



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

**Request for Proposals for
Workforce Innovation &
Opportunity Act (WIOA)
Youth Program:
Career in Focus**

ISSUE DATE: March 4, 2022

DUE DATE: April 15, 2022

The WDB is an equal opportunity employer and provider of employment and training programs.
Auxiliary aides and services are available upon request to persons with disabilities.

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SECTION ONE: INTRODUCTION

The Workforce Development Board (WDB) of Solano County is issuing this Request for Proposal (RFP) to interested and qualified applicants to provide Workforce Innovation and Opportunity Act (WIOA) Youth and Young Adult Programs for Out-Of-School Youth (OSY) participants ages 16-24. Respondents are invited to submit proposals in accordance with the instructions of this RFP.

This solicitation is conducted pursuant to the requirements and conditions of WIOA and the applicable policies and regulations of the U.S. Department of Labor, the California Employment Development Department (EDD), and the WDB.

This RFP provides potential Respondents with background information and describes the desired services, guidelines for proposals, and the sub-recipient selection process. The RFP and related documents can be found on the WDB website at: www.solanoemployment.org/opportunities.

I. BACKGROUND

The WDB is a 501(c)(3) nonprofit organization that works to build and sustain a skilled workforce, support a vibrant economy, and create a shared prosperity for the community of Solano County. The WDB oversees federally funded workforce services through WIOA on behalf of the County of Solano, as well as implements other special projects. Staff members provide tailored job search services, job preparation, training, and placement services to job seekers, as well as work with local businesses to support both business-specific talent development efforts and industry-wide initiatives.

Out-of-School Youth (OSY) or disconnected youth – young adults who are between the ages of 16 and 24 who are neither working nor are in school – represent a sizable population in Solano County. The county’s OSY are an underutilized resource in our economy and community, and additional supports are needed to enable our OSY to be successful in future education and employment.

The WDB partnered with Jobs for the Future to conduct a research study of disconnected youth in Solano County, which can be viewed at <http://solanoemployment.org/sites/default/files/attachments/Solano%20Disconnected%20Youth%20Research.pdf>. Findings from the study show that Solano County reports a higher rate of youth disconnection (8.3%) than Bay Area, state, and national percentages. More urban cities in the county, namely Vallejo (11.2%) and Fairfield (10.2%), show higher rates of disconnection than rural areas in the county; however, rural areas have more gaps in service delivery for disconnected youth. Collected data on OSY showed higher concentrations of female, African American, Latino, and Filipino disconnected youth between the ages of 21 and 24. In rural Solano County, Latino communities represented a higher percentage of disconnected youth. In general, youth struggling with homelessness, poverty, and traumatic events or upbringings experience higher rates of disconnection within the county. The economic impacts of the COVID-19 pandemic created additional barriers for Solano’s young adults.

Based on the Jobs for the Future findings and local experience, the WDB seeks to fund primarily work experience opportunities, coupled with advising and supportive services for our county's youth most in need of services to connect with our local economy and prepare for their future economic prosperity.

Given the current landscape and economic impacts of the COVID-19 pandemic, the WDB prioritizes the following program design components for young adults:

- **Career Exploration and Guidance** – Young adults will need guidance to make better inform career choices and the opportunity to learn about careers in Solano County and the region. Career exploration may be built into work experience activities through job shadowing opportunities.
- **Interpersonal Skills** – Essential workplace skills, such as time management, communication skills, problem-solving, conflict resolution continue to be key for success in the workplace.
- **Job Search Skills** – the economic impacts of the COVID-19 pandemic have changed the labor market and the approach needed to conduct an effective job search, including online job search, effective application and resume development, and interview skills.
- **Digital Literacy** – The economic impacts of COVID-19 has highlighted the need for digital literacy skills. Many young adults struggle to use digital literacy skills in an employment setting, using tools such as video conferencing platforms, office software, and employment apps.

Given the landscape of disconnected youth in Solano County, the WDB is soliciting proposals to target service delivery to one or more of the following sub-sets of WIOA-OSY eligible youth with customized service delivery to fit the target population:

- Justice-involved youth;
- High school graduates who are low income and either basic skills deficient or are an English Language learner;
- Youth in foster care or who have aged out of the foster care system;
- Homeless youth;
- Pregnant or parenting youth;
- Youth with a disability;
- Youth within Vallejo.

II. RFP TIMELINE

The following calendar is presented to advise all prospective Respondents of the anticipated timelines for the bid, review, and selection process for the Career in Focus RFP. The WDB reserves the right to adjust this schedule as it deems necessary. Notification of any adjustments will be posted on the WDB's website at www.solanoemployment.org/opportunities. Respondents are responsible for periodically viewing the WDB's website for any revisions. Revisions to the RFP have been **bolded**, *italicized* and are in **RED**.

Event	Dates
Request for Proposal issued	March 4, 2022
Virtual Bidders' Conference	March 17, 2022, at 10:00 a.m. PT
Technical Assistance Webinar	March 23, 2022, at 2:00 p.m. PT
Deadline to submit questions for Q &A	March 25, 2022, by 5:00 p.m. PT
Responses for Email Q &A posted	March 30, 2022, by 5:00 p.m. PT
Proposals Due	April 15, 2022, by 3:00 p.m. PT
Award Announcement	May 9, 2022
Board of Directors Approval	May 20, 2022
Final Funding Approval from Board of Supervisors	June 28, 2022
Program Service Commencement	July 1, 2022

III. ESTIMATED FUNDING

The WDB anticipates awarding approximately \$300,000 in WIOA Youth funding through this RFP for a twelve (12) month contract to operate from July 1, 2022 through June 30, 2023. The WDB may award up to three Respondents. Based on the performance of the selected sub-recipient, the WDB may renew the contract for up to two (2) years at an anticipated \$300,000 annually. This amount is an estimate based upon annual WIOA Youth allocations and is subject to change. The WDB reserves the right to reallocate funds within this budget based on program needs. Funding is based on a cost-reimbursable model and the Successful Respondent(s) should be prepared to for a reimbursement timeline of up to six (6) weeks.

IV. VIRTUAL BIDDERS' CONFERENCE

An informational Bidders' Conference is scheduled for:

Date: Thursday, March 17, 2022

Time: 10:00 a.m. – 11:00 a.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/85269586755?pwd=TjFVbGlSR2g3N0Vrell0bko3NkxqZz09>

Meeting ID: 852 6958 6755

Passcode: 434239

Dial by your location:

+16699006833,,85269586755#,,,,*434239# US (San Jose)

+13462487799,,85269586755#,,,,*434239# US (Houston)

Attendance is strongly encouraged. Staff will review the RFP and respond to questions regarding its requirements. Staff will not answer questions or provide assistance regarding a Respondent's individual program design. Questions formulated prior to the Bidders' Conference may be submitted by email to Chainey Brown, cbrown@solanowdb.org; all questions submitted prior to the Bidders' Conference will be answered at the conference. All questions and answers provided at the Bidders' Conference will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the conference will not be considered final until posted on the website.

V. TECHNICAL ASSISTANCE WEBINAR

A Technical Assistance Webinar is scheduled for:

Date: Wednesday, March 23, 2022

Time: 2:00 p.m. PT – 3:00 p.m. PT

Zoom Meeting Details:

<https://us02web.zoom.us/j/82824656688?pwd=cnhRdytWdlZTUU1KWWWhKaHVsak4wZz09>

Meeting ID: 828 2465 6688

Passcode: 752558

Dial by your location

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

Attendance is strongly encouraged. Staff will review the federal guidance for programmatic, administrative, and financial requirements to operate WIOA Youth programs and respond to questions regarding its requirements. Staff will not answer questions or provide assistance regarding a Respondent's individual program design. Questions formulated prior to the Technical Assistance Webinar may be submitted by email to Chainey Brown, cbrown@solanowdb.org; all questions submitted prior to the Technical Assistance Webinar will be answered at the webinar. All questions and answers provided at the Technical Assistance Webinar will be made publicly available and posted to the WDB website at: www.solanoemployment.org/opportunities. Answers provided during the webinar will not be considered final until posted on the website.

VI. WRITTEN QUESTIONS

To ensure a fair and open competition, questions related to the RFP that arise after the Virtual Bidders' Conference must be submitted via email to: cbrown@solanowdb.org. Written questions will be accepted through March 25, 2022. Responses will be posted on the WDB's website weekly, with the final posting on March 30, 2022. Questions received after the deadline will not be answered.

VII. PROPOSAL DEADLINE

Proposals must be submitted by 3:00 p.m. PT, Friday, April 15, 2022 via email to cbrown@solanowdb.org. Late proposals will not be accepted. Proposal documents must be in a .pdf, .xls, or .doc format.

VIII. ELIGIBLE RESPONDENTS

Any public entity, private non-profit entity, private for-profit entity, or a consortium of entities meeting the qualifications as outlined in this RFP may apply. Eligible Respondents are organizations which have adequate administrative controls and personnel to provide OSY services under the provisions of WIOA. Successful Respondents will serve as sub-recipients of federal WIOA funds from the U.S. Department of Labor through the California Employment Development Department and the WDB.

This funding is not intended to support the development and start-up costs of a completely new organization, with no prior service delivery experience. The successful Respondents may be expected to continue service provision to existing Youth customers as a part of this contract.

SECTION TWO – PROGRAM DESCRIPTION & SERVICE EXPECTATIONS

I. SCOPE OF WORK

The goal of the Career In Focus program is to provide a comprehensive array of services that give OSY enrollees the tools necessary to make sound decisions about their future and career choice, as well as expose them to opportunities through work experiences that will prepare them to be successful in Solano’s economy. The required program design components include:

1. Outreach and recruitment designed to engage OSY;
2. Assessing and addressing barriers that young adults face when entering the workforce;
3. Career coaching services, including the development of an Individual Service Strategy (ISS);
4. Provision of work experience activities per WIOA guidelines;
5. Job placement or post-secondary education enrollment assistance.

Work experience activities are a critical element to the solicited young adult services. Work experiences provide an opportunity for young adults to gain the needed skills to succeed in the workplace. Work experience activities will be a required component of the Career in Focus contract.

Respondents may deliver programs and services in a manner they deem appropriate, if the required components and WIOA regulations are met. Program design must include a year-round program model and must be designed in a way that meets the needs of the targeted young adult population.

The successful Respondent will be able to utilize collaborative partnerships to support participant success and leverage internal or community resources that will result in cost efficiency. The successful Respondent will also be able to document and communicate participant progress in a professional and responsible manner.

The selected Respondent may be required to provide service delivery at the Solano America’s Job Centers of California (AJCC) in Fairfield and/or Vallejo on a frequent basis to provide access to the WIOA youth program for young adults seeking services through the Solano WDB system. It is intended for the sub-recipient to work with the Solano AJCC staff to coordinate services as appropriate for young adults who may visit the AJCC seeking various career services.

II. ROLES AND RESPONSIBILITIES

Frequent, regular, and open communication between the sub-recipient and the WDB is paramount to the success of the Career In Focus program. Therefore, appropriate sub-recipient staff is required to meet at least monthly with the WDB staff assigned to the Career In Focus program.

Roles and Responsibilities of the sub-recipient include, but are not limited to the following:

- a. Deliver program services in accordance with the negotiated scope of work and budget;
- b. Provide and train qualified staff to plan and administer all contracted services;
- c. Provide program sustainability for the duration of the contract;
- d. Provide services during scheduled business days and hours and/or appropriate to program participant's needs;
- e. Provide a regular location where services can readily be provided for program participants;
- f. Provide internal monitoring and oversight of all program activities and requirements;
- g. Participate in system-wide training and staff development opportunities provided by the WDB;
- h. Guarantee that all program services provided are readily accessible to eligible individuals and meet Americans with Disabilities Act (ADA) requirements;
- i. Comply with all terms and conditions of sub-award agreement for the delivery of services;
- j. Maintain required contact with participants in the program;
- k. Enter participant data into the state CalJOBS system, maintain a hard copy file as appropriate; and
- l. Maintain effective communication with WDB staff.

Roles and Responsibilities of the WDB include, but are not limited to the following:

- a. Leverage Business Services unit to support connections with businesses throughout Solano County;
- b. Support outreach and recruitment of targeted youth through AJCC and WDB efforts;
- c. Provide access to vocational training funds for participants through collaborative case management with Successful Respondent as needed;
- d. Evaluate and monitor the management and operations of the selected subrecipient(s), including annual fiscal, programmatic, and administrative monitoring;
- e. Provide technical assistance to sub-recipient staff in the areas of WIOA compliance, CalJOBS data entry and performance;
- f. Inform sub-recipient of Federal, State, and local policies and procedures that may impact the operations of the program, and give assistance as needed to implement them accordingly;
- g. Ensure compliance with all rules, regulations, and policies issued under WIOA;
- h. Process payments for services; and

- i. Include sub-recipient staff in appropriate ongoing professional development and training.

The roles and responsibilities of the WDB and sub-recipient may be refined in contract negotiations or due to changes in Federal, State or Local law, regulations, or policies relating to WIOA Youth implementation.

III. PROGRAM REQUIREMENTS

The sub-recipient will be required to provide the following services to participants under WIOA guidelines:

1. Eligibility determination;
2. An objective assessment of each participant for the purpose of identifying appropriate services;
3. An Individual Service Strategy (ISS) for each participant that identifies the appropriate services for the participant and achievement objectives;
4. Provision or referral of service for each of the WIOA Youth 14 Elements; and
5. Implementation of work experience activities.

A. Youth Eligibility

To qualify as an out-of-school youth (OSY), the youth must be:

- i. Not attending any school (as defined under State law);
- ii. Not younger than 16 or older than age 24 at time of enrollment; **and**
- iii. One or more of the following:
 1. A school dropout;
 2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 3. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient/low levels of literacy or an English language learner;
 4. An individual who is subject to the juvenile or adult justice system (justice-involved youth/ex-offender);
 5. In foster care or has aged out of the foster care system or has attained 16 years of age and left foster care for kinship guardianship or adoption;
 6. A homeless youth;
 7. An individual who is pregnant or parenting, including non-custodial parents;
 8. An individual with a disability; **and/or**
 9. A low-income individual who “requires additional assistance to enter or complete an educational program or to secure or hold employment.”

Note: a youth living in a high-poverty area automatically qualifies as low-income and no additional documentation is required. To view the high-poverty areas in Solano County and for further detail on eligibility requirements, view the WDB WIOA Youth Eligibility and Enrollment Policy at <http://solanoemployment.org/wioa-policies>.

B. Work Experience

WIOA places a priority on providing youth with occupational learning opportunities through work experience. Work experience activities are federally-defined as “a planned, structured learning experience that takes place in a workplace for a limited period of time...Work experience provides the youth with opportunities for career exploration and skill development.” Paid and unpaid work experiences must include academic and occupational education (provided either concurrently or sequentially) and may include the following:

- Summer employment opportunities and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs, which include the following elements:
 - Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.
 - Access to educational and career counseling and other supportive services, directly or indirectly.
 - Hands-on, meaningful learning activities that are connected to education and training activities.
 - Opportunities to attain at least one industry-recognized credential.
 - A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program;
- Internships;
- Job shadowing, where participants learn about a job by walking through the workday as a shadow opportunity. It is considered a temporary, unpaid exposure to the workplace.
- On-the-job training (OJT) opportunities that meet the following criteria:
 - Provides knowledge or skills essential to the full and adequate performance of the job.
 - Is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant or up to 75% for participants with disabilities;
 - Is limited in duration to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant.

WIOA Youth funds may be used to pay a participant’s wages and related benefits for work experience in the public, private, for-profit, or non-profit sectors when the participant’s objective assessment and individual service strategy indicate that a work experience is appropriate.

Additional allowable work experience expenditures may include the following:

- Staff time spent identifying potential work experience opportunities;
- Staff time collaborating with employers to develop the work experience;
- Staff time spent collaborating with employers to ensure a successful work experience;
- Staff time spent evaluating the work experience;

- Classroom training or the required academic education component related to the work experience;
- Orientation sessions for participants and employers;
- Incentive payment to youth for an achievement directly tied to the work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

Note: Supportive services cannot be counted towards the work experience requirement even if supportive services assist the youth in participation in work experience.

C. WIOA 14 Program Elements

WIOA has defined 14 Program Elements that WIOA youth need to be successful. The 14 Elements can be viewed in Attachment A. Sub-recipients are not required to provide all 14 Elements to each participant. Respondents, however, have the flexibility to determine which additional elements a youth will receive based upon the youth's assessment and service strategy. Sub-recipients, in partnership with the WDB, however, must ensure that all 14 Program Elements are available in their local area if needed. Sub-recipients must provide *WIOA Youth Element 3: Paid and Unpaid Work Experience* as part of this contract.

D. Accessibility and Accommodations

All Respondents must ensure that locations and service delivery meet Americans with Disabilities Act (ADA) and WIOA Section 188 requirements. Included in these requirements are a prohibition to exclude or deny participation in services due to race, color, religion, sex, national origin, age, disability, political affiliation, or belief. The successful Respondent must include federally required accommodations and accessibility language and practices into their service delivery. For further detail, view the WDB's Accessibility and Accommodations Policy at: <http://solanoemployment.org/wioa-policies>.

E. Required Documentation and Reporting

WIOA requires extensive data collection and file maintenance to validate performance and eligibility. The WDB will provide technical assistance and support to ensure the selected sub-recipient is successful in meeting documentation requirements. Activities and outcomes will be tracked in a state administered system: CalJOBS. In addition, the sub-recipient will be required to submit monthly program and fiscal reports/invoices to the WDB.

The successful Respondent will be responsible for maintaining a physical or digital case file for every participant determined eligible for services. At a minimum, the case files shall include documentation of each of the following: all eligibility and data validation items; assessments; the ISS; case notes; outcomes information and verification. These files will be the property of the WDB and must be turned over to the WDB upon request and at the end of the contract period.

IV. PERFORMANCE REQUIREMENTS

To demonstrate an effective use of federal dollars in workforce development efforts, WIOA establishes performance standards as an accountability system for each state, who in turn sets standards for each local workforce area. As a result, sub-recipients will be held to the following performance indicators for youth.

Outcome	Description	Measure
Placement in Employment or Education, Second Quarter After Exit	Measured in second quarter after exit	75%
Placement in Employment or Education, <i>Fourth</i> Quarter After Exit	Percentage of participants in education, training, or unsubsidized employment; measured in fourth quarter after exit	71%
Median Earnings	Median earnings of participants in unsubsidized employment during second quarter after exit	\$3,490
Credential Attainment	Percentage of participants who are enrolled in a training program and obtain a recognized post-secondary credential or diploma up to 1 year after program exit	60%
Measurable Skills Gain	Percentage of participants who are enrolled in a training program that achieve educational milestones	60%

To meet these Solano County requirements, sub-recipients will be held to real-time indicators that lead to these WIOA measures. Respondents must propose measures based on their program model and the 14 Elements that are proposed. Required performance outcomes include: Enrollment, participants receiving work experience activities, and employment. Outcomes should be based on the anticipated cost per participant. For example, if planned work experience costs include participant wages, enrollment numbers will likely be lower than if only providing job shadow experiences.

The first contract year enrollment measure will be based on new enrollments. Each year thereafter, the enrollment measure will be replaced by number served. This is intended to allow impactful service delivery based on the need and understanding of the targeted population. The WDB understands a long-term commitment to the young adult may be needed to reach successful outcomes. The Successful Respondents *may* be expected to serve OSY enrollees already on the program at time this contract is awarded.

SECTION THREE – SUBMITTAL REQUIREMENTS

To receive consideration, proposals shall be made in accordance with the following general instructions.

I. PROPOSAL FORMAT

Entities seeking funding must submit a complete proposal package. All requirements must be complete for the proposal to be considered for funding. The narrative shall not exceed 15 pages. General letters of support should not be submitted at this time.

All proposals must be submitted as follows:

- 12 point font size
- 1” margins on sides, bottom and top
- Single spaced
- Pages numbered sequentially
- Include a Table of Contents (not counted in the narrative page limit)

II. PROPOSAL SUBMISSION REQUIREMENTS

For ease of review and to facilitate the evaluation, the proposal shall be organized and presented in the order requested.

Proposal Package:

- A. Cover Sheet – Form A
- B. Narrative – meeting guidelines below
- C. Budget Form – Form B
- D. Budget Narrative – meeting guidelines below
- E. Certifications and Assurances
 - i. Certification of Compliance Form – Form C
 - ii. General Terms & Conditions Acknowledgment Form – Form D

III. NARRATIVE

The narrative should provide a clear understanding of the Respondent’s proposed program design and capacity to deliver the services outlined in the RFP. Responses should be specific, complete, and concise.

A. Statement of Need

Identify and describe the proposed target populations. Provide a brief narrative of the job readiness and employment needs of the identified sub-set of WIOA-eligible youth to be served. Where possible, support your statements with local or regional data.

B. Youth Service Delivery Model

Provide a general description on how your entity intends to provide the proposed youth services. Include a description of your proposed model for providing services in terms of staffing and location(s) for service delivery.

Provide a detailed description in your program design on how your organization intend to conduct the functions listed below:

1. Recruitment and outreach strategies to engage targeted youth;
2. Process for determining suitability for the program;
3. Assessment of barriers and barrier removal as appropriate;
4. Career coaching/Case management;
5. Supportive services and OSY incentives (as appropriate);
6. Work experience activities; and,
7. Job Placement.

Identify which of the 14 elements will be provided through the proposed program.

C. Proposed Outcomes

Describe the specific outcomes to be achieved by the proposed project. Provide proposed measures based on your program model. Required performance outcomes include: Enrollment, Participants Receiving Work Experience Activities, and Employment. Include the rationale for proposed outcomes and the proposed cost per enrolled participant. (Cost per enrolled participant is calculated as total program cost less administrative costs divided by the total number of enrolled participants.)

D. Work Plan

Provide a timeline and anticipated work plan for the contract period. Include any necessary start-up activities and participant activities.

E. Related Qualifications and Experience

Provide an overview of your organization and describe how your organization's mission relates to the proposed youth services. Include a detailed description of your organization's experience and demonstrated competency in: a) providing target population services; and b) administering complex, publicly funded programs. For any relevant experience delivering programs, outline quantitative outcomes showing the success of past service delivery. Provide a summary of relevant qualifications of all staff who will provide services under this contract.

Detail any experience administering federally regulated, or related, grant programs. If the organization does not have experience with federal funding, identify any anticipated technical assistance needs regarding administering federally regulated programs. Outline the fiscal and administrative controls in place to fulfill contract expectations. Detail your capability to manage cash flow until invoices are paid. Outline your current or proposed capabilities to meet documentation and administrative requirements.

IV. BUDGET

Provide a budget outlining the costs to operate the program. Respondents may use the budget form using Form B or may submit a different format as long as the same budget categories are outlined.

In addition, provide a budget narrative outlining the costs proposed. In the budget narrative, provide a concise description of the calculations and estimations utilized for each budget line item. Every cost should be justified according to the services proposed.

Due to WIOA regulations and the WDB's priorities, a minimum of two-thirds of the annual budgeted must be expended on work experience activities. Expenditures that count towards this requirement are outlined in Section III.B. of this RFP.

Respondents may propose administrative costs but will be required to adhere to the administrative cost allowability as outlined in [20 CFR 683.215](#). Respondents may use one of two approaches to administrative costs:

1. *Indirect Cost Rate* – Respondents may use a federally-negotiated indirect cost rate. Documentation of the approved indirect cost rate must be provided during contract negotiations.
2. *De minimis Rate* – organizations that do not have a federally-approved Negotiated Indirect Cost Rate Agreement (NICRA) are eligible to request a 10% de minimis indirect cost rate to support allowable administrative costs which indirectly support the direct work on federally-funded projects.

V. PROPOSAL SUBMISSION RULES AND REGULATIONS

Proposals submitted in response to this solicitation are not legally binding documents. However, the contracts, which are based on the proposals and resulting contract negotiations, become legally binding after being signed by both parties.

The WDB has the right to reject proposals that do not conform to agency goals and objectives and may request design modifications based on WIOA requirements during contract negotiations. All costs associated with the development of a proposal must be borne by the Respondent.

A. Final Contract Award Determination

Notwithstanding a recommendation of the WDB President/Executive Director and approval by the Board, the Solano County Board of Supervisors (acting as the fiscal agent) retains the right to exercise its judgment concerning the selection of any proposal or agency and the terms of any resulting contract. The Board of Supervisors makes the final determinations necessary to arrive at a decision to award, or not to award a contract.

B. Lobbyist Ordinance Compliance Certification

Each Respondent submitting a response to this RFP certifies that no lobbying activities will be conducted using funds provided by this contract award.

C. EEO Certification

The selected Respondent will be required to certify and agree that all persons employed by them, their affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex, in compliance with all federal, State, and local anti-discrimination laws.

D. ADA

The selected Respondent will be required to comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 188 of WIOA.

E. Prohibition

Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

F. Compliance with RFP

The response to this RFP shall be made according to the specifications contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal containing conditions or limitations set by the proposer shall be deemed irregular and rejected by the WDB.

G. Truth and Accuracy of Representation

False, incomplete, or unresponsive statements in connection with a proposal may be cause for its rejection. The evaluation and determination of the fulfillment of this requirement shall be in the WDB's sole judgment, and its judgment shall be final and conclusive.

H. Changes to RFP

A Respondent submitting a proposal shall not change the wording of the RFP and no words or comments shall be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to the RFP shall be deemed irregular and rejected.

I. Compliance with All Past, Present, and Future Requirements

All firms awarded contracts will be subject to all actions (past, present, and future) by the U.S. Department of Labor (DOL), State of California – Employment Development Department (EDD), the WDB and the County of Solano regarding matters affecting the contract. This includes but is not limited to periodically issued State WIOA policies and directives.

J. Financial Solvency

The successful service provider must be economically viable and have other funding sources so that it will survive with or without a contract resulting from this solicitation.

K. Funding Restrictions

- Budget must reflect 100% of funds toward actual planned activities;
- Funds may not be used to support activities other than those described in this RFP, and resulting contract;
- Costs may not cover activities not appropriate and reasonable for the operation of this contract;
- Costs may not cover acquisition of equipment not necessary for the operation of the contract; and,
- Costs for activities and expenses incurred prior to the effective date of the contract are prohibited and will not be reimbursed.

L. Past Performance

A Respondent may not be recommended for funding, regardless of the merits of the proposal submitted, if the respondent has a history of contract non-compliance with the WDB or other funding source and/or poor past or current contract performance with the WDB or other funding source. The Respondent may be given a provisional award with the stipulation that specific terms and conditions regarding the areas of concern will be a part of the contract.

M. Public Records Act

All proposals in response to this RFP become the exclusive property of the Workforce Development Board of Solano County. At such time as the WDB recommends a proposal to the Board or a contract to the Solano County Board of Supervisors and that recommendation appears on their agendas, all proposals and related documents become a matter of public record and shall be regarded as public records, with the exception of those proposal parts which are clearly defined by the proposer as business or trade secrets and so marked as “confidential” or “proprietary.”

Neither the WDB nor the County shall be in any way liable or responsible for the disclosure of any such records or any part thereof if disclosure is required under the Public Records Act or other applicable law.

N. Cost of Proposal

Neither the WDB nor the County shall be in any way liable or responsible for any costs incurred in connection with preparation of or delivery of any proposal submitted in response to this RFP.

O. Gratuities

It is improper for any WDB or Solano County officer, employee or agent to solicit consideration in any form from a proposer with the implication, suggestion or

statement that the proposer’s provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer’s failure to provide such consideration may negatively affect consideration of the proposer’s proposal.

A proposer shall not offer or give, either directly or through an intermediary, consideration in any form to a WDB or County officer, employee, or agent for the purpose of securing favorable treatment with respect to the award of a contract. Among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel/entertainment, or tangible gifts.

SECTION FOUR – SELECTION PROCESS

I. PROPOSAL EVALUATION

All proposals received by the specified deadline will be reviewed by the WDB for content, including but not limited to cost, program design, related experience, and professional qualifications of the Respondent.

Staff will review proposals to ensure Respondents meet the minimum threshold of receiving WIOA funding. An applicant’s RFP shall be rejected prior to scoring if it:

- a. Is received at any time after the exact deadline time and date set for receipt of proposals;
- b. Is incomplete or fails to meet all the RFP specifications: i.e., does not clearly document ability to meet specifications on the attached forms;
- c. Does not include a Proposal Cover Sheet signed by the authorized representative;
- d. Is not prepared in the format described; or,
- e. Contains misrepresentation or lack of accurate and specific information by a Respondent.

Should a proposal be disqualified for not meeting the minimum criteria, the proposal will not be reviewed or rated. Final funding decisions cannot be appealed based on disqualification.

The proposals will then be reviewed and rated by an Ad Hoc Committee of the Workforce Development Board. Committee members will evaluate each proposal based on the evaluation numbering system.

Each proposal submitted for consideration will be evaluated and rated on its own merits. The proposal rating criteria and weighting are as follows:

<u>Proposal Rating Criteria</u>	<u>Points</u>
Statement of Need	10
Youth Service Delivery Model	40
Proposed Outcomes	10
Work Plan	5

Related Qualifications and Experience	25
Budget	10
Total Points Available	100

The Committee reserves the right to request additional data, oral discussion, or presentation in support of written proposals. After the results have been validated, the selected proposal will be recommended to the WDB Board of Directors for review and approval. The successful proposer will be notified of this recommendation and invited to attend the Board meeting where a funding hearing and action will take place.

The recommended service provider shall be prepared to enter a contract with the WDB that shall incorporate elements within the proposal. The WDB reserves the right to add stipulations and terms and conditions, deemed to be in the best interest of the WDB during final contract negotiations. Final award of a contract will be contingent upon successful negotiation of an agreement; acceptance by the Respondent of the contract agreement terms and conditions; acceptance by the Respondent of responsibility for achievement of contract goals and objectives; and availability of funding.

If a responding firm fails to sign and return the contract drawn pursuant to this RFP process and contract negotiations within seven (7) days of its delivery to the proposed service provider, the WDB may determine at its sole discretion that the proposed service provider is non-responsive to the terms of this RFP and withdraw the proposed contract. The WDB reserves the right to consider beginning negotiations with another proposer.

Once the final contract is completed, signed and returned, WDB staff will prepare a recommendation to the Solano County Board of Supervisors to approve the final contract.

The RFP files shall be made available for public inspection immediately following contract approval.

II. APPEALS PROCESS

Proposers may appeal the preliminary funding recommendations by submitting a written letter within three (3) working days (May 17, 2022) prior to the Workforce Board meeting to:

***WDB Executive Committee
c/o WDB President/Executive Director
500 Chadbourne Road, Suite A
Fairfield, CA 94534
Attn: "Appeals RFP# FY-22-001
Youth Career in Focus Services"***

Appeals may also be emailed to Tammy Gallentine, Executive and Board Support Specialist, at tgallentine@solanowdb.org.

Appeals will be limited to the following two (2) issues:

1. The requirements, policies and procedures were not followed; or,
2. The rating criterion was incorrectly applied to an applicant's proposal.

Appeals will be heard only if the written request is received by 5:00 p.m. on May 17, 2022. The WDB will make all funding decisions based on recommendations forwarded to the Board with staff input and on any appeals, if applicable.

SECTION FIVE – FORMS

I. REQUIRED PROPOSAL FORMS

- a. Proposal Application/Cover Sheet – Form A
- b. Program Budget Summary – Form B
- c. Certification of Compliance – Form C
- d. General Terms & Conditions Acknowledgment Form – Form D

II. ATTACHMENTS

- e. WIOA 14 Program Elements – Attachment A