Board, Catawba Regional COG nor any agent thereof, on behalf of the Catawba Area will be obligated in any way, by any Bidder's response, to this RFP.

U. SPECIFICATIONS MANDATORY

In order to have an acceptable proposal, the Bidder shall meet all of the specification requirements set forth in Parts I-VI and the Budget Sheets of this RFP. By incorporating these specifications into the proposal, the Bidder is agreeing to comply with them.

V. SUBCONTRACTS/SUBTIER AGREEMENTS

If the Bidder plans to subcontract any activities or funds pursuant to an award, a copy of the proposed subcontract agreement must be attached as a part of the proposal. No part of a proposal (or subsequent contract) may be subcontracted without prior written approval by Catawba Workforce Development Board and Catawba Regional COG. The Bidder in subcontracting of any of the services and/or activities hereunder expressly understands that in entering such subcontracts, Catawba Regional COG is in no way liable to the subcontractor.

W.CONTRACT AWARD

A contract shall be awarded to responsive Bidder whose proposal is determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. However, the right is reserved to reject any and all proposals received, and in all cases Catawba Regional COG will be the sole judge as to whether a Bidder's proposal has or has not satisfactorily met the requirements of this RFP. Terms and conditions that are included in this RFP will be part of all Contracts awarded. Terms and Conditions may be subject to changes as a result of changes in (1) Federal or State Code and/or Regulations, (2) local policy or (3) administrative procedure. Notice will be mailed to Bidders, informing them of the success or lack thereof, of their proposal to receive an award.

X. ADDITIONAL IMPORTANT INFORMATION

Estimated funds for this project are estimated to be between \$1,000,000.00 - \$1,500,000.00 total for Adult, Dislocated Worker, Youth and Operator services.

It is required that that Bidders designate at least 35% of the proposed budget towards training and supportive services.

Servers, routers, and computers are in place but Bidders should include a plan for maintaining the network and IT security. This will include firewall(s), virus protection, service, repair, etc. If not included in Indirect Cost, costs should be included in the budget under operating costs. Current count of computers by center are as follows:

Chester – Staff-2, Public Access-9

Lancaster – Staff-5, Public Access-12

Rock Hill – Staff-10, Public Access-8

The following items do not need to be considered when making a proposal. These items have been purchased previously and will be available once the contract is awarded – equipment/furniture in SC Works Centers – desks, chairs, computers listed above, phone system, printers, copier, meeting space/classroom furniture (conference tables, chairs, computer labs), computers for customers, etc.

ATTACHMENTS

BIDDER'S RESPONSE PACKAGE

SECTION 1	Evaluation Criteria
SECTION 2	Organization Experience and Financial Information
SECTION 3	Budget Response Package

SECTION 1: EVALUATION CRITERIA

Narrative Instructions

In order to provide a clear vision of the program design and planned outcomes, please address all of the following in order:

- **Executive Summary** – a brief summary highlighting details (no more than 2 pages)
- **Main Purpose** – a mission statement or statement of intention
- **Goals/Objectives/Performance Outcomes** – Describe the recruitment process and plan to recruit while completing the service plan for WIOA participants. This should include the number of participants to be served and projected levels of performance.
- **Target Group(s)** – Identify any target groups and the number of each to be served.
- **Staffing Plan** – describe the range of activities to be performed by the staff. Include a job title and job description for each WIOA funded position proposed along with any minimum qualifications. If the identity of the staff member is known, please include his/her resume. If the position has no staff member identified, please note. It is imperative that the successful Bidder employ professional staff that is committed to staying current in all areas associated with his/her job responsibilities. Interviews of existing staff will be required for any new Bidder during the contract negotiations.
- **Facilities** – It is expected that the program(s) operate within the SC Works Centers in the Catawba area. At this time there are three - one located in each of the service counties. Two of the centers are considered Comprehensive (Lancaster and Rock Hill). One other center is considered an affiliate site (Chester). Describe what activities will be provided in the Center(s).
- **Partnerships** – Describe any partnerships that will be used in the project. Who is involved? What are the roles and responsibilities of each partner? Include letters of support from the partners and any MOAs already in place. Describe how you will coordinate services and collaborate with the WIOA required partners and other added partners as appropriate.
- **Description of the Bidder** – What is the legal name of the organization, the legal status, and main purpose? How is the organization funded? Include an organizational chart showing lines of authority.
- **Experience** – Outline specific programs the organization has operated funding during the last three years that demonstrates experience in operating similar projects. Give program descriptions, funding sources, performance information and references. If the relevant experience has not occurred in the last three years, include the following:
 - number of years for each population
 - coordinated activities with schools, faith-based and/or community organizations, and business/employers operating those programs and your role with those partnerships
 - Data demonstrating past experience and performance for each population in the proposal
 - Reporting documents used in past experiences
 - Success indicators for previous experience
 - Location where the service was provided. Describe the accessibility, security, program requirements.
- **Administrative Capacity**- Describe the process the organization uses to capture and report information on program participants. What monitoring and evaluation of program operations and staff are routinely carried out?
- **Fiscal Capacity** – Describe the process used to capture and report fiscal information. What systems are in place to ensure fiscal accountability and appropriate expenditure of funds?
- **Subcontracts** – Are there plans to subcontract for services and activities within the proposal? If so, describe the nature of the subcontracts, the subcontractor, the services to be provided by subcontractor and the planned cost.
- **Program Description** – Describe the overall plan of service for any activity proposed. How will you recruit? What will be the customer flow? Which services will you coordinate with partner

resources and which will you provide directly? Describe how the activities will be provided. How will you address Career Pathways and focus on the priority industry clusters? How will you increase the number of industry recognized credentials within the clusters of training? How will you blend skills training with work-based learning? How will you address financial literacy services? Are you prepared to work with English language learners? How are you planning to provide One-Stop Operator Services?

Budget Instructions

The Budget Summary is a summary of allowable cost objectives by line item. Each of the following worksheets is summarized on this worksheet to establish a project total.

The Staff Salaries, Fringe Benefit and Indirect Cost Worksheet present a detailed cost of individual allowable costs by line item. This sheet details the number of staff positions by job title or staff member, associated fringe benefits and indirect cost fee for the project.

Profit Sheet (if applicable) details what items profit is charged on and provides a summary of how profit is earned.

SECTION 2: ORGANIZATION EXPERIENCE AND FINANCIAL INFORMATION

The Catawba Workforce Development Board will identify one eligible provider of Adult, Dislocated Worker activities and One-Stop Operator in the local area by awarding grants or contracts on a competitive basis and in consideration of recommendations of the review committee.

The proposal review committee will evaluate the project proposals received based on the evaluation criteria included in this solicitation. Proposals receiving the minimum score to be considered (70) will be discussed by the review committee to determine best fit for the area’s need in regard to service area, program elements to be provided and budgetary concerns. The committee will make a recommendation of funding to the Catawba Workforce Development Board. The Board will take action on the Committee’s recommendation. It is at the sole discretion of the Catawba Workforce Board which proposal, if any, may be selected. It is expected that there will be a sole provider for all services in all three counties.

The criteria that will be used to evaluate proposals are below with respective point values. An application must achieve an aggregate score of 70 to be considered for funding.

A. Program Effectiveness	Weight 30
1. Are the target groups clearly identified? Does the Bidder identify effective recruitment strategies for Adult, Dislocated Worker, and Youth?	
2. Is there a clear description of the scope of the program?	
3. Does the Bidder intend to operate within the SC Works Centers? Are additional satellite locations necessary?	
4. Does the proposal describe partners that will be used? Are the roles clearly defined? Are there letters of support included?	
5. If the proposal includes subcontracts, are the agreements fully described?	
6. Does the organization have the ability to provide or arrange appropriate supportive services or financial assistance in accordance with the service strategy?	
7. How does the Bidder plan to provide services? Does the Bidder have a plan for monitoring project success? Participant/Center success?	
8. Does the proposal present a logical plan for participants transitioning to the new provider and continuing his/her employment plan?	
9. Does the proposal show effective strategies for providing participants a sustainable career and not remedial unsustainable jobs?	
10. Does the proposal include utilization of labor market information and career pathway information to drive training priorities? Does the proposal address sector strategies?	

11. Does the proposal include a strong follow-up component to ensure success for participants after exit?

B. Performance (Demonstrated/Projected) Weight 20

1. Has the Bidder clearly outlined the goals and objectives of the program? Will those outcomes meet or exceed those outlined in the RFP?
2. Did the Bidder demonstrate understanding of benchmark goals as indicators of the program objectives? Did the Bidder include goals to monitor the success of the project?
3. Does the Bidder have successful experience in serving the eligible population with services related to education and employment goals?
4. If the Bidder is a current provider, is the current grant successful in terms of performance outcomes and/or monitoring visits?

C. Bidder's Qualifications Weight 20

1. Does the Bidder have the organizational structure to administer the proposed project?
2. Does the Bidder meet the WIOA requirements to bid on the proposed project?
3. Does the Bidder have the background and experience in providing training services of a local community?
4. Does the proposal include an organizational chart and job descriptions for all budgeted staff?
5. Does the proposed staff have appropriate experience to provide the services of the project? If positions are vacant, does the proposal demonstrate an ability to recruit professional staff to operate the project on the proposed timeline?

D. Fiscal Responsibility Weight 20

1. Has the Bidder demonstrated ability to safeguard federal funds? Could the Bidder repay disallowed costs if disallowances are made during the monitoring of the grant?
2. Does the Bidder have a history not characterized by fraud and/or criminal activity of a significant nature? Has the Bidder not had a history of failure to comply with audit, monitoring, or reporting requirements?
3. Are the costs reasonable for the activities to be provided and performance outcomes to be achieved?
4. Is the budget detailed and accompanied by a budget narrative?

E. General Responsiveness Weight 10

1. Does the application demonstrate an understanding of information requested and conform to the requirements of the RFP?
2. Does the proposal demonstrate an understanding of the guiding principles of WIOA?
3. Is the response complete with the items requested?
4. Is there internal consistency of data presented?
5. Is the Executive Summary clear and concise?

SECTION TWO
APPLICANT'S ORGANIZATION, EXPERIENCE AND FINANCIAL INFORMATION

Information regarding the following items shall be furnished in sufficient detail to allow a full and complete business evaluation. If a question is not applicable or the answer is none, it should be annotated as such.

A. Name of Agency or organization, phone number and mailing address. If a non-governmental agency, provide the name under which you are incorporated.

Name

Address

Phone No.

B. Description of Method and System of Accumulating Costs under Government Contract subject to Audit.

1. **Has your Accounting System been approved by any Government Agency?**

Yes _____ No _____ If yes, name and location of Government Agency:

2. **Cost Accounting System** (General Description):

3. What was your overhead rate for your last completed fiscal year?

4. Has your indirect cost rate(s) been evaluated and accepted as current bidding rates by any Government Agency? Yes _____ No _____

5. Provide a general description of purchasing procedures used, including comments on selection of sources, treatment of purchase discounts, and make or buy policy should be provided.

C. Does your company have all the necessary personnel, experience, and equipment to perform the work required or the resources to obtain such work and is your agency prepared to perform and complete the contract within the prescribed time frame? **Make a definite statement:**

D. Organization's Structure and Experience

1. **Organizational Chart.** **ATTACH** a current organizational chart that outlines administration of proposed project. Include lines of authority and supervision for program operation.
 - a. After the award of a contract, all suitable employment openings must be listed with the local office of the S.C. Department of Employment and Workforce.
 - b. Changes in the approved listing of key staff represent a contract modification and should not be made without prior notification to the Catawba Administrative staff. Notification must be submitted in writing to Catawba Administrative staff prior to any staffing changes.

SECTION THREE:

BUDGET RESPONSE PACKAGE

*Use **Microsoft EXCEL** budget sheets provided as an attachment to this RFP.*