

# Employ Milwaukee, Inc.

## Wisconsin Workforce Development Area #2



### REQUEST FOR PROPOSALS

Released February 28, 2023

**Workforce Services –**  
**WIOA Title I-B**  
**Adult and Dislocated Worker**

**FUNDING PERIOD:** JULY 1, 2023 – JUNE 30, 2024\*  
**RESPONSES DUE:** Tuesday, April 4, 2023, 4:00pm C.S.T.

**Proposers Conference:**  
Monday, March 6, 2023 at 11:00am



**\*\*Attendance is mandatory\*\***

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

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in a different language at no cost to you, please contact Carrie Hersh [Carrie.Hersh@employmilwaukee.org](mailto:Carrie.Hersh@employmilwaukee.org) at (414)-270-1726. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

Employ Milwaukee's WIOA Title I Adult/Dislocated Worker 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 Adult and Dislocated Worker 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. Background and Overview of RFP

## A. Purpose of Request for Proposal

Employ Milwaukee, Inc. (EMI) announces the release of Workforce Innovation and Opportunity Act (WIOA) funding to organizations providing adult and dislocated worker 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 I-B – Adult and Dislocated Worker Services to the populations within Milwaukee County, WI.

Selected service providers will be responsible for the provision of career and training services for Adult and Dislocated Workers at American Job Center location(s) as defined by WIOA Title I-B. WIOA provides for a workforce system that is universally accessible, customer-centered, and training that is career driven. Training is supported through an expansive Eligible Training Provider List (ETPL). WIOA also provides enhanced access and flexibility for work-based training options, such as a Registered Apprenticeship (RA), on-the-job training, customized training, and incumbent worker training. Optimal service delivery models will provide participant outreach and service delivery throughout Milwaukee County, WI in collaboration with EMI satellite locations, libraries, community organizations/centers, faith-based entities, and other neighborhood-based locations.

The primary funding source for the services described herein are available through the Wisconsin Department of Workforce Development (DWD), who receives funding from the U.S. Department of Labor (DOL) authorized by 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 Adult and Dislocated services and associated 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.

## B. Overview of Employ Milwaukee, Inc.

Employ Milwaukee, Inc. (EMI), [www.employmilwaukee.org](http://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's values service delivery that is people-centered, rooted in equity and opportunity, driven by networked and intentional partnerships, regionally responsive, and growth and system-oriented.

## C. Available Funding and Performance Period

WIOA funding for this solicitation is categorized by the two job seeker populations: Adult and Dislocated Workers. EMI anticipates reserving approximately \$700,000\* in Adult and \$532,000\* in Dislocated Worker

funding for grants made under this solicitation. Respondents will be asked to provide both Adult and Dislocated Worker service delivery. Budgets and proposal narratives should clearly describe the respondent's approach to ensuring both target populations receive quality service delivery, as well as a plan for adjusting target population focus to respond to differing economic conditions.

EMI anticipates funding grant agreements effective July 1, 2023 - June 30, 2024. EMI reserves the right to renew grant agreements for up to two (2) 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 public workforce system.

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 EMI Board of Directors.

*\*Funding amounts are contingent upon the award received from Wisconsin DWD. Actual amounts may vary.*

#### D. Contract Type

Contracts executed through this RFP process will be paid through cost reimbursement unless otherwise specified. Final contracts will be subject to any and all 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 because 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 28, 2023
Proposer's Conference – Adult & Dislocated Worker		March 6, 2023, 11 am CST
Proposer Question Deadline		March 15, 2023, 4 pm CST
Proposer Question & Answer posted		March 22, 2023
<b>Proposal Submission Deadline</b>		<b>April 4, 2023, 4 pm CST</b>
Proposer's Required to be Available via Phone for Questions		April 11, 2023
Finalist Presentations to Program Committee		May 17, 2023
Executive Committee Approval		May 25, 2023
Contract Start Date		July 1, 2023

Employ Milwaukee reserves the right to modify this schedule at any time it deems necessary.

EMI Program staff will present the RFP requirements and accept questions during the Proposer's Conference to offer technical assistance to respondents. This conference will be conducted virtually, recorded, and placed on the Employ Milwaukee website at [www.employmilwaukee.org](http://www.employmilwaukee.org). Entities may submit questions to [procurement@employmilwaukee.org](mailto:procurement@employmilwaukee.org) until **March 15, 2023** at 4:00 pm CST.

A response to all questions will be available no later than close of business on **March 22, 2023** and posted

at [www.employmilwaukee.org](http://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 five (5) years' experience implementing an adult and/or dislocated 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, to receive consideration, 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.

Respondents may submit proposals in which subcontractors 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. WIOA Program Team

EMI's Program Team will serve as the fiscal agent, program contract manager, and program monitor for the service providers through its role of managing, monitoring, and providing technical assistance, training, and oversight for WIOA Title I-B adult, dislocated worker, and 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.

## 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 Services Team

EMI's Business Services Team (BST) cultivates employer relationships, provides a suite of services to meet employers' workforce needs, and creates opportunities for employers to engage and influence the work of the workforce 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. As employers indicate needs to downsize staff, BST is the initial point of contact to employers to offer Rapid Response Services and partners with the service provider who is responsible for enrolling interested and qualified participants in the Dislocated Worker program.

## D. One-Stop Operator & Required Partners

EMI utilizes a Regional One Stop Operator model serving WDAs 1, 2, and 3. The Regional OSO will participate actively with EMI, service providers, and regional partners to improve the efficacy of the local public workforce system. Respondents are required to understand the functions of WIOA One Stop Operators and to participate and engage in all Regional OSO meetings and activities, as requested by EMI.

# III. Scope of Work

## A. WIOA Adult and Dislocated Worker Programs

WIOA defines the required activities authorized for Adults and Dislocated Workers and the selected service provide will be responsible for the provision of those programs as defined by WIOA Title I-B. Respondents must have knowledge of WIOA to understand the scope of authorized activities and will have familiarized themselves with a variety of online resources such as <https://dwd.wisconsin.gov/wioa/policy/> and <https://www.dol.gov>.

The WIOA Adult and Dislocated Worker formula programs, in addition with the Wagner-Peyser (WP) Employment Service, are foundational pieces of the one-stop delivery system. Under WIOA, adults and dislocated workers may access career and training services. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job driven. Training is supported through an expansive Eligible Training Provider List (ETPL). WIOA also provides enhanced access and flexibility for work-based training options, such a Registered Apprenticeship (RA), on-the-job training, customized training, and incumbent worker training.

WIOA Adult and Dislocated Worker activities include but are not limited to:

- Outreach and intake
- Eligibility determination
- Initial assessment of skills and interests
- Supportive service needs
- Job search and placement assistance
- Career counseling
- Occupational training
- Recruitment and other business services for employers
- Referrals to other One-Stop partner programs and other available programs in the community
- Information and assistance with establishing eligibility for financial aid and assistance for educational programs other than WIOA
- Development of an Individual Employment Plan (IEP)
- Adult education and literacy activities
- Follow-up services

#### B. Required Program Design Elements

- Integrated Service Delivery (ISD) – The Service Provider will seamlessly integrate delivery of services provided in the WIOA funding categories with services provided by other WIOA required partners and non-WIOA funded service providers. ISD braids relevant resources and services of all EMI and American Job Center system partners to seamlessly address the training and employment needs of job seekers and employers.
- Innovative Design – The Service Provider will enhance and add value to the Milwaukee County American Job Center system by building on its best practices with innovation and demand-driven design and expand those best practices throughout the public workforce system.
- Technology – The Service Provider will continually develop staff knowledge, experience, and ability to use computerized and assisted device technology to best communicate with customers at EMI and American Job Center sites. Service Provider staff will be knowledgeable about online tools and resources.
- Community Outreach – The Service Provider will meet job seekers in their communities and will partner with community- and faith-based organizations in high need neighborhoods to strengthen connections between EMI, the community, job seekers, and employers. Services may also be provided in other community- based locations as needed to participate in community activities such as job fairs and other hiring events.
- Work Based Learning – The Service Provider will work with the EMI Business Solutions Team to identify and connect job ready participants to work-based learning opportunities tied to specific career pathways.
- Career Pathways – Service Provider staff will be knowledgeable on career pathways, labor market information, employment trends, in-demand jobs, education, training, employment processes, and provision of intensive career navigator services. This knowledge level will include the ability to access labor market information and trends. Each participant receiving individualized career services will have a written Individual Employment Plan that identifies specific steps and activities that will develop job ready candidates for placement.



- Trauma Informed Service – Service Provider staff will recognize the widespread impact of trauma and understand the potential paths for recovery, recognizes the signs and symptoms of trauma in clients, families, staff, and others involved in the system, and responds by fully integrating knowledge about trauma into policies, procedures, and service delivery model and seeks actively to resist re-traumatization.

### C. Required Service Delivery Elements

The following contains a list of service delivery components that must be provided. All respondent programs **MUST**:

- Conduct comprehensive and innovative outreach and recruitment activities to identify participants for the program.
- Complete a thorough intake interview and collect eligibility documentation for enrollment into the program utilizing the EMI common intake and program supplemental forms.
- Conduct mandatory individual assessments that are comprehensive in nature and can accurately identify a plan to provide services that are necessary and appropriate for eligible participants to be successful in completing a training program that matches career interests in demand occupations.
- Develop Individual Employability Plans (IEPs) that address the needs identified through comprehensive assessment, in a manner that is appropriate to the individual and follows clear timelines in which to be completed.
- Provide or refer to supportive services as appropriate and identified in the IEP.
- Define the terms of participant success for each service delivered.
- Maintain contact and active engagement with participants to ensure there are no gaps in service.
- Maintain progress of participant activities using the Wisconsin Department of Workforce Development (DWD) tracking system (ASSET) and Employ Milwaukee's Efforts to Outcome System (ETO).
- Utilize resources made available by DWD, the U.S. Dept. of Labor, and EMI to effectively deliver services to adults and dislocated workers.
- 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.
- Demonstrate commitment to complying with all State and Federal Statutes surrounding Equal Opportunity, Equal Employment Opportunity and Civil Rights Compliance as outlined in 29 CFR § 38.25(a)(1)(i) and (ii) and WIOA Section 188.

Program models are expected to offer WIOA services throughout the year. EMI will maintain control and administrative oversight of WIOA training funds for both the WIOA Adult and Dislocated Worker program.

### D. Staffing

WIOA established a comprehensive performance accountability system to optimize the return on investment of federal funds and to assess the effectiveness of local areas. Selected respondents will be

required to meet performance measures based on the WIOA performance levels set by DWD each year. 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 work 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.
- Have empathy, 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
7. Outreach Specialist

## 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](mailto:procurement@employmilwaukee.org) or Carrie Hersh at (414) 270-1726.

### A. Proposal Submission

Proposals must be received by Employ Milwaukee and time stamped no later than **4:00 pm (CT) on April 4, 2023**. Please submit proposals electronically to [Procurement@employmilwaukee.org](mailto:Procurement@employmilwaukee.org). Proposals must include all attachments and signatures. All proposal receipts will be confirmed via email confirmation. If a confirmation is not received, please contact:

Carrie Hersh, Contract Compliance Manager  
[Carrie.Hersh@employmilwaukee.org](mailto:Carrie.Hersh@employmilwaukee.org)  
(414) 270-1726

### 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, including all proposal details and within the maximum page limits for each section as specified below.

	Narrative	Page Maximum	Notes
1.	Agency Identification - Form A		
2.	Proposal Cover Letter	1	Not counted toward max
3.	Qualifications & Experience	3	
4.	Service Delivery Plan	13	
5.	Performance Metrics - Quality Assurance	3	
6.	Proposed Service Goals & Outcomes		Not counted toward max
7.	Budget Summary- Form D		Not counted toward max
8.	Budget Narrative Template Form E		Not counted toward max
	<b>Total</b>	<b>20</b>	

- 1. Agency Identification - Form A:** This form provides information on the proposer including contact information, parent company (if applicable), and other pertinent agency information.
- 2. Proposal Cover Sheet (maximum 1 page)** The cover letter allows the proposer to introduce themselves and their intentions in response to this RFP.
- 3. 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. This may also include disclosure of Performance Improvement Plans and how those performance issues were resolved.

**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.

#### **4. Service Delivery Plan (maximum 13 pages)**

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

**a. History:** Summarize how the organization has implemented the model previously and provide details regarding how staff will be oriented, trained and supported to deliver services within the model.

**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 adults and dislocated workers. 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 job seekers for each of the following:

**1) Identification/recruitment/outreach**

- Describe how the Respondent will work with community- and faith-based organizations in high need neighborhoods to identify adult participants. Identify specific partners that the Respondent successfully collaborates with, along with examples of successful outreach processes and outcomes.
- Describe how the Respondent will conduct outreach to dislocated worker participants. Identify specific partners that the Respondent successfully collaborates with, along with examples of successful outreach processes and outcomes.
- Describe any social media strategies, events, workshops, or other activities that promote comprehensive and effective outreach to potential participants.

**2) Basic Services**

- Orientation
- Eligibility Determination
- Job Search Assistance

**3) Individualized Services including assessment and development of Individualized Employment Plans (IEPs)**

- 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.
- Provide a plan for continuous implementation of service delivery in the event of staff turnover.

**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 adult and dislocated workers 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.
- Explain how staff will practice and understand the importance of quality assurance in daily work with participants.

**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. Job Placement Assistance:** Describe how the Respondent will provide job placement assistance for job seekers, with a focus on quality jobs in high-growth, high demand industries and occupations.

**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 job seekers when there is a change in the operational environment (e.g. staff turnover, changes in leadership, global pandemic, etc.) and/or other situations that may require a need to switch methods of service delivery (for example: in person to virtual). See <https://dwd.wisconsin.gov/wioa/policy/01/01.7.htm> for policy guidance.

## **5. 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 data management within the required data systems by DWD and EMI 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 WDA 2 (Employ Milwaukee) can meet and exceed its annual WIOA negotiated performance targets. For your reference, please find below the PY 2023 WIOA Performance Targets.

Table 1 – Adult Performance Targets PY23	
Common Measure	Goal
Adult Q2 Unsubsidized Employment	69%
Adult Q4 Unsubsidized Employment	70%
Adult Median Earnings	\$4,900
Adult Credential Attainment Rate	70%

Table 2 – Dislocated Worker Performance Targets PY23	
Common Measure	Goal
Dislocated Worker Q2 Unsubsidized Employment	68%
Dislocated Worker Q4 Unsubsidized Employment	76%
Dislocated Worker Median Earnings	\$8,500
Dislocated Worker Credential Attainment Rate	55%

**6. 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, 2023.
- Providers will be asked to *exceed* all WIOA performance targets by 10%. (*Example:* Provider submits proposal to enroll 100 new adult participants: 59-79% will need to be placed into unsubsidized employment at Q2 exit. Of those proposed to enter training, 60-80% will need to attain a WIOA recognized credential.

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

**8. Budget Narrative** (use Form E which is not counted toward page limit).

## 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

<b>Table 3: Criteria Point Value</b>		
<b>Criterion</b>	<b>Description</b>	<b>Points Value</b>
Qualifications & Experience	Respondent will be evaluated on previous experiences managing large scale workforce development programs, especially federal, state, and local initiatives including those funded through the Workforce Innovation and Opportunity Act (WIOA).	25
Service Delivery Plan	Respondent will be evaluated on their plan to fulfill all duties of the Service Provider. Plans that are clear, concise, and comprehensive will score highest.	30
Performance Metrics – Quality Assurance Plan	Respondent will be evaluated on proposed performance metrics. Emphasis will be placed on the thoroughness of the Quality Assurance Plan. Plans that show proactive steps to address and correct common quality issues will score highest.	10
Reasonable Costs – Budget Summary and Budget Narrative	Respondent will be evaluated on the costs provided in the budget summary as well as the details provided in the budget narrative.	10
Past Performance Review and References	Respondent will be evaluated on performance from any previous and/or existing EMI grant agreement(s), as well as references submitted from other grantors.	25
<b>Total Points Available</b>		<b>100</b>

## 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 Compliance Manager, Carrie Hersh, at [procurement@employmilwaukee.org](mailto: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](mailto: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.

**Case Management/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 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 African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women. 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](http://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 Personal 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 by helping job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the local economy. 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, adult education and literacy, and vocational rehabilitation activities. Complete Act may be found at: [www.doleta.gov](http://www.doleta.gov).

## ATTACHMENT A. Administrative Requirements

### ADMINISTRATIVE REQUIREMENTS/EXPECTATIONS

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 E)
  - 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. See <https://www.employmilwaukee.org/Employ-MKE/Business/20.08Disab.Med.Inf.Collect.andStoragePolicyEff.12.3.20.pdf> for additional guidance.
  - **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. See EMI's Record Retention policy at <https://www.employmilwaukee.org/Employ-MKE/site-assets/21-03LocalRecordsRetentionPolicy.pdf>.

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: “**[Name of Subrecipient]** is an equal opportunity employer/program. If you need this information or printed material in an alternate format, or in different language (any of these free of charge), please contact us at (\_\_\_\_)-\_\_\_\_\_”

\_\_\_\_-\_\_\_\_\_. Deaf, hard of hearing, or speech impaired callers can reach us at **[TTY number]** or contact us through Wisconsin Relay Service at 7-1-1.

### **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 Adult and Dislocated Worker 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

### PROPOSAL CHECKLIST

	Included/Done
<b>RFP FORMAT</b>	
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.	
Proposal is submitted electronically	
<b>PROPOSAL NARRATIVE</b>	
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- Form E	
<b>FORMS</b>	
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)	
Form E- Budget Narrative Template (Referenced above)	
<b>ATTACHMENTS</b>	
Certification 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	
Federal Negotiated Indirect Cost Rate DOL Letter- If Applicable	

## 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:

### 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. Does 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 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 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 by the respondent, with the intent to charge costs to the WIOA Youth program, either prior or post, an award from EMI, will be subject to review of its procurement procedures. If 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](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 veteran's 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](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 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 more than \$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 more than \$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.

**9. Equal Opportunity and Civil Rights Compliance:** Each contract, agreement, or application for financial assistance under Title I of WIOA will include, in its entirety without changes, the following EO/nondiscrimination assurance language found at 29 CFR § 38.25(a)(1)(i) and (ii):

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I- financially assisted program or activity
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

## FORM A. – Agency Information

### Agency Identification Form

#### PROPOSER AGENCY INFORMATION:

#### WIOA Title 1- Adult and Dislocated Worker Services:

Agency Name	Contract Period <b>July 1, 2023 – June 30, 2024</b>
Agency Address	FEIN:  Agency Fiscal Year <input type="checkbox"/> Calendar <input type="checkbox"/> Other (If Other) _____ to
Parent Company (If Applicable)	Parent Company Address
Agency Type (Check all that Apply) <input type="checkbox"/> Government <input type="checkbox"/> Private, For Profit <input type="checkbox"/> Private, Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> County <input type="checkbox"/> Tribe <input type="checkbox"/> Consortium – Specify Lead Agency and type) <input type="checkbox"/> Other (Specify) .	

CONTINUED ON NEXT PAGE

**FORM A – CONTINUED - PROPOSER AGENCY PERSONNEL**

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

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Name	Title	Date
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## FORM C. - Proposed Service Goals and Outcomes

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

Adult Program Goals:	Description	Goal	% of Enrolled
New Enrollments	# of participants who enroll during contract term		100%
Training & Education Enrollments	# of participants who enroll into a training and/or educational service Individual Training Accounts: Career Pathways Training:		
Training & Education Completions	# of participants who complete a training and/or educational service Individual Training Accounts: Career Pathways Training:		
Credentials Earned	# of participants who earn a credential Individual Training Accounts: Career Pathways Training:		
Placements	# of participants placed into unsubsidized employment		

\* All Goals above are unduplicated counts

Dislocated Worker Program Goals:	Description	Goal	% of Enrolled
New Enrollments	# of participants who enroll during contract term		100%
Training & Education Enrollments	# of participants who enroll into a training and/or educational service Individual Training Accounts: Career Pathways Training:		
Training & Education Completions	# of participants who complete a training and/or educational service Individual Training Accounts: Career Pathways Training:		
Credentials Earned	# of participants who earn a credential Individual Training Accounts: Career Pathways Training:		
Placements	# of participants placed into unsubsidized 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, ....	\$ -
<b>OTHER COSTS</b>			
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	\$ -
FOR-PROFITS ONLY	Profit Amount Expected	If Non-Profit, enter N/A	
TOTAL BUDGET			\$ -

FORM D – Staff Wage Detail

Staff Wage Detail

Organization Name:

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		\$ -			\$ -

# FORM E. - Budget Narrative Template

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

Insert Proposer Name Here		
FORM E	BUDGET NARRATIVE - Enter Project Name Here	
	Project Period: 7/1/23-6/30/24	
Employ Milwaukee and sub-contractors are 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 Employ Milwaukee through this grant will be used only for the purposes stated. Employ Milwaukee has established and adequate fiscal controls in place to ensure that no supplanting of funds will occur.		
<b>Personnel</b> -List Each Position title, description, new or existing position-These should correspond with positions listed in the Service Delivery Plan- Add rows as necessary.	<b>Describe % FTE, Annual Salary, Length of contract</b> Example: .05 FTE, \$55,000 annually, 24 months	
<b>Total Personnel</b>		\$ -
<b>Fringe</b>	<b>Describe formula used to determine total amount used for Fringe Benefits</b> Example: 40% of Wages to include health, dental, life, disability insurance, FICA, SUTA, and retirement plan contribution	
		0
<b>Total Fringe</b>		\$ -
<b>Travel</b>	<b>Clearly describe and provide formula(s) used to determine the total amount requested.</b> Example: 1000miles @\$ .56 per mile./ 2 Staff at National Conference and 2 Staff at 2 Regional (Peer to Peer) conferences. Estimate \$1,200 for airfare, \$500 ground travel, hotel \$250 X 8 nights	
Local Travel		
Regional & National Conferences		
<b>Total Travel</b>		\$ -
<b>Staff Training/ Development</b>	<b>Clearly describe and provide the formula used to determine the total amount for staff training</b>	
		\$ -
<b>Supplies</b>	<b>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.</b>	
Office Supplies & Postage		
Computer Supplies		
<b>Total Supplies</b>		\$ -
<b>Supportive Services- Transportation</b>	<b>Describe the services to be provided and explain how the estimated costs in this category are determined.</b> Examples could include Bus Tickets, Van Service, etc.	
<b>Supportive Services-Other</b>	<b>Describe the services to be provided and explain how the estimated costs in this category are determined.</b> Examples could include but are not limited to childcare, exam fees, uniforms.	
<b>Other Costs</b> Add Rows as Needed	<b>Clearly describe all items included as "other" and provide the formula(s) used to determine the total amount requested. Example:</b> Rent, Utilities, Telephone-Cellular Allocated portion of cellular phone costs directly charged to program based upon cost allocation plan. Estimate \$50/month. Other examples include liability insurance, leased equipment, participant incentives, audit costs, contractual arrangements.	
<b>Total Other Costs</b>		\$ -
<b>Total Direct Charges</b>		
<b>Indirect Charges (Estimate 10% of Direct Costs) This can be 10% de minimis rate of Direct Costs, or Federally Negotiated indirect Cost Rate)</b>	<b>Describe the formula used to determine indirect cost rate.</b> Example: XYZ Company will charge indirect costs at the 10% de minimis rate. OR if using the Federally Negotiated rate, enter that amount and include the letter from DOL as an attachment to this proposal	
<b>FOR- PROFITS ONLY- Enter Expected Profit Amount</b>	If Non-Profit, Enter N/A	
<b>TOTAL BUDGET</b>		\$ -