

Thomas P. Miller and Associates

Serving as Independent Procurement Entity For:



Serving the counties of:

*Chester, Decatur, Hardin, Hardeman, Haywood, Henderson, Madison,
and McNairy*

**REQUEST FOR PROPOSAL FOR
WORKFORCE INNOVATION & OPPORTUNITY ACT:
American Job Center – Title I Youth Service Provider**

Release Date: January 15, 2021

Proposals Due: February 15, 2021

Contract Period: June 26, 2021 – September 30, 2022*

**With 3 one-year extensions based on performance.*

*This project is funded under an agreement with the State of Tennessee – TN Department of Labor and Workforce Development.
EOE. Auxiliary aids & services are available upon request to individuals with disabilities. TDD# 731-286-8383*



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Section I: Program Description & Background

1.1 The Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program through the U.S. Department of Labor and the State of Tennessee Department of Labor and Workforce Development (TDLWD). WIOA is a primary source of federal funds for workforce development activities throughout the nation; however, the legislation requires multiple partners to contribute to infrastructure operations and services through an Infrastructure Funding Agreement (IFA). The core programs in Tennessee are Title I - Adult, Dislocated Worker and Youth; Title II - Adult Education and Literacy Activities; Title III Wagner-Peyser Act; Title IV of the Rehabilitation Act of 1973; and Temporary Assistance for Needy Families (TANF). In addition to core programs, the following are required programs that are available in the local area: Title V Older Americans Act/Senior Community Service Employment; Career & Technical Education Programs (Carl D. Perkins Act); Trade Adjustment Assistance; Veterans Employment Services – Jobs for Veterans State Grant; Community Services Block Grant; Unemployment Insurance; and Migrant & Seasonal Farmworker Program.

WIOA funds are awarded to the Chief Elected Officials (CEOs) of a Local Workforce Development Area (LWDA) to serve two primary customers—job seekers and businesses through a One-Stop system branded as the American Job Center (AJC) system. The intent of WIOA is to strengthen the workforce system through innovation and alignment of services to promote individual and economic growth, meeting the business and industry needs in the area. One of the main purposes is to assist individuals with barriers to employment in increasing their access to employment, education, training, and support so they may succeed in the labor market.

1.2 Southwest Tennessee Local Workforce Development Board

The Southwest Tennessee Local Workforce Development Board (SWLWDB) is comprised of members from across 8 counties in Southwest TN, including Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, Madison, and McNairy Counties. Board members are appointed by local county mayors and confirmed by the Governor. The local board, in partnership with local elected officials, plan and oversee the local workforce system. Local plans are updated periodically and submitted for the Governor’s approval.

The SWLWDB is responsible for oversight, which is essential to be effective stewards of the system and the tax dollars it manages. Additionally, SWLWDB:

- Regularly evaluates internal budgets and contractors’ expenditures and progress toward meeting performance goals
- Designates a “One-Stop” operator who manages and coordinates service delivery at the American Job Centers
- Directs American Job Center staff to develop procedures to meet performance goals
- Evaluates staff performance
- Identifies providers of training services
- Monitors system performance against established performance measures
- Negotiates local performance measures with the state board and the Governor
- Helps develop the labor market information system
- Leverages public and private resources to meet business needs and promote economic growth



1.3 Thomas P. Miller & Associates, LLC

Thomas P. Miller & Associates, LLC (TPMA) has been contracted by the SWLWDB to lead the procurement process for selecting a Title I Youth Career Service Provider. TPMA is a full-service consulting firm based in Indianapolis, Indiana with over 30 years of experience in workforce development activities, including helping workforce boards in strategic planning exercises. Through analysis, alignment, and action, TPMA applies our mission statement of empowering organizations and communities through strategic partnerships and informed solutions that create positive, sustainable change to every project assigned. For more information of TPMA's experience and expertise, please visit us at <http://www.tpma-inc.com>.

As the contracted entity to lead this procurement process, TPMA serves as a separate and independent outside entity to conduct the competition" for the Title I Youth Career Service Provider. TPMA will review all submitted proposals and evaluate them on a scale coordinated and agreed upon by the SWLWDB, with guidance from the Tennessee Department of Labor and Workforce Development. Based on its evaluation, TPMA will submit its selection, along with a description of the selection process and scoring justification, to the Board for approval.

1.4 RFP Components

Title I Youth Career Service Provider

The Title I Youth Career Service Provider will:

1. Assist eligible out-of-school youth (OSY) and eligible in-school youth (ISY), who are seeking assistance in achieving academic and employment success, with effective and comprehensive services and activities that include a variety of options for improving educational and skill competencies and provide an effective connection to educational institutions and employers, including small employers in in-demand industry sectors and occupations in the local and regional markets.
2. Implement integrated strategies for career pathway approaches that support post-secondary education, training, and employment.
3. Implement work-based training strategies and employment approaches to help participants develop essential skills that are best learned on the job.
4. Implement progressive levels of education and training approaches that will help individuals with higher skill levels and experience earn marketable credentials.
5. Provide continued support services to individuals who need them to participate and succeed in work investment and training activities.

Note: The SWLWDB is seeking entities to become the Title I Service Provider (Adult, Dislocated Worker, and Youth) and One-Stop Operator. Interested bidders may bid on one or all the contracts, however contracts will be awarded to different entities per the State's requirements. The Board may negotiate with providers to determine which role the provider will excel in the most. Per TN Department of Labor June 2020 Workforce Services Policy – One-Stop Operator & Service Provider Procurement:

"...the State strengthens federal guidance 20 CFR 678.625 – which requires that the OSO and CSP be different entities. This requirement creates a natural firewall between the OSO and CSP to ensure compliance with roles and duties. In addition, the LWDB is expected to procure multiple service providers to ensure proper coverage of effective youth, adult, and dislocated worker services."



For the Title I Youth Services contract, proposers must provide services that offer all 14 Youth Elements in the 8 counties of the Southwest LWDA. If a provider proposes to offer less than the 14 required elements, the provider must detail plans outlining partnerships that ensure the program elements will be provided.

1.5 Eligible Applicants

The types of entities that may be a Career Service Provider include, but are not limited to:

- An institution of higher education
- A community-based, non-profit organization or workforce intermediary
- A private-for-profit entity

Additional Requirements: The State and local boards shall ensure that in carrying out activities under this title, providers:

- A. Disclose any potential conflicts of interest arising from the relationships of the operators with training service providers or other service providers
- B. Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services
- C. Comply with Federal regulation, and procurement policies, relating to the calculation and use of profits

Further, the LWDB will declare entities **ineligible** if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible.

1.6 Project Timeline & Funding

The table below provides a timeline of activities for this procurement. In the event dates are changed, TPMA will provide notice through the procurement portal <https://www.tpma-inc.com/swtn-procurement/>.

Activity	Date
RFP Release	01/15/2021
Deadline for Bidder Questions	01/29/2021
Response to Bidder Questions Posted	02/05/2021
Proposal Deadline (email only)	02/15/2021
SWLWDB Approval	04/22/2021
Notification to All Bidders	04/23/2021
Contract Begin Date	06/26/2021

The SWLWDB will award WIOA Title I Youth Career Services funding to an entity to provide Career Services, Business Services, and arrange for and provide payment for Training and Support Services



directly to and/or on behalf of participants and employers, to a Title I Youth Career Service Provider as identified in this RFP.

The anticipated funding amount for the annual budget for Title I Youth Career Service Provider is **\$347,000.00**. The amount is subject to change based on availability of funding from the State of Tennessee.

The SWLWDB will notify contract award to the successful respondent(s) effective no later than 04/23/2021.

- Subject to performance and fund availability, the selected contractor may be eligible for up to three (3) 1-year extensions with budget subject to SWLWDB approval.
- Specific line items require a detailed explanation.
- All funding of this RFP is contingent upon the SWLWDB and/or partner agreements having fund availability and may change based on increase/decrease in allocations, de-obligation of funds, new initiatives, and decisions of the SWLWDB.
- For the awarded contract, the submitted proposal, with any negotiations, will become part of the official contract file. Any commitments made in the proposal will be part of the contract and will be binding on the contractor.
- The contract will be awarded as a line-item cost reimbursement. No expenses are reimbursable until a contract or letter of authorization has been issued to incur cost as of a specific date.
- The issuance of this solicitation in no way commits the SWLWDB to pay any cost for the preparation and submission of a proposal. The Bidder assumes all costs of preparation of the proposal and any presentation necessary for the proposal process.
- The SWLWDB may elect to reject all proposals if scope of work is not adequately addressed, fund request is not appropriate for scope of services, or for other reasons deemed appropriate by the SWLWDB.

1.7 American Job Center Locations

The American Job Centers are “one-stop” access points for services available the workforce system. Job seekers can utilize resource rooms with computers, copiers, fax machines, telephones, and job search materials, as well as attend workshops, and receive one-to-one job search assistance, career counseling, and access training funds to improve skills.

The eight (8) American Job Centers in Southwest TN include one (1) comprehensive, two (2) affiliates, and five (5) specialized offices.

Chester County (Specialized) 269 North Church St., Henderson, TN 38340 2019 Average Monthly Traffic: 64 2020 Average Monthly Traffic: 16	Decatur County (Specialized) 2039 Hwy. 641, Parsons, TN 38363 2019 Average Monthly Traffic: 49 2020 Average Monthly Traffic: 28
Hardeman County (Specialized) 793-A Tennessee St., Bolivar, TN 38008 2019 Average Monthly Traffic: 55 2020 Average Monthly Traffic: 106	Hardin County (Affiliate) Address: 1565 Wayne Rd., Savannah, TN 38372 2019 Average Monthly Traffic: 142 2020 Average Monthly Traffic: 60
Haywood County (Specialized) 1151 Tammell St., Brownsville, TN 38012	Henderson County (Affiliate) 80-B South Broad St., Lexington, TN 38351



2019 Average Monthly Traffic: 115 2020 Average Monthly Traffic: 24	2019 Average Monthly Traffic: 164 2020 Average Monthly Traffic: 34
Madison County (Comprehensive) 1124 Whitehall St., Jackson, TN 38301 2019 Average Monthly Traffic: 957 2020 Average Monthly Traffic: 251	McNairy County (Specialized) 701-B Industrial Park Dr., Selmer, TN 38375 2019 Average Monthly Traffic: 39 2020 Average Monthly Traffic: 18

1.8 Participant Data & Performance Outcomes

The chart below includes active case reports from July 1, 2020 through December 31, 2020.

Office Location	Active Adult Cases	Active Dislocated Workers Cases	Active Youth Cases
Bolivar	61	6	39
Brownsville	65	20	5
Savannah	37	11	30
Lexington	57	9	52
Jackson	100	19	49
Selmer	26	2	6
Henderson	20	0	11
Parsons	99	9	17
Total	465	76	209

1.9 Federal and State Performance Measures

The Respondent to this RFP will be responsible to meet Performance as part of their contract goals based on negotiated rates with the State.

Adult Measures	Goal
Employment Rate 2 nd Quarter After Exit	82.0%
Employment Rate 4 th Quarter After Exit	82.0%
Median Earnings 2 nd Quarter After Exit	\$6,650
Credential Attainment Within 4 Quarters After Exit	63.0%
Measurable Skills Gains	52.0%
Dislocated Worker Measures	Goal
Employment Rate 2 nd Quarter After Exit	82.0%
Employment Rate 4 th Quarter After Exit	82.0%
Median Earnings 2 nd Quarter After Exit	\$7,600
Credential Attainment Within 4 Quarters After Exit	66.0%
Measurable Skills Gains	48.0%
Youth Measures	Goal
Employment Rate 2 nd Quarter After Exit	76.0%
Employment Rate 4 th Quarter After Exit	75.0%
Credential Attainment Within 4 Quarters After Exit	69.0%
Measurable Skills Gains	45.0%



Key Performance Indicators (KPIs) provide a way of measuring the effectiveness of an organization in achieving its goals. KPIs are set by the State and may address, Federal, State or Local priorities. KPIs were developed to increase the impact of the public workforce system, primarily through increased enrollment. In pursuit of continuous improvement, the Tennessee Department of Labor and Workforce Development has developed annualized regional and state KPIs. From the guidelines, each Local Workforce Development Board (LWDB) will be tasked with collaborating within their grand planning region to develop quarterly targets specific to the goals and need of the local area. The evaluation of locally developed KPIs will reveal strengths and areas of improvement. The following details Southwest LWDB's 2020 Key Performance Indicators (KPIs). KPIs for 2021 are currently being negotiated.

Program	2020 Target	Source
Adult & Dislocated Worker	338	New Enrollments
Youth	145	New Enrollments
Adult Education	408	New Enrollments
Adult Education/NICE (IELCE)	265	New Enrollments
Wagner-Peyser	1,592	New Enrollments
Senior Community Service Employment Program (SCSEP)	16	Exits
Re-Employment Services & Eligibility Assessment (RESEA)	36	Co-Enrollments
Trade Adjustment Assistance (TAA)	34.8%	Co-Enrollment Rate
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)	164	New Enrollments
Jobs for Veterans State Grants (JVSG)	36	New Enrollments
Migrant & Seasonal Farm Workers (MSFW)	10	New Enrollments
Reentry	132	New Enrollments
Vocational Rehabilitation	N/A	N/A
Temporary Assistance for Needy Families (TANF)	N/A	N/A
Youthbuild	N/A	N/A
Distressed Counties	N/A	N/A



Section 2: Scope of Work

2.1 Title I Youth Career Service Provider

A detailed reference of the Title I Service Provider is listed in Attachment E: Role of the Title I Career Service Provider. The proposal for Title I Youth Career Service Provider should provide a detailed explanation for each of the following questions:

Organizational Experience & Capacity (15 points)

1. Describe your organization's mission, goals, activities, accomplishments, and expertise. Identify the number of years that your organization has been in business under the present name, as well as related prior business names.
2. Describe the organization's experience and success in delivering services in similar programs and/or to similar populations.
 - a. Provide detailed information regarding your organization's experience contracting with federally funded agencies for the same or similar services.
 - b. Include current and past contracts that were in effect within the last five (5) years. Specify whether such contracts are currently in effect, were successfully completed, or were terminated prior to completion.
3. Describe the organization's staffing plan and include an organizational chart.
 - a. For positions already filled, attach a current resume of the staff person serving in such capacity. Indicate the percentage amount of the position's total work time to be devoted to this program.
 - b. Describe how WIOA services will be staffed and customers will flow through various services, assistance with employment, and follow-up.
 - c. Describe your experience and explain how you will train staff to determine WIOA eligibility and enter eligibility and other customer information into VOS/Jobs4TN.
4. Describe the facility or facilities where the program is to be principally operated.

Performance & Accountability (15 points)

1. Describe your strategy to meet or exceed the LWDA's performance goals for this RFP. How will your organization manage measurement, achievement, and documentation of performance standards?
 - a. Include specific performance targets related to State and Federal Performance Measures.
 - b. Identify your proposed quarterly and annual goals for each state-mandated performance measure, and list objectives under these areas with specific measurables and deliverables.
2. Describe your methods for ensuring clients achieve the following positive outcomes:
 - a. Completion of programs/activities, attainment of basic skill competencies
 - b. Credential attainment
 - c. Placement in employment and education
 - d. Retention
3. Describe the project's case management strategy for providing consistent support, follow-through for service plans and referrals, and tracking for individual clients.



- a. Indicate your plan for ensuring performance outcomes are attained and the data are used to achieve continuous quality improvement.

Partnerships & Community Engagement (15 points)

1. Describe existing relationships that the organization may have with area employers, community-based organizations, and agencies and how those relationships will benefit individuals in the program.
 - a. Describe how you will increase community outreach to ensure that businesses, job seekers, and the public are aware of workforce services.
2. Describe how you will build relationships with employers and employer organizations for job placement of Youth, including referrals of candidates and post-placement follow-up.
3. Describe how you will work with community organizations to provide wraparound services for Youth in need.
4. Describe how you recruit and use volunteers to expand workshop offerings beyond what staff can provide.
5. Describe how you will work with required partners, and others co-located at the American Job Center, to include the following:
 - b. Describe how you will handle ongoing communication needs with all AJC staff, as well as with agency leadership and the LWDB.
 - c. Describe how you will approach organization of shared staff and negotiate cost sharing with the required partners. Include how you will ensure agreements are established with all partners to meet requirements for infrastructure and cost recovery.

Program Service Delivery Model (20 points)

1. Describe the problems faced by your clients and identify your target population, explaining the challenges and barriers they will have to overcome to succeed.
2. Describe how you will market to and recruit WIOA customers, including those from targeted populations which may require specialized marketing.
3. Describe how you will assure that career services are available to all jobseekers and employers, including areas with high poverty and transportation barriers.
4. Describe your ability to make all 14 program elements available to each eligible youth participant while offering a wide range of activities and services to assist youth, especially at-risk youth, in making successful transition to employment or further education.¹
 - a. **NOTE:** A minimum of 35% and up to 50% of funding must be spent on In-School Youth. Not less than 50% of funding must be spent on Out-of-School Youth. Subject to change after 6/30/2022.
5. Describe how you will help ensure an efficient use of the WIOA funds while maximizing services provided for both In-School and Out-of-School Youth.
6. Describe workshops you plan to offer and the best practices, or other information, utilized in their design.
7. Describe how you will provide orientation to WIOA services, including adaptations for target populations.

¹ A full list of the 14 Youth Program Elements is available in Attachment F.



8. Describe your organization's experience in providing WIOA and the menu of jobseeker services including, but not limited to assessment, training, determination of supportive service needs, assistance with employment, and follow-up. Include detail of customer flow.
9. Describe how you will help ensure an efficient use of the WIOA funds while maximizing services provided for Youth utilizing the Eligible Training Providers List (ETPL).
10. How will your organization provide career exploration of in-demand fields, including job-shadowing, paid/unpaid work experience, and apprenticeships?
11. Provide specific strategies on how your organization will expose youth to all post-secondary education options and programs that lead to career pathways within Southwest's in-demand pathways.
12. Describe how you will increase collaboration with facilities and community partners that serve at-risk youth suffering from substance abuse and involvement with the justice system
13. Describe how you will ensure meaningful access and adaptation for youth with disabilities.

Technology, Data, & Reporting (10 points)

1. Describe your experience in utilizing Labor Market Information, fiscal, and other workforce data sources to develop estimates of the number of In-School Youth and Out-of-School Youth to be served in a fiscal year.
2. Describe past success with tracking program performance and/or outcomes. Include a description of previous outcomes from other successful initiatives and describe experience with capturing and reporting performance information.
3. Describe how you will determine WIOA eligibility and enter eligibility and other customer information into VOS/Jobs4TN.

Financial & Fiscal Capabilities & Budget (20 points)

1. Describe experience your organization has in managing Federal funds and the experience of currently employed fiscal staff have in administering such programs.
2. Describe how your organization ensures compliance with Federal financial management standards.
3. Describe any experience your organization has with administering cost-reimbursement contracts.
4. Describe your organization's software applications, capabilities and approach in tracking, invoicing, and reporting expenditures by grant, AJC location, cost classification and line item to facilitate required reporting and system reconciliations.
5. How will financial information be made available for monitoring and auditing purposes?
6. Describe your organization's payment procedures, including frequency and methods, of direct participant costs. Include invoicing procedure and schedule.
 - a. Provide a description of how and with what frequency your agency will regularly communicate its financial integrity with the Local Workforce Board.
7. The amount requested through this Request for Proposals must not exceed \$347,000.00 for the contract year and be submitted by completing the Budget Form (Attachment C). The amount requested should at no point in time exceed the amount of the contract.
8. The Budget Narrative must be typed and placed in the proposal following the Budget Form (Attachment C).



- a. The Budget Narrative should detail all costs that are necessary to directly operate the proposed program.
- b. Describe and list any unusual equipment that is essential to the program and indicate whether it belongs to the organization, the State, or will be purchased if the proposal is funded. If any additional equipment is to be purchased or leased, please indicate this in the proposal. Include a detailed justification of the intended purchase, and why its purchase is essential to the program's operation. The Budget Narrative should fully describe the cost allocation methods used.
- c. The Narrative must describe how funds are allocated to minimize administrative costs and support direct services to participants. The narrative should also describe the indirect costs that are proposed, indicate what costs are included, and explain how these indirect program costs were determined. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a Federal or State cognizant agency, a copy of which must be attached to the budget request.
- d. Describe past success with leveraging additional resources. Describe both leveraged resources whose purpose has been to ensure and maximize the delivery of services and leveraged resources whose purpose was to maximize the organization's financial resources. Also, specify additional resources to be leveraged and any in-kind contributions the organization will provide to assist in the participant's program's success.
- e. Provide your latest audit report.



Section 3: Submission & Evaluation

3.1 Bidders Questions

All questions that interested parties may have can be directed to the third-party procurement agent, TPMA, Kristopher Subler at ksubler@tpma-inc.com. Questions must be submitted via email between January 15, 2021 and January 29, 2021. Responses to questions will be posted by February 5, 2021 on the TPMA procurement portal website, <https://www.tpma-inc.com/swtn-procurement/> along with other relevant information, including the RFP, attachments, procurement timeline, contact information, etc.

An entity’s failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed “non-responsive” if the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. SWLWDB reserves the right to cancel this procurement at any time, for any reason.

3.2 Proposal Instructions

The Scope of Work should be completed entirely, should not exceed 15 pages, and be typed in 12-point font, single-spaced, 1” margins on all sides, page numbers, and table of contents. Once completed, interested parties must submit their proposal electronically to Kristopher Subler at ksubler@tpma-inc.com. Please have your proposal organized in the following manner for each component:

- Attachment A: Cover Page
- Attachment B: Conflict of Interest Form
- Attachment C: Budget Form & Narrative
- Attachment D: Reference Form and Letters
- Two (2) Years of Audited Financial History
- Organizational Chart & Staff Resumes
- Documentation of registration for private, for-profit, or non-profit organizations (if applicable)
- Proposal (scope of work)

Bids that fail to follow this order will be risk losing points in their overall score.

3.3 Evaluation and Award

Proposals will be evaluated by TPMA, as the third-party procurement agent, to ensure each submission meets all criteria outlined in this RFP. The procurement team will develop and use a scoring matrix that is agreed upon by the SWLWDB to evaluate each proposal. Each section of the Scope of Work is worth the following number of points:

Section	Points
Organizational Experience & Capacity	15
Performance & Accountability	15
Partnerships & Community Engagement	15
Program Service Delivery Model	20
Technology, Data, & Reporting	10
Financial & Fiscal Capabilities & Budget	20
Attachments & Formatting	5
TOTAL	100



All items that are mandatory (e.g., inclusion of attachments, financials, etc.) are considered pass/fail.

3.4 Notice of Award

All respondents will be notified by email as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to Vicki Bunch, Executive Director, Southwest Tennessee Local Workforce Development Board, at vicki.bunch@swhra.org. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

3.5 Appeals Process

Any disagreements resulting from this procurement process can be addressed to Vicki Bunch, Executive Director, Southwest Tennessee Local Workforce Development Board, at vicki.bunch@swhra.org. Appeals must be made within 14 calendar days of notification of non-award.

3.6 Fiscal Review

TPMA, in coordination with the SWLWDB will also conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits, and responses to questions related to fiscal operations. The SWLWDB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s). The SWLWDB reserves the right to assess the risk posed by any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

3.7 Past Program Performance

TPMA may review a respondent's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes, along with compliance with programmatic and fiscal guidelines and timelines may be evaluated. The review team may perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the SWLWDB may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

3.8 Accessibility and Equal Opportunity

TPMA and the SWLWDB is committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual in the Southwest Tennessee Local Workforce Development Area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request."



Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
FEIN #				
DUNS #				
Acknowledgement that Proposing Entity is up to date on taxes and not currently debarred or suspended.		YES		NO
Type of Organization (check all that apply)	<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	Private
	<input type="checkbox"/>	Community-Based Org.	<input type="checkbox"/>	Business Organization
	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other (explain)
	<input type="checkbox"/>	Labor Organization		
	<input type="checkbox"/>	Non-Profit		
	<input type="checkbox"/>	Employment Service State Agency (Wagner-Peyser)		
Contact Person				
Contact Person's Email Address				
Signatory Authority Signature				

Proposed Budget Amount:

\$ _____ Title I Youth Career Service Provider



Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the SWLWDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The SWLWDB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name	Signature	Date
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*Note: This form is a **mandatory** required document to be considered for the contract.*



Attachment C: Budget

Please complete the **mandatory** budget form and narrative explanation below for Title I Youth Career Service Provider.

Salaries	\$
Benefits	\$
Travel	\$
Operational (supplies, communication, etc.)	\$
Any Program Indirect Expenses	\$
Subtotal Budget Request	
Direct Participant (pass-through award for payment to vendors, training providers, and participants)	
TOTAL BUDGET REQUEST (max. \$347,000.00)	\$

Budget Narrative: Please provide a detailed explanation for each budget line item to justify the cost. Examples of explanations include job titles, wage rate, hours worked/charged, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or program costs. No travel expenses may be claimed for commute to/from “official station.” Travel expenses may be claimed from the official station. Tennessee State Mileage Rate is \$.47.

All funding of this RFP is contingent upon the SWLWDB and/or partner agreements having fund availability and may change based on increase/decrease in allocations, de-obligation of funds, new initiatives, and decisions of the SWLWDB.



Attachment D: References

Bidders are required to provide three letters of references who can verify their experience, along with a contact phone number or email. References should be for experience in the past 5 years.

Reference #1 _____

Phone # or email: _____

Reference #2 _____

Phone # or email: _____

Reference #3 _____

Phone # or email: _____

List the agency contact information for all current contracts or contracts for the past 3 years. Do not duplicate those listed as references.



Attachment E: Role of Title I Youth Service Provider

In addition to provision of the 14 Youth Program Elements, the Youth Career Service Provider's role will be to provide the following youth program framework:

1. **Intake:** An orientation process must be provided to each potential eligible youth participant. Orientation must include information on the services that are available within the WIOA Title I youth program and the One-Stop Service Delivery system in the local area. These services may include, but are not limited to:
 - Orientation/Introduction of the program purpose
 - All program services and resources available
 - Responsibilities of other service providers
 - Program participant's responsibility
 - Information on follow-up services
 - Information on support services
 - Referral to other appropriate services

Intake involves registration, eligibility determination, and collection of documentation to support verification of eligibility for services. Other services also include referral for basic skills development and referral to other services as appropriate.120 CFR 681.420220 CFR 681.210-681.220320 CFR 681.320

2. **Assessments:** Assessment is a process that identifies service needs. An objective assessment must be administered to all eligible youth. The WIOA youth program design requires an objective assessment of academic levels, goals, interests, skills levels, abilities, aptitudes, and supportive service needs; it also measures barriers and strengths. Assessment results are used to develop the Individual Service Strategy (ISS). The results from the objective assessment must be entered into Jobs4TN.
3. **Individual Service Strategy (ISS):** The Individual Service Strategy is the plan that identifies the employment goals, educational objectives, and appropriate services for the participants. Development and updating as necessary of an ISS is required for each participant. An ISS must be directly linked to one or more of the indicators of performance and identifies a career pathway that includes education and employment goals. Goals and objectives must be specific, measurable, achievable, relevant, and timely and align to the interests and career pathway identified in the objective assessment.
4. **Career Coaching:** Case management should be a process that typically includes non-instructional activities such as navigation to and arrangements for academic, career or personal counseling, financial aid, childcare, housing, and other financial assistance that can be critical to the success and continued engagement of the individual in pursuing their career pathway component. Youth programs must provide case management services to assist a youth participant in making informed choices and completing the program. Support may be provided on an individual or group basis. Career Coaching principles and methods must be incorporated throughout the program design. A case manager must be assigned to follow the process of each youth participant from enrollment to program exit, including follow-up services.



5. **Support Services:** Youth programs must provide supportive services to eligible youth participants that are necessary to enable an individual to participate in youth activities authorized under Title I of WIOA. Supportive services will be administered pursuant to the Southwest LWDB Supportive Services Policy.

6. **Follow-Up Services:** Follow-up services are critical services provided, for no less than 12 months, following a youth participant's exit from the program. These services help ensure the youth is successful in employment and/or post-secondary education and training beyond their program completion. The youth service provider must establish and implement procedures to ensure that follow-up services are conducted and documented in Jobs4TN. At the time of enrollment, youth must be informed that follow-up services will be provided for 12 months following exit. Follow-up services include regular meaningful contact and may include the following allowable follow-up activities:
 - Supportive Services
 - Adult Mentoring
 - Financial Literacy Education
 - Services that provide Labor Market Information
 - Activities that help youth prepare for and transition to postsecondary education and training



Attachment F: 14 Youth Program Elements

- 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 post-secondary credential.
- 2.** Alternative secondary school services, or dropout recovery services, as appropriate.
- 3.** Paid and unpaid work experience (WEX) that have an academic and occupational education component. WEX can include summer employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.
- 4.** Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.
- 5.** Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.
- 6.** Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- 7.** Supportive services
- 8.** Adult mentoring for the period of participation and subsequent period, for a minimum total of 12 months.
- 9.** Follow-up services, for a minimum of 12 months, after the completion of participation
- 10.** Financial Literacy Education
- 11.** Entrepreneurial Skills Training
- 12.** Services that provide labor market and employment information about in-demand industry sectors or occupations available, such as career awareness, career counseling, and career exploration services.
- 13.** Activities that help youth prepare for and transition to postsecondary education and training.
- 14.** Education offered concurrently with, and in the same context of, workforce preparation activities and training for a specific occupation or occupational cluster.