

Employ Milwaukee, Inc.

Wisconsin Workforce Development Area #2



REQUEST FOR PROPOSALS

Released February 20, 2020

**Workforce Services –
WIOA Title 1B-In School Youth (ISY) Services**

FUNDING PERIOD: JULY 1, 2020 – JUNE 30, 2021*

*One-year initial contract with possibility for three one-year extensions contingent upon funding and performance.

RESPONSES DUE: Tuesday, MARCH 24, 2020, 4:00 p.m. C.S.T.

Proposers Conferences:

Thursday, February 27, 2020 at 9 am.

Employ Milwaukee, Inc.

2342 N. 27th Street

Milwaukee, WI 53210

****Attendance is not mandatory, but highly encouraged****

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. Auxiliary aids and services are available upon request to individuals with disabilities. If you need this information interpreted to a language you understand or in a different format, please contact Sharron Briggs (Sharron.Briggs@employmilwaukee.org or 414-270-1729). Callers who are deaf or hearing or speech-impaired may reach us at Wisconsin Relay Number 711.

Employ Milwaukee's WIOA Title I Youth Program is funded by Workforce Innovation and Opportunity Act grants provided by the US Department of Labor (USDOL). Any agreements resulting from this RFP may be funded by Employ Milwaukee through the WIOA Youth grants provided by USDOL. The subrecipient must comply with all applicable regulations and the terms and conditions of the WIOA grant provided by USDOL.

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I. Purpose, Funding and Schedule

A. Purpose of Request for Proposal

Employ Milwaukee, Inc. (EMI) announces the release of Workforce Innovation and Opportunity Act (WIOA) funding to organizations providing youth workforce development services. The purpose of this Request for Proposals (RFP) is to solicit qualified vendors to submit innovative proposals for the delivery of comprehensive WIOA Title 1B – In School Youth (ISY) services to the youth populations within Milwaukee County, WI. The primary funding source for the services described herein are available through WIOA. The selected service provider must comply with all WIOA programmatic requirements including all federal, state and local legislation, rules, regulations and policies.

EMI seeks innovative proposals that reflect a clear, evidence-based approach to delivering a comprehensive system to disconnected youth and young adults ages 14 to 21.

Proposals should be based on youth development principles and best practices that support, motivate and prepare youth for continuing educational achievements, successful transition into adulthood, and long-term success in employment. The proposed service design and implementation strategies must be age appropriate and provide a customized mix of services that address the goals and needs of disconnected youth. The services must lead to the attainment (and tracking) of goals and performance measures for youth as articulated in WIOA.

EMI's Youth Committee identified the following as the most significant barriers facing this population: soft skills/interpersonal skills, basic academic and life skills, transportation, lack of understanding of establishing a career path and the resources available to achieve success in the education or workforce beyond high school. As such, the Youth Committee has placed a special emphasis on the following five program elements that most directly address the top barriers facing the ISY youth:

Program Element 1: Tutoring, study skills training, instruction, and dropout prevention

Program Element 2: Leadership development activities

Program Element 3: Career Awareness, Exploration, and Counseling

Program Element 4: Financial Literacy

Program Element 5: Supportive Services

Program Element 6: Postsecondary preparation and transition activities

Program Element 7: Paid and unpaid work experience

B. Overview of Employ Milwaukee, Inc.

Employ Milwaukee, Inc. (EMI), www.employmilwaukee.org is the local Workforce Development Board (WDB) serving Milwaukee County, WI. As the WDB for Milwaukee County, EMI has programmatic and administrative responsibility for services of the Workforce Innovation and Opportunity Act (WIOA) provided in Wisconsin's Workforce Development Area (WDA) #2 (Milwaukee County, WI). EMI carries

forward its work around equity, linking workforce and economic development, and providing services – both directly and as a contracted partner. The following values serve as a guiding force for the work EMI does, and how it will do it with clients, partners, and employers: People-centered, rooted in equity and opportunity, networked and intentional partnerships, regionally responsive, and growth and system-oriented.

To this end, Employ Milwaukee is increasingly applying an intentional youth focused career- pathway based approach to delivering education, training, employability skills, and work-based learning opportunities for youth and young adults at the neighborhood level to advance strong and supportive communities. In doing so, EMI and its service providers has to have the responsibility and capabilities to serve as a catalyst for community-level progress by strengthening the public workforce system and the local network of employment and training opportunities. EMI's vision is to establish a system that is designed to meet residents, participants and businesses where they are.

The In School Youth Program offers individualized services and support to help 14- to 21-year-olds get on a path to self-sufficiency through the determination of a career pathway and the development of job skills.

Services include academic, skills and interest assessments, setting education and employment goals, dropout recovery strategies, placement in paid and unpaid work experience, occupational skills training, and financial literacy. The emphasis on preparing participants for in-demand occupations helps to ensure that jobs will be available. Career planning and case management efforts should result in transitioning youth to postsecondary educational options or successfully directing them into the workforce pipeline with viable career opportunities.

C. Available Funding and Performance Period

The primary funding source for the services described herein are available through WIOA, therefore the selected service provider must comply with all federal, state, and local WIOA programmatic requirements including, legislation, rules, regulations and policies.

EMI will award WIOA funds to entities that demonstrate an ability to effectively deliver and manage services as described herein. It is EMI's expectation **that respondents will become proficient in their understanding of the WIOA Youth services and subsequent regulations.** EMI will provide technical assistance and training on WIOA regulations and policies. All proposals must be comprehensive and address the full scope of services or demonstrate collaboration with other entities that together will deliver the full scope of services contemplated by this RFP.

EMI anticipates funding grant agreements effective July 1, 2020 through June 30, 2021. EMI reserves the right to renew grant agreements for up to three additional one-year periods based on the service provider's achievement of benchmarks, funding availability, ability to leverage funds, compliance with WIOA and the renewal's conformity with EMI's vision for the Milwaukee County Workforce System.

Employ Milwaukee anticipates reserving approximately \$250,000 for In -School Youth funding for grants made under this solicitation. EMI retains the flexibility to adjust funding levels.

Additional funds received by EMI may be disbursed by expanding existing programs or by consideration of proposals not initially funded under this RFP and at the discretion of the Employ Milwaukee Board of Directors.

D. Contract Type

Contracts executed as a result of this RFP process will be paid through cost reimbursement unless otherwise specified. Final contracts will also be subject to any changes in legislation, regulations or policies promulgated by the funding sources. EMI reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of services, performance standards, referral sources and period of performance, as it deems necessary.

E. Tentative Schedule of Events

RFP Release		February 20, 2020
Proposer's Conference – Youth		February 27, 2020, 9:00 am
Proposer Question Deadline		March 6, 2020
Proposer Question Answer posted		March 13, 2020
Proposal Submission Deadline		March 24, 2020, 4 pm CST
Proposer's Required to be Available via Phone for Questions		April 2, 2020
Finalist Presentations to Program Committee		April 20, 2020
Executive Committee Approval		May 1, 2020
Contract Start Date		July 1, 2020

Employ Milwaukee reserves the right to modify this schedule.

EMI Program staff will present the RFP requirements and accept questions during the Proposer's Conference to offer technical assistance to respondents at Employ Milwaukee's corporate headquarters, located at 2342 N. 27th Street, Milwaukee, WI 53210. Entities may submit questions to procurement@employmilwaukee.org until **March 6, 2020 at 4pm CT**. A response to all questions will be available no later than March 13, 2020 at www.employmilwaukee.org. If it becomes necessary to revise any part of this RFP, an addendum will also be posted on the EMI website.

F. Eligible Respondents

Any governmental, not-for-profit, educational institution or for-profit entity properly operating in accordance with federal, state and local laws with a minimum of three years' experience implementing a youth workforce program, may submit a proposal for consideration. Additionally, respondents must be eligible to do business within the City of Milwaukee, Milwaukee County, and/or the State of Wisconsin. Further, a respondent must have a direct service location within Milwaukee County or identify a location in their proposal that will be secured for occupancy as of the grant agreement start date if the

respondent is selected and awarded a grant.

It is EMI's expectation that Respondents and their collaborators offer family-supporting wages and competitive benefits to their employees.

Respondents must submit proposals in which the respondent or subcontractor(s) are identified to provide program components. Respondents may also identify organizations with which they will collaborate to enhance the program design. **Note:** A joint proposal submission is a collaborative submission by two or more entities. A joint proposal submission should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency and the other agency submitting the proposal;
- State the roles and responsibilities of each collaborator;
- Include an organizational chart for each organization and for the collaboration;
- Describe how funds will be allocated within the respective agencies;
- Identify the percentage of each partner's fiscal responsibility; and
- Identify the qualified fiscal agent for the collaborative partnership.

Entities are ineligible if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency or EMI; 2) have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the Wisconsin Department of Revenue or the Federal Internal Revenue Service requirements.

II. Partnership Model -Engagement with EMI

A. Program Team

EMI's Program Team will serve as the program management and oversight for the service provider through its role of managing, monitoring, and providing technical assistance, training, and oversight for WIOA Title 1 Youth programs. The Program Team monitors compliance with all federal, state, and local rules and regulations and contractual obligations, communicates policy changes to service providers, and provides routine training and technical and capacity building assistance. The Program Team receives technical support from DWD and other EMI departments (Business Solutions, Business Intelligence, Planning, etc.).

B. Business Intelligence Team

EMI's Business Intelligence Team is responsible for maintaining data quality and integrity, including but not limited to: EMI's Efforts to Outcomes (ETO) participant and employer data collection system, DWD's Automated System Support for Employment and Training (ASSET), and additional systems as they come under the purview of EMI. The Business Intelligence team is further responsible for upgrades and changes to the ETO system, ETO training, and agency-wide reporting. Data Analysts monitor the quality of data entry and provide technical assistance to service providers as needed. These functions ensure that program and client services captured in training record systems properly conform to regulations.

C. Business Solutions Team

EMI analyzes labor market information and works closely with local employers to identify industries and occupations that are stable and growing. EMI prioritizes employers that provide Milwaukee County job seekers a livable and fair wage, family-friendly benefits, a safe, healthy, and inclusive environment, and advancement opportunities. EMI has identified seven (7) high-growth and high-demand industry sectors that meet these qualifications and will receive a majority of EMI's employment and training resources: Manufacturing, Construction, Healthcare, Information Technology, Financial Services, Retail and Hospitality, and Transportation and Logistics.

EMI's Business Solutions Team (BST) cultivates employer relationships, provides a suite of services to meet the employer's workforce needs, and creates opportunities for employers to engage and influence the work of our ecosystem. Examples of these services include managing customized talent solutions projects, brokering partnerships on behalf of the workforce system, reviewing labor market information, providing opportunities for employers to connect with talent pipelines, and providing varied types of work-based learning opportunities such as incumbent worker training, customized training, on the job training, internships, and apprenticeships.

BST will partner with the selected service providers for youth and young adults participating in work-based learning opportunities. BST also engages in the employer's access to the American Job Center system. BST is the initial point of contact for employers who are in need of Rapid Response Services and partners with the service providers who are responsible for enrolling interested and qualified youth and young adult participants in the Dislocated Worker program.

Selected service providers are highly encouraged to interface with and assist employers. Interactions between the service provider and employers are transactional to provide entry point to services .

Some examples of those services are listed below:

- Provide Job Center of Wisconsin information to inquiring employers
- Schedule onsite recruitment events; and
- Maximize employers' usage and understanding of the Job Center of Wisconsin and its functions
- Intentionally market and connect qualified clients that align with the needs and culture of employers.

Respondent and/or collaborative staff assigned to perform the job development function of WIOA services are expected to participate in the EMI monthly Job Developer Cooperative meetings to ensure maximum service delivery to employers while reducing duplication of outreach and efforts.

D. One-Stop Operator & Required Partners

As noted, a Request for Proposals will be issued by WDAs 1,2, & 3 to identify a Regional One-Stop Operator (OSO) for the period of July 1, 2020 – June 30, 2021. EMI expects that the service provider chosen through this RFP will participate actively with EMI and the Regional OSO in improving the efficacy of the local workforce ecosystem. The term "ecosystem" is intentionally and consistently used by EMI to reinforce the reality that meeting the diverse needs of job seekers and employers in Milwaukee County requires healthy interaction between a community of partnering entities – including each of the WIOA

Required Partners, the municipalities within Milwaukee County, Milwaukee County, community-based providers, economic development professionals working at the county level and on behalf of specific neighborhoods, employers of every size from every sector of the economy, diverse education providers working with students at every academic level, occupational trainers, and many more. The chosen service provider must: demonstrate respect for diverse actors in this ecosystem, understand the necessity of interconnectivity, to meet the needs of individuals seeking work and building careers, and the needs of businesses that employ these individuals.

III. Scope of Work

A. WIOA Youth Program

The Workforce Innovation and Opportunity Act defines the required activities authorized for In-School Services and the selected service provider will be responsible for the provision of those program components and service elements as defined by WIOA Title I. Respondents can explore the authorized activities at variety of online resources such as <https://dwd.wisconsin.gov/wioa/> and <https://www.dol.gov>.

EMI will maintain control and administrative oversight of WIOA training funds for the WIOA – Out of School Youth program. It is expected that the contractor will work to leverage other funding resources by, at a minimum, establishing a method to advise and refer WIOA participants to other programs for services.

The goal of the WIOA- ISY Program is to assist eligible students in determining a career pathway, setting goals to achieve and obtain their secondary diploma, and identifying available resources to assist them in achieving both their career and employment goals. Case management efforts should result in transitioning youth to postsecondary educational options or successfully directing them into the workforce pipeline with viable career opportunities.

Target Population: The target population for the WIOA ISY program is youth between the ages of 14 - 21 attending secondary school as a sophomore, junior, or senior status.

Performance Accountability & Expectations Outcomes:

WIOA- ISY Performance Indicator	PY19 Goal
Unsubsidized Employment or Education Q2 Post-Exit	69.3%
Unsubsidized Employment or Education Q4 Post-Exit	59.7%
Median Earnings Q2 Post-Exit	Baseline
Credential Attainment Rate	58%
Measurable Skill Gain	Baseline

The selected provider must utilize and administer an objective and comprehensive assessment tools

with the in-school youth that identifies education level, prior work experience, personal and career goals, etc.

Career Awareness, Exploration, and Counseling

The provider must be able to develop, facilitate, and administer services needed for the Individual Service Strategy (ISS) for each participant. The selected provider will offer all students the service elements identified and needed to make the students the most successful in achieving the established goals in their Individual Service Strategy. The EMI Program Specialist will provide technical assistance as needed.

The expectation is that thorough and quality case management techniques, strategies, and methodologies are utilized to assist youth in determining a viable career pathway while providing services that meet the needs of the youth to foster successful outcomes for the students and the overall program.

B. Required Program Service & Design Elements

WIOA defines the required activities authorized for WIOA – In School Youth. Respondents must have knowledge of WIOA to understand the scope of authorized activities. WIOA states that funds allocated to youth service providers shall be used for the program design described below (Sec. 129 (c)(1)).

Program design should include an objective assessment of the academic levels, skill levels, and service needs of each participant. The assessment shall include a review for each participant of:

- Basic skills
- Occupational skills
- Prior work experience
- Employability
- Interests
- Aptitudes
- Supportive service needs
- Development needs

Program design should include service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement of objectives, and **appropriate services for the participant based on assessment results.**

Programs should provide the following:

- Innovative and strategic activities that lead to the attainment of a secondary school diploma or its recognized equivalent or a recognized post-secondary credential
- Preparation for post-secondary educational and training opportunities
- Strong linkages between academic learning and occupational learning
- Preparation for unsubsidized employment opportunities
- Effective connections to employers within the high growth/high demand industry sectors of

Milwaukee County, and occupations of the local and regional labor markets

The provider programming and the service delivery model must consist of ALL of the 14 WIOA required services, per Sec. 129 (c)(2). If a provider is bidding with additional partners delivering program elements, please include the Memorandum of Understanding (s), as appropriate using the attached template. The grantee will have the primary responsibility for ensuring that each participant has access to the full continuum of services. Please review the table below in detail, which provides specifics on the 14 WIOA required services. The 14 services are summarized here:

Table A. WIOA 14 Required Services

1. Tutoring, study skills training, and instruction.	8. Adult Mentoring
2. Alternative secondary school instruction or dropout recovery services.	9. Comprehensive guidance and counseling activities
3. Paid and unpaid work experiences.	10. Education offered in workforce preparation context
4. Occupational skills training.	11. Financial literacy education
5. Education offered concurrently with and in the same context as workforce preparation and training	12. Career Awareness, Career Exploration and Career Counseling
6. Leadership Development Opportunities	13. Postsecondary preparation and transition activities
7. Supportive Services	14. Follow-up services

Work-Based Learning

Paid and unpaid work experience must include academic and occupational education and may include work experiences such as summer employment, and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities.

EMI expects the selected contractor(s) to present information on high demand industries to the youth and young adults in order to prepare them for in-demand careers. EMI expects that work experience, on-the-job training, job shadowing, internships or externships, and occupational skills training will be focused in these industries.

Customer Flow and Capacity Level

Unless otherwise notes in the proposal, program models are assumed to operate on an open entry/open exit model throughout the year. EMI expects each funded program to establish and maintain a capacity level of open youth cases. As youth exit the program, contractors must be able to quickly enroll new eligible youth into the program. Successful respondents must strategize on how to manage customer flow to meet the needs of youth and young adults within their program model and achieve performance outcomes. Care should be given to considering how the new Central Intake Model will impact customer

flow.

Date By Which Full Enrollment Must Be Achieved

During the contracting process, selected contractors will be informed of the deadline date by which full enrollment must be achieved. If a contractor does not achieve full enrollment by that date, their participant slots may be moved to another provider, thus impacting their contract amount. EMI wishes to encourage significant and immediate attention to purposeful outreach and recruitment.

The awarded provider will work with the EMI Program Specialist to determine eligible students at the following Milwaukee Public Schools (MPS) high schools: Barack Obama School of Career and Technical Education, Lynde & Harry Bradley Technology and Trade School, North Division High School, Bay View High School, and South Division High School, Audubon High School, and Washington High School. The provider may have additional students to serve through other high schools, but it should not constitute more than 10% of total number of students served.

- School: Barack Obama School of Career and Technical Education
Address: 5075 N. Sherman Blvd., Milwaukee, WI 53209
- School: Bradley Tech
Address: 700 S 4th St, Milwaukee, WI 53204
- School: North Division High School
Address: 1011 W Center Street, Milwaukee, WI 53206
- School: Bay View High School
Address: 2751 S Lenox St., Milwaukee, WI 53207
- School: South Division High School
Address: 1515 W Lapham Blvd, Milwaukee, WI 53204
- School: Audubon High School
Address: 3300 S 39th St, Milwaukee, WI 53215
- School: Washington High School
Address: 2525 N Sherman Blvd., Milwaukee, WI 53210

Additional schools can be ADDED to the list with EMI Approval and the determination of providers capacity to ensure quality comprehensive career planning services. The provider must be able to continue the continuity of services and relationships already established within the current ISY school structure.

Non-Traditional Service Times & Strategies

It is important that youth participants have access to services outside of traditional office hours. EMI will favor providers who can offer some form of 24-hour access (possibly via phone or web), as well as some specified non-traditional hours.

Strategically aligning with the current youth engagement methods should be carefully considered. The youth population that are in schools have many influencers on their time, so service delivery that is creatively implementing strategies to engage the target population in meaningful programming will be highly recommended.

Other Required Program Components

The following contains a list of program components that must be provided regardless of the model.

- Conduct creative outreach and recruitment activities to identify participants for the program.
- Complete a thorough intake interview and collect eligibility documentation for enrollment into the program.
- Conduct individual assessments that are comprehensive in nature and can accurately identify a plan to provide services that are necessary and appropriate for eligible youth to be successful in completing an academic program or entry into a career path.
- Provide academic skills remediation for youth who test below 9th grade in reading and/or math.
- Conduct career exploration activities with structured opportunities to explore a range of career options in an industry, thereby developing work-readiness and industry-relevant competencies.
- Develop individual service strategies (ISS) that address the needs identified through comprehensive assessment, in a manner that is appropriate to the individual, developmental needs of each youth, and follows clear timelines in which to be completed.
- Provide or refer to supportive services as appropriate and identified in the youth ISS.
- Define the terms of participant success for each service delivered.
- Work with employers in the development and structure of work-experiences that match the skills and interests of participants and address the needs of both the youth and employers.
- Develop effective community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment.
- Maintain contact and active engagement with participants to ensure there are no gaps in service.
- Maintain progress of participant activities using the Wisconsin DWD tracking system (ASSET) and EMI's Efforts to Outcome System (ETO).
- Utilize resources made available by Job Center of Wisconsin (com), Wisconomy (www.jobcenterofwisconsin.com/wisconomy/), the US DOL, EMI, and the Wisconsin DWD to effectively deliver services to youth.
- Provide follow-up services for a minimum of one year after exit.
- Comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements as delineated in 2 CFR Part: 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule. And 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200.

C. Staffing

All service provider staff are required to possess the following general skills and knowledge:

- Effective communication skills, both oral and written as needed for each respective position.
- Commitment to continually working towards the development of higher levels of Multicultural Competency.
- Knowledge of Career Pathways for high demand jobs and current Labor Market data and able to share the information to assist participants in making career decisions.
- Proficient in identifying job readiness skill shortfalls and assisting participants to gain the necessary skills for employment.
- Maintain timely eligibility determination, documentation and reporting requirements per

federal, state and local regulations and policies.

- Empathetic, have a positive attitude, and excellent relationship building skills.
- Be open to work as a team with external and internal partners and possess effective problem-solving skills.
- Ability to coordinate with the workforce ecosystem to maximize the overall objectives of EMI, while meeting program goals.
- Focus on building a “talent pipeline” by assisting job seekers with job readiness skills, job search skills, and training opportunities.

In order to limit confusion and develop consistency across service and program types, staff positions are limited to the following titles, although respondents are not required to include each position type within the service delivery plan.

1. Program Director
2. Quality Assurance Manager
3. Quality Assurance Specialist
4. Operations Supervisor or Team Lead
5. Career Planner
6. Job Developer/Paid Work Experience Coordinator

D. Geographic Reach

For the geographic/ community target, EMI has identified specific community areas as high poverty. Knowing that part of the youth eligibility requirement is to be low income, the table below should be helpful in identifying partners and potential students for the WIOA- ISY Program. (see Table 1).

The following zip codes in the City of Milwaukee have 30% or more households earning poverty level income. The 2019 Federal poverty level for a family of four (4) is \$25,750. (Source: <https://aspe.hhs.gov/poverty-guidelines>)

Table 1: High Poverty Level Zip Codes, City of Milwaukee	
<i>City of Milwaukee Zip Code</i>	<i>Percent of Households earning less than \$25,750</i>
53202	27.0%
53203	26.5%
53204	45.8%
53205	52.9%
53206	54.2%
53207	18.4%
53208	40.8%
53209	37.9%
53210	39.2%
53211	23.6%
53212	38.2%
53214	26.7%
53215	33.9%

53216	37.5%
53218	33.7%
53219	23.7%
53220	23.4%
53221	22.5%
53222	24.1%
53223	28.5%
53224	25.1%
53225	26.8%
53227	22.9%
53228	19.1%
53233	69.2%
Source: 2017 American Community Survey 5-Year Estimates	

IV. Submission Requirements and Instructions

The RFP will be available to download from the EMI website:

<https://www.employmilwaukee.org/Employ-Milwaukee/Partners/RFPs.htm>. If you are unable to access or download the RFP, please contact procurement@employmilwaukee.org or (414) 270-1700.

A. Proposal Submission

Proposals must be received by Employ Milwaukee no later than **4:00 pm (CT) on March 24, 2020**. Please submit (2) hard copy proposals with original signature(s) **and** a searchable electronic version (PDF) of the proposal on a jump drive:

ATTN: Peter Coffaro, Vice President of Programs and Business Solutions
Employ Milwaukee, Inc.
2342 N. 27th Street
Milwaukee, WI 53210

Formatting

Proposals must be typed in Microsoft Word in a 12-point font, double-spaced, with pages numbered at the bottom of each page, along with the organization's name.

B. Required Proposal Outline and Components

Each respondent is expected to submit a proposal in a format suitable for ease of review. ***To maintain comparability of proposals, respondents must follow the outline below including all section and sub-section headings exactly as they appear within the maximum page limits for each section as specified below.***

Narrative	Page Maximum	Notes
Agency Identification - Form A		
Proposal Cover Letter	1	Not counted toward max
Qualifications & Experience	3	
Service Delivery Plan	10	
Performance Metrics - Quality Assurance	3	
Proposed Service Goals & Outcomes		Not counted toward max
Budget Summary- Form D		Not counted toward max
Budget Narrative	2	
Total	18	

1. Proposal Cover Sheet (maximum 1 page which is not counted toward the page maximum)

Please specify which model you are proposing.

2. Qualifications and Experience (maximum 3 pages)

The respondent must provide an overview of its organization and staff, capability and qualifications to successfully carry out the services described herein.

- a. Organizational History:** Include the organization's mission, vision, governance structure, and legal status.
- b. Organizational Capacity:** Summarize organizational capabilities and understanding of accounting requirements for contracts involving Federal and State funding. Include your most recent audit report or audited financial statements as an attachment.
- c. Organizational Experience:** Describe prior work at the organizational level (not the individual staff level) that demonstrates expertise in executing and delivering workforce services. Provide at least three (3) professional references as an attachment with full contact information: Name, title, organizations name, address, email address, and phone number.
- d. Prior Performance Outcomes:** Demonstrate experience and success delivering the same or similar workforce services as described in this RFP by providing information regarding prior performance outcomes.
- e. Staff Overview:** Summarize the overall staff and structure of the organization including the number of employees and an organizational chart specific to the proposed service delivery plan as an attachment.
- f. Support of Culturally and Linguistically Appropriate Services:** Provide a statement supporting how all job seekers will receive services that are culturally and linguistically appropriate (attends to racial, ethnic, religious and language domains) and describe how this will be accomplished.
- g. Support of Policies Prohibiting Harassment:** Provide a statement supporting how policies are in place or will be established, supporting ADA/EO/EEO and prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. Describe

how this will be accomplished.

h. Trauma Informed Service: Describe how staff will recognize the widespread impact of trauma and the potential paths for recovery, the signs and symptoms of trauma in clients, families, staff and others involved in the system, and how they will respond by fully integrating knowledge about trauma into policies, procedures, and service delivery model that seeks actively to resist re-traumatization.

3. Service Delivery Plan (maximum 10 pages)

The proposed Service Delivery Plan must describe how the respondent plans to fulfill all duties of the Service Provider.

a. History: Summarize how the organization has delivered services previously and provide detail staff orientation and ongoing professional development and coaching to support the proposal.

b. Effectiveness: Describe how innovative, evidence-based, and promising practices that are nationally recognized have been incorporated into the service delivery plan. Site evidence for how and why the model is effective and how it is culturally and developmentally appropriate for OSY. Provide citations to support the evidence for effectiveness as an attachment.

c. Implementation:

Describe the importance of each phase/level of service and detail plans to ensure meaningful engagement with youth and young adult seeking a career path and/or assistance with entering the workforce pipeline for the following:

- Identification/Recruitment
- Basic Services
- Individualized Services including assessment, development and planning of Individualized Service Strategies to include:
 - Supportive Services
 - Follow-up Services
 - Include details regarding how job seekers will be assessed using formal standardized tools along with other less formal methods. Describe in detail how assessment tools and methods will be integrated within service delivery.
 - Describe how individualized plans will be developed using a customer driven approach. Detail the basic components for an IEP and describe how Career Planners will provide support and guidance for successful IEP implementation resulting in job readiness and placement.
 - Explain how staff will determine what individual job seekers need and how staff will monitor progress.
 - Provide the organization's definition of job ready candidates. Explain how staff will be organized to manage, deliver and develop the needs of job seekers resulting in job placements. Explain what methods or practices will be used to increase job placements.
 - Demonstrate knowledge and use of relevant Labor Market information and Career Pathways that are most in demand in Milwaukee County, WI.

d. Staff Qualifications and Support

- Describe all key management and staff conducting the proposed services including education and experience requirements for each position including amount of relevant experience serving youth with unique needs and barriers.
- Detail initial and on-going training and mentorship that staff will receive in order to provide high quality workforce services
- Specify a plan to train staff about career pathways for high demand jobs.
- Include job descriptions and/or profiles for all key staff as proposal attachments.
- Describe how the organization offers family supporting compensation, fringe benefits, career development, and training opportunities

e. Knowledge of Cultural and Socioeconomic Factors: Describe such factors impacting job seekers in Milwaukee County and explain how the proposed approaches for working with job seekers address such factors for outreach, engagement and delivery of services.

f. Job Seeker and Participant Feedback: Describe how ongoing input from job seekers will be gathered, documented and considered for continuous quality improvements to program planning, implementation and evaluation.

g. Coordination with Business Solutions: Describe how the proposed services will be coordinated with EMI's Business Solutions team, specify how job seekers will be assessed, developed for job readiness and referred to the Business Solutions Team in a timely manner.

- Describe the proposed approach to interfacing with the Business Solutions team given the scope of this RFP.
- Describe specific reporting related to the talent pipeline that will be provided to the Business Solutions team to help broker relationships on behalf of the system (i.e. number of job ready candidates for specific careers, number of job seekers in training for specific careers, etc.).

h. Coordinated Services, Partnerships, and Collaborations:

- Explain the organization's experience working with required partners, cross-functional teams and the functional management of staff.
- Explain how the organization will braid that experience into the Milwaukee County public workforce system.
- Identify and describe your relationships with collaborative partners. Describe how your collaborative relationships are developed and maintained.

i. Barriers: Describe potential barriers to success of the proposed plan and how these barriers will proactively be addressed.

J. Continuity of Services: Describe how continuity of services will be maintained for jobseekers when there is a change in the organizational environment (e.g. staff turnover, changes in leadership, etc.).

4. Performance Metrics – Quality Assurance Plan (maximum 3 pages)

The service provider is required to maintain appropriate documentation and files for reporting and monitoring purposes. All documentation must be collected and entered into required data systems on an on-going basis per DWD and EMI policies and procedures.

- a. Data Collection and Management Plan:** Describe the plan for data collection and management within the required DWD and EMI data systems such as Efforts to Outcomes (ETO) and ASSET.
- b. Internal Data Monitoring and Controls:** Describe methods used to ensure quality assurance and data integrity via monitoring and internal controls. Specify procedures in place to correct errors in a timely manner and practices used to limit reoccurring errors.
- c. WIOA Performance Measures:** Describe how the service delivery model will help ensure that together, the service provider and EMI can meet and exceed its annual WIOA negotiated performance targets. For your reference, please find below the PY 2019 WIOA Performance Targets.

Common Measure	Goal
Youth Q2 Unsubsidized Employment	58%
Youth Q4 Unsubsidized Employment	57%
Youth Median Earnings	Baseline
Youth Credential Attainment Rate	58%

- d. Proposed Service Goals and Outcomes:** Describe the numbers to be served. (Use Form C which is not counted toward the page limit). Please note the following caveats to the numbers proposed to be served:

- Providers will have to serve participants that were enrolled prior to contract date of July 1, 2020.
- Providers will be asked to exceed all WIOA performance targets by 10%. (*Example:* Provider submits proposal to enroll 100 new youth participants: 68% will need to be placed into unsubsidized employment at Q2 exit. Of those proposed to enter training, 68% will need to attain a WIOA recognized credential.

5. Budget Summary Form (use Form D which is not counted toward the page limit).

6. Budget Narrative (maximum 2 pages)

Provide a Budget Narrative with all requested details as follows:

- a. Full-Time Equivalent (FTE) Staff:** Clearly identify the number of FTE staff with corresponding position titles that are included in the Service Delivery Plan. The total number of FTE described must equal the number entered on the Budget Summary Form.
- b. Personnel Salaries:** Clearly describe and provide the formula(s) used to determine the total amount requested for Personnel and Salaries. The total amount must equal the amount entered on the Budget Summary Form.
- c. Fringe Benefits:** Clearly describe and provide the formula(s) used to determine the total amount requested for Fringe Benefits. The total amount must equal the amount entered on the

Budget Summary Form.

d. Travel: Clearly describe and provide the formula(s) used to determine the total amount requested for Travel. The total amount must equal the amount entered on the Budget Summary Form.

e. Staff Development: Clearly describe and provide the formula(s) used to determine the total amount requested for Staff Development. The total amount must equal the amount entered on the Budget Summary Form.

f. Insurance: Clearly describe and provide the formula(s) used to determine the total amount requested for Insurance. The total amount must equal the amount entered on the Budget Summary Form.

g. Audit: Clearly describe and provide the formula(s) used to determine the total amount requested for Auditing completed during the contract period only. The total amount must equal the amount entered on the Budget Summary Form. Please note, EMI will not reimburse for audits completed before or after the contract period.

h. Other: Clearly describe all items included as “other” and provide the formula(s) used to determine the total amount requested. The total amount must equal the amount entered on the Budget Summary Form.

i. Supplies: For each type of supply requested, clearly describe and provide the formula(s) used to determine the total amount requested for each type of supply (i.e. telephone/cell phones/hotspots, postage, etc.). The total amount for each supply category must equal the amount entered on the respective cell on the Budget Summary Form.

j. Administrative/Overhead: Clearly describe and provide the formula(s) used to determine the total amount requested for Administrative/Overhead. The total amount must equal the amount entered on the Budget Summary Form.

k. Federal Indirect Approved: Clearly describe and provide the formula(s) used to determine the total amount requested for Federal Indirect Approved, if applicable. The total amount must equal the amount entered on the Budget Summary Form. Please note, if the organization has a Federal Indirect Approved rate, letter from DOL with rate must be included as an attachment to the proposal.

l. Non-Direct: Clearly describe and provide the formula(s) used to determine the total amount requested for Non-Direct. The total amount must equal the amount entered on the Budget Summary Form.

m. FOR-PROFITS ONLY: Profit Amount Expected - clearly describe and provide the formula(s) used to determine the total amount requested. The total amount must equal the amount entered on the Form D.

V. Proposal Review and Evaluation Process

Applications will be evaluated by a team of reviewers, which may include WDB members, outside experts and staff. An entity’s failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause EMI to deem the proposal non-responsive and thus ineligible for review.

A. Fiscal Review

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

B. Program Narrative Review

Members of the review team will conduct an in-depth assessment of the program narrative section for each proposal. A scoring instrument will be used based on the evaluation criteria listed in the RFP.

C. Past Performance Review

Through this process, EMI will review a respondent's performance on any previous and/or existing EMI grant agreement(s), as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e., number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, EMI may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

After analyzing all of the data submitted, and any additional analysis of the geographic distribution of the programs to ensure community access for Milwaukee County residents as well as coverage of special populations, EMI will select respondents for recommendation to the Program Committee of the WDB and Executive Committee of the WDB for approval. Once approved by the WDB, EMI may award grant subcontractor agreements to successful respondents.

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the specific needs of the population(s) being targeted.

D. Evaluation Criteria

Proposals evaluated with a score below 31 (out of a possible 100 points) will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. EMI reserves the right to contract with any respondent that falls within the acceptable point range. EMI is not required to contract with the entity receiving the highest score as a result of the proposal review process. Factors

such as population served, and geographic need may carry significant weight.

All proposals will be scored according to the evaluation criteria set forth below and ranked from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by EMI, the need for the proposed services, and past performance.

E. Criteria Point Value

Table 3: Criteria Point Value	
Qualifications & Experience	15
Service Delivery Plan	55
Performance Metrics – Quality Assurance Plan	10
Realistic and Clear – Proposal Overall	10
Reasonable Costs – Budget Summary and Budget Narrative	10
Total Points Available	100

F. Limitations

EMI shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate EMI to award a contract. EMI reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of EMI to do so. EMI may require successful applicants to participate in contract negotiations prior to contract finalization. EMI shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

G. Disclaimers

All contract awards by EMI, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the WDB and the execution of a contract with EMI.

EMI also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all delegate agencies selected pursuant to this RFP, if additional funds become available, based on service provider performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

H. Notice of Award

All respondents will be notified by mail as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to EMI's Vice President of Programs and Business Solutions at procurement@employmilwaukee.org.

I. Protest Procedures to Resolve Procurement Disputes

Any applicant desiring to protest a determination concerning this RFP must file a protest with EMI no later than five (5) calendar days following notification of the WDB vote. All protests shall be submitted in writing to procurement@employmilwaukee.org, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. EMI shall resolve any protest based upon the written protest and any oral and written response thereto provided by EMI staff, in conjunction with the Board's consideration of the application and the review panel recommendation. Resolution of the protest shall be by WDB vote and shall be deemed final.

In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

J. Disallowed Costs and Cancellations

Successful bidders must accept liability for all aspects of any WIOA program conducted under contract with EMI. Successful bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. EMI 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. Bidders must accept liability for all aspects of any WIOA program conducted under contract with EMI.

K. Contracting

The contract award will not be final until EMI and the respondent have executed a mutually satisfactory contractual agreement. EMI reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the WDB approval of the award and execution of an award letter and/or full contractual agreement between the successful respondent and EMI. 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 federal or state governments. EMI 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.

L. Cost and Negotiations

EMI reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected. 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.

M. Modification of Contracts

Any contract awarded pursuant to this RFP may be unilaterally modified by EMI upon written notice to the contractor under the following circumstances:

- a) Contractor fails to meet performance and service expectations set forth in the contract, or
- b) The federal or state government increases, reduces or withdraws funds allocated to EMI, which impact services solicited under this RFP, or
- c) There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

N. Insurance Levels

EMI expects that the selected provider will secure and keep in force during the term of the agreement, the following insurance coverages, covering provider for any and all claims of any nature which may in any manner arise out of or result from the provider's performance under this agreement. The provider shall, at its sole cost and expense, provide:

- Commercial General Liability Insurance policy providing coverage against claims for personal injury, death or property damage occurring in connection with the Project. The limits of such insurance shall not be less than \$1,000,000 combined single limit per occurrence, \$2,000,000 aggregate;
- Worker's Compensation coverage consistent with the laws of the State of Wisconsin;
- Commercial Automobile Liability Insurance, including Non-Owned and Hired Auto Liability with a limit of not less than \$1,000,000;
- Commercial Umbrella Liability coverage of at least \$2,000,000;
- A Network Privacy and Security Policy (also known as cyber liability) providing coverage with a minimum limit of \$2,000,000.

VI. Glossary and Definitions

Applicant: means any individual who applies to Employ Milwaukee or its subcontractors for available workforce services. For specifically funded programs, applicant remains an applicant until the provisions for "customer" have been met.

Assessment: The process by which applicants are interviewed to determine their employability, motivation, aptitude, family situation, education and training, attitudes, transportation, support needs, abilities and interests in order to assist in developing an Individual Employment Plan for the attainment of the individual's career goals. Testing and counseling are a part of the assessment process.

Basic Skills Deficient: The label given an individual who computes or solves problems, reads, writes, or speaks English at or below the **eighth-grade level** or is unable to speak English at a level necessary to

function on the job or in society.

Basic Skills Goal: A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

Career Planning/Career Coaching: The provision of a participant-centered approach in the delivery of services, which are designed to ensure and coordinate individual employment plans, including service strategies for job-seekers to ensure access to necessary Workforce Innovation and Opportunity Act funded activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement.

Common Measures: Performance measures for all job seekers served through the workforce system including: Staff Guided Entered Employment; At Risk Employment Retention; Total Job Seekers Educational Achievement; Placement in Employment, Education, or Training; Retention in Employment, Education, or Training; Earnings after entry into unsubsidized employment; Credential Rate; and In-Program Skills Gain.

Contractor: refers to an entity, which receives financial assistance from Employ Milwaukee for the purpose of administering Board programs, projects, or parts thereof. A contract establishes a legal obligation to perform the services specified for agreed upon costs.

Cost Principles: refers to fact that all costs reimbursed via WIOA funds must be reasonable, necessary, allowable and allocable. These principles are defined as follows:

- **Reasonable/necessary cost:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Consideration shall be given to: (a) whether the cost is a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award; (b) the restraints or requirements imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and State laws and regulations, and terms and conditions of the award; (c) whether the individuals concerned act with prudence, considering their responsibilities to their organization, employees, customers, the public at large, and the Government; (d) whether costs are consistent with established practices of the organization and do not unjustifiably increase the costs. Reasonableness of costs may be established by comparison with other proposals (best price – same product), historical data, comparison with prior in-house costs, and/or comparison with similar labor market costs.
- **Allowable cost:** "To be allowable, a cost must be necessary and reasonable for proper and efficient administration of the program, be allocable thereto under these principles, and except as provided herein, not be a general expense required to carry out the general (i.e. non-Board funded) business of the sub-recipient. Costs charged to the program shall be

consistent with those normally allowed in like circumstances in non-federally sponsored activities and with applicable state and local law, rules, and regulations...”

Credential: An industry or state recognized degree, certificate or credential. These include, but are not limited to: high school diploma, GED, or other recognized equivalents, postsecondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (TEGL 17-05)

Customer: An Employer or Job Seeker that has requested assistance, or determined to be eligible for a Board sponsored program. Job Seeker customers in specifically funded programs may have to be verified as being certified eligible to continue to receive services e.g. (Case Management, Training etc.)

Customized Training: Training that is designed to meet the special requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to hire an individual upon successful completion of the training and for which the employer pays a significant portion of the cost of the training.

Date of Exit: Represents the last day on which the individual received a service funded by the program or a partner program (see definition of “exit”).

Date of Participation: Represents the first day, following a determination of eligibility (if required), that the individual begins receiving a service funded by the program (see definition of participant).

Diploma: The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and bachelor’s degrees (BA and BS).

Dislocated worker: means an individual as referenced under WIOA.

Economically Disadvantaged: An individual who received an income, or is a member of a family that received a total family income that, in relation to family size, does not exceed the higher of the poverty line, or 70 percent of the Lower Living Standard Income Level (LLSIL).

Educational Gain: At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Efforts to Outcomes (ETO): EMI’s integrated workforce data system that will be used to record and track all job seeker information including eligibility information, service plans and employer services including posting and filling job orders.

Eligible (Eligibility): Refers to an individual’s ability to receive services under the Workforce Innovation and Opportunity Act and required documentation.

Employed at Date Of Participation: An individual employed at the date of participation is one who:

- Did any work at all as a paid employee on the date participation occurs?
- (except the individual is not considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or b) he/she is a transitioning service member;
- Did any work at all in his/her own business, profession or farm?
- Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
- Was not working but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.

Enrollment: Refers to the completed process by which an eligible participant has been referred for WIOA services and for whom required documents have been completed and entered into ETO or the State's tracking system (ASSET).

Employers: refers to all establishments of any size, organized as sole proprietorships, partnerships or corporations engaged in legal commerce who hire employees for money wages under conditions conforming to State and Federal labor laws.

Employment: as defined in DWD and Employ Milwaukee policies means full-time (no less than 30 hours per week) work in the job trained for, or in a training-related occupation, at or above wages, which meet Employ Milwaukee standards; preferably benefits are included, with exception of summer work experience.

Grant: means funds awarded from a specific funding source by the State Department of Workforce Development, an agency of the State of Wisconsin.

Historically Underutilized Business (HUB): is a business at least fifty percent owned and operated by minority group members, as defined by State law. Federal regulations define Disadvantaged Business Enterprises (DBE) and Minority or Woman Owned Business enterprises (MWBE) as a publicly traded or privately owned business, at least fifty-one percent of which is owned by minority group members determined to be disadvantaged. Minority members include Blacks, Puerto-Ricans, Spanish-speaking Americans, American Indians, Eskimos, and Aleuts, Asian Pacific Americans, and Asian Indians. Female owners or female owned businesses are also considered to qualify as minority business enterprises. Such businesses will be offered maximum opportunities to compete for Employ Milwaukee contracts.

Individual Employment Plan (IEP): A plan developed for a job seeker identifying the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services required for the participant to achieve the employment goals.

Incumbent Worker Training: Training designed to meet the special requirements of an employer (or group of employers) for a skilled workforce or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Training is conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker.

Job Center of Wisconsin: www.jobcenterofwisconsin.org is a website developed and maintained by the Wisconsin Department of Workforce Development. The Job Center of Wisconsin is a resource that provides links and tools that the regional business community can use to post position vacancies and access a database of resumes, which have been submitted by job seekers.

Job Retention: The period an individual remains in an unsubsidized job following placement. The period of required retention is determined in accordance with WIOA, or as dictated by the funder.

Job Search Assistance: Training, which provides the participant with the instruction and necessary skills to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques and networking. Job search assistance must be offered to all participants and may be delivered individually or in group settings.

Job Development: The planned and organized effort by agency representatives to encourage employers or business organizations to make jobs available for WIOA participants.

On-the-Job Training (OJT): Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of job and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and the additional supervision related to the training. OJT is limited in duration as appropriate to the occupation for which the participant is being trained.

Participant: means an individual who: is determined eligible to participate in Employ Milwaukee funded Program; and receives a service funded by the program in either a physical location (one-stop career center of affiliate site) or remotely through electronic technologies.

Personal Responsibility And Work Opportunity Reconciliation Act of 1996: is the act which initiated major reforms in welfare (also called Welfare Reform) by replacing the former Aid for Dependent Children (AFDC) and Job Opportunities and Basic Skills (JOBS) programs, and amending JTPA, the Supplemental Security Income (SSI) program, Child Protection and Child Care laws, and the Food Stamp program to facilitate moving welfare customers into paid employment.

Program Income: means income received by Contractor directly generated by a grant or sub grant supported activity or earned only as a result of the grant or sub grant (Reference: 20 CFR, 627.450). Such earnings include, but may not be limited to, income from fees for services, rental of property, or sale of commodities; interest earned on advances; and in the case of public or private non-profit agencies, revenues earned from a contract in excess of actual costs incurred in providing the contracted services.

Regulations permit fee-for-service arrangements; however, any resulting income must be tracked and accounted for separately from other program funds. Program Income earned under Employ Milwaukee funded programs must be reported to Employ Milwaukee and must be used only for Employ Milwaukee purposes and for the program in which it was earned.

Proposer/Respondent denotes the interested party, the audience for this RFP document, and the probable respondent to the solicitation.

Proposers' Conference is a conference scheduled in conjunction with the RFP process to offer technical assistance to explain or clarify the RFP document and to answer questions. This conference is the only opportunity afforded potential respondents/respondents to obtain guidance on the scope and nature of the work required or asks other technical questions concerning a solicitation. All questions on such matters will be asked and answered in written form. Attendance at the Proposers' Conference is not mandatory but is strongly encouraged. NOTE: All Employ Milwaukee Board members, officers, and staff are precluded from entertaining questions concerning a proposal or the procurement process outside the confines of the Respondents' Conference. Potential respondents are asked to respect these conditions by not making personal requests for assistance, except at the Proposers' Conference.

Qualified Registered Apprenticeship: A program approved and recorded by the U.S. Department of Labor Employment and the Wisconsin Bureau of Apprenticeship Standards.

Rapid Response: provides early intervention assistance designed to transition workers to their next employment as soon as possible.

Registered Participant: A person, who has been certified eligible, recorded in ASSET and has been provided at least one Career Service.

Regs or Regulations: means those rules, regulations, and their amendments, promulgated by the United States Department of Labor (DOL), Health and Human Services Commission (HHSC), U.S Department of Agriculture (USDA) and/or the Wisconsin State Department of Workforce Development and other specific funding sources made available to Employ Milwaukee through DWD.

Sarbanes-Oxley Act (SOX): This 2002 Act contains significant protections for corporate whistleblowers.

School Drop Out: In WIOA, the term "school dropout" means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

State: means the Wisconsin State Department of Workforce Development and/or the Governor of the State of Wisconsin.

Supplemental Nutritional Assistance Program (SNAP): is a program to assist food stamp recipients to enter employment and training activities which promote long-term self-sufficiency, authorized under

the Food Stamp Act of 1997, as amended by the Person Responsibility and Work Opportunity Reconciliation Act of 1996 (also called the Welfare Reform).

Supportive Services: Services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIOA.

Temporary Assistance to Needy Families (TANF): a program provided through the Department of Children and Families Department to persons meeting certain residency, income and resource criteria as provided for under the Personal Responsibility and Work Opportunity Reconciliation Act and the Temporary Assistance for Needy Families block grant.

Termination means (a) any cessation of a contract with Employ Milwaukee; and (b) for customers in WIOA or other specifically funded programs, termination means official completion from all Contractor program activities and services with no further services to be provided.

Wisconsin State Department of Workforce Development (WI DWD) is the state agency that operates an integrated workforce development system through the consolidation of job training, employment and employment related education programs

Work Readiness: means measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values, clarification, and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters.) They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image. Please note: this term applies to the current WIOA statutory youth measures only; it does not apply to the common measures.

Workforce Innovation Opportunity Act (WIOA): signed into law on July 22, 2014. WIOA is landmark legislation designed to strengthen and improve our nation's public workforce system and help put Americans, especially youth and those with significant barriers to employment, back to work. WIOA supports innovative strategies to keep pace with changing economic conditions and seeks to improve coordination between the core WIOA and other Federal programs that support employment services, workforce development, Youth education and literacy, and vocational rehabilitation activities. Complete Act may be found at: www.doleta.gov.

ATTACHMENT A

Administrative Requirements & Assurances

This section is a listing of General Administrative Requirements that will be required to be adhered to throughout the term of the grant. Employ Milwaukee is largely funded by federal dollars through the Department of Labor and therefore follows the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*: 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements; Final Rule; 2 CFR Part 2900: DOL Exceptions to 2 CFR Part 200; 48 CFR Part 31; and with additional restrictions imposed based on the individual grant source. Respondents unable to meet these standard requirements will not qualify.

Proposals must contain a response to this Administrative Requirements section by completing all required Administrative Forms. Failure to respond to a requirement may be cause for rejection of the Respondent's proposal.

- **Proposers** must submit the following documentation:
 - 1) Annual Balance Sheet and a Profit/Loss Statement
 - 2) Copy of Annual Audit Report
 - 3) W-9
 - 4) Current Certificate of Liability
 - 5) Budget Narrative (Form D)
 - 6) Subgrantee Internal Control Questionnaire
 - 7) Subrecipient Contacts (Form A, Page 1 and 2)

Additional administrative requirements are as follows.

- **Adhere to Policies:** At any time, the US Department of Labor or the State of Wisconsin Department of Workforce Development may issue Training and Employment Guidance Letters (TEGL) or other policy. Additionally, Employ Milwaukee may change policies in its plan at any time. These policies may or may not result in changes to fiscal or operational procedures but must be followed. Employ Milwaukee will receive and disseminate all policies directly to the service provider.
- **File Maintenance/ Record Keeping:** Files must be maintained for each participant in manner consistent with federal, state and local regulations and procedures, and with the WDB File Retention Policy found in the WIOA Plan.
- **Confidentiality and Security:** The Grantor and the sub-recipient will both engage in measures to protect the confidentiality and to protect against unauthorized access or disclosure of workforce information (including, but not limited to):
 - 1) Limit paper documentation (reports, screen prints, etc.) containing workforce information of a confidential or personal identifiable nature.
 - 2) Store paper information in a place physically secure from access by unauthorized persons.

- 3) Store and process the data in an electronic format in a way that is secure from access by unauthorized persons.
 - 4) Take precautions to ensure that only authorized personnel have access to the computer systems in which the data is stored.
 - 5) Make the data accessible only to staff who require it in the official performance of their job duties; all data will be kept in the strictest confidence.
- **Source Documents:** The sub-recipient is responsible to comply with regulations which include the collection and storage of customer source documents and have written policies in place for instruction regarding these requirements within its own organization. All customer source documentation shall be kept in an orderly fashion in the customer file.
 - **Records Retention:** Participant files shall be maintained for seven (7) years after the last date of service including follow-up. This requirement also pertains to respondents that have been determined eligible but not served and to respondents determined ineligible, refused certification or otherwise not served. All records pertinent to complaints/grievances/appeals and resolutions must also be retained for seven (7) years.

In addition, the selected sub recipient shall ensure compliance with all the established requirements in the Code of Federal Regulations (CFR); 2CRF200, and

- **Provide Employ Milwaukee personnel access to:**
 - Accounting systems, electronic spreadsheets, general ledger, balance sheets, income and expense reports and all other financial activity reports of the sub recipient.
 - All financial policies and procedures, including billing and collection policies and purchasing and procurement policies
 - Accounts payable systems and policies
- **Ensure adequacy of agency fiscal systems to generate needed budgets and expenditure reports, including:**
 - Accounting policies and procedures
 - Budgets
 - Accounting system and reports
 - Submit a line-item budget with sufficient detail to permit review and assessment of proposed use of funds for the management and delivery of the proposed services
 - Document all requests for and approvals of budget revisions
 - Establish policies and procedures to ensure compliance with sub grant provisions
 - Document and report on compliance as specified by the grantee
 - Develop and maintain a current, complete, and accurate asset inventory list and a depreciation schedule that lists purchases of equipment by funding source
 - Make the list and schedule available to the grantee upon request
 - Ensure that budgets and expenses conform to federal cost principles
 - Ensure fiscal staff familiarity with applicable federal regulations and GAAP

- Make available to the grantee very detailed information on the allocation and costing of expenses for services provided
 - Have in place policies and procedures to determine allowable and reasonable costs
 - Have in place reasonable methodologies for allocating costs among different funding sources and Employ Milwaukee categories
 - Make available policies, procedures, and calculations to the grantee on request
 - Have in place systems that can provide expenses and client utilization data in sufficient detail to determine reasonableness of unit costs
 - Maintain payroll records for specified employees
 - Establish and consistently use allocation methodology for employee expenditures where employees are engaged in activities supported by several funding sources.
 - Make payroll records and allocation methodology available to grantee upon request.
- **Transparency** – Employ Milwaukee operates under open meeting laws. The selected proposer must be aware of and adhere to open records for all program matters and open meetings where the program is being discussed. Employ Milwaukee considers all records and program plans funded with federal dollars as open records which must be made available to anyone requesting such information.
 - **Data and Customer Tracking Systems**
 ASSET is the current web-based, state-managed database system that supports workforce systems in Wisconsin. ETO is the current web-based, Employ Milwaukee-managed database that supports workforce systems in Milwaukee County. The successful applicant will be required to use ASSET and ETO to record and track all participant activities, including services rendered and outcomes achieved.
 - **Accessibility and Equal Opportunity**
 Employ Milwaukee is committed to equal access for all customers to all services. All proposers must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any federally funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All proposers are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receives accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: “Reasonable accommodations and auxiliary aids and services are available upon request to individuals with disabilities.”

Employ Milwaukee Expectations

- **Service:** Proposer who can provide additional hours of services, including evening and weekends.
- **Community Collaboration:** Employ Milwaukee promotes collaboration and non-duplication of services in the community. The selected WIOA contractors are expected to work with providers

of other workforce development and economic development agencies in the area to ensure that WIOA Title 1 Youth Services are not duplicative of those offered in the county.

- **Innovation and Evidenced Based Practices:** Innovation occurs when evidence-based practices are enhanced or applied in a new way. The selected contractor (s) is expected to provide services that are innovative and evidenced-informed and to back-up the model with data that demonstrate such.

ATTACHMENT B

PROPOSAL CHECKLIST

	Included/Done
RFP FORMAT	
Document meets required format.	
Table of Contents is included	
Document follows outlined sections and each section is clearly labeled. Page numbers are included.	
Document meets required page limit.	
Correct numbers of copies are included in packet with searchable PDF on a jump drive	

PROPOSAL NARRATIVE	
1. Proposal Cover Letter – Form A	
2. Qualifications & Experience	
3. Service Delivery Plan	
4. Performance Metrics - Quality Assurance - Form C	
5. Budget Summary Form – Form D	
6. Budget Narrative	
7. If applicable, Model 2 Career Pathways	

FORMS	
Form A – Cover – Agency Identification Form (Referenced above).	
Form B – Certificate of Respondents Assurances	
Form C – Proposed Service Goals & Outcome (Referenced above).	
Form D – Budget Summary Form (Referenced above)	
ATTACHMENTS	
Certification of Regarding Debarment	
Certification Regarding Drug Free Workplace	
Certification Regarding Lobbying	
Certification Regarding Conflict of Interest	
Certification of Affirmative Action Plan	
Subgrantee Internal Control Questionnaire	
Proof of Incorporation Status or Agency Status	
Proof of Bonding (if applicable) and Certificates of Insurances	
Organizational Chart	
Job Descriptions and Resumes	
Copy of most recent audit report	
W-9	
Copy of last two years of workforce program monitoring reports	
List of References	

ATTACHMENT C. Assurances & Certifications

All responses to this RFP must include the statement of concurrence (Certification of Respondent), which states that the respondent has read this section of the RFP and is prepared to sign a contract, should the proposal be selected for funding, which includes these assurances and certifications:

A. System for Award Management and Universal Identifier Requirements

1. Requirement for System of Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. Requirement for unique entity identifier

If you are authorized to make subawards under this award, you:

- i. Must notify potential subrecipients that no entity (*see* definition in paragraph [3] of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
- ii. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

3. Definitions

For purposes of this award term: **System of Award Management (SAM)** means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

Unique entity identifier means the identifier required for SAM registration to uniquely identify business entities.

Entity, as it is used in this award term, means all of the following, as defined at 2 CFR parts 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and

- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330)
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

B. Federal Funding and Accountability and Transparency Act

1. Reporting of first-tier subawards

- i. *Applicability.* Unless you are exempt as provided in paragraph [4.] of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph [5.] of this award term).
- ii. *Where and when to report.*
 - a. You must report each obligating action described in paragraph [1.i.] of this award term to EMPLOY MILWAUKEE.
 - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
- iii. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

2. Reporting Total Compensation of Recipient Executives

- i. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if:
 - a. the total Federal funding authorized to date under this award is \$25,000 or more;
 - b. in the preceding fiscal year, you received:
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement

contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

- c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- ii. *Where and when to report.* You must report executive total compensation described in paragraph [2.i.] of this award term:
 - a. As part of your registration profile at <http://www.sam.gov>.
 - b. By the end of the month following the month in which this award is made, and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives

- i. *Applicability and what to report.* Unless you are exempt as provided in paragraph [4.] of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the sub recipient's five most highly compensated executives for the sub recipient's preceding completed fiscal year, if:
 - a. in the sub recipient's preceding fiscal year, the subrecipient received— (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - b. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- ii. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph [3.i] of this award term:
 - a. To the recipient.
 - b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

4. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

5. Definitions

For purposes of this award term:

Executive means officers, managing partners, or any other employees in management positions.

Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or sub recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- a. *Salary and bonus.*
- b. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- c. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- d. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- e. *Above-market earnings on deferred compensation which is not tax-qualified.*
- f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

C. Assurances

Subrecipient Agreements/ Contractor Agreements

Respondents may have subrecipients or subcontracts to fulfill all or part of the services to be provided, but the intentions to have subrecipients or subcontract must clearly be stated in the response to the RFP. Any subrecipient agreements or subcontracting not specifically stated in the proposal or in the contract must have EMI approval.

Respondents detailing the use of subcontracted services in order to fulfill the contract shall submit documentation proving compliance with Procurement Standards. Respondents should be aware that

citing a partnership within the proposal is **not** a substitution for following Procurement Standards as set forth in 2 CFR 200.318 -320. All intended contracts, either entered or planned, greater than the Micro-Purchase threshold of \$10,000 will be required to supply procurement documentation sufficient to prove adequate competition.

Any intended/executed subcontract entered into by the respondent, with the intent to charge costs to the WIOA Adult/ Dislocated program, either prior or post, an award from EMI, will be subject to review of its procurement procedures. In the event that EMI finds respondent to be negligent of proper procurement procedures and documentation it reserves the right to either disqualify the respondent from the RFP process or find the respondent in breach of its contract; in the event a contract is awarded.

1. **Personally Identifiable Information.** Recipients must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Recipients must meet the requirements in Training and Employment Guidance letter (TEGL 39-11, Guidance on the Handling and Protection of Personally Identifiable Information (PII)), (located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872).
2. **Audits.** Organization-wide or program-specific audits shall be performed in accordance with the Single Audit Act Amendments of 1996. Recipients that expend \$750,000 or more in a year in Federal awards shall have an audit conducted for that year in accordance with the requirements contained in 2 CFR 200.501. The provisions of 2 CFR Subpart F, Audit Requirements, will apply to audits of non-Federal entity fiscal years beginning on or after December 26, 2014. The revised audit requirements are not applicable to fiscal years beginning prior to that date.
3. **Veteran's Priority Provisions.** 38 U.S.C. 4215 requires recipients to provide priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. The regulations implementing this priority of service can be found at 20 CFR part 1010. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. ETA's Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009) provides guidance on implementing priority of service for veterans and eligible spouses in all qualified job training programs funded in whole or in part by DOL. TEGL No. 10-09 is available at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.
4. **Drug-Free Workplace.** The Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR 182 require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.
5. **Prohibition on Contracting with Corporations with Unpaid Tax Liabilities.** The recipient may not

knowingly enter into a contract, Memorandum of Understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

6. Clean Air Act and Federal Water Pollution Control Act. For Agreements in excess of \$100,000, Subrecipients must comply with applicable standards of the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, 33 U.S.C. 1251 et seq., as amended.

7. Lobbying. Subrecipients receiving funding in excess of \$100,000 are required to file a certification form regarding lobbying requirements with the Grantor. Use of federal funds for lobbying the executive or legislative branches of the federal government in connection with a specific contract or grant is prohibited. DOL Standard Form LLL (disclosure report) must be filed with the Grantor if the Subrecipient engages in lobbying activity utilizing other than federal funds. The Grantor will provide the "Certification Regarding Lobbying" form and Standard Form LLL to Subrecipient as needed. The appropriate form(s) must be filed with the Grantor before the contract can receive final approval. A new certification and disclosure report (where applicable) must be filed with the Grantor at the beginning of each program year. When events occur which materially change the information originally provided on the disclosure report, an amended form must be filed.

8. Affirmative Action Plan. For federal contractors and subcontractors, affirmative action must be taken by covered employers to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative actions include training programs, outreach efforts, and other positive steps. These procedures should be incorporated into the company's written personnel policies.

Per CFR 41 part 60-2.1 (Executive Order 11246, as amended) all non-construction contractors and subcontractors are required to have an updated Affirmative Action Plan, if it meets any one of the following;

- (i) Has a contract of \$50,000 or more; or
- (ii) Has Government bills of lading which in any 12-month period, total or can reasonably be expected to total \$50,000 or more; or
- (iii) Serves as a depository of Government funds in any amount; or
- (iv) Is a financial institution which is an issuing and paying agent for U.S. savings bonds and savings.

FORM A. - COVER

Agency Identification Form

PROPOSER AGENCY INFORMATION:

WIOA Title I – In School Youth

Agency Name	Contract Period July 1, 2020 – June 30, 2021
Agency Address	FEIN: Agency Fiscal Year <input type="checkbox"/> Calendar <input type="checkbox"/> Other (If Other) _____to
Agency Type (Check all that Apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Government</div> <div style="width: 50%;"><input type="checkbox"/> Tribe</div> <div style="width: 50%;"><input type="checkbox"/> Private, For Profit</div> <div style="width: 50%;"><input type="checkbox"/> Consortium – Specify Lead Agency and type)</div> <div style="width: 50%;"><input type="checkbox"/> Private, Not for Profit</div> <div style="width: 50%;"><input type="checkbox"/> Corporation</div> <div style="width: 50%;"><input type="checkbox"/> County</div> <div style="width: 50%;"><input type="checkbox"/> Other (Specify)</div> </div>	

CONTINUED ON NEXT PAGE

FORM A – CONTINUED - PROPOSER AGENCY PERSONNEL

Executive Director's Name	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Person Responsible for Day to Day Operations	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Chief Financial Officer	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
Person Responsible for Equal Rights/Civil Rights Compliance, Limited English Proficiency	Title	Telephone Number
Mailing Address		Fax Number
		Email Address
RFP Direct Contact	Title	Telephone Number
Mailing Address		Fax Number
		Email Address

FORM B. – CERTIFICATIONS OF RESPONDENTS ASSURANCES

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. My organization is not currently on any federal, State of Wisconsin, or local debarment List.
3. My organization will provide records to show that we are fiscally solvent and will provide any other information and/or accept and appointment for interview, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. I have read Section V Assurances & Certifications and our organization is prepared to sign a contract with these requirements.

We will meet all applicable Federal, State, and local compliance requirements. These include, but are not limited to:

- Maintaining records that accurately reflect actual performance.
- Maintaining record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Complying with Federal and State non-discrimination provisions.
- Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Meeting all applicable labor law, including Child Labor Law standards.
- Adhering to the Employ Milwaukee marketing guidelines and committing to using the required funding statements on all materials, including those for outreach.
- Accepting funding for and working within the guidelines of other funding opportunities provided by Employ Milwaukee.

We will not:

- Place a WIOA participant in a position that will displace a current employee.
- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train persons in sectarian activities.
- Use WIOA funds in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIOA funds for lobbying.

I hereby assure that all of the above are true.

Name	Title	Date
------	-------	------

Form C. - Proposed Service Goals and Outcomes

Please access this form in a Microsoft Excel document posted on the Employ Milwaukee website.

Youth Program Goals:	Description	Goal	% of Enrolled
New Enrollments	# of participants who enroll during contract term		
Training & Education Enrollments	# of participants who enroll into a training and/or educational service		
Training & Education Completions	# of participants who complete a training and/or educational service		
Credentials Earned	# of participants who earn a credential		
Placements	# of participants placed into unsubsidized employment		
Paid Work Experience	# of participants placed into subsidized employment		

* All Goals above are unduplicated counts

FORM D – Budget Summary

Please access this form in a Microsoft Excel document posted on the Employ Milwaukee website.

Budget Summary			
Organization Name:		Contract Number:	
Fiscal Contact Person:		Contract Period:	
Mailing Address:			
Fiscal Contact Phone:			
Fiscal Contact Fax:			
Fiscal Contact E-Mail: _____			
Subrecipient is aware of the requirement that these funds may not be used to supplant other federal, state, or local funds (specifically TANF, WIOA, FSET & Other Programs) and that funds received by the subrecipient through this grant will be used only for the purposes stated.			
COST CATEGORY	CALCULATION	DESCRIPTION	BUDGET
Personnel	Detail on Schedule A	Detail on Schedule A	\$ -
Fringe Benefits	% of Wages	Example : Includes Health, Dental, Life, Unemployment, Workers Comp and Retirement Benefits	\$ -
Travel	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: # of direct staff to ___ conference, travel costs to local centers for training, etc.	\$ -
Staff Training	Estimated Costs - Requires breakdown (how are estimated costs determined?)	List types of training, # of staff, etc.	\$ -
Supplies	Estimated Costs - Requires breakdown (how are estimated costs determined?)	List types of supplies, purpose, etc.	\$ -
Support Services - Transportation	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Bus Tickets & Van Service, etc.	\$ -
Support Services - Other	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Childcare, exam fees, uniforms,	\$ -
OTHER			
Occupancy	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Rent, Depreciation, etc.	\$ -
Utilities	Estimated Costs - Requires breakdown (how are estimated costs determined?)	Example: Telephone, Electric, etc.	
Total Direct Charges			\$ -
Indirect Charges (Fiscal & Administration)	Indirect Cost Calculation (De Minimis, Indirect Cost Rate, CAP, or Negotiated)	Example: Costs will be allocated based upon organizations cost allocation policy. Includes Fiscal, Human Resources, Information Technology and CEO offices	\$ -
TOTAL BUDGET			\$ -

FORM D – Staff Wage Detail

Staff Wage Detail

Organization Name:

Contract Number:

Contract Number:		Total Monthly Wage	Percentage Applied to Contract	Months Applied to Contract	Total Charged to Contract
Staff Name	Job Title				
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			100.00%		\$ -
			25.00%		\$ -
			100.00%		\$ -
					\$ -
PROGRAM TOTALS					\$ -
ADMINISTRATIVE STAFF					
ADMINISTRATIVE TOTALS					
TOTALS		\$ -			\$ -