

Workforce Investment Board *Mid-Ohio Valley*
And
Mid-Ohio Valley Workforce Investment Corporation
Request for Proposal

1-One Stop Coordination
2-One Stop Case Management

The Workforce Investment Board Mid-Ohio Valley is issuing a Request for Proposal (RFP) to solicit agencies/organizations with the capacity and expertise to manage the WIB-MOV's One Stop System and to provide specific services to the businesses and job seekers in the nine county region. The term of the contract is expected to begin July 1, 2012 and end June 30, 2013 with the option of renewal for additional years at the discretion of the WIB MOV. Funding amounts are to be based on one year of activity.

RFP Schedule

Notification of RFP	February 6, 2012
RFP Available	February 6, 2012
All Written Inquiries Due	February 17, 2012
Bidder's Workshop	February 22, 2012
Proposal Due	March 9, 2012
Announcement of Awards	April 30, 2012
Program Start Up	July 1, 2012

An Equal Opportunity Program/Employer
Auxiliary Aids and Services are Available Upon Request
To Individuals with Disabilities

I. General Information

A. Workforce Investment Board Mid-Ohio Valley

The Workforce Investment Board Mid-Ohio Valley (WIB-MOV) is a private non-profit corporation designated as the administrative entity, planner and grant recipient of the Workforce Investment Act (WIA) funds for the nine county region, encompassing the West Virginia counties of Calhoun, Clay, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt and Wood.

This Request for Proposal (RFP) is issued in order to assist the WIB-MOV in achieving its objectives in the provision of employment and training services through our One Stop System. Specifically, this RFP seeks to engage various organizations with the ability to offer the programs and services described in this package, including One Stop Coordination and One Stop Case Management.

B. Legislation

The WIB-MOV's One Stop System services and programs are funded through Workforce Investment Act (WIA). Therefore, each Proposer must be familiar with state and federal requirements of this program and the WIB-MOV's strategic plan.

The Workforce Investment Act of 1998 provides workforce investment activities through statewide and local workforce investment systems. Those systems should increase employment, retention, earnings, and occupational skill attainment by participants and as a result, improve the quality of the workforce. WIA requires the creation of a One Stop System through which job seekers and businesses will access One Stop System Services.

The WIB-MOV reserves the right to designate and fund the type and mix of specialized services that ensure the creation and maintenance of a One Stop System that enhances the range and quality of workforce services to be made available in its constituent counties.

Internet Web Addresses for Workforce Development Resource Information

WIB Mid Ohio Valley	www.wvworkforce.org
Workforce West Virginia	www.workforcewv.org
US Department of Labor, Employment and Training	http://www.doleta.gov/
Federal Laws and Regulations	http://thomas.loc.gov/
US Workforce	http://usworkforce.org
Equal Employment Opportunity	http://www.dol.gov/oasam/programs/crc

C. Services Provided Through the One Stop System

The WIB-MOV's One Stop System will provide services to all target populations through a multi-tiered service delivery system. All services provided through the One Stop System will be provided to the target groups of the WIB-MOV, which include employers, economically disadvantaged adults, dislocated workers, youth, and other special populations. Listed are the tiers, specific populations and the services available through each tier:

Tier I. Core Services – Serves the universal population

- Eligibility determination
- Outreach, intake, profiling, information on services available
- Initial assessments, including support needs
- Provision of employment statistics for the labor market areas
- Job vacancy listings
- Workshops
- Information on skill requirements for occupations
- Local occupations in demand, earnings and skills requirements for jobs
- Performance and cost information on training providers of the area
- Information on the availability of support services
- Filing unemployment claims

Tier II. Intensive Services – Serves those who cannot find employment with core services alone.

- Comprehensive assessments
- Specialized assessments
- Diagnostic testing
- In-depth interviewing and evaluation to identify employment barriers
- Development of Individual Service Strategy (ISS)/Individual Responsibility Plan
- Client centered case management
- Job and career counseling
- Life skills/job club

Tier III. Training Services – Provides training to those who did not find employment through core and intensive services.

- Occupational skills training
- On-the-job training
- Skill upgrading and retaining
- Job readiness training
- Customized employer training

D. Attributes of the One Stop System

The WIB-MOV's One Stop System will meet the needs of the workforce of the constituent Counties by ensuring the following attributes are prevalent in all services offered through the One Stop System:

- | | |
|--------------------------------------|--|
| • Universality | • Integration |
| • Customer driven | • Performance-driven, outcome based measures |
| • Mechanism(s) for customer feedback | |
| • Customer choice | |

In order to fit into the system design, all proposals must incorporate these attributes and all services must be delivered through or be accessible through the One Stop System.

E. Objectives of the One Stop System

- A quality skilled workforce that advances the economic development of the region by meeting the needs of employers and job seekers.

WIB-MOV Vision

-Building a quality workforce for today and tomorrow

WIB-MOV Mission

WIB-MOV Overarching Goals 2012-2015

- Continue expansion of services to Workforce WV business partners
- Enhance the education and skill level of job seekers, youth and employees to meet employment requirements
- Increase partner involvement in the integrated delivery of Workforce WV services
- Continue to build capacity of Workforce WV staff to improve and expand delivery of service
- Promote the Workforce WV system
- Collaborate with employment, education and economic development partners to expand opportunities

All proposals must be geared to result in meeting the vision and overarching goals of the WIB-MOV. More information and insight is available in the WIB-MOV local plan. The plan is available at the Board Office.

F. System Performance

All providers will be subject to minimum performance standards. Both performance standards required in the Workforce Investment Act and Common Measures proposed by Department of Labor will be applicable in the initial contract and any subsequent renewal of said contract. Performance will be financially tied to each year's contract.

In addition, the WIB-MOV will require performance standards identified as important to the Board. Examples are staff development, customer satisfaction rates, data input, timeliness and accuracy rates, required deliverables. These and similar items will be addressed at negotiation.

II. Request for Proposal (RFP) Information

A. Contact Person

The contact person for this RFP is:

Joyce Okes, Program Director
Workforce Investment Board *Mid-Ohio Valley*
531 Market Street
Parkersburg WV 26101
joyce.okes@movrc.org
304-424-7271

B. Respondent Requirements

The WIB-MOV must receive all proposals no later than **MARCH 9, 2012 AT 12:00PM, EST**. Any proposal received later than the specified time will not be considered in the WIB-MOV's evaluation process. Facsimiles and post marks will not be accepted.

Two original copies of the proposal, five hard copies and one electronic copy (including attachments) in Microsoft office compatible documents must be submitted to the WIB-MOV. Originals must include original signatures in blue ink, all proposal information and attachments, including last available audit. The five hard copies and the electronic copy do not require original signatures or attachments.

The originals and copies must include all the required forms, completed in full with appropriate signatures as specified in this RFP. These forms include Proposal Transmittal Document, Package Inventory List, Checklist for Proposal Submission, Assurances and Budget Sheets.

C. Bidder's Workshop and Inquiries

The WIB-MOV will host a bidder's workshop on February, 22, 2012 @ 10:00am. The workshop will be held at **Workforce Investment Board Mid-Ohio Valley, 531 Market Street, Parkersburg, WV.** For directions, call 304-424-7271.

All potential respondents are strongly encouraged to attend the bidder's workshop since this will be the best opportunity for having technical and other concerns addressed.

All inquiries submitted to the WIB-MOV must be submitted at the bidder's workshop or in writing to the WIB-MOV on or before **FEBRUARY 17, 2012**. Questions may be submitted electronically to joyce.okes@movrc.org. All inquiries and the minutes from the bidder's workshop will be posted on the WIB-MOV web site at www.wvworkforce.org. Final posting will be complete on or before **FEBRUARY 24, 2012**.

The WIB-MOV will not address any questions or issues related to this RFP after **February 24, 2012**.

It is the intention of this procurement process to promote equal information dissemination and equitable treatment of all Proposers.

D. Who Can Submit a Proposal

All public or private not-for-profit corporations, local education entities, governmental units, public agencies, community-based organizations, faith-based organizations or private-for-profit corporations properly organized in accordance with State and Federal law may submit a proposal for funding.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the WIB-MOV have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

The Workforce Investment Board Mid-Ohio Valley will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds or race, creed, color, sex, age, handicap status or national origin in the contract award.

E. General Guidelines

Two original "unbound" proposals, five (5) copies and one electronic copy (including attachments) in Microsoft Office compatible format are to be submitted to the WIB MOV. The originals must be marked as "Original" on the Proposal Cover Sheet and must bear the actual signatures in blue ink of the person authorized to sign the proposal.

Narratives should be printed on 8 ½ x 11" plain white paper with margins of 1" on each side. All narratives must be printed on 12-point font size and all copies must be printed on one side only. Three ring binders, spiral binding, plastic binding, company "logo" cover sheets, etc., should be excluded from submissions. Acceptable binding is a staple in the upper left hand corner on the copies only.

Narratives should contain headings that clearly indicate the narrative category being addressed, i.e., program design, program objectives, etc. Keep narratives as concise as possible while providing all the information requested.

Each page of the proposal should be numbered sequentially at the bottom of the page. These page numbers should then be reflected on the proposal table of contents.

F. Authorized Signature

An official authorized to legally bind the applicant organization must sign all original proposals. Your proposal must also provide the following information: Name, Title, Address and Telephone number of the individual(s) with the authority to negotiate and contractually bind the applicant organization. Proposals must also include the name of the contact person of the applicant organization during the period of proposal evaluation if different from the signatory official.

G. Limitation

The WIB-MOV is requesting proposals with the intent of awarding contracts for the requirements contained in this RFP. However, the WIB-MOV is not obligated to award a contract on this solicitation and reserves the right to reject any and all proposals. The WIB-MOV may also, at its discretion, accept all or parts of a proposal for implementation.

The WIB-MOV reserves the right to cancel in part, or in its entirety, this RFP if it is in the best interest of the WIB-MOV to do so. The WIB-MOV may require the bidders selected to participate in negotiations or to submit revisions of their proposals.

Proposers electing to respond to this RFP are responsible for all costs of proposal preparation. The WIB-MOV is not liable for any costs incurred by a Proposer in response to this RFP.

H. Acceptance of Proposals

The WIB-MOV must receive all proposals no later than **MARCH 9, 2012 AT 12:00PM EST.**

Deliver proposals to:

Joyce Okes, Program Director
WIB MOV
531 Market Street
Parkersburg WV 26101

The WIB-MOV will not accept any changes modifications or additions to the proposals after the deadline for submitting the proposals has passed. Any addendums submitted by the Proposer prior to the March 9, 2012 deadline must be sealed with "Addendum" clearly marked on the package.

The WIB-MOV will open all bids on **March 9, 2012** to disperse to the appropriate Committees of the WIB-MOV's Board of Directors for evaluation.

I. Withdrawal of a Proposal

Any Proposer who has submitted a proposal to the WIB-MOV on or before March 9, 2012 at 12:00pm EST and who finds it necessary to withdraw their proposal must submit their request in writing to the WIB-MOV.

J. Proposal Evaluation

All proposals submitted in accordance with the requirements of this RFP will be evaluated. Staff will initially evaluate the proposal for information required by the RFP, responsiveness to the RFP, as well as efficiency and cost factors. The primary responsibility for proposal evaluation will reside with the WIB-MOV Board of Directors or a committee(s) thereof.

Factors that will be considered as part of the evaluation will include:

- Program design ,including detail of planned deliverables as outlined in proposal
- Qualifications and experience of the bidder, including previous contract performance for organization that have a current or previous contract with WIB-MOV.
- Reference information from other organizations that have contracted with the provider.
- Integration and collaboration, including partner commitment and letters of support.
- Responsiveness to WIB-MOV goals.
- Return on investment – projected participants served compared to costs of proposal.
- Clarity and responsiveness of explanations during interview phase of evaluation.

K. Notice of Contract Award

The contracts may be awarded based on proposals received without discussion of such proposed programs with the bidders. Therefore, each offer should be submitted in most favorable terms from a price and technical standpoint that the bidder can make to the WIB-MOV Board of Directors. At its discretion, the Board or its designated committee may choose to interview bidders. The notice to intended contract awardees is expected to be made no later than April 30, 2012.

L. Protests or Disputes

Any Proposer denied funding through this RFP may submit a letter to the WIB-MOV's Executive Director requesting further details for the denial of funding. In the event the response is not satisfactory, the proposing organization may submit a written appeal to the WIB-MOV's Executive Committee. Appeals must be submitted within 30 days of the WIB-MOV action to award a contract. The decision of the WIB-MOV's Executive Committee shall be final.

M. Type of Contract / Length of award

Proposed costs will be analyzed and a contract will be negotiated on a demonstrated performance or fixed unit price basis. There will be no contract negotiated with a straight 100% cost reimbursement payment structure. All contracts awarded will have a significant portion of the funds tied to the achievement of measurable outcomes. The type of contract will be determined at the time of contract negotiation with each bidder.

The term of the contract is expected to begin July 1, 2012 and end June 30, 2013. Contracts may be renewed on a yearly basis at the discretion of the WIB MOV. Total number of renewals will be governed by DOL guidelines. Factors to be considered in renewal considerations will include but are not limited to, funding availability, attainment of negotiated performance standards, and program deliverables as identified by DOL, WorkForce WV, or the local WIB.

N. General Contract Conditions

Should a proposal be selected for funding, negotiations will be held between the WIB MOV and the contractor to finalize the specifics of the contract. In order for a contract to be executed, the Proposer must meet certain requirements with the WIB-MOV:

- All Programs must be operational July 1, 2012.
- All contractors must have current fiscal and compliance audits as required by law.
- All contractors are required to be an Equal Employment Opportunity Employer (EEO).
- All contractors must provide a certificate of insurance for comprehensive general public liability insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance with the Mid-Ohio Valley Workforce Investment Corporation becoming “also insured” at the time of contract implementation. Other insurance coverage may be required and is subject to negotiation.
- All contractors are ensuring, by signing the contract, that adequate and qualified staff will be dedicated to the contracted program services. Qualifications of key staff associated with the implementation of this program should be included in the proposal.

O. Contract Modifications

All contractors are ensuring, by signing the contract, that the negotiated price for services provided in a contract cannot be changed without the WIB-MOV’s approval and a modification to the contract. All requests for modifications must be submitted to the WIB-MOV with written justification prior to implementation of any changes, including costs.

P. Program Evaluation

The primary responsibility for program evaluation and oversight throughout the year will reside with the WIB-MOV’s Board of Directors or a committee thereof. The staff of the WIB-MOV or contracted internal monitors will conduct regularly scheduled monitoring, technical assistance if necessary, and evaluation of each program and service provider.

The Statement of Work included in this Request for Proposal, the proposal submitted as a result of this RFP and the final negotiated agreement between the WIB-MOV and the provider will serve as the basis for program evaluations.

III. Statements of Work

The WIB-MOV is issuing this Request for Proposal (RFP) to solicit organizations with the expertise to design, administer and deliver specific services to the eligible workforce of the WIB-MOV area. Proposers may bid on multiple categories, but each proposal should stand on its own merit. Multiple award winners will be asked to combine costs at negotiation. **These services are:**

- One Stop Coordination
- One Stop Case Management

In general, these services must be available to customers throughout the WIB-MOV region. In planning the program, describe specifically how, where and when these services will be available.

One Stop Operations

Statement of Work

Coordination and Case Management in the Workforce WV System of WIB-MOV

Overview

The WIB-MOV's One Stop System consists of one comprehensive center and access points throughout the nine county area. The WIB-MOV's One Stop System is expected to provide an integrated system to our workforce and businesses. The WIB-MOV is seeking proposals to provide 1) management and coordination of services between the WIA partners in the One Stop System and 2) Case Management Services including delivery of core and intensive services to meet the needs of both the job seeker and employer customer. Proposers must abide by all EEO laws and maintain all EEO postings in each comprehensive center and access points throughout the region. **Proposers may bid on the Coordination of the One Stop, One Stop Case Management, or on both. If submitted separately, each proposal should stand on its own merit.**

COORDINATION OF ONE STOP SYSTEM

Program Coordination: The Provider will be responsible for coordinating services between mandatory WIA partners and other entities that work within the One Stop System. The Provider may be asked to participate with the WIB-MOV in the negotiation of other accepted proposals to ensure that program continuity and performance standards are well integrated.

The Provider will work with community organizations, social services agencies, and education providers to identify and deliver, in a cohesive and integrated manner, services needed to assist customers in reaching self sufficiency. The Provider will also be responsible for coordinating, with the WIB-MOV, services to businesses in the region. The Provider will, in coordination with the WIB-MOV, be responsible for the development and updating of a Memorandum of Understanding among partner organizations participating in the One Stop System.

The Provider will also be responsible for facilitating, with the One Stop management team, the development of a Business Plan for the One Stop. The plan should outline how the WorkForce WV centers will operate in an integrated, cohesive manner.

Resource Management: The Provider will coordinate manpower resources from different organizations at the comprehensive center and at access points throughout the region as needed to accomplish the performance established in this contract and the contracts of the other service providers.

This responsibility will include coordinating with mandatory partner agencies, including seeking partner involvement in and sharing of resources within the One Stop System. Delivery of services will involve integrating a multi-funding/multi-program delivery system.

The Provider will be responsible for creating a collaborative work environment for all One Stop partners, providing staff development and cross training opportunities, linking all of the resources of the WIB-MOV within the One Stop System to maximize service delivery to both job seeker and business customers. The Provider will assist the WIB-MOV in error detection and reduction.

Outreach, Recruitment and Marketing: The Provider shall be responsible for coordinating outreach, recruitment and marketing efforts among One Stop partners to adequately inform WIB-MOV's workforce and businesses of the services available. Outreach and Recruitment shall be conducted to attract a sufficient number of eligible individuals to meet WIB-MOV contracted performance outcomes.

The Provider must ensure that the outreach, recruitment and marketing are conducted within communities where potentially eligible customers reside and through ongoing coordinated efforts with other community-based organizations. All marketing activities, materials and publications must be approved by the WIB-MOV.

Proposals should address specifics of planned marketing and outreach activities, particularly in the rural counties of the area.

Communication/Information Dissemination: In conjunction with the WIB-MOV, the Provider will be responsible for the development, implementation and maintenance of an internal communication system to link all of the service providers, partners and staff to better deliver services to business and job seeking customers. Such communication will include development and maintenance of standard operating procedures to provide guidance on delivery of service to the staff of the One Stop System.

Performance Evaluation/Continuous Improvement: The Provider will be jointly responsible with the WIB-MOV for the continuous evaluation of One Stop System service delivery. The evaluation shall address such aspects as accountability, supervisory review, monitoring customer progress, customer/employer feedback, monitoring contract compliance where applicable, reaching performance objectives, continuous improvement and immediate corrective action.

The Provider shall update and maintain reliable mechanisms that will identify problems as they occur, both administrative and programmatic, and when necessary, develop and administer a corrective action plan. The Provider shall perform internal monitoring activities, including case file review, data entry review, caseload contacts and quality control monitoring to ensure continuous improvement. The Provider will track effectiveness using monitoring data, state reporting data, customer feedback (job seeker, business and internal survey results) and general feedback.

The Provider will be responsible for ensuring One Stop staff receives appropriate training. Training should assure that all personnel working with this program shall be capable and qualified to perform work assigned to them. Specific emphasis should be placed on excellent customer service to the customers of the One Stop System while achieving measurable performance outcomes.

Reporting: The Provider will maintain documentation necessary to generate information for required federal, state and WIB-MOV reports and provide fiscal, staff, customer usage and EO/Complaint log and other information on daily operations as requested. A monthly report must be submitted to the WIB-MOV documenting activities within the one stop system. The specific format of the report will be developed jointly by the provider and the WIB-MOV.

ONE STOP CASE MANAGEMENT

Core/Intensive Services: The Provider, along with other partners, will be responsible for provision of core services, including orientation to the One Stop System. The orientation should include information on the full array of applicable and appropriate services available through the One Stop System, including partner services that will address the needs of individual customers. The information shall include an overview of the processes and procedures customers can expect from the One Stop.

Staff who provides case management must be knowledgeable of all One Stop System services, including services available through contracted providers, partners and approved vendors.

The Provider will also be responsible for the provision of core services as outlined in the Workforce Investment Act of 1998. Such services include, but are not limited to:

- Eligibility determination
- Outreach, recruitment, intake, profiling, information on services available
- Initial assessments, including support needs
- Provision of employment statistics for the labor market areas
- Job vacancy listings
- Information on skill requirements for occupations
- Local occupations in demand, earnings and skills requirements for jobs
- Performance and cost information on training providers of the area
- Information on the availability of support services
- Workshops for job seekers and employers related to employment skills

Workshops, Seminars and Career Fairs: The Provider will be responsible for coordinating, facilitating and delivering workshops and seminars for the job seeker and employer customers. Such workshops may be for general audiences or targeted to specific populations such as dislocated workers, youth, and specific adult populations. Topics in workshops may include strategies for dealing with the stress of losing employment, job readiness and work maturity skills, resume writing, etc. Topics in workshops directed towards employers may include strategies for improving productivity, reducing turnover, labor laws, etc. The Provider, with One Stop partners, will be expected to deliver these services throughout the WIB-MOV region.

A general schedule with an outline of workshops should be submitted as a part of the proposal. Proposers selected for interview may be required to present workshop syllabi and materials.

Career Fairs, in coordination with the WIB-MOV and partner organizations, shall be held a minimum of two times per year in a centralized location of the Region or one in the southern portion of the region and one in the northern portion of the region. The Provider will be responsible for coordination of location, recruitment of vendors and other related responsibilities.

Initial Assessment: The Provider shall make available an initial employment assessment to all Core Services customers who are interested in receiving such service and all individuals expecting to access a deeper level of WIA services. This activity is used to determine which One Stop System services are most appropriate for the interested individual. Areas to be assessed may include occupational skills, aptitudes, abilities and support services needs. Basic readjustment services should be provided for job seekers who possess transferable skills but need guidance in regaining and retaining employment.

Eligibility: The Provider is responsible for eligibility determination of WIA adult and dislocated worker participants. WIA eligibility must be completed in accordance with the standards established by the State of West Virginia and the U.S. Department of Labor. This includes completing the required WIA application, obtaining the necessary documentation, identifying barriers to employment, etc. Eligibility for WIA carries with it liability for dollars spent in serving individuals who are not eligible. The Provider will be responsible for the collection and retention of required documents for eligibility determination, participant eligibility, and entry of data into the appropriate WIA system for the following target populations:

- WIA Adult
- WIA Dislocated Worker

Eligibility involves certifying and documenting the WIA eligibility and priority of service of the individuals to be served. The Provider may also be responsible for registration for performance tracking on some programs. The Provider is responsible for recruitment activities required for meeting performance standards.

Case Management: The Provider shall be responsible for providing integrated case management services to all individuals who receive Intensive and/or Training Services through WIA. The intent of case management is to professionally and resourcefully help participants navigate through the One Stop System and to develop a plan leading to suitable employment. Case Management is recognized as a key component of the service delivery plan and critical to the ultimate success of the customers. Case Management is necessary to ensure that the needs of customers are met and information required for program and performance reporting is collected.

Comprehensive assessment shall be made available to customers registered for WIA and enrolled in intensive services. Any individuals advancing to training services must have a comprehensive assessment completed prior to receiving training funds. The intent of this assessment is to obtain detailed information on the customer's past employment history, exploring avenues in which the client can redirect his work views, utilizing formal and informal testing, as appropriate.

The Provider shall develop an Individual Service Strategy (ISS) with each customer enrolled in Intensive and Training Services. The ISS will be based upon information obtained in the comprehensive assessment, including customer's experience, education, needs and goal. This document should become the guiding document that outlines each participant's plan toward achieving his/her identified employment goal.

Occupational demand, potential wages, labor market information, and customer's needs should all be considered in the development of the customer's goal. To the extent possible, participants will be granted the opportunity to choose among opportunities offered that best suit their needs.

A component of the proposal must present a description of the approach to successfully providing career guidance services. Proposals for One Stop Case Management must include a description of the Proposer's training and development programs, assuring that all personnel assigned to perform this program's tasks shall be capable and qualified.

The staff of the Proposer must be competent in the following areas:

- The ability to select, adopt and/or develop methods and approaches, which are useful in determining an individual's attributes, abilities and needs.
- The ability to utilize alternative methods and approaches which can be used to cross-validate information generated from other assessment sources.
- The ability to conduct formal and/or informal behavioral observation strategies, which can be integrated in a variety of settings.
- The ability to collect and interpret ongoing data that can be utilized to promote successful transition through critical junctures of the individual's career development.
- The ability to interpret vocational evaluation and assessment data in a manner that contributes to the total service delivery system. Vocational evaluation and assessment team members must be capable of synthesizing and reporting formal and informal data in a manner that promotes appropriate planning, appropriate goal setting and coordination of needed support services.
- The ability to function as an effective participant on an interdisciplinary team.
- The ability to select, implement and integrate evaluation and assessment approaches which are current, valid, reliable and grounded in career, vocational and work contexts.

Customer contact is a vital part of Case Management, and contacts must be documented in the management information system within 10 business days of the contact. Frequency of contact is based on services provided to the customer per WIB directives. An SOP should be in place detailing the levels of contact, attempts, and information received from other sources, including a "form letter" requesting contact.

Brokering of Educational and Financial Information: Training needs should be evaluated as part of the career planning. If it is determined additional training is needed, case managers will provide up-to-date labor market information, including minimum requirements necessary for in-demand occupations, access to information on training providers, approved training programs, and the availability of employment opportunities.

The Provider will be responsible for brokering information on student financial aid available through educational providers including scholarship sources, grants-in-aid, etc. The Provider will be responsible for processing all Individual Training Accounts (ITAs) for WIB-MOV approved funding.

Job Development, Job Retention and Follow-up Services: The Provider will be responsible for the development of employment opportunities and job retention/follow-up services for all customers. Significant coordination between the Provider, Workforce WV and any other employment based contractors will be required in the implementation of this portion of the program.

Case Managers and Job Developers (Employer Account Representatives) will jointly work with the customer in the development of employment opportunities

Job retention assistance is to be provided to help participants placed into jobs overcome any problems that may rise during this critical period and to ensure further progress toward long-term employment.

Follow up services as outlined in WIA 663.150(b) include, but are not limited to:

1. Additional career planning and counseling
2. Contact with the participant employer, including assistance with work related problems.
3. Peer Support
4. Information about additional educational opportunities.
5. Referral to support services.

All services provided will be documented appropriately in the management information system.

Employer Services: The Provider is responsible, in coordination with the WIB-MOV and One Stop partners, for provision of services to employers within our nine county region, which include, but are not limited to the following:

- Dispensing of Labor Market Information to assist with wage rates, local employment data, etc.
- Marketing One Stop centers in all nine counties as a local resource for use by the employer for their employment and training needs.
- Assistance with local hiring process i.e. recruitment, applications, screening, providing space for employee assistance/interviewing/eligibility/employer orientation, etc.
- Provide training services agreed upon by the WIB-MOV and be knowledgeable about potential assistance and information on OJT, Customized and Incumbent Worker training.
- Interact with local entities including, but not limited to the Economic Development Authority, Chamber of Commerce, Rotary, Community Resources, Family Resource Network and the local school boards/schools to assess needs of local workforce, to promote partnership and to exchange information and services that develop a higher quality workforce.
- Participation on the regional Business Employer Solutions Team (BEST) with partner organizations.
- Documentation of employer services and contacts into the WORKFORCEWV system.
- Sharing information with partner organizations.

The delivery of employer services should be designed to be an integrated, seamless system for the employer. WIB-MOV recognizes each partner is skilled in delivery of specific components of services to the business community. Reducing and eliminating duplication of services is a goal of this process.

Record Keeping/Management Information Requirements: The Provider is responsible for maintaining the appropriate records, both electronic and hard copy, for the participants enrolled in all WIA programs. Such files will include documentation of eligibility, services provided, and performance outcomes and other such documents as may be required by WIB-MOV, WorkForce WV, and / or DOL. Failure to maintain such files or inability to provide access to files at time or reviews may result in disallowed costs on the part of the provider.

Rapid Response/Dislocated Worker Services: The Provider shall coordinate and carry out Rapid Response and Dislocated Worker services as outlined in the WIA and state policy. These activities include, but are not limited to:

- Establishment of a local Rapid Response Team. This team will be responsible for provision of services during dislocations. Coordination between the team members and their respective agencies will be crucial.
- In partnership with WIB Staff, economic development representatives, local elected officials and other appropriate sources in the WIB-MOV identify employers facing potential staffing cutbacks. Assist in exploring options to prevent layoffs where possible. If layoffs are inevitable, assist in identification of potential jobs for affected employees.
- Contact with employers within 24 hours of notification of layoffs.
- Rapid Response meeting with employers, labor organizations, and employees will be made as soon as possible after receiving notice of a possible layoff or plant closing.
- Dislocated worker workshops for groups of individuals facing dislocation. Workshops should include an overview of services available to assist during dislocation, including but not limited to unemployment compensation, employment service, WIA, Adult Education, Consumer Credit Counseling Services, and other services identified in the Rapid Response meeting.
- On-site dislocated worker centers and/or the WORKFORCEWV sites for provision of services.
- Readjustment services and reemployment training opportunities. Assist dislocated workers through core and intensive services.
- Assist in the identification and application of funding sources, such as TAA that may provide benefits to employees.

The provider will be responsible for monthly reporting to the state Rapid Response unit with copies to the WIB-MOV.

Proposals should address each category identified in this statement of work. Complete explanations and samples of materials to be used should be included where appropriate.

IV. Proposal Format

A. Proposal Transmittal Document

The Proposal Transmittal Document to be used in the submission of all proposals is included in this package. This document will provide information on the proposing organization and general information on the proposal. This document must be signed by the individual authorized to make a commitment on behalf of the proposing organization.

B. Checklist for Proposal Submission

The Checklist for Proposal Submission to be used in the submission of all proposals is included in this package. This document must be signed by an agency officer authorized to bind the agency to all commitments made in the proposal.

C. Table of Contents

The Table of Contents identifies all narratives, exhibits (forms) and certifications that must be submitted with the proposal. This sequence must be followed in assembling the completed proposal.

D. Budget Sheets

The Budget Sheets to be used in the submission of all proposals are included in this package. Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing agency.

E. Budget Justification

Provide a budget narrative that justifies each proposed expense included on the Budget Sheet in terms of it being necessary, allowable and reasonable. Show the method of computation. Fully explain the proposed programmatic costs. For example, if funding is budgeted for support services, describe types of assistance that might be provided with the funds.

Give details of the organization's cost allocation method if one is used. 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. Non-profit or public agencies will be required to provide a copy of its indirect rate approved by the appropriate cognizant agency if awarded a contract through this proposal.

New Providers or past Providers with poor performance history may be required to post a bond to ensure performance. Performance bonding requirements will be reviewed and negotiated on a case-by-case basis at the WIB-MOV's discretion.

State what contingency plans are in place to repay the WIB-MOV in the event that there are any disallowed costs as a result of an audit or monitoring review.

Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by the WIB-MOV.

State what method of payment will be requested; either fixed unit price or cost reimbursement with a demonstrated performance basis. If a fixed unit price contract is proposed, describe in detail the proposed outcome payment points and the documentation that will be submitted to provide attainment of the outcome. If a cost reimbursement with a demonstrated performance holdback contract is proposed, provide the proposed percentage of the total cost that will be withheld (maximum is 50%). Describe the measurable performance outcomes to which the organization will tie payment and the documentation that will be submitted to provide attainment of the outcome.

The WIB-MOV staff will conduct an analysis of proposed costs and prices during the proposal review process. Proposers are encouraged to submit their best offer for providing the programs and services solicited in this RFP and to thoroughly describe and justify the proposed costs. 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 the proposed services; and to ensure that the proposed costs will benefit the WIB-MOV's One Stop System.

F. Narrative – Specific Program Information, Program Design and Procedures

This RFP provides an overview of program services and the requested deliverables in each Statement of Work. Refer to these sections when writing the proposal narrative. The proposal should also address how activities will enhance our workforce investment system by focusing on a fully coordinated and integrated customer service strategy that is market-driven and offers value-added services to our job seeker and business customers.

This section must include specifics of program proposed (who, what, when, where, why):

- The type of program you are proposing
- The target group to be served
- The geographic area(s) to be served
- Brief summaries of needs and task analysis, if any
- Deliverables proposed to meet statement of work requirements
- Information on standards of quality and quantity

Narrative should provide specific descriptions of the program or services to be offered to the customers of the WIB-MOV's One Stop System, arrangements to ensure required outcomes and follow-up and retention efforts. Include any creative and innovative methods in the delivery of the proposed services.

Clearly identify services to be provided directly by your organization, through collaboration and linkages with other agencies. You must be able to demonstrate, through the narrative, that all agencies providing services have previous, successful experience in providing those services.

This component of the proposal must demonstrate the Proposer's understanding of the services requested in this RFP and any problems anticipated in accomplishing the work.

G. Integration / Collaboration

Identify in the proposal the manner in which services will be non-duplicative of current One Stop activities and how service delivery will be integrated into services offered by all partners, including those mandated by WIA in the One Stop System.

Describe any non-financial or financial partnerships you have established for the proposed program. Describe who is involved, the roles of each partner and how you will coordinate with each other. Describe in-kind services and contributions being made by the partners. For non-financial partnerships attach letters of intent from partners.

For financial partnerships a collaborator agreement must be completed by each collaborating agency with which the Proposer (Lead Agency) will have a formal agreement for the provision of services. The authorized representative of each collaborating agency must sign the agreement. The collaborator agreement(s) must be included in your proposal package.

It is understood that Lead Agencies may enter into agreements or subcontracts with eligible entities for the provision of the services required with the approval of the WIB-MOV. Any and all such agreements or subcontracts shall include all of the terms and conditions of this RFP. The Lead Agency (contracting entity with the WIB-MOV) shall be fully responsible for the performance of its Contract.

H. Target Group

Identify the customers being targeted for service in this section of the proposal. The customers served by the program should be related to the One Stop System and to those target groups listed in this RFP package. Describe outreach and recruitment plans for the targeted population. Include information on how services will be delivered to individuals with limited English language skills, disabilities or other significant barriers.

I. Program Objectives / Outcomes

Objectives identify specific outcomes in a specific timeframe as well as a minimum level of accomplishment. Objectives may include, but are not limited to: total number of customers to be served, geographic area to be served, length of program, number of enhancements or credentials, number of placements, average wage and retention.

This section of the proposal includes the general business goals which are met by the process on which the program is based.

Describe your organization's experience and capabilities in achieving measurable performance outcomes. Identify goals set and verifiable performance achievement data against those set goals. Include a contact person, phone number and e-mail address for each contract described.

Describe the outcomes expected of the proposed program and describe how these outcomes will be achieved. Describe any additional outcomes proposed. Do not propose units of service that were listed under program objectives.

Describe the continuous improvement process that will be implemented and maintained, including data collection, reporting, data analysis and corrective action mechanisms to ensure that performance goals are achieved. Include information on any internal quality control system currently used to monitor progress toward achieving contracted goals as well as the quality of program operations and administrative activities.

J. Transition Plan

New Proposers and Proposers who are current providers of systems that will change significantly must write a transitional plan.

An "investment" will be required of any new agency selected to provide these services; that investment being uncompensated time and effort in training new staff, transitioning from the current provider to a newly selected agency, etc. in order for services to begin with no interruptions on July 1, 2012. Describe how the organization will deal with this investment in order to conduct an orderly transition from the current provider to ensure that there is no disruption in services or negative impact on our customers. Detail the action steps, strategies and the time lines with specific dates for transitioning the services requested under this RFP. This should be presented in table format.

It is important for Proposers to understand that the infrastructure for delivery of services is in place and that no break in services to customers of the One Stop System can be experienced as a result of a transition. It is important for current Providers to understand that a transition plan may also be required for significant changes in processes.

K. Reporting

WIB-MOV expects regular complete reports on the progress of funded activities. Describe reports that will be provided to the WIB-MOV or One Stop Operator. Include examples of reports from other similar programs operated by your organization.

L. Program Management

Describe your organization's previous experience in managing, operating and delivering employment and training programs, including administrative/fiscal capabilities. Include work samples and/or materials utilized by the proposer in other similar contracts in West Virginia or areas similar to the area served by the WIB-MOV. Submit a complete description of how all the responsibilities included in the Statement of Work will be implemented, operated and maintained.

Include an organizational chart, identifying key staff that will be assigned to work on this project. Job descriptions and resumes, including qualifications for this particular assignment, should be attached to the original copies of the proposal. For positions that will require new hiring, job descriptions should include minimum qualifications for the position.

Describe how staff training and development will be delivered to assure personnel assigned to perform this program's tasks shall be capable and qualified in the work assigned.

Describe and demonstrate the organization's financial and administrative experience and capabilities including information on the proposer's experience in:

- Managing and accounting for multiple federal, state and local funding sources in accordance with Generally Accepted Accounting Principals (GAAP).
- Conducting self-monitoring for contracted performance and compliance.

M. Resources Provided

This section should describe the resources to be provided by the Proposer. Specifically, it could include a description of the subject matter experts, market research, technical documentation, equipment or facilities and any other resources that will be provided to the target group and the One Stop System.

N. Forms/Attachments

- Proposal Transmittal Document
- Package Inventory List
- Checklist for Proposal Submission
- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, etc.
- Equal Opportunity Non-Discrimination Notice
- Certification Regarding Drug-Free Workplace Requirements
- Budget Preparation Sheet & Narrative
- Resumes of staff
- Latest audit
- Certificate of Insurance
- Letters of intent from other organizations involved in the implementation of the proposed activities or a collaborator agreement
- Other pertinent information that may lend strength to your proposal

ATTACHMENTS

Workforce Investment Board Mid-Ohio Valley

Proposal Transmittal Document

I. Proposing Organization: _____

Address: _____

Street

City

State

Zip Code

Telephone: _____ Facsimile: _____

Electronic Mail Address: _____

Authorized Representative: _____

II. Dollar Amount of Proposal: WIA Funds \$ _____

Other Funds \$ _____

III. Federal Employer Identification Number: _____

(If consortium, list number of lead organization)

IV. Category of Proposal: One Stop Coordination
 One Stop Case Management

V. Proposed Service Area: _____

VI. Certification: I, _____, certify that I have read, understand, and accept the terms and conditions of the solicitation as stated in the WIB-MOV Proposal Package; that the enclosed package is a firm offer effective through the _____ day of _____, 2012; and that the information contained herein is true and correct to the best of my knowledge. I am authorized by my Board of Directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal.

Signature: _____

Title: _____ Date: _____

PROPOSAL PACKAGE INVENTORY LIST

ADMINISTRATIVE SECTION:

- () Proposal Transmittal Document
- () Checklist for Proposal Submission
- () Certification Regarding Lobbying
- () Certification Regarding Debarment, Suspension, etc.
- () Equal Opportunity Non-Discrimination Notice
- () Certification Regarding Drug-Free Workplace Requirements
- () Budget Preparation Sheet & Narrative
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- () Latest Audit
- () Certificate of Insurance
- () Letters of intent from other organizations involved in the implementation of the proposed activities or a collaborator agreement
- () Other pertinent information that may lend strength to your proposal

<i>1. TECHNICAL PROPOSAL</i>

- () Executive Summary
- () Statement of Work

<i>2. BUSINESS PROPOSAL</i>

- () Budget
 - () Program Costs
 - () Administrative Costs

<i>3. MISCELLANEOUS</i>

- () Two Originals and five copies of the Proposal Package;
- () One Electronic Version of Proposal Package in Microsoft Compatible Format;
- () Delivered on Time

Agency: _____

Signed: _____

Date: _____

Checklist for Proposal Submission

Agency: _____

Agency Information: The following requests information relating to applicant's status, experience, qualifications, etc. Please check appropriate responses:

1. Corporation Partnership Individual Owner or Sole Proprietorship
 City Agency State Agency Educational Institution
2. Profit Making Non-Profit
3. Number of years in business (existence): _____
4. Number of years in contract related business: _____
5. Number of permanent employees (salaried and hourly): _____

	Question	Yes	No
6.	Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
7.	Is applicant in receivership or bankruptcy, or are any such proceedings pending? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
8.	Has the applicant's organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
9.	Are all of the applicant's required permits current? <i>(List on an attached sheet of paper all of your required permits and expiration dates).</i>		
10.	<i>Subcontracting:</i>		
10.a.	Will the applicant subcontract for any of the services? <i>(If yes, type in the page numbers where the subcontracting is described in the proposal). Page(s)_____</i>		
10.b.	Will the applicant utilize the services of a consultant in the operation of this program? <i>(If yes, type in the page number(s) where the consultant services are described). Page(s)_____</i>		
11.	<i>Union Concurrence:</i>		
11.a.	List any and all unions that may be associated with this proposal.		
		N/A	N/A
11.b.	Does your agency have union approval of the proposed contract? <i>(If yes, attach written proof of union concurrence).</i>		

	Question	Yes	No
12.	<u>Insurance Coverage:</u>		
12.a.	Are persons authorized to handle and disburse government funds fidelity bonded? <i>(If yes, attach proof of fidelity bonding).</i>		
12.b.	Does applicant carry General Liability Insurance? <i>(If yes, attach proof of General Liability Insurance).</i>		
12.c.	Does applicant carry Workers' Compensation Insurance? <i>(If yes, attach proof of Workers' Compensation Insurance).</i>		
12.d.	Is the applicant current with Unemployment Insurance? <i>(If yes, attach proof of current Unemployment Insurance coverage).</i> NOTE:		
13.	<u>Fiscal Responsibilities:</u>		
13.a.	Does the applicant organization have all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract? (29 CFR Part 97, Single Audit Act of 1984 and OMB Circular A-133)? <i>(If no, please explain on an attached sheet of paper).</i>		
13.b.	Does the applicant organization presently have any outstanding unresolved audit deficiencies with any other Federal, State or local agencies? <i>(If yes, please explain on an attached sheet of paper).</i>		
13.c.	List the date of most recently completed independent audit and by whom.(copy of audit must be included with proposal).	N/A	N/A
13.d.	Did the applicant provide, if required, an AUDITED financial statement for the last year, which identified all sources of revenue, donations, and income as well as offsetting expenses? (Please include copy).		
14.	Are your facilities and other planned sites to be used accessible to individuals with disabilities as required by the Americans with Disabilities Act? <i>(If no, please explain on an attached sheet of paper).</i>		
15.	<u>Certification and Compliance:</u>		
15.a.	Does the applicant certify and agree to provide assurances of Equal Opportunity and nondiscrimination and to develop appropriate mechanisms to ensure that affirmative action will be taken in all practices and program activities? <i>(If no, please explain on an attached sheet of paper).</i>		
15.b.	Does the applicant agree to comply with all applicable Federal, State and local laws and directives relating to equal opportunity and affirmative action in services and program operations? <i>(If no, please explain on an attached sheet of paper).</i>		
16.	<u>Cost Allocation Plan:</u>		
16.a.	Can the organization provide documentation to show the support of all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items. <i>(If no, please explain on an attached sheet of paper).</i>		

17. **We will** meet all applicable Federal, State and local compliance requirements. These include, but are not limited to:
Records accurately reflect actual performance.
Maintaining record confidentiality, as required. (Federal Privacy Act of 1974)
Allow WIB staff access to financial and program records related to the contract.
Reporting financial, participant and performance data, as required.
Meeting all applicable labor law, including Child Labor Law standards.

We will not:

- Place a participant in a position that will displace a current employee.
Use WIA money to assist, promote or deter union organizing.
Use funds to employ or train persons in sectarian activities.
Use funds for participants in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 Congress, or an employee of a Member of Congress in connection with the awarding 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.

(2) 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 employee of Congress, or an 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 instruction.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. 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.

Applicant Organization

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

Applicant Organization: _____

Address: _____

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98.510, Participant's Responsibilities.

The regulations were published as part VII of the May 26, 1988 Federal Register (Pages 19160 – 19211).

- (1) The prospective primary participant, (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from covered transactions by any Federal Department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud of 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 statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract package.

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (name of organization), as a recipient of Workforce Investment Act (WIA) funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

ASSURANCE

As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA-funded program or activity, and all agreements to carry out the WIA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The contractor certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement by paragraph "a" above
 - d. Notifying the employee in the statement required by paragraph "a" that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement; and
 - 2. 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;
 - e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph "d.2" from an employee or otherwise receiving actual notice of such conviction Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one to the following actions, within thirty (30) calendar days of receiving notice under subparagraph "d.2", with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended: or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs "a", "b", "c", "d", "e", and "f".

Applicant Organization

Date Submitted

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative