



workforce
SOUTHWEST WASHINGTON

REQUEST FOR PROPOSALS
For the period October 1, 2019 – September 30, 2022

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
Adult and Dislocated Worker & Business Solutions

Release Date:
November 28th, 2018

Due Date:
March 4th, 2019, 5:00 p.m. (Pacific Time)
Any proposals received after that time will not be accepted.

**Workforce Southwest Washington is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with
disabilities. Washington Relay 711**

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SECTION I: Introduction & Background

A. PURPOSE OF REQUEST FOR PROPOSALS (RFP)

Workforce Southwest Washington (WSW) is soliciting individual and consortium-based proposals for managing the funds and service offerings utilizing the [Workforce Innovation and Opportunity Act \(WIOA\) Title I](#) regulations, specifically Title I Adult Dislocated Worker programs. The purpose of this solicitation is to identify and fund organizations that will design innovative programming and comprehensive services that result in a highly competitive, integrated and industry driven public workforce system.

Through this RFP, a total of **\$1,700,000.00** is anticipated to be available for year one of the program. The WSW staff is responsible for ensuring the equitable distribution of all WIOA funds across the tri-county area according to a statewide funding formula. The funds will be divided among Clark, Cowlitz, and Wahkiakum counties by the following percentages, respectively: 77.60%, 21.50, and 0.9%, unless otherwise mandated.

Contracts resulting from this RFP are expected to begin October 1, 2019 and end September 30, 2020, with an option for renewal for up to two additional years (through September 30, 2022) without further solicitation. WSW reserves the right to extend contracts on a year-to-year basis for up to three years based on future funding availability, contractors' satisfactory performance, legislative policy, and other factors.

Bidders may either submit a single proposal for all the services in the RFP, **OR**, if a consortium submission, then the consortium may only submit one proposal. Bidders must specify the counties to be served (Clark and/or Cowlitz/Wahkiakum counties). While single entity proposals will be accepted, **respondents are encouraged to submit consortium proposals** that leverage resources and build coalitions that result in an innovative, responsive and cohesive workforce system. **Consortiums will be expected to clearly describe the roles and responsibilities of each proposed contractor and how they will structure their relationship(s).**

Funds provided by this RFP shall not be used to duplicate facilities or services available in areas (with or without reimbursement) from other federal, state or local sources.

Consortium proposals will be accepted from any organization or company that can demonstrate the administrative capability to successfully provide the services identified in this RFP. The content of the accepted proposals will become the basis for the negotiation of a final contract agreement. This negotiation will include final performance goals, elements of program design and all elements of the program line-item budget. Respondents are advised that most documents in the possession of WSW are considered public records and are subject to disclosure under the State Public Records Law.

The successful bidders will be required to agree to the General Terms and Conditions and agree to comply with any [policies](#) created by WSW and any applicable federal or state policies, regulations, or laws. A copy of the General Terms and Conditions for all contracts will be sent to bidders upon request.

B. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OVERVIEW

This RFP was created in response to the [2014 WIOA legislation](#). WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Bidders are strongly encouraged to read [Training and Employment Guidance Letter 04-15](#) issued by the U.S. Department of Labor that outlines the vision for the One-Stop System under WIOA.

The WIOA system is built around six key principles:

- **Alignment of Services:** Integrating multiple employment and training programs through the one-stop delivery system will simplify and expand services for job seekers and employers. WIOA supports the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system. Local partners will play a key role in policy development that is customized to meet the needs of the community.
- **Universal Access:** Through the one-stop system, every customer will have access to a set of core employment-related services. WIOA emphasizes the need to increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market.
- **Relevant and Responsive Programs:** WIOA highlights the need to improve the quality and labor market relevancy of community, state and national employment and training programs in efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers the employers need to succeed in the global economy. This principle requires local workforce boards to focus on in-demand industry sectors and occupations, including alternative pathways to employment such as on-the-job training, internships, and apprenticeships in order to effectively close the skills gap.
- **Integrated Service Delivery:** The legislation promotes improvement in the structure and delivery of services to better address the employment and skill needs of workers, job seekers and employers. Service delivery should be seamless, easy, coordinated and accessible across multiple partners and populations.
- **Continuous Improvement:** The legislation promotes improvement in the structure and delivery of services to increase the prosperity of youth and employers.
- **Local Oversight:** Local boards (such as WSW), with involvement from the private sector, will be responsible for program planning and oversight of the local system.

C. WORKFORCE SOUTHWEST WASHINGTON OVERVIEW

Workforce Southwest Washington (WSW) is the policy and planning body for workforce development activities in Clark, Cowlitz, and Wahkiakum counties. WSW supplies the funding necessary to operate [Workforce Innovation and Opportunity Act \(WIOA\) Title I Adult, Dislocated Worker, and Youth programs](#), while also providing leadership to increase economic development through a trained and productive workforce in the Southwest Washington region. Its oversight responsibility includes designation of local WorkSource Operators; certification of the one-stop centers; designation of Business Solution Service providers and Title I Adult, Dislocated Worker, and Youth providers; selection and monitoring of workforce development service providers; leading integrated service delivery efforts; creating policies; and setting local performance standards.

WSW Mission

To prepare and promote a skilled and adaptive workforce for a thriving economy in Southwest Washington.

WSW Vision

Jobs people want. Workers employers need.

WSW Guiding Principles

Collaborative—Proactive—Flexible—Efficient—Accountable—Exceeds Expectations

D. WSW STRATEGIC PLAN GOALS 2016-2019

WSW brings together business and community leaders to promote and expand workforce development activities and ensure the long-term economic vitality of the region. WSW's strategic plan defines goals that reflect the need to provide a quality workforce for the various occupations that support the regional economy with the objective of increasing personal incomes and self-sufficiency.

WSW Strategic Plan Goals 2016-2019

- *Employers get the right workers at the right time*
- *Job Seekers develop professional and technical skills and find jobs that meet career and employer needs*
- *The Workforce System is coordinated, easily accessible, leverages resources and produces results*
- *Funding is robust and diversified to support workforce needs and promote business growth*

WorkSource Strategic 2020 Plan Goals

- *Improve customer experience and access to products and services*
- *Develop stronger partnerships and align expectations*
- *Continuously improve our understanding of industry/sector needs to effectively prepare job seekers for jobs*
- *Develop products and services that effectively mitigate barriers that affect our designated populations*

E. SW WASHINGTON POPULATION DEMOGRAPHICS

In 2016, the population in the Southwest Washington Workforce Development Area (WDA) was 557,798. Between 2007 and 2017, our region's population grew at an annual average rate of 1.3% across all three service area counties. Annually, individual counties have also experienced continued population growth, with Clark growing by 1.4% in 2016, Cowlitz growing by 0.6%, and Wahkiakum growing by 0.7%.¹ Employment has increased across the Southwest region overall by 1.7% between Q2 2017 and Q2 2018 and is expected to continue to grow. As of Q2 2018, Southwest Washington had over 213,133 individuals employed in the region. The adjusted unemployment rate for the three-county region was 4.1% as of August 2018. Most sectors are continuing to add jobs, while other industries such as manufacturing are experiencing a significant need to replace retiring workers through training methods such as an up-skill and backfill approach.

¹ JobsEQ, Chmura Economics & Analytics, Economic Overview 2018

Key industries in the region include manufacturing, healthcare, construction, tech and transportation. Over the next three years, employment in Southwest Washington is projected to expand by 8,115 jobs. The fastest growing sector in the region is expected to be healthcare with a +2.5% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for healthcare (+2,568 jobs) and construction (+832).² Please refer to our regional sector reports in the following in-demand sectors: [Health Care](#), [Technology](#), [Construction](#), and [Manufacturing](#). These reports will give a snapshot of the current trends of local industry, as well as provide specific focus for our pipeline. For more information see Page 10.

Local and regional labor market information can be found at the following websites:

- <https://fortress.wa.gov/esd/employmentdata/reports-publications/regional-reports/labor-area-summaries>
- http://www.bls.gov/eag/eag.or_portland_msa.htm

F. ESTIMATED ALLOCATIONS

PY 19-22 ESTIMATED WIOA FUNDING ALLOCATIONS	
Adult/Dislocated Worker & Business Solutions Program Funds	\$ 1,700,000.00

SECTION II: Service Delivery Design

A. Roles and Responsibilities

Consortium

Under WIOA, partnership is a core component that provides the guidance and balance necessary to develop a high functioning workforce system. This includes taking a large role in creating a common understanding of services, agency barriers and challenges as well as diversified interests in “true” alignment. A successful bidder will put forth an application that reflects strong partnerships with community colleges, employers in high-growth and high-demand industries, and other relevant organizations. These partnerships and collaborations will then be utilized to ensure a seamless continuum of services. In addition, *this collaborative approach to integrated service delivery will have the benefit of leveraging the strengths of different organizations within a more streamlined management environment.*

The vision for an integrated service delivery system requires that each individual partner agency works as one system and begins with the consortium, not as separate organizations. One of the keys to success in our community has been the strength of the partners that make up our network of service providers. WSW’s strategic plan guides this RFP as it calls for a focus on the alignment of investments of partner organizations. In addition, in order to deliver on the aspirations of the strategic plain, this RFP seeks a proposal that will develop the integration and collaboration of partners and services through the consortium model.

WSW will award funds to one or more entities that demonstrate an ability to effectively deliver and manage services as described in this RFP. *WSW promotes proposals to encompass*

¹ JobsEQ, Chmura Economics & Analytics, Economic Overview 2018

multiple organizations in one unified consortium proposal. If the bidder decides to participate in a consortium-based proposal, at a minimum, bidders must incorporate at least two (2) consortium partners. Bidders must clearly describe the roles and responsibilities of each proposed consortium partner and how they will structure their relationship(s) and business service system in the counties for which the bidder applies. Single entity or non-consortium proposals will be accepted.

This consortium of two or more partners should include any of the following:

- Community College(s)
- Economic Development Council(s)
- Mandated WIOA partners (Vocational Rehabilitation, Adult Basic Education, Washington State Dept of Social and Health Services)
- Other local non-profits

All proposals must be comprehensive and demonstrate a partnership with other agencies that together will deliver the full scope of services required by this RFP.

Operator

WSW is concurrently procuring for a One-Stop Operator (Operator). The Operator will be responsible for and provide oversight for the operations at WorkSource Vancouver and Cowlitz/Wahkiakum, as well as operationalizing the vision set forth by WSW for Integrated Service Delivery. The service provider(s) will be responsible for managing WIOA Title I Adult and Dislocated Worker services as well as Business Services.

The Service Provider's role is pivotal to the success of the One-Stop Operator and vice versa. As such, WSW is seeking an Operator and Service Provider who can work well together to implement Integrated Service delivery within WorkSource.

All agencies bidding on this proposal are required to work within this model and support the One-Stop Operator, just as all agencies and entities bidding on the One-Stop Operator contract will be required to support individual programs/service offerings. By submitting a bid for any portion of funding in this RFP, agencies are agreeing to support the One-Stop Operator model and follow the design implementation set forth.

The Partnership

To begin, the One-Stop Operator, and one representative from the Service Providers' Consortium, Employment Security Department, WSW, Title 1, Title II, DSHS, and DVR will form a **One-Stop Leadership Partnership**. This Partnership will work through the basics of the One-Stop Operator and Service Providers' Consortium model. The Partnership will guide service delivery strategy for the SW Washington WorkSource System, as well as advise other members on ways to enhance the partnership. Partnership meetings will be coordinated and led by the Operator, utilizing the WorkSource Strategic Plan and the Voice of the Customer reports.

Integrated Service Delivery

Since Program Year 2016, WorkSource Vancouver and WorkSource Kelso have been working towards achieving an operational model known as Integrated Service Delivery (ISD). Beginning in PY 18, this model has largely only represented the co-enrollment of all Wagner-Peyser and

WIOA Adult customers. Beginning in Program Year 2019, WorkSource Clark and Cowlitz/Wahkiakum will move forward with co-enrollment across all Titles under WIOA, as well as the alignment and braiding of resources to seamlessly address the training and employment needs of system customers.

Integrated Service Delivery reduces duplicative and administrative activities that add little value in favor of a positive customer experience. ISD allows WorkSource staff to provide customers higher value services including screening, assessment, skill development, and skill certification related to the needs of local and regional economies and the resources of participating programs. Staff working in an integrated environment will be organized into functional teams to meet the needs of customers, rather than to administer specific programs. **The goal is for more people to get jobs, keep jobs, and earn better wages; and for businesses to find the talent they need to succeed and grow.**

The components of integrated service delivery include:

- Co-enrollment of job seekers and braiding/directing resources to provide appropriate services, regardless of categorical eligibility.
- Organizing staff and services around functions rather than programs or agencies.
- Using a common set of outcome measures for all customers.
- Providing a robust menu of services that improve outcomes.
- A greater focus on skill development and certification based on labor market requirements.
- Using customer input (job seeker and business) to continuously improve services.

Agencies bidding on this RFP are agreeing to work in a functionally integrated environment at WorkSource Vancouver and WorkSource Kelso. This will include a redesign of WorkSource Vancouver and WorkSource Kelso to move away from its current design of primarily ESD-funded staff delivering Career Services, WorkFirst as a separate and distinct unit, and WIOA Title I as a separate and distinct unit, etc. Staff will be organized by functions that benefit the customer, such as Greeting/Intake/Triage, Preparing for Job Search, Training, and Placement. The One-Stop Operator will lead the redesign process in partnership with the Service Providers' Consortium. This administering WIOA Title I, WIOA Title II, WIOA Title III, Trade Act, Veteran's program/representatives, WorkFirst, WIOA Title IV Vocational Rehabilitation, Department of Social and Health Service – Temporary Assistance for Needy Families will work through the technical issues across the programs utilizing the WorkSource Strategic Plan and the Voice of the Customer to guide the integration of services.

Development of Sector Specific Programming

Regional Collaborative & Sector Driven Plans

Locally, WSW develops, designs and implements innovative training and business solutions to further the economic growth and viability of Clark, Cowlitz and Wahkiakum counties. WSW looks at workforce development on a continuum where key stakeholders and partners play a key role along each individual job seeker's employment journey. WSW also relies heavily on our Subrecipients to implement key industry strategies alongside our WSW Business Services team as well as with internal and external members of the WorkSource team. As a part of this partnership, WSW expects that all bidders are keenly aware of our Regional Sector Plans and all programming is designed to meet the goals and metrics, defined by industry, in each plan. At a minimum, the Subrecipient will be required to submit quarterly metrics to the Operator

regarding work towards industry targets listed in each one of the following plans below. Metrics will be shared with partners on the [Columbia Regional Workforce Collaborative](#), local employers, the WSW Board of Directors and Executive Board, and other committees and partners as appropriate.

Regional Industry Plans & Key Metrics for Bidder:

Manufacturing	<ol style="list-style-type: none"> 1. Make Manufacturing a Career of Choice for the Emerging Workforce 2. Connect Manufacturers to the Right Candidates Now 3. Strengthen the Manufacturing Community
HealthCare	<ol style="list-style-type: none"> 1. Recruit and Retain Healthcare Professionals 2. Build a Healthcare Pipeline Through Employer and Education Partnerships 3. Advance Diversity, Equity and Inclusion in Healthcare
Technology	<ol style="list-style-type: none"> 1. <u>People</u>: Attract and cultivate more local, under-represented candidates in order to increase the numbers and levels of diversity 2. <u>Access</u>: Develop tools and resources to increase access to information and training to help under-represented populations pursue careers in tech 3. <u>Jobs</u>: Develop and share working models to increase hiring, retention and advancement of women and people of color
Construction	<ol style="list-style-type: none"> 1. Connect youth to jobs and training opportunities in construction 2. Advance equity and diversity in the construction industry 3. Improve retention of existing apprentices and workers

A successful bidder will present program components that will further the connecting of employers, youth, and local training providers and ultimately ensure that all participants are provided with opportunities to engage with and discover career pathways, pursue training, and obtain placement in high-growth/high-demand occupations. In addition, program design should include strategies to further develop a vetted talent pool, regardless of program participation or program eligibility, so that businesses have access to the right employees when they need them. Program design should be focused on and guided by our regional sector reports in the following in-demand sectors: [Healthcare](#), [Technology](#), [Construction](#), and [Manufacturing](#). Regionalized Business Services resources funded through WSW, should be **exclusively focused** on these demand sectors. Other sectors, and other basic business services, including access to WorkSourceWA, should be leveraged by the system.

Career Pathways and Partnerships with Educational Institutions

The partnerships created with the colleges and other training institutions is critical to the success of the proposal. To ensure that training leads to meaningful employment along career pathways specific to our high wage and in demand sectors of Manufacturing, Technology, Construction, and Healthcare, new and creative staffing solutions and relationships are needed.

Bidders are required to work with educational providers to explore solutions that meet business’s needs, including but not limited to the **creation of short-term credentialing** to provide direct on-ramps from education and training to employment.

Basic Career Services

In the ISD model, all customers who meet basic eligibility requirements (age, Selective Service, and eligible to work in the U.S.) will be co-enrolled in Wagner-Peyser WIOA Title III and WIOA Title I Adult (Wagner-Peyser only enrollment will be suitable if an individual does not meet the WIOA Adult basic eligibility requirements). This will ensure that Basic Career Services are available to all customers, and that all partners, in some capacity, share the staffing and funding

responsibility for the delivery of services. This may include direct charging of staff time, leveraged staff time, direct charging of management time, leveraged management time, or infusing Title I resources in other ways (e.g., improvements to the physical space/appearance of the WorkSource center, technology, etc.). While bidding consortia are responsible for proposing the design and use of funding, WSW will work with the selected consortium through a negotiation process to finalize the design.

Sector-based Performance Outcomes and Priorities

WSW works with our workforce board partners in the neighboring state of Oregon from Multnomah, Washington and Clackamas counties to identify and address regional workforce needs. Together, we make up the Columbia Willamette Workforce Collaborative (CWWC). Sector based performance outcomes and priorities are based on the joint work of this group and will be distributed upon award of RFP.

Federal and State Performance Measures

There are federal performance indicators the bidder is required to meet or exceed. Targets for these indicators are redefined annually by federal and state governments; subrecipients will be held accountable for achieving performance targets outlined in the annual contract.

E. PERFORMANCE AND CASE MANAGEMENT TRACKING

WorkSource Integrated Technology (WIT) on the Case Management Side (ETO) is a state-managed database that supports statewide employment and training business operations. It is designed to integrate employment and training program services including WIOA. ETO provides customer tracking and enables Washington State to report on federal and state-mandated WIOA reporting requirements.

All successful bidders will be required to use ETO or its successor to record and track all participant services. Reports generated from ETO will be used to determine program performance by the State. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated through WSW by ETO local trainers; it is the subrecipient's responsibility to ensure ongoing staff expertise and compliance.

All successful bidders will be required to use Launchpad to record and track all business services, activities, progress towards goals and relevant interactions with business customers. System training will be facilitated through WSW; it is the subrecipient's responsibility to ensure ongoing staff expertise and compliance.

In addition, subrecipients may be asked to provide additional documentation or information not accessible through ETO to evaluate performance outcomes, as well as program strengths and weaknesses. Therefore, an internal tracking knowledge and mechanism is recommended.

Business Solutions Federal and State Performance Measures

All service components must be aligned with federal, state and local performance requirements. Successful bidders will be held accountable for achieving all measures and targets. For further guidance and definitions, reference [TEGL 10-16 Change 1](#).

WIOA Business Solutions Performance Indicators

Repeat Business Customers - % of repeat employers using services as defined

Employer Penetration Rate - % of employers using services out of all services in Clark, Cowlitz and Wahkiakum Counties

SECTION III: RFP Information

A. SCHEDULE FOR RFP SUBMISSION, REVIEW, AND AWARDS

RFP Released: November 28th, 2018

Available on WSW website: www.workforcesw.org

**Bidders Conference: January 7th, 2019
1:00-2:00 p.m.**

**Port of Kalama, Commission Room
110 West Marine Drive
Kalama, WA 98625**

**Proposals Due: March 4th, 2019
Must be received at WSW by 5:00 p.m., Pacific Time**

Evaluation Committee Review: April 19th, 2019

***Presentations by Selected Bidders

WSW reserves the right to ask selected bidders to give a presentation and participate in a question-and-answer session with the review committee if deemed necessary. Notification of requested presentations will be provided no later than March 15, 2019.

WSW Board Review and Approval: May- June 2019

Notification of Funding Allocation: July 2019

Contract Award Notifications: July 2019

Contract Development: August-September 2019
(Including Submission of Additional Documentation of Contractor's Administrative Qualifications, as needed)

Contract(s) Start: October 1, 2019

WSW reserves the right to make changes to the above timeline.

B. ELIGIBILITY REQUIREMENTS

Organizations eligible to submit proposals fall within the following categories:

- Government agencies
- Private non-profit organizations
- Private for-profit businesses
- Business service and advocacy organizations

A lead agency must be identified in the consortium model. The lead organization must be the submitter of the proposal. Each partner involved in the consortium will deliver on their own individual metrics and performance alongside partnership metrics.

C. COMMUNICATION AND CLARIFICATION PROCEDURES

The primary mode of communication between WSW and potential bidders will occur on the WSW website: www.workforcesw.org and through info@workforcesw.org. Beginning November 28th, 2018, interested parties can download the Request for Proposals from the website. After the Bidders Conference scheduled for January 7th, 2019 for Clark, Cowlitz and Wahkiakum counties, **there will be no further questions answered. All questions must be submitted via email to info@workforcesw.org December 21st, 2018.** WSW will prepare answers prior to the Bidders Conference and will review and share then only.

D. BIDDERS CONFERENCE

The WSW encourages all interested parties to attend the Bidders Conference on Monday, January 7th, 2019 from 1:00-2:00 p.m. at the Port of Kalama. This is the forum that WSW selected to present detailed, non-competitive information on the RFP and answer questions so that all interested parties will have the benefit of the same answer. Minutes from the Bidders Conference will be posted at www.workforcesw.org.

E. PROPOSAL REVIEW & EVALUATION PROCESS

Proposals will be screened for compliance with the federal and state Workforce Innovation and Opportunity Act requirements, consistency with the WSW Strategic Plan, and alignment with the specifications of this RFP through the following three-phase process.

Phase I:

WSW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria. The following minimum criteria will be used to determine which proposals will continue to Phase II:

- All required services for the program for which they are bidding are addressed;
- All requested information and documentation is included in the application package; and
- The proposal is submitted in accordance with the RFP.

Phase II:

Proposals that have met the minimum criteria as stated above will then be reviewed and ranked by the Evaluation Committee. The Evaluation Committee will be comprised of WSW Board members, WSW staff, and Community Workforce Partnership members and/or partner representatives from Clark, Cowlitz, and Wahkiakum counties who are not bidding for any of the programs.

Proposals will be ranked based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. Note: WSW retains the right to request additional information from any bidder or request oral presentations from applicants. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made or work with other bidders to craft an appropriate program.

Phase III:

The recommendations of the Evaluation Committee will be presented to the Executive Board of WSW and then the full WSW Board of Directors for approval. All contract awards will be considered provisional pending receipt of any additional documents regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

F. PROPOSAL EVALUATION CRITERIA

The Evaluation Committee will evaluate each submitted proposal based on the following:

- | | |
|---|-------------|
| 1) Cover Page | (Yes/No) |
| 2) Proposal Checklist | (Yes/No) |
| 3) Proposal Summary | (Yes/No) |
| 4) Demonstrated Experience and Ability | (25 points) |
| 5) Relationships and Collaboration (Consortium Proposals Only) | (5 points) |
| 6) Program Design | (50 points) |
| 7) Program Cost and Budget | (20 points) |
| 8) Planned Performance Numbers | (Yes/No) |
| 9) Statement of Compliance Form | (Yes/No) |

The maximum number of points available is 100 points. Sections 1-3 and 8-9 will be evaluated on a “yes/no” basis; a “no” in any of these sections will eliminate the bidder from the award consideration. Points will be awarded for responses to Sections 4-7. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified the consortium is to successfully carry out their proposal.

All sections are required to be completed. Failure to complete all of the sections to the satisfaction of WSW will eliminate the proposer from the award.

G. APPEALS AND DISPUTES

WSW encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written appeals and disputes should be addressed to Workforce Southwest Washington, 805 Broadway, Suite 412, Vancouver, Washington 98660. Any bidder who wishes to contest the award(s) of funding under this RFP must write to WSW within 30 calendar days from the date the funds are awarded. WSW will issue a decision on appeals within 30 days of receipt.

Scored Sections

A. Demonstrated Experience and Ability 25 points

This category will evaluate experience in providing services similar to those being proposed, including the ability to deliver as proposed, attain, track and report performance. It will also evaluate the proposer’s depth of experience in successfully serving the proposed target population. This should include each applicant in the consortium in terms of their specific strengths. Evaluation of the performance and management capability of the proposing agency(s) will include:

- 1) Successful federal administrative experience and capacity;
- 2) Demonstration within the proposal that the organization has the staff experience and capacity to fulfill the proposed actions; and

- 3) **Each Provider's** experience serving economically disadvantaged adults and the proposed target population and how they will work together to maximize program strength.
- 4) **Each Provider's** experience working with businesses in demand sectors to ensure workforce needs are met.

B. Relationships and Collaboration.....5 points
(for consortium-based proposals only)

This category will evaluate how well the proposer has planned to work together with the mandated Title I Youth and Adult providers, Vocational Rehabilitation, Department of Social and Human Services, community colleges, economic development organizations, community organizations and other service providers to leverage funds and integrate services and staff functions. Evaluation of this section will include evidence of credible and realistic partnerships.

c. Program Design 50 points

This category will evaluate the program design, services, processes, collaboration, and performance. In addition, this category will automatically allot points based on number of providers involved in the application. It will include:

- 1) Compatibility between the proposed program design and WSW goals;
- 2) Logic Map to reveal **each provider's** strategies and tools to provide core components and provide access to service requirements;
- 3) Appropriateness of organizational and staffing model to proposed services;
- 4) Detail on how the consortium will reach and serve the proposed targeted populations;
- 5) The extent of collaboration with local target sector businesses;
- 6) Ability to leverage other resources for **each provider**;
- 7) Innovation and creativity of program design to achieve desired program outcomes; and
- 8) Client service flow, service accessibility, assessment tools, desired outcomes, and strategies for teaching appropriate workplace behaviors and soft skills.

D. Program Cost and Budget..... 20 points

This category will evaluate the cost of the proposed program and the degree to which expenditure of funds relates to performance outcomes. Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are allowable, fully justified, and competitive as measured by the review of the line item budget; the program design, cost per participant, and cost per positive outcome, and comparison to all other proposals.

G. SUBMISSION REQUIREMENTS

All proposals must be received by WSW by 5:00 p.m. Pacific Daylight Savings Time on March 4, 2019. Proposals not received by this time will be automatically disqualified from competition. Please electronically submit all application materials to Info@workforcesw.org. Electronic submissions must include all of the following:

- Include all of the required forms, narrative answers and attachments that pertain to your proposal.
- Proposals are limited to a total of 9 narrative pages excluding the cover sheet form, proposal checklist, baseline requirements, the budget summary form, the budget detail form(s), and the Statement of Compliance form. Your entire package may not exceed 16 pages, not including the staffing chart attachment.

- Responses must follow the outline and use the forms provided in the Proposal Response Package (Section VII). Attachments and additional forms are discouraged.
- Please use 12-point Times New Roman type, 1-inch margins and 1.5 line spacing.
- Letters of recommendation or support will not be accepted.
- All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

H. GENERAL PREPARATION INSTRUCTIONS

The RFP response is divided into nine components as follows:

Section	Format
1. Cover Page	Form
2. Proposal Checklist	Form
3. Proposal Summary	Narrative
4. Demonstrated Experience and Ability	Narrative
5. Relationships and Collaboration (only for consortium-based proposals)	Narrative
6. Program Design	Form, Program Logic Model and Narrative
7. Program Cost and Budget	Form and Narrative
8. Planned Performance Numbers	Form
9. Statement of Compliance Form	Form

Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to WSW. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of WSW and may be subject to public disclosure according to the Freedom of Information Act.

The instructions for each section are provided below.

Cover Page

The cover page is to be completed by the lead applicant of the consortium. The proposal cover page must be completed in full and signed by an agency officer authorized to bind the agencies to all commitments made in the proposal.

Proposal Checklist

Please complete this form by placing a check by each item included in your proposal. It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal.

Proposal Summary

Please provide an executive summary of your proposal.

Demonstrated Experience and Ability

Please answer the questions on the form and in the order listed.

Relationships and Collaboration (for consortium proposals only)

This category will evaluate how well the proposer has planned to work together with the mandated WIOA service providers, target sector companies, community colleges, community organizations and other service providers to leverage funds and integrate services and staff functions. Evaluation of this section will include:

- a. Evidence of credible and realistic partnerships;
- b. Collaboration with local educational institutions;
- c. Collaboration and partnership with target sector companies;
- d. Collaboration with Employment Security Department, Vocational Rehabilitation, community colleges, and other mandated WIOA partners;

Program Design

Please provide a compelling description of your program design in response to the questions listed. This is a free-form response.

Program Cost and Budget

Please answer the questions on the form and in the order listed. Complete one budget for each county you are proposing to serve. Please note that indirect costs can only be included if your organization has an approved indirect rate from your cognizant agency and a copy is attached. If you are a for-profit agency, please include profit amounts in a separate line item.

Planned Performance Numbers

Complete one form for each of the counties (Clark, Cowlitz, and/or Wahkiakum) that you are proposing to serve. Please use unduplicated numbers. When projecting numbers for October 1, 2019, and beyond, use best-guess projections and assume full program funding.

Statement of Compliance Form

Please certify the statement of compliance through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal.

SECTION V: PROVISIONS & DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. This RFP starts October 1, 2019 and is renewable for up to three years at the discretion of the WSW Board of Directors through September of 2022. If a proposal is not submitted, non-bidders may be excluded from providing WIOA services for up to three years.
3. WSW reserves the right to accept or reject any or all proposals received.
4. WSW reserves the right to waive informalities and minor irregularities in offers received.
5. This RFP does not obligate WSW to award a contract.
6. This RFP is for WIOA services and other related programs and funding streams which may become available to WSW during this funding period.
7. WSW may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.

8. WSW may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WSW.
9. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
10. WSW reserves the right to request additional data or oral discussion or documentation in support of written offers.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
13. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and WSW staff, and continued availability of WIOA funds.
14. Any changes to the WIOA program, performance measures, funding level, or the WSW Board of Directors' direction may result in a change in contracting. In such instances, WSW will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
15. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies, and WSW policies and procedures.
16. Bidder shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but not limited to, Public Law 113-128(WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I and WorkSource System Policies.
17. Service providers will be expected to adhere to WSW procedures to collect, verify, and submit required data as required along with submission of monthly invoices to the WSW.
18. Additional funds received by WSW may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of WSW.
19. WSW may decline to fund part or all of a proposal, even though it is found to be in the competitive range, if, in the opinion of WSW, the services proposed are not needed, or the costs are higher than WSW finds reasonable in relation to the overall funds available, or if past management concerns lead the WSW to believe that the bidder has undertaken more services than it can successfully provide.
20. WSW has a right to fund a lower-ranked proposal over a higher-ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
21. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by the WSW staff. This site visit will establish, to WSW's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the WSW, that the bidder may not be able to fulfill contract expectations, WSW reserves the right to decline to enter into contract with the organization, regardless of WSW's approval of the bidder's proposal.
22. WSW is required to abide by all WIOA legislation and regulations. Therefore, WSW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
23. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or

denied employment in the administration of or in connection with, any such program or activity funded in whole or in part by this proposal on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation of programs financially assisted under Title I of the [Workforce Innovation and Opportunity Act of 2014](#) (WIOA). Additionally, bidder must take reasonable steps to ensure that individuals with limited English proficiency have meaningful access to programs.

24. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Bidders must accept liability for all aspects of any WIOA program conducted under contract with WSW. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
26. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
27. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all current WIOA records in addition to WIOA records for three years, beginning on the last day of the program year (2 CFR Part 200.333).
28. The contract award will not be final until WSW and the bidder have executed a mutually satisfactory contractual agreement. WSW reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WSW approval of the award and execution of a contractual agreement between the successful bidder and WSW.
29. WSW reserves the right to cancel an award immediately if new state or federal regulations or policy make it necessary to change the program purpose or content substantially or to prohibit such a program.
30. WSW reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
31. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
32. WSW reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
33. WSW reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.
34. All contractors shall obtain annually an organization-wide audit. If the organization receives more than \$750,000 in annual federal funding, the audit must comply with standards set forth in OMB 2 CFR 200, Subpart F. Include allocated audit costs in the proposed budget detail.
35. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All contracts warrant that the contractor will maintain coverage sufficient to cover contracting activities. At the request of WSW, the contractor will provide certification of third-party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.

36. Applicants are advised that most documents in the possession of WSW are considered public records and subject to disclosure under the State of Washington's Public Records Law.

SECTION VI: Response Package

A. PROPOSAL COVER PAGE

Agency Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Applying As: Consortium of (#) ____ Partners

Lead Consortium Partner Agency: _____

Consortium Partner Agency Name(s):

Indicate Area(s) to be served: CLARK COWLITZ WAHAKIACUM

BUDGET SUMMARY:

Clark County \$ _____ %

Cowlitz County \$ _____ %

Wahkiakum County \$ _____ %

Total \$ _____

Number of Participants to be served:

Clark County _____ %

Cowlitz County _____ %

Wahkiakum County _____ %

Total _____

Cost Per Participant:

Clark County \$ _____ %

Cowlitz County \$ _____ %

Wahkiakum County \$ _____ %

Total \$ _____

Proposal Summary: Please summarize your program design.

Proposed Service Sites:

Key Partners

Please provide names of the partner organizations with which you will have a contractual relationship for the provision of services. Please attach signed letters of commitment from each of these partners (2-5).

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

Typed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Telephone Number

Date

B. PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to the WSW at info@workforcesw.org to be answered on our website as Frequently Asked Questions (FAQs).

Before submitting your proposal, check the following:

- Two (2) electronic copies (Word and PDF format) of the proposal and required documents sent to info@workforcesw.org.

Proposal Response Package Requirements

- 1. Proposal Cover Page
- 2. Proposal Checklist

- 3. Proposal Summary
- 4. Demonstrated Experience and Ability
- 5. Relationships and Collaboration
- 6. Program Design and Program Logic Model
- 7. Program Cost and Budget Forms
- 8. Planned Performance Forms
- 9. Statement of Compliance Form

- Copy of your approved indirect rate from your agency, if applicable
- One copy each of the last two years' audited financial statements if not already on file with the WSW (if audited statements are not available, please submit a brief explanation why and submit unaudited financial statements)
- One copy of your business license (if applicable)
- Signed letters of commitment from partners with whom you will have a contractual relationship or will play a critical role in delivering your services

C. PROPOSAL SUMMARY

Please provide an executive summary of your Proposal

D. DEMONSTRATED EXPERIENCE AND ABILITY

Provide the following information about your organization/consortium

- 1) Describe your organization's administrative experience related to program design, delivery, and management, staff management, financial management (including use of acceptable accounting practices and controls), and performance management. If applicable, please give specific information about the various partners involved in the consortium.
- 2) Describe all the providers involved in the consortium application's successful experience in serving the proposed business sectors and target populations.
- 3) If single-entity applicant, please describe your success in meeting or exceeding performance measures with the proposed target populations. What were the measures, how were they tracked, what successes are you most proud of, and why do you believe you were successful? If a consortium applicant, please describe the above for the providers in the consortium.
- 4) Describe each partner's (including an individual applicant's) experience with, and capacity to use, complex Management Information Systems for tracking customer outcomes and overall program performance.
- 5) If a consortium proposal, please include the following:
 - a. Describe the processes of the consortium working together to provide services, as well as your philosophy on creating partnerships and collaborative relationships with a wide range of entities.

E. RELATIONSHIPS AND COLLABORATION *(Consortium-based proposals only)*

- A. Identify the key partners that make up your Consortium. How were partners chosen, and how were they involved in the development of your proposal? Be specific.

- B. Describe which organization will provide lead services for the Business Services team. Describe how the lead organization will partner with other community-based organizations in this proposal, service providers, and other resources to best serve customers.
- C. Describe all the agencies involved in the consortium's mission, services provided, funding sources, and funding stability. Describe how your proposal to serve sector focused employers will align with the consortium's goals.
- D. List all partners, a brief description of their role or service in your program (provide staff, materials, training, wages, facilities, rent, etc.), amount you will pay them for their services (if any), and the amount of financial or in-kind resources they provide to the program. Attach letters of commitment from each of the partners documenting their relationship and role with you.
- E. Please attach letters of commitment from any consortium partners with whom you will have a contractual relationship or will play a critical role in delivering your proposed program.

F. PROGRAM DESIGN

Please provide a compelling description of your program design in response to the questions listed. This is a free-form response. You do not need to respond in the order listed.

- 1) How does your proposal meet the goals and desired results of the RFP? What is your compelling message about what the program does and why it is important?
- 2) How will you identify and serve job seekers from the identified targeted populations, and how will your proposed services increase the likelihood of job seeker's reaching the desired outcomes? Please refer to the consortium in terms of the proposed services.
- 3) How will you assess job seeker's goals and needs? How will the assessments be conducted, what are the goals of the assessments, and what tools will be used for assessment?
- 4) How will you assess sector focused employer's goals and needs? How will the assessments be conducted, what are the goals of the assessments, and what tools will be used for assessment?
- 5) Describe how your program will move job seekers through programming quickly and efficiently?
- 6) Describe your program's organizational and staffing model and the benefits of this model. If consortium proposal, please include all partners in the consortium in this organizational and staffing model.
- 7) How will your program collaborate with sector focused businesses and how will this affect your outcomes?
- 8) How will your program specifically target high-growth/high-demand training opportunities for job seekers? Specifically, how will you use the WSW Sector Plans and Strategies to inform your staff, work and job seeker services?
- 9) Describe the unique and innovative components of your consortium's proposal.
- 10) Describe how you plan to maintain and lead system integration efforts that result in the WorkSource center organized by function rather than agency, program, or funding stream. Address how problem solving and communication (between partners and between leadership and staff) will occur.
- 11) Describe your detailed process and steps that you would take to implement integrated service delivery. Be specific about what integration would look like in the Center, describing how teams would work together and be organized as well as how you would maintain integration in WorkSource centers.

G. PROGRAM COST AND BUDGET

Please summarize your total budget for all counties for which you are proposing in Section 1. Please complete a separate budget detail form for each county you are proposing to serve in Section 2.

Section 1: Budget Summary

- Summarize total WIOA funds requested from Section 2 below for each county for which you are proposing.
- Summarize total leveraged funds from Section 2 below for each county for which you are proposing. State the sources and specifics of purposed leveraged funds.
- Total WIOA funds requested plus leveraged funds.

Budget Summary

Clark	Dislocated Worker	Adult	Business Services	Total
WIOA	\$	\$	\$	\$
Non-WIOA Federal (leveraged funds)	\$	\$	\$	\$
Non-Federal (leveraged funds)	\$	\$	\$	\$
Total	\$	\$	\$	\$
Cowlitz/ Wahkiakum	Dislocated Worker	Adult	Business Services	Total
WIOA	\$	\$	\$	\$
Non-WIOA Federal (leveraged funds)	\$	\$	\$	\$
Non-Federal (leveraged funds)	\$	\$	\$	\$
Total	\$	\$	\$	\$
GRAND TOTAL	\$	\$	\$	\$

Section 2 – Budget Detail Form

Please complete one budget detail form for each county you are proposing to serve.

<input type="checkbox"/> Clark <input type="checkbox"/> Cowlitz/Wahkiakum	Adult	Dislocated Worker	Total	Leveraged (or non-WIOA) Funds
Total Number of Staff FTE ³				
Administrative Personnel Expenses	\$	\$	\$	\$
Direct Personnel Expenses				
Operating Expenses	\$	\$	\$	\$
Training, Tuition, and Books	\$	\$	\$	\$
On the Job Training ⁴	\$	\$	\$	\$
Work Experience ⁵	\$	\$	\$	\$
Incumbent Worker Training ⁶	\$	\$	\$	\$
Customized Training ⁷	\$	\$	\$	\$
Support Services ⁸	\$	\$	\$	\$
Enhanced Career Services ⁹	\$	\$	\$	\$
Total Participant Expenses¹⁰	\$	\$	\$	\$
Indirect Costs ¹¹	\$	\$	\$	\$
Profit (if applicable)	\$	\$	\$	\$
Other ¹² -please describe	\$	\$	\$	\$
Total Other	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$
Percent of total funds spent on participant expenses ¹³	%	%	%	

³ You must provide a staff chart designating the FTE flow in WorkSource centers.

⁴ The cost of training provided by employers to paid participants in the form of productive work in jobs that (1) provide the knowledge or skills essential to the full and adequate performance of the jobs, (2) are available through programs that provide reimbursement to employers of up to 50-75% percent of the participants' wages.

⁵ Intensive costs include any fees paid for short term training or certification including both course and testing fees. Work Experience Wages, (WEX) are amounts paid to participants or to employers as reimbursement.

⁶ Short term training associated will skilling up underemployed workers into higher positions or to advance wages.

⁷ Cohort or group training designed to maximize participation and move participants along a career path (i.e. Welding cohorts, NAC cohorts, Certified Production Technician Cohorts).

⁸ Funds utilized to assist with emergency living expenses, clothing, child care etc.

⁹ The costs associated for Basic Services.

¹⁰ **All Expenses in this category and in participant line items must be assigned to an individual participant.**

¹¹ Approved indirect rate from your agency.

¹² If you are unable to determine whether an expense fits into one of the categories above, you may insert a category into "other expenses". If you do, please detail the specific expense(s) in the budget narrative section.

¹³ Total Participant Expenses divided by (Total Costs minus Indirect).

Section 3 – Budget Narrative

Please use this section to describe your budget assumptions, sources of leveraged funds, unique expenditures, or other budget information you would like the evaluation committee to know.

H. PLANNED PERFORMANCE NUMBERS

Please calculate your average cost per participant for the budget(s) mapped in Section 2 and reveal the way in which the cost is derived. Additionally, include the type of training, number of trainees, and training related placements in this calculation.

If a consortium applicant, please describe how you will manage and assign outcome responsibilities by consortium partners and explicitly state in the logic model.

I. STATEMENT OF COMPLIANCE FORM *(Maximum 1 page)*

As the authorized signatory official for: _____ ,
Submitting Organization

I hereby certify:

- That the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (the legal signatory for the organization applying).
- That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Washington Employment and Training issuances, Workforce Southwest Washington policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The vendor shall notify the WSW within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
- That the above-named proposer has read and agrees to the WSW Sample Contract Boilerplate (available upon request). If the proposer does not agree with contract clauses, proposer must notify WSW prior to proposal due date; and
- That the contents of the application are truthful and accurate; that the above-named proposer agrees to comply with the policies stated in this application; that this application represents a firm request subject only to mutually agreeable negotiations; that the above-named proposer is in agreement that the WSW reserves the right to accept or reject any proposal for funding; that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of Workforce Southwest Washington.

Authorized Representative Signature

Typed Name and Title

APPENDICES

A. APPENDIX A

Federal and State Performance Targets WIOA Title 1 Adult & Dislocated Worker

The selected bidder agrees to meet or exceed WIOA state, federal and local performance measures and indicators. Subrecipient will ensure that services provided achieve the desired outcomes as defined in the table below.

WSW analyzes quarterly performance data pulled from WorkSource WA or its successor. It is the responsibility of the selected bidder to ensure that all staff inputting data into WorkSource WA/ETO or its successor have attended and received ETO training as provided by the State. It is the responsibility of the Subrecipient to ensure that data entered into ETO is accurate and up to date. All data will be entered into the system following the guidelines set forth by WSW and ESD Policy Department. These numbers will be evaluated on a non-duplicated count on a quarterly basis and also on reports provided in your monthly report.

a) State-Negotiated Performance Targets:

Title I Adult

	PY18 Target	PY19 Target
2 nd Quarter Employment	74%	75%
2 nd Quarter Earnings Median	\$5,826	\$6,126
4 th Quarter Employment	73.2%	74.2%
Attainment of Degree/Credential	61.4%	63.4%

Title I Dislocated Worker

	PY18 Target	PY19 Target
2 nd Quarter Employment	78.8%	79.8%
2 nd Quarter Earnings Median	\$8,499	\$8,849
4 th Quarter Employment	75.5%	76.5%
Attainment of Degree/Credential	64.8%	66.8%

b) WIOA Performance Indicators:

1. Employment:

- a. The percentage of program participants who are in education or in unsubsidized employment **during the second quarter after exit** from the program
- b. The percentage of program participants who are in education or in unsubsidized employment **during the fourth quarter after exit** from the program

2. Earnings:

- a. The median earnings of program participants who are in unsubsidized employment **during the second quarter after exit** from the program

3. Credential Attainment:

- a. The percentage of program participants enrolled in education and training services who obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent **during participation in or within one (1) year after exit** from the program

4. **Measurable Skills Gains (no target set yet, but still tracked):**
 - a. The percentage of program participants who, **during a program year**, are in an education or training program that leads to a recognized postsecondary credential, secondary school diploma, or equivalent, educational functioning-level gain; progress towards education or training milestones; or pass a technical/occupational knowledge-based exam
5. **Effectiveness in Serving Employers (no target set yet, but still tracked):**
 - a. The listed indicators of effectiveness in serving employers across our region, include demonstrations of employment-based training, sector-specific cohorts, and employer needs assessments. The State will choose two of the following shared outcomes (“shared outcomes” is defined by the reporting as a state including all 6 core partners):
 - i. Retention with the same employer in the 2nd and 4th quarters after exit
 - ii. Employer penetration rate: How many employers did partners reach in our service area?
 - iii. Repeat business customer rate: How many businesses came back for services with any of the core partners?

Additional system requirements may be expected and will be provided by WSW upon contract award.

C. APPENDIX C

Internet Links

The following links may assist you in your proposal. The WSW is not responsible for the content or maintenance of non-WSW websites.

WSW WIOA Youth and WIOA-Related Policies and Guidelines

WSW policies and technical assistance can be found at the WSW website:

<http://workforcesw.org/providers>

A. Operations Policies

Fiscal

- Allowable Costs Policy #1001
- Debt Collection Policy #1002
- Procurement Policy#1003
- Fraud and Incident Reporting #1005
- Conflict of Interest Policy #1006

General

- Property Management & Inventory Directive #2001
- Record Retention #2002
- Monitoring Policy #2003
- Complaint Procedures #2004
- Complaint Handbook WSW
- Electronic Signature Process #2005
- Website Privacy #2008

Program

- Local Training Investment List #3012
- Income Charts #3018
- Supportive Service Policy & Directive #3005
- Veterans Priority of Service & Eligibility #3019
- Eligibility Guidelines and Documentation Requirements #3028
- Attachment A - Eligibility Policy Handbook
- Individual Service Strategy #3029
- Training Opportunities #3033
- Attachment A – Training Handbook

B. [WSW Technical Assistance](#)

- [WIOA Law](#)
- [WIOA DOL Final Rules](#)
- [OMB Super Circular](#)
- DOL Training and Employment Guidance Letters
- DOL Training and Employment Notices
- WSW Technical Assistance (TA) Memos
- [Nondiscrimination and Equal Opportunity Provisions of WIOA Final Rules](#)
- [2016-2020 WSW Strategic Plan](#)
- [2016-2020 Local Integrated Work Plan](#)

c. [State Policies and Other Links](#)

- [Employment Security Department WIOA Policies](#)
- [State Eligible Training Provider List \(ETPL\)](#)
- [State Workforce Board](#)