



workforce  
SOUTHWEST WASHINGTON

**Workforce Southwest Washington**

**Request for Proposals**

**For the period July 1, 2020 – June 30, 2023**

Workforce Innovation and Opportunity Act (WIOA)

Opportunity Youth Investment

Release Date: October 4, 2019

Due Date: January 8, 2020 5:00PM

Any proposals received after that time will not be accepted.

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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 the delivery of services to out-of-school (Opportunity Youth) youth ages 16-24 in the Clark, Cowlitz, and Wahkiakum counties of Washington State under the Workforce Innovation and Opportunity Act (WIOA) Title I. The purpose of this solicitation is to identify and fund organizations that will design innovative programming and comprehensive services that result in out-of-school youth (OSY), ages 16-24, achieving academic and employment success.

Through this RFP, a total of \$1,068,530.00 is anticipated to be available for year one of the program. The WSW Fiscal Director is responsible for ensuring the equitable distribution of all WIOA funds across the tri-county area according to a statewide funding formula. The Opportunity Youth WIOA Title 1 funds will be divided among Clark, Cowlitz, and Wahkiakum counties by the following percentages, respectively: 74.38%, 24.89%, and .73%, unless otherwise mandated (percentages subject to change in future program years based on state allotment of funds).

Contracts resulting from this RFP are expected to begin July 1, 2020 and end June 30, 2021, with an option for renewal for up to two additional years (through June 30, 2023) 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.

The primary goal of programs funded through this RFP Process is to ensure that SW Washington youth are prepared for post-secondary and career success, which results in a skilled and qualified pipeline to fill local area workforce demands in the region's high growth and in demand sectors of Healthcare, Manufacturing, Construction, and Technology. Proposers are expected to tailor their strategies to most appropriately serve their proposed target population. In addition, WSW is seeking proposals which are innovative, emphasize collaboration, and demonstrate experience in serving this population.

Respondents can submit a single or consortium proposal for any combination of the three counties (one county, two counties, or three counties). Proposers must specify the counties to be served (one, two, or all three). Proposals should showcase the proposer's ability to leverage resources and build partnerships that result in an innovative, responsive, and cohesive Opportunity Youth system. Proposers will be expected to clearly describe roles and responsibilities of each proposed partner or consortium member and how they will structure their relationship(s).

Individual or consortium bids specific to Clark County must include detailed plans for integration into Clark County's Opportunity Youth employment and training one-stop, Next. Individual or consortium bids specific to Cowlitz & Wahkiakum County must include strong partnerships with the community in the county or counties being served, and specifically include partners who support the future development of a youth one-stop center, branded and referred to as "Next", in Cowlitz & Wahkiakum Counties.

All proposals should include information detailing how the respondents will work with WSW's Business team to ensure all programming is developing talent according to the needs of local businesses, specifically focusing on WSW's four high-growth, high-demand sectors and businesses that typically offer first jobs. Proposals should also include respondents' experience in and strategy for ensuring retention of staff, operating under functional supervision, providing services in a trauma informed manner, and designing, executing, and codifying an essential skills curriculum, such as the New World of Work or other nationally recognized or business vetted curriculum, into already existing and newly developed job seeker training.

Funds provided by this RFP shall not be used to duplicate services available in areas (with or without reimbursement) from other federal, state, or local sources. Proposals will be accepted from any combination of private for-profit agency, state or local unit of government, private non-profit organization, business service organization, or educational agency 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. Proposers are advised that documents in the possession of WSW are considered public records and are subject to disclosure under the State Public Records Law.

The successful proposers will be required to agree to WSW's 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 WSW's General Terms and Conditions for all contracts will be sent to proposers upon request.

## **B. Workforce Innovation and Opportunity Act (WIOA) Overview**

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA supersedes the Workforce Investment Act (WIA) of 1998. The goal of WIOA legislation is to consolidate, coordinate, and improve employment, training, literacy, and vocational programs in the United States. Every year, the key programs that form the pillars of WIOA help tens of millions of job seekers connect to good jobs and acquire the necessary skills and credentials needed to obtain them, as well as assist current workers with advancing in their organizations and furthering career opportunities.

This RFP was created in response to the 2014 WIOA Legislation described above. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Mandatory system partners include WIOA Youth, WIOA Adult, WIOA Dislocated Worker and other federal Youth programs; Wagner-Peyser services; the Division of Vocational Rehabilitation; Department of Services for the Blind, and others specific to the Act. Proposers should 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 spirit of WIOA legislation emphasizes collaboration and the philosophy that we can accomplish more if we work together to serve job seekers and employers. This RFP focuses on the following key messages from the legislation:

- A broader youth vision that supports an integrated service delivery system and ultimately a local approach to the development and implementation of one-stop youth center(s)
- A commitment to providing high quality services that are accessible to all
- An alignment of investments in workforce, education, and economic development
- Meeting the needs of employers, workers, and job seekers through sector partnerships related to in-demand sectors and occupations

***Southwest Washington’s youth system is built around six key principles:***

- *Alignment of Services:* Integrating multiple employment and training programs through partnership simplifies and expands services for job seekers and qualified talent for employers.
- *Universal Access:* Through partnership every customer, particularly those individuals with barriers to employment, will have access to a set of core employment-related services.
- *Relevant and Responsive Programs:* Offering employer-defined pathways and work experiences (internships, on-the-job trainings, etc.) for young job seekers to access and advance in careers with family sustaining wages in four high-growth, high-demand sectors.
- *Integrated Service Delivery:* Service delivery should be seamless, easy, coordinated, and accessible across multiple partners and populations. All partners committed to serving youth work towards a system of services that are seamless, coordinated, and highly accessible to both the job seeker and the employer.
- *Continuous Improvement:* The Youth System offers consistent opportunities for feedback and leadership to the Opportunity Youth that access and utilize the services offered. This feedback enables the service providers and partners of the youth system to be relevant and be responsive to the needs of the job seeker.
- *Local Oversight:* Workforce Southwest Washington with involvement from the private sector, will be responsible for convening and working with partners to provide 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 invests in Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Opportunity Youth programs. We invest in human potential. Services we fund strengthen businesses and create a more equitable region and strong economy.

**D. Next History and Overview**

At Next, we help young adults aged 16-24 get set for success by providing the holistic support and training they need to create the future they want—all in one place. We provide a safe space where youth can connect and socialize, and get the education and career help they need to take charge, walk up to opportunity’s door—and kick it wide open.

Next is a consortium of service providers who have voluntarily co-located in Clark County in a dynamic, youth-centered space to combine resources, improve collaboration, and reduce duplication of efforts. Next integrates education, training, and career services in a single location to

help Opportunity Youth succeed in work and life. Next focuses on delivering services to Opportunity Youth through the following values lens:

- Youth Focused – Next keeps youth at the center of every decision and conversation.
- Collaborative – Staff at Next work collaboratively to create a common vision and align strategies.
- Proactive – The team at Next looks ahead to identify potential problems and find early solutions.
- Flexible – Next is open to change, and their team adjusts to new information and opportunities.
- Efficient – Next maximizes their time and resources.
- Accountable – Next measures their efforts to assure a positive impact.
- Focused on exceeding expectations – The team at Next delivers high quality services.
- Dedicated to equity and inclusion – Next prides itself on removing barriers and supporting their customers according to their individual needs.

Open in Vancouver since late August 2018, Next has hosted over 1,400 unique youth visitors with over 9,000 individual visits. Of the students who visit Next, over 85% of them are enrolled into a Next education and/or career pathway. The following partners are currently co-located at Next: Open Doors, Job Corps, Clark County Food Bank, Department of Vocational Rehabilitation, Partners in Careers, Educational Service District 112, Clark College, ResCare Workforce Services, Employment Security Department, and AmeriCorps.

Next utilizes a functional leadership model that places inter-agency teams under the management of the Next Director. The Next Director is empowered and given responsibility through agency directors to drive performance, influence and adjust program design as it relates to Next, and ensure all staff are cooperating and working towards [Next's Strategic Plan goals](#). This emphasis on integrated service delivery aligns center partners around a shared vision and shared goals; provides participants with an intuitive, service-driven experience based on their needs, rather than “bureaucratic” needs; enhances communication and knowledge exchange among programs/partners; reduces duplication in service delivery; and enhances resource leveraging and use. In short, Next facilitates unprecedented levels of agency cooperation, while also assuring that program delivery can remain lean, efficient, and youth centered.

Next believes that when young people receive the integrated support, training, and resources they need to complete their education and find a job, they're ready to kick open opportunity's door and create the future they want.

Next exists as a physical space in Clark County but can serve as a model for youth services in Cowlitz and Wahkiakum counties.

## E. Southwest Washington Opportunity Youth Population Demographics

In the Columbia-Willamette Workforce Collaborative's Opportunity Youth Report from 2018, it was estimated that there are nearly 30,000 16-to-24-year-olds in the Portland-Vancouver region that are neither in school nor working. Approximately 10,000 of those are in Clark, Cowlitz, and Wahkiakum

counties, accounting for nearly 15% of all youth in the three-county area. Next has served nearly 14% of those 10,000 youth since opening last year.

Opportunity Youth served at Next are largely white or Hispanic, with about 20% of them being English Language Learners. About 10% of Opportunity Youth in the region are single parents, nearly 13% have been connected to the criminal justice system, and nearly 25% are individuals with a disability.

## Section II: Programming Philosophy & Elements

### A. Definitions and Goals

#### *New World of Work*

New World of Work is an example of a successful nationally recognized curriculum that could be implemented in Title 1 Youth Programming. The New World of Work (NWoW) curriculum is an innovative curriculum model developed by the California Community College system, which has been adopted by regional partners in the Columbia-Willamette Workforce Collaborative (CWWC). By adopting a shared curriculum region-wide, WSW and CWWC partners can create unified curriculum standards for youth in our shared labor pool. The curriculum identifies top ten “21<sup>st</sup> Century Skills” critical for success in the modern workforce. The curriculum can be altered to fit the needs of local programs within the terms of the **Attribution-Non-Commercial-Share Alike Creative Commons copyright (CC BY-NC-SA)**. This license allows instructors to apply the 80-20 rule: 80% of the content remains consistent and 20% can be altered based on the needs of the learner as long as the NWoW branding is retained throughout and the content is used non-commercially. WSW expects to implement NWoW or a comparable nationally or regionally recognized curriculum for its youth program within the upcoming contract period and subsequent contract periods. The applicant may propose alternative curriculum models, if that model meets the local needs of job seekers and business.

#### *Consortium and Partnership*

Under WIOA, partnership is a core component that provides the guidance and balance necessary to develop a high functioning workforce system. Based on the current success of Next and the consortium model in place there, WSW will fund proposers who align Opportunity Youth serving institutions in order to increase access, reduce duplication, close service gaps, and promote collaboration.

A successful proposer will put forth an application that reflects strong partnerships with community colleges, employers in high-growth and high-demand industries, other relevant organizations, and Opportunity Youth service providers that support work experiences and educational opportunities for youth. These partnerships and collaborations will then be utilized to ensure a seamless continuum of services.

WSW will award WIOA funds to one or more entities that demonstrate an ability to effectively deliver and manage services as described in this RFP. Proposers must clearly describe the roles and responsibilities of the lead, along with each proposed consortium partner should a consortium application be submitted. Proposers should discuss how they will structure their relationships with other consortium members and/or community partners in the counties for which the proposer

applies. Single entity proposers should demonstrate capacity to complete all elements of the program without the aid of a consortium.

Consortiums should include three or more partners. In addition to the funds from this RFP (Title I Youth), the consortium should include Title I Adult and any of the following: other non-profits, community colleges, Division of Vocational Rehabilitation, Department of Services for the Blind, Adult Basic Education, K-12 School Districts, Washington State Department of Social and Health Services, and Employment Security Department.

*Individual and consortium proposers for Clark County should discuss how they will continue the work already occurring at Next and how their organization or consortium will fit in the already existing space and system.*

If a consortium proposal is accepted, the awardee may contract with more than one entity for each area at the discretion of WSW, but all operations must be integrated with the resources of all partners listed in the proposer's proposal.

The following are required core components: 1) Outreach, Recruitment, and Orientation; 2) Eligibility Determination and Registration; 3) Objective Assessment; 4) Individual Career and Training Plans; 5) Trauma Informed Case Management of all services including the 14 elements; 6) Placement into Post-Secondary training and/or employment; and 7) 12-month follow up.

*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.*

#### *Accessibility*

WIOA strengthens the non-discrimination requirements of the Workforce Investment Act's Section 188 and requires the contracted providers to provide physical and programmatic accessibility to individuals with disabilities.

A successful proposer will put forth program elements that encompass the following 14 populations (to the extent that these populations overlap with Opportunity Youth ages 16-24) and that include a wide variety of tools and accommodations designed to make all its features accessible to those with alternative abilities.

WIOA 14 Populations with Barriers:

1. Displaced homemakers
2. Low-income individuals
3. Native Americans, Alaska Natives, and Native Hawaiians
4. Individuals with disabilities
5. Older individuals
6. Ex-offenders
7. Homeless individuals
8. Youth who are in or have aged out of foster care
9. English Language Learners: individuals with low levels of literacy and/or individuals facing substantial cultural barriers
10. Eligible migrant and seasonal farmworkers



11. Individuals within two years of exhausting lifetime eligibility under TANF
12. Single parents (including single pregnant women)
13. Long-term unemployed individuals
14. Veterans and eligible spouses (as determined by the Governor)

In addition, there should be every effort made to provide reasonable accommodations to all programs, policies, and procedures in order to accommodate known physical, mental, or sensory barriers. Youth providers are expected to demonstrate efforts to provide universal access by:

- Providing outreach to all populations of eligible participants
- Provide meaningful support for individuals with limited English proficiency
- Offer information about services and activities to all eligible participants
- Provide accessibility in the physical space, by communication services, and through auxiliary aids and services

#### *Increased Knowledge of Sector-Specific Needs*

As part of the Columbia-Willamette Workforce Collaborative (a consortium of three workforce boards in two states that serve Clark, Cowlitz, Wahkiakum, Clackamas, Washington, and Multnomah counties), WSW develops, designs, and implements innovative training and business solutions to further the economic growth and viability of the region while focusing specifically on four high-growth, high-demand sectors. The four high-growth, high-demand sectors are Manufacturing, Healthcare, Technology, and Construction.

As part of this RFP, WSW expects that all proposers are aware of Targeted Industry Regional Sector Reports, and are expected to train and educate staff internally as to the goals of the plans and to set goals and benchmarks for performance that would contribute to the outcome metrics listed for these industries. At a minimum, the awardee will be required to submit quarterly metrics to the WSW Program and Business teams regarding work towards engaging participants in the high-growth, high-demand sectors.

WSW's business team leads business outreach and engagement in Southwest Washington. It is expected that the successful bidder(s) will work with WSW's business team to coordinate all business outreach. In-sector companies will be engaged by WSW and connected to the successful bidder when necessary. It is also the expectation that the successful bidder prioritizes the workforce intelligence provided regularly by WSW into opportunities to develop and deliver qualified job candidates for immediate openings, as well as to prepare candidates for future opportunities by investing in necessary educational programming for Opportunity Youth. Proposers should be able to detail how they will work with the WSW Business team to ensure participants are developed in a way that meets business needs.

While WSW's investments focus on in-demand sector jobs, WSW also places a high value on entry-level "first jobs", where appropriate, that provide the necessary work skills to prepare Opportunity Youth for successful long-term careers in the future.

#### *Opportunity Youth*

Opportunity Youth are defined as young adults between the ages of 16 and 24 who are not enrolled in school and not engaged in work. Proposals should focus on supporting youth in completing their

education and attaining a credential, while at the same time providing work-readiness school development through the New World of Work curriculum and career training opportunities as appropriate. The following describes goals for the different Opportunity Youth populations:

1. The goal for an Opportunity Youth who **does not** have a high school diploma or GED is the attainment of a high school diploma or GED completion and transition into post-secondary education or training, attainment of a recognized credential, and/or unsubsidized employment, including apprenticeship.
2. The goal for an Opportunity Youth who **has** a high school diploma or GED at enrollment is to transition into post-secondary education or training and attainment of a recognized credential and/or unsubsidized employment, including apprenticeship.

## B. Target Populations

This RFP seeks service providers that demonstrate a commitment and history of serving one or more of the following target populations. Being a member of a target population does not ensure eligibility for services. All participants served must meet eligibility requirements whether they are a part of a target population or not. The youth program must target Opportunity Youth who are ages 16-24, and should focus on serving youth who identify in one of the WIOA 14 Populations with Barriers, listed above, or in one of the following populations:

1. Communities of color
2. LGBTQIA+
3. Dealing with mental health issues

WSW has added focus on two new target populations in this RFP: LGBTQIA+ and Dealing with mental health issues.

The acronym “LGBTQIA+” (also commonly seen as “LGBTQ”) is a common abbreviation for the Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual, Agender, Pansexual, and Genderqueer community. According to youth.gov, young adults in this community experience “high rates of physical and emotional bias, rejection by families and peers, and inadequate support in schools, employment, and other parts of the community because of their sexual orientation and gender identity/expression.” WSW would like to see increased commitment to and engagement of these youth in the proposed program design. This can include, but is not limited to, creating a “Safe Space” at Next or Next-branded spaces, providing additional support services for those experiencing bias due to their membership in the LGBTQIA+ community, and other innovative ideas.

One in every four to five youth have been diagnosed with or deal with symptoms of mental health issues, whether that be depression, anxiety, ADHD, PTSD, or other disorders as defined by the American Psychiatric Association’s DSM-5. Youth dealing with mental health issues are more likely to face discrimination and negative attitudes, either exacerbating or contributing to their struggle as a job seeker. WSW would like to see program designs that include assisting participants in their emotional, psychological, and social well-being and ensuring participants have the resources they need to adapt to change, realize their potential, and navigate work and life through appropriate skills and coping mechanisms.

### C. 14 Required Opportunity Youth Program Elements

In addition, each proposer is responsible for providing access to the following 14 program elements, as needed for enrolled Opportunity Youth:

1. Tutoring, study-skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential
2. Alternative secondary school services or dropout recovery services, as appropriate
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year
  - b. Pre-apprenticeship programs
  - c. Internships and job shadowing
  - d. On-the-job training opportunities
  - e. Career Launch programs
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors or occupations outlined on the [WSW Demand Training List](#)
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
7. Supportive services
8. Adult mentoring for the period of participation and a subsequent period, for a total of no fewer than 12 months
9. Follow-up services for at least 12 months after exiting the program to ensure continuity of services and progress towards performance outcomes. Follow-up services must be provided by the same program that provides case management during program participation. The type of services provided must be based on the needs of the individual
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration service
14. Activities that help youth prepare for and transition to postsecondary education and training.

For further guidance on program requirements, reference the [Department of Labor Final Rules](#) for specific definitions and rules.

## D. Performance Outcomes

### *Federal and State Performance Measures*

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

Please note that some performance indicators are attainable while a youth is enrolled in the program, and others are attainable only after the youth is exited from the program for a specified time period.

For details on these performance indicators, please refer to Appendix A.

### *Local Priority Outcomes*

In addition to meeting the federal performance indicators, WSW identified the following as priority outcomes for all youth served through Title I programming. Proposals that demonstrate more of these outcomes will be more competitive.

1. High school equivalency completion for dropout population
2. Youth pursuing education/training in sector-related occupations, including work experience or internships
3. Increased focus on the target populations
4. Job placements, training-related placements, placements in targeted and/or in-demand occupations, and acceptance into apprenticeships
5. Skill development (basic skills, life skills, job-readiness skills, leadership skills, and occupational skills)
6. Awareness of career choices and requirements for in-demand sectors
7. Completion of job-shadow, informational interview, career fairs, mock interviews, or similar activities which increase awareness potential career pathways and lead to the development of professional networks (social capital)
8. Completion of New World of Work (or similar) curriculum

### *Positive Exit Outcomes*

There are only two acceptable positive outcomes for youth who are exited from the program: exit to unsubsidized employment or exit to post-secondary training or education, including apprenticeship.

## E. Performance and Case Management Tracking

WorkSourceWA on the case management side 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. Efforts to Outcomes (ETO) provides customer tracking and enables Washington State to report on federal and state mandated WIOA reporting requirements.

All successful proposers will be required to use ETO to record and track all client activities and program services. Reports generated from ETO will be used to determine program performance by the subrecipient, WSW, and 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.

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

WSW strives for participant and program information to be accessible and usable for program staff to increase program efficiency and reduce redundancy. WSW utilizes Launchpad (Salesforce) as a tool to track business engagement and private sector contacts. Within the upcoming contract term, WSW expects to extend the usage of this tool to case management efforts. Successful proposers will be asked to lead the integration of this tool, as well as incorporate it into their case management practices.

## Section III: RFP Information

### A. Schedule for RFP Submission, Review, and Awards

RFP Released: October 4, 2019  
Proposers Conference: October 21, 2019  
Proposals Due: January 8, 2020  
Must be received by WSW by 5:00PM, Pacific Time  
Potential Proposer Presentations: January 13 – 17, 2020  
Evaluation Committee Review: January 20, 2020  
WSW Board Review and Approval: February – March 2020  
Notification of Funding Allocation: April 30, 2020  
Contract(s) Development: May – June 2020  
Contract(s) Start: July 1, 2020

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
- Non-profit organizations

*If submitting a consortium proposal, a lead agency must be identified. 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 proposers will occur on the WSW website: [www.workforcesw.org](http://www.workforcesw.org). Beginning October 4, 2019, interested parties can download the Request for Proposals from the website. After the Proposers Conference scheduled for October 21, 2019 for Clark, Cowlitz, and Wahkiakum counties, a question and answer page will be available on

the website and will be updated through January 2, 2020. All questions must be submitted via email to [info@workforcesw.org](mailto:info@workforcesw.org). It is the proposer's responsibility to check the web page frequently to stay connected and apprised throughout the process. Questions will not be answered over the phone or in person. Questions received after 5PM on Wednesday, January 2, 2020 will not be answered.

#### D. Proposers Conference

WSW encourages all interested parties to attend the Proposers Conference on Monday, October 21, 2019 from 1-2PM 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. If proposers wish to participate via phone, please notify WSW at [info@workforcesw.org](mailto:info@workforcesw.org) by 5PM on Monday, October 14, 2019. Minutes from the Proposers Conference will be posted at [www.workforcesw.org](http://www.workforcesw.org).

#### E. Proposal Review & Evaluation Process

Proposals will be screened for compliance with the federal and state WIOA requirements, consistency with the Next values lens (page 6 of this RFP), 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 are included in the application package
- The proposal is submitted in accordance with the RFP

##### *Phase II:*

Proposals that have met the minimum criteria as stated above will be then reviewed and ranked by the evaluation committee. The Evaluation Committee will be comprised of WSW Board members, WSW staff, and partner representatives from Clark, Cowlitz, and Wahkiakum counties who are not bidding or in partnership of a submitted proposal.

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 proposer or request oral presentations from proposers. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made or work with other proposers 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. Letter of Submittal  | (Yes/No)     |
| 2. Proposal Summary   | (Yes/No)     |
| 3. Demonstrated Experience and Ability  | (20 points)  |
| <i>Note: Federal fiscal management experience is required. Failure to demonstrate ability to handle federal fiscal management will result in rejection of the proposal.</i> |              |
| 4. Relationships and Collaboration  | (25 points)  |
| 5. Program Design   | (40 points)  |
| 6. Program Cost and Budget  | (15 points)  |
| 7. Planned Performance Numbers  | (Yes/No)     |
| 8. Statement of Compliance Form   | (Yes/No)     |
| 9. Letters of Support   | (Yes/No)     |
| 10. Additional Documents required by Checklist  | (Yes/No/N/A) |

The maximum number of regular points available is 100 points. Sections 1, 2, and 7-9 will be evaluated on a yes/no basis; a “no” in any of these sections will eliminate the proposer from the award consideration. Section 10 will be evaluated on a “yes,” “no,” or “not applicable” basis. A “no” in Section 10 will be evaluated the same as a “no” in Sections 7-9. Points will be awarded for Sections 3-6. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified the organization or consortium is to successfully carry out their proposal.

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

### *Scored Sections*

#### *A. Demonstrated Experience and Ability ..... 20 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 application in the consortium in terms of their specific strengths.

Evaluation of the performance and management capability of the proposing agency(ies) will include:

1. Successful WIOA/federal administrative experience and capacity (or related grant & contract management experience);
2. Demonstration within the proposal that the organization has the staff experience and capacity to fulfill the proposed actions;
3. Each partner’s experience serving economically at-risk youth and the proposed target population and how they will work together to maximize program strength;
4. Involvement with Next in Clark County or region-wide partnership serving the target population in Cowlitz & Wahkiakum Counties; and
5. Connection with Wahkiakum County businesses and community partners (Cowlitz/Wahkiakum application only).

*B. Relationships and Collaboration ..... 25 points*

This category will evaluate how well the proposer (or proposers) plans to work with the mandated Title I Youth and Adult providers, Department of Vocational Rehab, Department of Social and Human Services, Department of Services for the Blind, community colleges, community organizations, and other service providers to leverage funds and integrate services and staff functions. This section also evaluates the proposers' capacity to thrive within Next's collaborative service delivery model, including the ability of the proposer to effectively co-locate and implement integrated service delivery. The proposer must demonstrate an active and intentional commitment to key pillars of the collaborative model, including functional supervision and functional leadership. Evaluation of this section will include:

1. Evidence of credible and realistic partnerships;
2. Evidence of ability to thrive in a functional leadership structure as used by Next, and efficiently and effectively implement integrated service delivery alongside partners;
3. Collaboration with the WIOA Adult Service providers to seamlessly prepare a vetted talent pool of 16-to-24-year-olds; and
4. Collaboration with Employment Security Department, community colleges, and other mandated WIOA partners;

*C. Program Design ..... 40 points*

This category will evaluate the program design, services, processes, collaboration, and performance. 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 operational oversight and/or case management;
3. Appropriateness of organizational and staffing model to proposed services;
4. Detail on how the applicant or consortium will reach and serve the proposed target populations;
5. The extent of collaboration with K-12 system, other community organizations, businesses, and the local WorkSource office;
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.
9. Capacity to delivery programming that utilizes trauma informed care and strategies for working with populations who have experienced personal and historical trauma, and provides supports for underserved populations.
10. Applicant demonstrates the capacity to adopt new and innovative technologies, tools, management techniques, or practices into their program design. The applicant shows that they will be proactive in identifying emerging technology and program trends that can be used to enhance program delivery.

*D. Program Cost and Budget ..... 15 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 completion.



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.

Budget must include the 20% federal requirement of youth funds must be spent on work experiences. Paid or unpaid work experiences must have an academic component and occupational education these can include: summer employment opportunities and year-round opportunities; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities. The 20% requirement can include: participant wages and personnel time to develop work experiences.

## G. Submission Requirements

All proposals must be received by WSW by 5 p.m. Pacific Time on January 8, 2020. Proposals not received by this time will be automatically disqualified from competition—no exceptions. A postmark will not be accepted if the proposal does not arrive by the deadline. The submitted proposal should be emailed to [info@workforcesw.org](mailto:info@workforcesw.org) as a PDF.

- Include all the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
- Proposals are limited to a maximum of 36 pages depending on the number of counties for which you are proposing, excluding letters of commitment from partners. Specific 20-page limits for each section are described in Section VI (B). Failure to keep to these limits will disqualify your proposal from competition.
- 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 single spacing.
- 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:

1. Letter of Submittal	2-page limit
2. Proposal Summary	1-page limit
3. Demonstrated Experience and Ability	5-page limit
4. Relationships and Collaboration	5-page limit
5. Program Design	15-page limit
6. Program Cost and Budget	5-page limit
7. Planned Performance Numbers	2-page limit
8. Statement of Compliance Form	1-page limit
9. Letters of Support & Other Documentation	not included in limit
	<b>Maximum 36 pages</b>

The instructions for each section are provided below.

*1. Letter of Submittal*

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

*2. Proposal Summary*

Please provide a proposal summary. Do not exceed one (1) page in length.

*3. Demonstrated Experience and Ability*

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

*4. Relationships and Collaboration*

This category will evaluate how well the proposer has planned to work together with the mandated Title 1 Youth and Adult providers, Department of Vocational Rehab, Department of Social and Human Services, 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 WIOA Adult Service providers to seamlessly connect businesses to younger populations such as 16- to 24-year-olds; and
- c. Collaboration with Employment Security Department, Department of Services for the Blind, community colleges, and other mandated WIOA partners.

*5. 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.

*6. Program Cost and Budget*

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

*7. Planned Performance Numbers*

Please complete one form for each county you propose to serve. Please use unduplicated numbers. When projecting numbers, use best-guess projections and assume full program funding.

*8. 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.

*9. Letters of Support (not included in page limitations)*

Please provide letters of support from key partners. Letters should outline their relationship with you, the role they will play in this partnership, the duties they have agreed to, and any other specific commitment. Partners to whom you are subcontracting should indicate the amount of funds you are planning to subcontract to them.

*Other Documentation (not included in page limitations)*

Please see proposal checklist for other potential documentation that should be included with the application.

## **Section IV: Provisions & Disclaimers**

1. All solicitations are contingent upon availability of funds.
2. Any contracts developed as a result of this RFP will start July 1, 2020 and be renewable for up to three years at the discretion of the WSW Board of Directors through June 30, 2023. 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 proposals 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 proposal, unless the proposer 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 proposer 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 proposals.
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 proposer 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 proposers and WSW staff, and continued contracts depend on 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 proposer'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. Proposers 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 proposer 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 proposer 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 proposer 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 proposer'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 proposers must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medication conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status.
24. All proposers must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Proposers must accept liability for all aspects of any WIOA program conducted under contract with WSW. Proposers 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 proposer 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. Proposers will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, proposers 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 proposer 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 proposer 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 proposer.
32. WSW reserves the right to reject any or all proposals received and to negotiate with any and all proposers 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. Proposers 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 V: Response Package

The following checklist should be used to ensure all components of the proposal are included. *This checklist should not be submitted with the proposal.*

A PDF of the proposal and required documents must be sent to [info@workforcesw.org](mailto:info@workforcesw.org). The Proposal Response Package should include the following:

- Letter of Submittal
- Proposal Summary
- Demonstrated Experience and Ability Narrative
- Relationships and Collaboration Narrative
- Program Design Narrative
- Program Cost and Budget Forms and Narrative
- Planned Performance Forms
- Statement of Compliance Forms
- Copy of your approved indirect rate from your cognizant agency, 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

### ***Letter of Submittal***

Your letter of submittal should be no more than 2 pages and should include the following:

- No more than 2 paragraphs introducing your organization/consortium and your proposal
- Agency Name, Mailing Address, Contact Person, Phone, Fax, and Email Address
- If applying as a consortium, indicate that you are doing so and include the name of the Lead Consortium Partner Agency and all other Consortium Partner Agencies
- Indicate which counties you intend to serve (Clark, Cowlitz, Wahkiakum, all counties, or a combination of counties)
- Include a budget summary for each county
- Include the number of participants you intend to serve in each county
- Include the cost per participant in each county
- Include addresses of all proposed service sites and any proposed satellite sites
- Include 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
- Include the following statement, followed by the name, title, signature, and telephone number of your authorized representative, along with the date: "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"

### ***Proposal Summary***

*Please provide an executive summary of your proposal (Maximum 1 page).*

### ***Demonstrated Experience and Ability***

*Provide the following information about your organization/consortium (Maximum 10 pages).*

1. Describe your organization/consortium and its structure and explain why you are the best fit for this work. If applying as a consortium, name each partner and describe how each partner contributes to an effective consortium, and specifically describe how these partnerships were developed and your approach and philosophy of collaboration.

2. Describe your organization/consortium's administrative experience related to program design, delivery, and management, as well as staff management, financial management (including use of acceptable accounting practices and controls), and performance management.
3. Describe your organization's experience in delivering youth workforce services, including any knowledge and experience with federal funding sources, WIOA regulations, and federal, state, and local performance measures. If you lack experience in these areas, describe your plan for meeting the requirements.
4. Describe your or members of your consortium's past success in meeting or exceeding performance metrics with the proposed target populations. What are these measures, and how were they tracked? What best practices were applied to achieve success? If you lack prior experience meeting or exceeding performance metrics, please provide other convincing evidence for why you would meet or exceed success metrics for this program.
5. Describe you or your consortium's experience in administering eligibility assessments. If you lack experience in administering eligibility assessments, describe your plan for becoming familiar with this role.
6. Describe your organization/consortium's experience and ability in utilizing complex management information systems, including Efforts to Outcomes (ETO), or similar reporting mechanisms. Describe how you would use this or other systems (including Launchpad or a similar CRM) to ensure accurate and timely reporting.

### *Relationships and Collaboration*

*Provide the following information about your organization/consortium (Maximum 10 pages)*

1. Describe how your organization/consortium will partner with external community-based organizations and service providers to provide services to youth. If applying as a consortium, describe which organization will provide lead services for the WIOA Youth Team. Describe your strategy for developing relationships with businesses, and how this will affect your outcomes. Describe how plan to work in conjunction with WSW's business team to expand relationships with the private sector.
2. Describe your organization or consortium's definition of functional leadership and describe in detail how you will utilize functional leadership to maximize performance and increase interagency cooperation during the program. Describe in detail the mechanisms you will put into place to assure clear communication between partners, as well as procedures you will utilize to resolve disputes, or address program challenges or issues as they arise.
3. If applying as a consortium, describe each partner's role or service in your program (provide staff, materials, training, wages, facilities, rent, etc.), services provided, funding sources, and funding stability, the amount you will pay them for their services (if applicable), and the amount of financial or in-kind resources they provide to the program. Attach letters of commitment documenting their relationship and role with you.
4. Please provide a detailed plan for how you propose to work with WSW's Business Engagement Team to meet the workforce needs of businesses in the county or counties for which you are applying. Describe your philosophy in working with business and how you believe that the WSW Business Team can assist you in creating a county-specific strategy for building strong business ties to your programming.
5. Please provide a detailed Community Engagement Plan for how you will build relationships with or further engage community partners, schools, and local government in the specific counties you propose to serve. Describe your philosophy in working with partners in these areas and describe detailed county-specific strategies for building strong ties in these areas.

## *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 how will it have an impact on the community?
2. How will you identify and serve youth from the identified target populations, and how will your proposed services increase the likelihood of participants reaching the desired outcomes?
3. Describe your experience with the trauma informed care model. Describe how you will implement the trauma informed care model as a best practice in the program.
4. Describe your program's organizational and staffing model, and the benefits of this model.
5. Describe the process for serving a youth, from recruitment, to exit, to follow-up. Please include a proposed average length of program. Describe your proposed strategies for recruitment to students for traditionally underserved backgrounds. How will your recruitment and programming specifically meet the needs of these populations?
6. How will you assess youths' goals and needs during the case management process? How will the assessments be conducted, what are the goals of the assessments, and how what tools will be used to conduct the assessments? How will case management staff assure that youth are connected to the services that are the most impactful?
7. How does your service delivery model provide and/or make accessible the federally mandated service components to participants? Describe the strategies and tools you will use to provide the required core components and the required 14 elements.
8. Describe how you will deliver programming in a manner which is lean and efficient, which maximizes outcomes while assuring students stay on program for as short a time as possible.
9. How will you teach age-appropriate soft skills and behaviors to prepare program participants for employment? Describe in detail your proposed policies and procedures for addressing disciplinary challenges during the program. What trainings will you staff have received on conflict de-escalation, drug prevention, etc.
10. Describe how your organization or consortium will implement emerging technology and best practices into WIOA Youth programming. Please discuss how your program will implement a nationally recognized curriculum or business vetted curriculum, such as the New World of Work Curriculum, and implement emerging technologies and best practices which may be developed over the course of the contract period. Describe how you will adapt the curriculum to meet the needs of the county (or counties) you propose to serve.
11. Describe the steps your organization or consortium will take to sustain and improve outreach efforts to youth. Specifically address how you will use social media or other online outreach tools to further these goals.
12. Describe how your program will integrate with WorkSource to seamlessly serve youth ages 16-24. Describe how you will communicate with WorkSource to best serve the needs of participants.
13. Describe how your program will partner with the K-12 system, community colleges, and other training organizations. How will these partnerships affect your outcomes? Describe any articulation agreements you may have or credits that participants can earn.
14. Describe how your program will increase the number of youth who will seek career opportunities in WSW's high-growth, high-demand industry sectors. Specifically, how will you use the WSW sector plans and strategic plans to inform your staff, work, and services.



15. Describe how your organization or consortium will implement procedures to serve as safeguards in the event of staff turnover, or unexpected staff absence.
16. Describe other innovative and unique components of your proposal.
17. *(Clark County Only)* Describe the steps you will take to assure Next continues to have high rates of youth participation and high numbers of return visits. Describe your strategy for preserving and enhancing Next’s dynamic, inviting, and youth centric culture to drive high visitor numbers and performance.

***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. (Maximum 5 pages)*

*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 proposed leveraged funds.
- Total WIOA funds requested plus leveraged funds.

Clark	Amount
Number of Youth Served	
WIOA	\$
Non-WIOA	\$
Total Budget	\$
Cost per Youth Served	\$
Cowlitz	Amount
Number of Youth Served	
WIOA	\$
Non-WIOA	\$
Total Budget	\$
Cost per Youth Served	\$
Wahkiakum	Amount
Number of Youth Served	
WIOA	\$
Non-WIOA	\$
Total	\$
Cost per Youth Served	\$
Grand Total Budget	\$

*Budget Detail Form*

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

County:	Total Number of FTEs:	
	WIOA Budget	Leveraged Funds
<b>Personnel Expenses</b>		
Staff Salaries and Wages	\$	\$
Employee Benefits	\$	\$
Payroll Taxes	\$	\$
Temporary Employees	\$	\$
<b>Total Personnel</b>	<b>\$</b>	<b>\$</b>
<b>Operating Expenses</b>		
Professional Fees	\$	\$
Supplies, Postage & Shipping	\$	\$
Telephone	\$	\$
Occupancy (Rent & Utilities)	\$	\$
Equipment Rental & Maintenance	\$	\$
Equipment Purchase	\$	\$
Printing & Publications	\$	\$
Travel, Conferences & Meetings	\$	\$
Insurance	\$	\$
Dues and Memberships	\$	\$
<b>Total Operating</b>	<b>\$</b>	<b>\$</b>
<b>Participant Expenses</b>		
Training, Tuition, and Books	\$	\$
Support Services	\$	\$
Work Experience Wages	\$	\$
<b>Total Participant Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Other Expenses</b>		
Indirect Costs	\$	\$
Profit (for-profit companies only)	\$	\$
Other-please describe	\$	\$
<b>Total Other</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

*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.*

## Planned Performance Numbers

Please complete one Performance Form for each county for which you are submitting a proposal  
(Maximum 2 pages per county)

Youth Service Plan Levels July 1, 2020 – June 30, 2021	16-24 years old
Total New Enrollments	
Dropouts (not attending secondary school, no high school diploma or GED)	
Have H.S. Diploma or GED and low income and basic-skill deficient or ELL	
<b>Barriers*</b>	
Court Involved	
Homeless	
Foster Youth	
Youth with Disabilities (including learning disabilities)	
Communities of Color Representation	
English Language Learner	
LGBTQIA+	
Dealing with Mental Health Issues	
Long-term Unemployed	
Pregnant or Parenting	
Veteran or Spouse of Veteran	
<b>Total Received Diploma/Credential**</b>	
High School Diploma	
Equivalent Diploma (GED)	
Associates/Bachelor's Degree	
Other Credential	
<b>Total Work Experience***</b>	
Subsidized Summer Employment/Internship	
Other Subsidized Employment/Internship	
<b>Total Exits</b>	
Exits with Diploma/Credentials**	
Exit into Qualified Apprenticeship	
Exit into Post-Secondary Education	
Placement into Unsubsidized Employment (UE) or Military	

\*This category does not need to total. Some youth may fall into more than one category.

\*\*Common measure definition of diploma/credential.

\*\*\*May include subsidized WEX using non-WIOA funding, OJT, and Pre-Apprenticeship

**If a consortium applicant, the entire consortium is responsible for all the aforementioned performance outcomes. Please describe how you will manage and assign outcome responsibilities by consortium partners.**

*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

## Appendix A

### **Federal and State Performance Targets WIOA Title 1-B Youth**

The selected proposer 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. It is the responsibility of the selected proposer to ensure that all staff inputting data into WorkSource WA/ETO 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 within seven (7) days of the activity. These numbers will be evaluated on a non-duplicated count on a quarterly basis and on reports provided in your monthly report. For participants enrolled in more than one program: each seeker ID enrolled in ETO will be counted separately and included in the count for each Workforce Innovation and Opportunity Act Youth Program, Adult, or other special project funded in which they are co-enrolled.

#### **a) State-Negotiated Performance Targets:**

	<b>Target</b>
2 <sup>nd</sup> Quarter Employment/Education	<b>62.7%</b>
2 <sup>nd</sup> Quarter Earnings Median	<b>\$4,000.00</b>
4 <sup>th</sup> Quarter Employment/Education	<b>59.1%</b>
Attainment of Degree/Credential	<b>52.7%</b>

#### **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?

***Indicator Related to Credential***

Program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one (1) year after exit from the program.

## Appendix B

### **WorkSourceWA Technical Requirements**

WorkSourceWA is a computer-based information system designed to integrate employment and training program services under the Workforce Innovation and Opportunity Act (WIOA). WorkSourceWA provides customer tracking and enables Washington State to meet federal and state mandated WIOA reporting requirements. The WorkSourceWA system uses a Customer Management Information System for case managers and local WorkSource staff to track and manage clients' (employer and job seeker) engagement and services.

All subrecipients will be required to enter data into the WorkSourceWA system for every customer. Proposers may either incorporate the estimated costs of WorkSourceWA implementation into their budgets (computer hardware and personnel), or link with organizations that currently have the capacity to enroll individuals into WorkSourceWA.

WorkSourceWA is a new case management system for our state. There are two sides to the system: one side is for job seekers and employers called "Job Match"; the other side is for case managers called "ETO." The system is designed for WSW programs to become paperless with document uploads and easy access. However, this does not supersede the Subrecipient retaining employer files and participant hard-copy documentation for the required three-year retention period. All youth are required to sign in to WorkSourceWA for an individual account that will contain all their personal information.

#### **a) Hardware Compatibility**

Customer Management Software runs on Windows computers and is not compatible with Apple computers unless configured to operate on a Windows platform. To prevent potential issues, Windows updates should be conducted on a regular basis. It is recommended that the computer be set up to receive automatic updates for Windows.

#### **b) Software Compatibility**

Customer Management Software is accessed through the Internet. Internet Explorer (IE) must be used as the browser for the WorkSource solution. Customer Management Software is only compatible with Internet Explorer.

WIOA Subrecipients are required to attend a three-day WorkSourceWA training prior to being granted access to use the system. If the proposer already has access to ETO, only new staff will be required to attend the training.

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

## 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 (SWWDC)
- 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

##### **Forms**

- OJT Attachment A-G (click here for Word documents)
- Complaint and Grievance - Summary of Rights
- Equal Opportunity Notice
- ITA Waiver Request Not-in-Demand Occupation
- ITA Waiver Request to Exceed Funding Limit
- Support Service Waiver Request



- WEX/Internship Forms A-F
- Self-Attestation Form Adult
- Self-Attestation Form Youth
- Authorization to Release Information and Privacy Act Acknowledgement

## 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

## C. State Policies and Other Links

- [Employment Security Department WIOA Policies](#)
- [Employment Security Department Technology – Efforts to Outcomes/WorkSourceWA](#)
- [State Eligible Training Provider List \(ETPL\)](#)
- [State Workforce Board](#)

## D. Youth Resource Links

- *Department of Labor Office of Youth Services (OYS)* – [http://www.doleta.gov/Youth\\_services/](http://www.doleta.gov/Youth_services/)
- *National Youth Employment Coalition* – <http://www.nyec.org>
- *Promising and Effective Practice Network (PEPNet)* – <http://nyec.modernsignal.net/>
- *National Collaborative on Workforce and Disability for Youth* – <http://www.ncwd-youth.info/>