



Serving Baker, Grant, Harney, Malheur, Morrow,
Umatilla, Union and Wallowa counties

REQUEST FOR PROPOSALS

For services to begin July 1, 2019

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Adult, Dislocated Worker & Youth

RFP Number: 19/21-1, modification #1
Date of Issuance: January 23, 2019

Proposals Due by: March 6, 2019 to the Issuing Office by 4:30 PM (PST)

Issuing Office: Eastern Oregon Workforce Board

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- If mailing, address applications to the post office box listed above.
- Applications may be delivered to the physical address listed above.

Eastern Oregon Workforce Board is an equal opportunity employer. With 48 hours of notice, auxiliary aids and services, and alternate formats are available to individuals with limited English Proficiency free of cost. Requests can be made directly to EOWB or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900.

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SECTION I: GENERAL INFORMATION

A. PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The Eastern Oregon Workforce Board (EOWB) is soliciting proposals for the delivery of services under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Youth programs in Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa Counties.

A Contract resulting from this RFP is anticipated to begin July 1, 2019. As a result of a successful proposal, the EOWB will contract for one year of services with the option to renew annually over the next two years. Contract for services is at the discretion of the EOWB and is contingent upon availability of funds and program performance.

Respondents to this RFP must apply for all program categories (Adult, Dislocated Worker, and Youth) in the Areas for which they are applying. An applicant may apply for either Area 1 or 2 or an application may be made for the entire Eastern Oregon Area. The Areas are listed below.

- Area 1: Morrow and Umatilla; or
- Area 2: Baker, Grant, Harney, Malheur, Wallowa and Union; or
- Eastern Oregon Area: Areas 1 and 2 combined.

All WIOA services funded through this RFP must be provided at a WorkSource Center. The EOWB strongly encourages providers to leverage resources and build coalitions that result in an innovative, responsive and cohesive system.

Entities that are eligible to submit a response to this request for proposal include:

- Private-for-Profit
- Not-for-Profit
- Public agency

B. ESTIMATED ALLOCATIONS

The following is an estimate of the funding allocation for the past funding year. Funding is contingent upon the availability of funds.

The approach in providing this sample budget is to provide potential bidders with a sense of the fiscal realities we anticipate in the new program/fiscal year.

The following budget scenario is for illustrative purposes only, and may be used as a starting point in the final budget negotiations once a service provider selection is made and funding allocations are finalized.

ESTIMATED EOWB WIOA FUNDING ALLOCATIONS
PY 2019

	Adult	Dislocated Worker	Youth	Total Funds Per Area
Area 1	\$177,523	\$219,727	\$188,277	\$585,527
Area 2	\$216,974	\$262,297	\$229,810	\$709,081
Eastern Oregon Area	\$394,497	\$482,024	\$418,087	\$1,294,608

EOWB is continually seeking other sources of funding and may align and integrate these additional funding sources with the provider selected through this request for proposal. Therefore, the provider must be prepared to align and integrate these awards to the benefit of businesses and participants in the Eastern Oregon area.

The successful bidder may also serve as the designated service provider for additional federal and state funds granted to the EOWB, such as National Dislocated Worker Grants (WIOA Section 170), sector related grants, and work based learning program funding. The proposers should be familiar with the U.S. Department of Labor National Dislocated Worker Grant Regulations and Guidelines.

C. SCHEDULE FOR RFP SUBMISSION, REVIEW, AND AWARDS

Date	Activity
January 23, 2019	RFP will be available on the EOWB Website, and State of Oregon ORPIN Website.
January 30, 2019 1:30 PM to 2:30 PM (PST)	Bidders’ Conference: Conference Call 1901 Adams Avenue, Suite 8 La Grande OR 97850
January 30 - February 22, 2019 by 12 Noon (PST)	Questions and Answer period
March 6, 2019 by 4:30 PM (PST)	Proposals Due
April 16, 2019	Recommendation(s) Submitted to EOWB, Provisional Award Notices Announced
May 3, 2019 at 12 Noon(PST)	Appeal Deadline
July 1, 2019	Contract Start Date

- The EOWB reserves the right to make changes to the above timeline.
- For submission to this RFP see Section V.

D. BIDDERS’ CONFERENCE

The EOWB encourages all interested parties to attend the Bidders Conference via Conference Call on January 30, 2019, 1:30 pm to 2:30 PM (PST). The number to call is (641) 715-3580 and the participant code is 220-996.

EOWB will present detailed, non-competitive information about the RFP and answer questions for all interested parties. Bidders are asked to submit written questions to the EOWB before the bidders’ conference January 30, 2019. Questions presented at the Bidders Conference will be posted on the EOWB’s website www.eowb.org.

After the Bidders’ conference, any additional questions must be submitted in an e-mail to info@eowb.org, or mailed to EOWB, at PO Box 933, La Grande OR 97850. Questions will not be answered over the phone. Questions and answers deemed to be of interest to potential bidders will be posted on the EOWB website on a weekly basis. The Bidder is responsible to check the web page to stay

apprised throughout the process. Questions received by EOWB on February 22, 2019 after 12 Noon (PST) will not be provided an answer.

SECTION II: BACKGROUND INFORMATION

A. EASTERN OREGON WORKFORCE BOARD OVERVIEW

Proposals should demonstrate compliance and alignment with the EOWB Strategic Plan. The Strategic Plan for 2016 -2022 can be found on the Board's webpage: <http://www.eowb.org>.

The EOWB is a non-profit organization that coordinates and oversees the public workforce system in the eight county area of Eastern Oregon, which includes Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union and Wallowa counties. The EOWB brings together business and community leaders to promote and expand workforce development activities to ensure the long-range economic vitality of the area. The Board is the policy and planning body for the workforce development system in Eastern Oregon's eight-county area and invests funding necessary to operate the WIOA system for Adult, Dislocated Worker, and Youth programs.

The Board's oversight responsibility includes the selection and monitoring of the workforce service provider(s), policy, and the establishment of local performance standards.

The Board's vision is a strong area economy and prosperous communities fueled by skilled workers, quality jobs and thriving businesses.

This plan identifies four key goals, which all support achievement of EOWB's vision:

- INCREASE ACCESSIBILITY – Create a customer-centric workforce system that is centralized, easy to access, highly effect and simple to understand.
- PROVIDE EFFECTIVE BUSINESS SOLUTIONS – Provide business and industry customized workforce solutions to prepare and deliver qualified and viable candidates and advance current workers.
- STRENGTHEN AREA WORKFORCE – Match training and job seekers to opportunities, build in-demand skills, and accelerate career momentum for area workforce.
- ENGAGE YOUTH – Attract, develop and retain talent by profiing young people with information, education and experiences that engage their interests, spur further career development, and connect them to employers.

B. LOCAL AREA DATA

The Oregon Employment Department's Workforce and Economic Research Division provides accurate, reliable, and timely information about Oregon's local and state labor markets. This information can be accessed at <https://qualityinfo.org/>.

It is important to state the Eastern Oregon Area includes eight-counties and accounts for 40 percent of the state's geographic area. This poses a unique challenge when viewing the entire region and services that are required to be delivered.

C. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

In 2014, Congress enacted WIOA. The vision of WIOA is to achieve and maintain an integrated, job-driven workforce system that links our diverse, talented workforce to our nation's businesses and improves the quality of life for our citizens. The six main goals of WIOA are to:

- Increase access to education, training, and employment-particularly for people with barriers.
- Create a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promote improvement in the structure and delivery of services.
- Increase the prosperity of workers and employers.
- Reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance the productivity and competitiveness of the nation.

The goal of the EOWB is to embrace the job-driven intent of WIOA and to assure the area employers a positive experience. EOWB believes that employers are an equal partner with a **strong** voice on how to improve the economic growth and business expansion in the local area. The successful provider(s) will clearly demonstrate in their proposal how to incorporate the job driven philosophy of the Board.

D. EASTERN OREGON WORKFORCE BOARD EXPECTATIONS

The EOWB envisions in its strategy that a provider(s) will commit to the EOWB Strategic Plan 2016-2020 (<http://www.eowb.org/projects.html>). Successful bidders will place a value to a collaborative partnership to assist in building a solution-driven culture and create a seamless customer experience that will unite the workforce, economic development and education. The service provider(s) must actively participate in the maintenance of locally driven sector partnerships to better understand, anticipate, and respond to the needs of business and industry.

EOWB views training as an important component of WIOA. The successful provider(s) is required to invest at the least a minimum of 25% Adult and Dislocated Worker funding in occupational training, including work-based learning opportunities and other innovative strategies that would assist in career exploration and in increased labor pool. In addition, listening to the needs of the employer will be as important as the needs of the job seeker.

The EOWB Board maintains a stake in the WIOA services provided in the eight-county area and will require regular reporting of services by their staff. The EOWB Staff will use the various systems available, up to and including site visits as part of the monitoring process.

The EOWB will provide the leadership in the relationship between the Board and Service Provider(s).

E. WORKSOURCE OREGON

The cornerstone of the workforce investment system is a one-stop service delivery system, known as WorkSource Oregon (WSO) that services the needs of dual customers: the jobseeker and the employer. This delivery system is the mechanism through which programs and services are integrated within the areas we serve.

All WorkSource Oregon (WSO) centers must implement WSO Operational Standards 2.0, a statewide framework for the workforce service delivery. These operational standards provide the minimum-level

content services required to be available at all WSO centers and provide clarity about what WSO is at both the state and local levels. Successful bidders must demonstrate how the proposed program design will support compliance with the WSO Operational Standards 2.0. The Standards are available at <https://wsostandards.weebly.com>.

Existing WSO Centers in Eastern Oregon

The EOWB area is served through the following WSO Centers:

- Baker City – Baker County, 1575 Dewey Avenue, Baker City OR 97814
- Burns - Harney County, 809 W. Jackson Street – Ste. 400, Burns OR 97720
- Canyon City - Grant County, 120 S Washington St, Canyon City OR 97820
- Hermiston - Umatilla County, 950 SE Columbia Drive –Ste. B, Hermiston OR 97838
- La Grande - Union County, 1901 Adams Street, La Grande OR 97850
- Milton-Freewater - Umatilla County, 84105 Highway 11, Milton-Freewater OR 97862
- Ontario - Malheur County, 375 SW 2nd Avenue, Ontario OR 97914
- Pendleton Umatilla County, 408 SE 7th Street, Pendleton OR 97801

Co–location of the successful bidder(s) is mandatory in each WSO Center in the local workforce area.

The following is a sampling of the many services the WSO Centers in the Eastern Oregon workforce area provide:

- Job search and placement assistance
- Labor market information
- Workshops on a wide variety of topics
- Career Development Plans and Coaching
- Assessments of job skills, abilities, aptitudes and needs
- Free access to computers, internet, fax, and printers for job search purposes
- Referrals to training, education and related supportive services such as transportation and child care
- Access to job listings
- Information on unemployment insurance
- Training in literacy and basic skills
- Navigator Services

F. PERFORMANCE TRACKING

An internet-based system, I-Trac, will be used for client tracking.

All successful bidders will be required to use I-Trac to record and track all client activities and program services. Reports generated from I-Trac will be utilized to determine program performance of the service provider, EOWB, and the State. Therefore, knowledge of the system, accuracy, and timely entry of information are required. System training will be facilitated through EOWB and it is the service provider’s responsibility to ensure on-going staff expertise and cooperation.

In addition, the service provider(s) may be asked to provide additional documentation or information not accessible through I-Trac to evaluate performance outcomes, as well as program strengths and weaknesses.

Federal and State Performance Measures

All service components must be aligned with federal and state performance requirements. The federal and state government define the target for measures annually. Providers will be held accountable for achieving all measures and targets. Final performance metrics are still in development at the federal,

state and local levels. EOWB will notify the service provider(s) of contractual performance metrics and will consider the bidder responses to this requirement when negotiating.

For information on performance measures, please refer to the Appendices.

SECTION III: ADULT, DISLOCATED WORKER, YOUTH SERVICES

A. ADULT PROGRAM OVERVIEW

This component of the RFP refers to the provision of services provided to WIOA Title 1-B Adult participants. In addition to review of the information provided in this RFP, all bidders are encouraged to refer to the WIOA bill (<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>) for complete definitions and detailed requirements of the legislation.

WIOA Adult Eligibility Definition

To be eligible for Adult services under Title I-B of WIOA, an individual must meet all three of the following criteria:

- Be 18 years of age or older;
- Comply with the Selective Service registration requirements, as appropriate; and
- Comply with citizenship and eligibility to work requirements. Priority of services are given to recipients who are veterans, utilizing public assistance, other low-income individuals, and those who are basic skills-deficient.

Services

Workforce services will be provided to adults and dislocated workers, ages 18 and over, who meet the regulatory eligibility definitions for WIOA Adult and Dislocated Worker formula funds, with a special priority of service provided to veterans and eligible spouses. WIOA enrollments will be done in coordination with WSO Centers in the Eastern Oregon.

Directly and through partner relationships, the selected bidder(s) will be responsible for providing outreach, employability assessment, job skills training, job placement and support services in accordance with federal, state and local regulations and guidance. This includes:

- Providing a comprehensive menu of demand-driven skill enhancement products and
- Providing a variety of tools to skill up job seekers and match their skills, interests, and abilities with high wage, high demand jobs.
- Encouraging participants to take the National Career Readiness Certification (NCRC) test. More information about NCRC can be found at <http://www.oregonworkready.com/national-career-readiness-certificate.html>.

Follow-up and retention services to individuals facing significant barriers to employment will also be required.

A successful bidder will be co-located at the WSO Centers, attend EOWB meetings, and will participate in the One-Stop delivery system.

B. DISLOCATED WORKER PROGRAM OVERVIEW

This component of the RFP refers to the provision of services provided to WIOA Title 1-B Dislocated Worker participants, including the provision of rapid response services for substantial layoffs and

closures. In addition to review of the information provided in this RFP, all bidders are encouraged to refer to the WIOA bill (<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>) for complete definitions and detailed requirements of the legislation.

WIOA Dislocated Workers Eligibility Definition

To be an eligible Dislocated Worker under Title I-B of WIOA, an applicant must:

1. Have been terminated or laid off, or has received a notice of termination or layoff; is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an uncovered employer; and is unlikely to return to a previous industry or occupation;
2. Have been terminated or laid off, or has received a notice of termination or layoff from employment as a result of any permanent closure, or any substantial layoff at a plant, facility, or enterprise; or is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
3. Have been self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or
4. Be a displaced homemaker who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Services

Under the WIOA Dislocated Worker program, service provider(s) will be required to serve job seeker and employer services as previously described above in the Adult Program, which will include the provision of Rapid Response activities. See https://workforcesecurity.doleta.gov/dmstree/tein/tein2k1/tein_03-01a.pdf for the 10 quality Rapid Response design principles.

PERFORMANCE MEASURES FOR ADULT & DISLOCATED WORKERS

Service provider's performance will be measured against a variety of required outcomes. The expectation for participants served is that they find employment, keep employment and/or advance in employment to become self-sufficient. Specific performance goals are set by the Department of Labor, State of Oregon, and the EOWB annually. Local performance measures may be established as deemed appropriate by the EOWB. The selected provider(s) will be held accountable for achieving all measures and targets.

Local performance measures will be negotiated with the successful bidder.

C. YOUTH PROGRAM OVERVIEW

This component of the RFP refers to the provision of services provided to WIOA Youth participants. In addition to review of the information provided in this RFP, all bidders are encouraged to refer to the WIOA bill (<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>) for complete definitions and detailed requirements of the legislation.

WIOA Youth Eligibility Definition

To be eligible to participate in activities carried out under WIOA during any program year and at the time of the eligibility determination, an individual shall be an out-of-school youth or an in-school youth.

The term “**out-of-school youth**” means an individual who is:

1. Not attending any school including:
 - a) A youth who does not have a GED or secondary diploma and is not enrolled in secondary education; or
 - b) A youth who has a GED or secondary diploma and is not enrolled in postsecondary education; or
 - c) A youth who is attending an alternative education program, dropout reengagement program or high school equivalency program; or
 - d) A youth who is attending an adult education program under Title II (ABE/ESL), or a YouthBuild or Job Corps program.
- 2) Age 16 to 24 at the time of enrollment; and
- 3) One or more of the following:
 - a) A secondary school dropout as defined in ORS 339.505(1)(b);
 - b) A youth who is within the age of compulsory school attendance as defined in ORS 339.010, but has not attended school for at least the most recent complete school year calendar quarter;
 - c) A recipient of a secondary school diploma or its recognized equivalent who is low income and is either basic skills deficient or an English language learner;
 - d) An offender;
 - e) Is a homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3));
 - f) In foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - g) Is pregnant or parenting;
 - h) Has a disability;
 - i) Is low-income who requires additional assistance to enter or complete an educational program or to secure or hold employment.

The term “**in school youth**” means an individual who is:

- 1) Enrolled in a secondary or post-secondary education institution;
- 2) Age 14 to 21 at the time of enrollment;
 - a. Is, or is a member of a family that is low-income; **and**
 - b. One or more of the following:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - Is a homeless individual;
 - Is pregnant or parenting;
 - Has a disability;

- An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Other conditions regarding funding of services.

Non-interference and Non-replacement of Regular Academic Requirements: No awarded funds shall be used to provide an activity for eligible youth who are not school dropouts if participation in the activity would interfere with or replace the regular academic requirements of the youth.

Consistency with Compulsory School Attendance Laws

In assisting an individual who is required to attend school under applicable State compulsory school attendance laws, the priority in providing such assistance shall be for the individual to attend school regularly.

Exception for Youth who are not Low Income Individuals

In each local area, not more than five (5) percent of the individuals assisted under this section may be persons who would be covered individuals, except that the persons are not low-income individuals. Registration of over-income youth requires approval from EOWB staff prior to being determined eligible.

SECTION IV: SERVICE PROVIDER DUTIES

The primary duties of a service provider will be the day-to-day delivery of WIOA-funded Adult, Dislocated Worker and Youth services in the area as identified in Section I, A.

Service Provider duties will include:

- Coordinating the flow of WSO Center customers through the tiers of WIOA and the WSO Operational Standards 2.0:
- Implementing a service strategy that is both business demand-driven, as well as customer-driven, and leads to career and employment goals; and
- Maintaining a close working relationship with WSO Center partners and promoting efficient and effective service delivery through that partnership.

Service Provider Role in the WSO Centers

The EOWB has the expectation the service provider is an expert and a collaborative who will:

- Coordinate with the Local Leadership Team (LLT) on a continual basis about best practices regarding WIOA delivery, cost efficiencies, WSO Center budget management, effective partnerships, management of all funding streams, strategic direction and initiatives (e.g. Sector Strategies), and any other related matters in order to ensure the best possible service delivery in the WSO Centers in compliance with federal, state and EOWB guidance and regulations.
- Ensure knowledge of and compliance with the Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA and Higher Education Coordinating Commission (HECC).
- Develop a staffing plan in coordination with LLT that provides an efficient, cost-effective service design, and enables Centers to be flexible to meet changing customer demand and quickly respond to emerging needs and opportunities.
- Supervise and provide staffing with the knowledge, skills and abilities needed to serve a diverse customer pool, be effective ambassadors for WSO and effectively deliver service both, face-to-face and in a group setting.
- Ensure that service provider staff is trained in the WSO Operational Standards 2.0.

- Ensure that all staff is trained on federal law, regulations and policies, state policies, and WSO policies and procedures.
- Ensure that service provider staff perform complete, accurate and timely data entry that is compliant with WIOA reporting requirements and allows reports to be timely, which contribute to performance improvement.
- Ensure compliance with
 - Participant file requirements.
 - All complaint and grievance policies and procedures, and
 - Equal opportunity policies and procedures.
- Submit written reports monthly on progress toward performance goals and budget expenditures.
- Communicate effectively across multiple partners to ensure continuity.

SECTION V: INSTRUCTIONS FOR PROPOSAL SUBMISSION

A. GENERAL PREPARATION INSTRUCTIONS

The RFP Response Package must be in the order provided below and as provided in Section IX, Response Package. The RFP response is divided into eight components as follows:

Section	Format	Page Limit
Cover Page	Form	3
Proposal Checklist	Form	1
Proposal Summary	Narrative	2
Demonstrated Experience and Ability	Narrative	6
Program Design	Narrative	15
Relationships and Collaboration	Narrative & Form	5
Statement of Compliance Form	Form	1
Program Cost and Budget	Form (2) & Narrative (5)	7
		40

The instructions for each section are provided below.

1. **Cover Page**

The Cover Page is to be completed by the bidding organization or lead applicant if the proposal is from more than one organization. The Proposal Cover Page must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one Cover Page is needed per proposal.

2. **Proposal Checklist**

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

3. **Proposal Summary**

Provide an executive summary of your proposal. Do not exceed two (2) pages in length.

4. Demonstrated Experience and Ability

Answer the questions on the form and in the order listed.

5. Program Design

Answer the questions on the form and in the order listed.

6. Relationships and Collaboration

Answer the questions on the form and in the order listed.

7. Statement of Compliance Form

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

8. Program Cost and Budget

Answer the questions on the form and in the order listed. Please note that indirect rate (IDR) costs can only be included if your organization has an approved IDR from your cognizant agency and a copy is attached to the application. If you are a for-profit agency, please include profit amounts in a separate line item.

B. SUBMISSION INSTRUCTIONS

The submitted proposal package must include one (1) original copy of the proposal and one additional copy, in a sealed envelope marked “**Request for Proposals**” to the address listed in Section VIII, A. Sole Point of Contact. Include all of the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify the proposal from competition.

- Proposals are limited to 40 pages, excluding letters of commitment from partners. Specific page limits for the proposal are indicated in sub-section A above.
- Responses must follow the outline and use the forms provided in the Proposal Response Package (Section IX.) Attachments and additional forms are discouraged.
- Print on only one side of the page.
- Please use Calibri (Body) 11-font, 1-inch margins and single spacing.
- Staple or the use of a binder clip for the proposal is allowable. Do not use tabbed dividers.
- Do not submit Letters of recommendation.
- All proposals are to be submitted in accordance with the terms, conditions and procedures stated in this RFP.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

An electronic copy of the entire proposal is required to be sent to info@eowb.org. This electronic copy does not replace the requirement of having the full proposal and copies to the EOWB offices as instructed above.

SECTION VI: SOLICITATION PROCESS AND TERMS

A. COMMUNICATION AND CLARIFICATION PROCEDURES

The EOWB’s website is the primary mode of communication between the EOWB and potential bidders.

B. PROPOSAL REVIEW AND EVALUATION PROCESS

Proposals that fail to include all items will be considered incomplete and will not be reviewed. Complete proposals will be evaluated for their content, merit and clarity of language.

Proposals will be screened through the following three-phase process.

Phase I: Initial evaluation of 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 on to Phase II:

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

Phase II: Proposals that have met the minimum criteria, as stated above, will then be reviewed and ranked by the evaluation team.

Proposals will be ranked based on evaluation criteria outlined in the next section. Note: The EOWB retains the right to request additional information from any applicant or request an interview of the bidder. Bidders are solely responsible for attending the interview at their cost. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.

Phase III: The recommendation of the Evaluation Team will be presented to the EOWB on April 16, 2019.

C. PROPOSAL EVALUATION CRITERIA

The Evaluation Team will evaluate each submitted proposal based on the following point system:

1. Proposal Cover Page	(5 points) ***
2. Proposal Checklist	N/A
3. Proposal Summary	(5 points)***
4. Demonstrated Experience and Ability	(25 points)***
5. Program Design	(50 points)***
6. Relationships and Collaboration	(15 points)***
7. Statement of Compliance Form	N/A
8. Budget Summary, Program Cost & Narrative	(25 points)***

The maximum number of points available is 125 points. Sections 2 and 7 are evaluated on a pass/fail basis. Points are awarded for responses to Sections 1, 3-6 and 8.

All sections are required to be completed in the order given in the Response Package. Refusal to complete and/or submit all of the sections to the satisfaction of the EOWB will eliminate the proposer from the award.

Scored Sections***

1. Proposal Cover Page

5 points

This category will evaluate the provider's general intention to deliver WIOA program services in the Eastern Oregon area, budget summary and estimated cost per participant, key partners and community references.

3. Proposal Summary**5 points**

This category will evaluate the mission of the bidder, clearness of the goals, and the objectives for the WIOA services. The evaluation will include the EOWB priorities in the areas the bidder will serve, the benefit to the number served and approximate cost of services.

4. Demonstrated Experience and Ability**25 points**

This category will evaluate past experience in providing services similar to those being proposed, including the ability to deliver as proposed, attain, track and report performance. Evaluation of the performance and management capability of the proposing agency(s) will include:

- a. Compatibility between proposing agency mission and EOWB;
- b. Administrative experience and capacity;
- c. Experience with youth workforce services and federal regulations and performance measures;
- d. Experience with economically disadvantage youth and specific target populations;
- e. Success in meeting and exceeding performance measures;
- f. Capacity to use the required tracking system; and,
- g. Experience providing services to large geographical rural areas.

5. Program Design to WSO Standards**50 points**

This category will evaluate the program design, services, and processes. It will include:
Program goals and philosophy;

- a. Strategies and tools to provide components and meet WIOA service requirements and regulations;
- b. Organizational and staffing model;
- c. How the proposer will reach and serve targeted populations;
- d. Assessment;
- e. Service accessibility;
- f. The extent of collaboration and leveraging of other resources;
- g. Client service flow;
- h. Relationship to EOWB Strategic Plan; and,
- i. Innovation and creativity of program design.

6. Relationships and Collaboration**10 points**

This category will evaluate how well the proposed program has planned to work together with the one-stop partners, community colleges, K-12 school system, community resources and other service providers to leverage funds and integrate services and staff functions. It will include:

- a. Depth and breadth of partners relative to proposed program design;
- b. Ability to leverage other resources;
- c. Collaboration with WorkSource to triage and seamlessly serve 16-24 year olds; and,
- d. Relationships with K-12 system, other community organizations, and businesses.

8. Program Cost**25 points**

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

Note: The budget that is proposed will not necessarily be the amount funded.

D. APPEALS AND DISPUTES

Any bidder who wishes to contest the process of the award(s) for funding under this RFP must write to the Eastern Oregon Workforce Board within 14 days of notice of funding award. The EOWB will issue a decision on appeals within 30 days of receipt.

The EOWB encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written complaints should be addressed to:

Eastern Oregon Workforce Board,
Attn: William Rosholt,
PO Box 933,
La Grande OR 97850.

Or, hand delivered to:

Eastern Oregon Workforce Board
1901 Adams Avenue, Suite 8
La Grande OR 97850

SECTION VII: PROVISIONS & DISCLAIMERS

1. This RFP is for one year and is renewable at the discretion of the board until 2021.
2. The EOWB reserves the right to accept or reject any or all proposals received.
3. The EOWB reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit the EOWB to award a contract.
5. This RFP is for WIOA services and other related programs and funding streams, which may become available to the EOWB during this funding period.
6. The EOWB may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
7. The EOWB may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to the EOWB.
8. The EOWB reserves the right to request additional data or oral discussion or documentation in support of written offers.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
10. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the EOWB and be subject to disclosure under the Freedom of Information Act.
11. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and EOWB staff, and continued availability of WIOA funds.
12. Any changes to the WIOA program, performance measures, funding level, or board direction may result in a change in contracting. In such instances, the EOWB will not be held liable for what is in the bidder's proposal or this Request for Proposals package.

13. 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 Oregon policies, and EOWB policies and procedures.
14. The Service provider(s) selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 2 CFR 200.
15. The service provider(s) will be expected to adhere to the EOWB procedures to collect, verify, and submit required data as required and monthly invoices to the EOWB.
16. Additional funds received by the EOWB 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 the EOWB.
17. The EOWB may decide not to fund part or all of a proposal even though it is found to be in the competitive range. If in the opinion of the EOWB, the services proposed are not needed, or the costs are higher than the EOWB finds reasonable in relation to the overall funds available, or if past management concerns lead the EOWB to believe that the bidder has undertaken more services than it can successfully provide.
18. The EOWB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
19. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by the EOWB staff. This site visit will establish, to the EOWB's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the EOWB, that the bidder may not be able to fulfill contract expectations, the EOWB reserves the right not to enter into contract with the organization, regardless of EOWB approval of the bidder's proposal.
20. The EOWB is required to abide by all WIOA legislation and regulations. Therefore, the EOWB 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.
21. All bidders 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 medical conditions, sex stereotyping, transgender status and gender identity), national origin, age, disability, or political affiliation or belief, or against beneficiaries based on either citizenship status.
22. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
23. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the EOWB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
24. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
25. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records according to records retention policies and guidance.
26. The contract award will not be final until the EOWB and the bidder have executed a mutually satisfactory contractual agreement. The EOWB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final EOWB

approval of the award and execution of a contractual agreement between the successful bidder and the EOWB.

27. The EOWB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
28. The EOWB 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.
29. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
30. The EOWB reserves the right to reject any or all proposals received and to negotiate with all bidders on modifications to proposals.
31. The EOWB reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.
32. 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 the EOWB, 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.
33. Bidders are advised that most documents in the possession of EOWB are considered public records and subject to disclosure under the State of Oregon's Public Records Law.

SECTION VIII: OTHER RFP RESPONSE INSTRUCTIONS

A. SOLE POINT OF CONTACT (SPC)

All communications concerning this RFP must be directed to the SPC. Any unauthorized contact regarding this RFP with other State employees or officials may result in Proposal rejection. Any oral communications will be considered unofficial and non-binding. The EOWB website will be used to distribute all official information regarding this RFP. Any additional information received in writing from the SPC is also considered official.

All proposals must be received by the Eastern Oregon Workforce Board by 4:30 p.m. Pacific Standard Time on March 6, 2019. 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. Please mail or deliver proposals (Faxed proposals will not be accepted) to:

Eastern Workforce Investment Board
REQUEST FOR PROPOSALS
PO Box 933 / 1901 Adams Avenue, Ste. 8,
La Grande, OR 97850

Withdrawals

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

SECTION IX: RESPONSE PACKAGE EOWB 19/21-1

1. PROPOSAL COVER PAGE

(Maximum 3 pages)

Agency Name: Click here to enter text.

Mailing Address: Click here to enter text.

Contact Person: Click here to enter text.

Phone: Click here to enter text. Fax: Click here to enter text. E-mail: Click here to enter text.

Applying As: Single organization OR Consortium of (#) _ Partners

Indicate Area(s) to be served: Area 1 Area 2 Eastern Oregon Area

Indicate the appropriate service(s) proposed in this RFP and budget summary:

BUDGET SUMMARY:

Adult Services Program \$ ____ ____ %

Number of Participants to be served:

Cost Per Participant:

Dislocated Worker Services Program \$ ____ ____ %

Number of Participants to be served:

Cost Per Participant:

Youth Services Program \$ ____ ____ %

Number of Participants to be served:

Out of School: ____ In-School: ____

Cost Per Participant:

Proposal Abstract: Please summarize your program design in a brief paragraph.

Click here to enter text.

Proposed Service Sites: (Also include addresses of any proposed satellite sites)

Click here to enter text.

Key Partners

Please provide the names of partner organizations with whom you will have a contractual relationship for the provision of services. Please attach signed letters of commitment from each of these partners. Additional detail about these partners can be found in Section 6 of the Response Package.

[Click here to enter text.](#)

Community References

Provide contact information for community references that can speak to your workforce development experience. If your organization or partners identified in proposal have not provided WIOA services in the region previously, please include a list of names and contact information of Local Workforce Development Board executives in areas where you have provided such services.

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Agency: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Agency: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

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

[Click here to enter text.](#)

Typed Name of Authorized Representative

[Click here to enter text.](#)

Title of Authorized Representative

Signature of Authorized Representative

[Click here to enter text.](#)
Telephone Number

[Click here.](#)
Date

2. PROPOSAL CHECKLIST

It is the bidder's responsibility to ensure all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to the EOWB to be answered on our website Q&A. (Maximum 1 page)

Before submitting your proposal, check the following:

- One original, one (1) copy of the proposal and required documents.
- One electronic copy emailed to info@eowb.org.

Proposal Response Package Requirements

- 1. Proposal Cover Page
 - 2. Proposal Checklist
 - 3. Proposal Summary
 - 4. Demonstrated Experience and Ability
 - 5. Program Design
 - 6. Relationships and Collaboration
 - 7. Statement of Compliance
 - 8. Form Program Cost and Budget Forms
-
- Copy of your approved indirect rate from your cognizant agency if applicable
 - One copy each of the last two years' audited financial statements (if audited statements are not available, please submit a brief explanation why and submit unaudited financial statements)
 - One copy of your business license (if applicable)
 - Signed letters of commitment from partners with whom you will have a contractual relationship or will play a critical role in delivering your services
 - Optional Attachments: No more than three attachments (maximum six pages) of the proposer's choice

3. PROPOSAL SUMMARY

Please provide an executive summary of your proposal. (Maximum 2 pages)

Click here to enter text.

4. DEMONSTRATED EXPERIENCE AND ABILITY

Please answer each question directly in the space below the question. (Maximum 6 pages)

- A. Describe your agency's vision, mission, staffing and service expertise, services provided, current customer base, funding sources, and funding stability. Describe how your proposal to serve WIOA Adults, Dislocated Workers and Youth will connect to your organization's goals.

- B. Describe your organization's administrative experience and capacity related to program design, delivery, and management, staff management, financial management (including use of acceptable accounting practices and controls), and performance management.

- C. Describe your organization's experience in the WSO system, including any knowledge and experience with federal funding sources, WIOA regulations, and federal, state, and local performance measures. If no experience with WIOA regulations, and federal, state, and local performance measures, describe your plan for becoming familiar with them.

- D. Describe the sources and usage of other funding your agency accesses.

- E. Describe your organization's experience serving very diverse customers including employers, economically disadvantaged individuals with little or no work experience, the working poor, and dislocated workers with experience, high skills, and salaries.

- F. Describe your organization's success in meeting and exceeding performance measures with these target populations. What were the measures, how were they tracked, how did you perform, what successes are you most proud of, and why do you believe you were successful?

- G. Describe what would constitute successful outcomes of your organization(s) with adult and dislocated customer groups. Include how the successful outcomes measured and tracked. If you have never provided the proposed services, describe any comparable previous experience or any special or technical skills and resources that make you capable of successfully providing the services you are proposing.

- H. Describe your capacity to implement the required data tracking systems.

- I. Describe your experience providing services in large geographical rural areas.

5. PROGRAM DESIGN

Remember to answer each section in the correct format and in the order, they are given. (Maximum 15 pages)

Adult and Dislocated Worker:

- a. Describe how the program will identify and serve adults and dislocated workers from the identified targeted populations and how your proposed services will increase the likelihood of participants reaching the desired outcomes.
- b. How will the program provide WIOA services to adults and/or dislocated worker customers? Please specifically address Career Services, Training, and Follow-up components.
- c. A description of linkage arrangements with other non-WIOA fund sources to:
 - I. Access classroom or on-the-job training for clients.
 - II. Secure other support services and resources to aid in successful training completion and/or job placement.
 - III. A referral system for individuals who are determined not eligible for WIOA
- d. How is customer service and satisfaction information used to provide data for continuous improvement efforts?
- e. How you will administer, utilize and oversee Individual Training Accounts (ITA) to focus on EOWB target industries and demand occupations?
- f. How do you plan to assess customers' skills and needs throughout the training and job placement process?
- g. How do you plan to provide transition services for 18-24 year olds aging out of youth services?
- h. Explain how your programs integrate with Rapid Response services and transition Rapid Response customers to WorkSource services. Also, include your strategy and experience in working with labor organizations in a Rapid Response.

Youth

1. Describe how your organization's proposal will operate a youth program, abiding by the DOL assertion that 75% of all funds will go to serve out-of-school youth (OSY) that delivers the comprehensive WIOA design requirements to the Area to which you are applying. Explain how the program will assure that outlying areas of each county are served.
2. Describe how the program will assess youths' goals and needs. How will assessments be conducted, what are the goals of the assessments, and what tools will be used for assessment?
3. Explain the circumstances how a new assessment, of a participant, is not required if the provider determines it appropriate to use a recent assessment of the participant conducted with another education or training program.
4. Explain the referral process of a youth who does not meet the enrollment requirements of a program or cannot be served by the program, for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the applicant.
5. Describe how the program will provide activities leading to the attainment of the following:
 - a high school diploma or its recognized equivalent,
 - a recognized postsecondary credential;
 - preparation for postsecondary educational and training opportunities;
 - strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
 - preparation for unsubsidized employment opportunities, in appropriate cases; and
 - Effective connections to employers, including small employers, in-demand industry sectors and occupations of the local and regional labor markets.

6. Clearly specify in this narrative the 14 youth service elements and how they will be provided in the Area you are proposing to serve. Local youth programs must make available these services designed to match the needs of the individual youth. WIOA does not state that the program provider must offer each element but the program is required to have a plan for referral of the youth to appropriate services. *20 CFR §681.460 WIOA Final Rule & TEGL 21-16*

HOW ARE THESE PROGRAMS INNOVATIVE AND RESPONSIVE

For this proposals please address the following:

- Describe how your program proposal is innovative. Be specific in providing strategies and services utilized and how they will affect outcomes.
- How does the program design insure that federal, state, and local performance measures are exceeded? Be specific.
- Describe the integration of services, collaborate efforts, and other resources that will be utilized. Be specific about how your program will be functionally integrated across all facets of operations.
- Describe how you will respond to emerging needs of employers, target industries, sector partnerships and economic development projects.
- Describe how your design will provide services in the large geographical rural area.

6. RELATIONSHIPS AND COLLABORATION

Please answer each question directly in the space below the question. (Maximum 5 pages)

- A. Partner Summary – List all partners, your key contact, a brief description of their role or service in your program (provide staff, materials, training, wages, facilities, rent, etc.), and the amount of financial or in-kind resources they provide to the program. Sections B-F ask for more specific details on how you will collaborate with these partners.

Partner Name	Contact	Partner Role/Service	Amount of financial or in-kind resources
<i>Total No. Partners:</i>	-	<i>Total leveraged funds:</i>	\$

- B. Describe specifically how your program will collaborate with the WIOA Youth program to seamlessly serve 16-24 year old youth and how to develop triage procedures to ascertain if a youth would be best served in the adult system or through the youth system.
- C. Describe specifically how your program will collaborate with the local community colleges and other training organizations and how this will affect your outcomes.
- D. Describe specifically how your program will collaborate with the K-12 system and schools and how this will affect your outcomes.
- E. Identify other community organizations, service providers and resource. How does your program will collaborate with them? How this will affect your outcomes?
- F. Describe how your program will collaborate with businesses and how this will affect your outcomes.
- G. Please attach letters of commitment from any partners with whom you will have a contractual relationship or will play a critical role in delivering your proposed program. These letters do not count in your total page lim

7. STATEMENT OF COMPLIANCE FORM

(Maximum 1 page)

As the authorized signatory official for: [Click here to enter text.](#)
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 Oregon Employment and Training issuances, EOWB policies and guidelines, and other administrative requirements issued by the Governor of the State of Oregon. The vendor shall notify the EOWB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- That the above names 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; and
- That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the EOWB reserves the right to accept or reject any proposal for funding; and 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 the Workforce Development Board.

Authorized Representative Signature

[Click here to enter text.](#)

Typed Name and Title

8. PROGRAM COST AND BUDGET

Please summarize your total budget for the area you are proposing to serve in Section 1. Complete the separate program budget forms for the area you are proposing to serve in Section 2. The actual forms to complete the Budget Summary and Budget Detail are attached separately in an Excel Workbook titled 19.21-1 RFP. (Maximum 7 pages: 2-forms & 5-narrative)

Section 1: Budget Summary

- Summarize total WIOA funds requested from Section 2 below for each area for which you are proposing.
- Summarize total leveraged funds for the area you are proposing to serve. State the sources and specific amount purposed of leveraged funds.
- Total WIOA funds requested and leveraged funds to provide total funding for this project.

Budget Summary

Grant Program	Applicant Requested Funds	Other Government Funds	Other Sources	TOTALS
WIOA ADULT				\$ -
WIOA DISLOCATED WORKER				\$ -
YOUTH				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL FUNDING FOR THIS PROJECT				\$ -

SAMPLE

Section 2 – Budget Detail Form - Please complete one budget detail form for the area you are proposing to serve.

	Adult	Dislocated Worker	Youth	TOTAL
Total Number of FTE				-
Budget Line Item	Adult	Dislocated Worker	Youth	Balance
Personnel Expenses				
Program Admin Compensation				
Program Delivery Compensation				
Total Personnel	-	-	-	-
Operating Costs				
Professional Services				
Insurance				
Program Outreach				
General Supplies				
Technology/Office Equipment				
Communications				
Facilities				
Staff Travel				
Staff Development				
Indirect/Admin				
Total Operating Costs	-	-	-	-
Participant Costs				
Work Shop Expenses				
Supportive Services				
Occupational Skills Training				
On-The-Job Training				
Basic Skills Training				
Workforce Preparation				
Total Participant Costs	-	-	-	-
Work Experience Costs				
Staff Compensation				
Participant Compensation				
Materials & Professional Services				
Total Work Experience Costs	-	-	-	-
Total Contract Expenditures	-	-	-	-
Program Income Earned				
Total Net of Program Income	-	-	-	-

SAMPLE

Section 3 - Budget Narrative

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

SECTION X APPENDICES

- A. WIOA Federal Performance Measures
- B. EOWB Technical Requirements
- C. Client Enrollment Projections *Working on these numbers.*

Appendix A

WIOA PRIMARY INDICATORS OF PERFORMANCE

As stated in TEGL 10-16, Change 1, PM (Program Memorandum) 17-2, and TAC (Technical Assistance Circular) 17-01, section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system's six core programs. These six core programs are:

1. Adult
2. Dislocated Worker
3. Youth programs
4. Adult Education and Family Literacy Act (AEFLA) program (Administered by ED)
5. Employment Service program
6. Vocational Rehabilitation (VR) program (Administered by ED)

WIOA requires all States and direct grantees of the Departments to collect and report information on all the participants described the TEGL.

The link will provide more information about the six Primary Indicators of Performance.

https://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm

Appendix B

TECHNICAL REQUIREMENTS

All service providers will be required to enter data into the I-TRAC system for every customer. The EOWB estimates that the average cost per computer, appropriately configured to run I-TRAC, will not exceed \$1,500. Bidders should note that this cost is a technical cost only, and does not include the personnel costs associated with timely customer data entry into the I-TRAC system. Proposers may either incorporate the estimated costs of I-TRAC implementation into their budgets (computer hardware and personnel), or link with organizations that currently have the capacity to enroll individuals into I-TRAC.

Database Requirements

- Hardware requirements must meet industry standard to support and comply with the required data input and reporting.
- WIOA service providers are required to attend training if new to the system.

APPENDIX C

PARTICIPANT ENROLLMENT PROJECTIONS

WIOA Numbers PY 2017

The following participant numbers are from a WIOA Data Base System as of June 30, 2018 for the Program Year 2017. These number may provide an estimate

Area 1: Morrow and Umatilla Counties
 Area 2: Baker, Grant, Harney, Malheur, Wallowa and Union
 Eastern Oregon Area is the combination of all columns.

	Area 1		Area 2	
	Adult	Dislocated Worker	Adult	Dislocated Worker
Customer Flow 2017	499	1715	862	2148
Number of exits 2017	495	1676	867	2169
Services by End Date				
Career Services	610	2111	1478	2806
Career Services that Require Documentation	109	352	356	472
Secondary Education & Skills	9	15	6	4
Occupational Skills Training	14	33	21	21
Number in Work Based Training	3	6	6	6

Youth (16-24)	Area 1	Area 2
Total participants	50	45
Number of exits for each calendar quarter in 2017	50	42
Services by End Date		
Credentials: GED or HS Equivalency, NCRC, Occupational Cert,	24	20
Education & Training: Post-Secondary Education, Occupation Skills	1	2
Employment Confirmation: QE UI Record Match	19	23
Employment Information	50	43