REQUEST FOR PROPOSAL FOR
WORKFORCE INNOVATION & OPPORTUNITY ACT

WIOA –
Title I Youth Career Service Providers
In
The counties of Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry and Wayne

ISSUE DATE: January 27, 2022
PROPOSAL RESPONSE DUE DATE: March 10, 2022– 4:00 p.m.
FUNDING PERIOD: June 1, 2022– June 30, 2023
with 3 one-year extensions based on performance

This project is funded under an agreement with the State of Tennessee – TN Department of Labor and Workforce Development. EOE. Auxiliary aids & services are available upon request to individuals with disabilities 800-848-0298
Background:

The purpose of this Request for Proposal (RFP) is to identify and fund an organization in the Southern Middle Tennessee Local Workforce Development region that will provide oversight and functional alignment of the American Job Center system for the local area. Although, procured separately the same organization can deliver innovative programming for Career Services to Adults, Dislocated Workers, and Youth (as these groups are defined by the Workforce Innovation and Opportunity Act (WIOA), Title I).

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

The Chief Elected Officials of the Southern Middle Tennessee Workforce Development Area have appointed the Southern Middle Local Workforce Development Board (SMLWDB) to oversee workforce services in Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne Counties. The Board is comprised of representatives of private sector employers, higher education, organized labor, non-profit organizations, and public entities and is entirely voluntary. The Board, in consultation with the Chief Elected Officials, is responsible for the oversight and selection of providers to form partnerships with the Administrative Entity/Fiscal Agent, the South Central Tennessee Development District (SCTDD), in the delivery of Career Service elements for Youth Programs as specified in WIOA. All communication regarding contract deliverables will be made through the Administrative Entity/Fiscal Agent (SCTDD) designee and Workforce Director at info@sctdd.org. To fully understand the work contained herein, a review of the WIOA final regulations is advised. Hyperlinks to all reference materials are included in Attachment D. The State has certified three (3) comprehensive and ten (10) specialized centers in LWDB area. The LWDB is responsible for meeting performance goals negotiated with the TDLWD and will hold the entity awarded the contract for this RFP responsible for applicable goals.

RFP COMPONENTS include: American Job Center –Title I Youth Career Service Provider as outlined below:

The role of the Title I Youth Career Service Provider is to hire and supervise staff to recruit and provide or refer WIOA eligible Out-of-School 50% and/or In-School 50% Youth to one or more of the appropriate 14 WIOA Youth elements. A primary emphasis of the program is work based learning opportunities, including paid work experience with a goal of 20% for Out-of-School Youth.

The State has certified three (3) comprehensive and ten (10) specialized centers in LWDB. The LWDB is responsible for meeting performance goals negotiated with the TDLWD and will hold the entity awarded the contract for this RFP responsible for applicable goals.

The entity/entities will be selected to perform responsibilities of this contract for the entire Southern Middle TN area. The contract for this Request for Proposal (RFP) will be between Southern Middle TN Local Workforce Development Board and the selected entity with all communications occurring with the WIOA Program Director of the LWDB.

MISSION: The Mission of the Southern Middle TN Local Workforce Development Board is to develop a quality workforce system to meet the needs of area employers and job seekers.

The South Central Tennessee Development District (SCTDD) is an association of 35 municipal and 13 county governments in Southern Middle Tennessee organized to advocate and promote economic and community development within the area.
SCTDD was founded in 1972 to assist its member local governments by providing technical assistance, planning, and general staff support and to help local governments and other groups develop projects and activities to benefit the communities and citizens of the region. The professional staff employed by SCTDD provide planning, coordination, and technical services for economic and community development, human resources, research and information.

Federal and State Performance Measures

Minimum Participant Cost Rate:

**PURPOSE:** To establish a policy to ensure a minimum of 50% of WIOA Title I formula allocations are expended on allowable participant costs by the end of the Base Program year.

**POLICY:** In accordance with Workforce Services Policy – Minimum Participant Cost Rate (MPCR) TN-WIOA (17-11). LWDB adopts this State Policy as its local performance accountability measure (WIOA, Section 116(b)(2)(B).

The Respondent to this RFP will be responsible to meet the PY 22-23 Performance as part of their contract goals.

Project Timeframe:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Release</td>
<td>January 27, 2022</td>
</tr>
<tr>
<td>Bidders Questions submitted via email (questions sent no later than February 10, 2022)</td>
<td>From: January 27, 2022 To: February 10, 2022</td>
</tr>
<tr>
<td>Proposal Deadline (Proposal should be emailed to <a href="mailto:info@sctdd.org">info@sctdd.org</a> with Subject: YOUTH CAREER SERVICE PROVIDER RFP. It is the responsibility of the proposing agency to ensure that the proposal is received prior to the deadline of March 10, 2022 4:00 p.m. Central Standard Time. Late submissions will NOT be accepted.)</td>
<td>March 10, 2022 – 4:00 p.m.</td>
</tr>
<tr>
<td>Selection Committee Recommendation</td>
<td>March 22, 2022</td>
</tr>
<tr>
<td>Notification to All Bidders of the Intent to Award</td>
<td>March 23-25, 2022</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>June 1, 2022</td>
</tr>
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</table>
Eligible Applicants:

WIOA sec.121(d)(2) Eligibility – To be eligible to receive funds made available under this subtitle to operate an American Job Center (AJC) referred to in subsection (c), an entity (which may be a consortium of entities) shall be designated or certified through a competitive process; and

A. Shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes three (3) or more of the one-stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area which may include –

1. An institution of higher education;
2. An employment service State agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) on behalf of the local office of the agency;
3. A community-based organization, nonprofit organization, or intermediary;
4. A private for-profit entity;
5. A government agency or;
6. Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Exception – Elementary schools and secondary schools shall not be eligible for designation or certification as WIOA Title I, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

Additional Requirements – The State and local boards shall ensure that in carrying out activities under this title, WIOA Title I:

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

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

Funding and Contracting:

Funds will be awarded to an entity/entities for Youth Career Service Provider, identified in the RFP. Award will include WIOA Title I Youth funding to an entity to provide Youth Services and arrange for and provide payment for training and Support Services directly to and/or on behalf of participants, to a Title I Service Provider as identified in this RFP. The LWDB will award an initial contract to the successful respondent effective no later
than June 1, 2022 through June 30, 2023. Subject to performance and fund availability, the selected contractor/contractors may be eligible for up to three (3) 1-year extensions with budget subject to LWDB approval.

The funding to oversee and deliver services of Southern Middle Tennessee Local Workforce Development Area will originate from federal funding of Title I which at this time, has not been announced for program year 2022-2023. Funding is expected to be announced soon and can be subject to change per US DOL.

Funding amount for Youth Career Service Provider is $320,000 which includes facility cost. Additional $380,000 Pass-Through will be awarded for Direct Participant Cost.

Expenses in a proposed June 1, 2022 to June 30, 2022 startup transition period will be determined during negotiations with the new provider.

Respondents are encouraged to rotate time in all 13 counties within the Southern Middle Local Workforce Development Area. However, selected respondent will be responsible to have an office and participate in the Infrastructure Funding Agreement (IFA) in each of the three (3) Comprehensive Centers with an estimated facility cost of $42,000. Shared facility cost will be reimbursed by shared partners invoicing.

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

This RFP does not include the provision for the purchase of equipment, but equipment may be added at a later time if appropriate. If funds are awarded for equipment the contractor must follow SCTDD and LWDB procurement and inventory guidelines. SCTDD retains ownership of all equipment purchased through this contract. Respondent will be required to maintain an inventory schedule and submit quarterly to LWDB.

For the awarded contract, the submitted proposal, with any negotiations, will become part of the official contract file. Any commitments made in the proposal will be part of the contract and will be binding on the contractor.

The contract will be awarded as a line-item cost reimbursement. Budget requests will be limited to salary, benefits, staff travel, operational supplies, program operating or indirect and direct participants cost. No expenses are reimbursable until on or after the date of a letter of authorization identifying the effective date of the contract. Monthly invoices are due by the 10th of the month for the previous month, unless other arrangements are made with the LWDB, and must include documentation of expenditures. Invoices will be paid within 30 days of receipt of approved documentation.

The issuance of this solicitation in no way commits the LWDB to pay any cost for the preparation and submission of a proposal. The Bidder assumes all costs of preparation of the proposal and any presentation necessary for the proposal process. The LWDB may elect to reject all proposals if scope of work is not adequately addressed, fund request is too high, or for other reasons deemed appropriate by the LWDB.

**Delivery of Services:**

This Request for Proposal is to provide **STAFFING, FACILITY and DIRECT PARTICIPANT COSTS** for the Title I Youth Career Service Provider.

Additionally, Respondent is responsible for delivery of the 14 WIOA youth program elements as described in this RFP for WIOA eligible Out-of-School Youth, with emphasis on work-based learning opportunities.

Youth Career Service Provider duties will include: recruitment and eligibility determination of customers, developing a service plan, referral to appropriate services, arranging for funding of direct training and/or support
services and maintaining follow-up with the customer to track and ensure performance. Additionally, mandatory participation in the annual statewide data validation.

NOTE: Youth Career Service Provider respondents are encouraged to rotate time in all 13 counties within the Southern Middle Local Workforce Development Area. However, selected respondent will be required to have an office and participate in the Infrastructure Funding Agreement in each of the three (3) Comprehensive Centers.

LWDA- SM Locations

<table>
<thead>
<tr>
<th>AJC</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bedford/Shelbyville</td>
<td>301 Colloredo Blvd.</td>
<td>Shelbyville</td>
<td>TN</td>
<td>37160</td>
</tr>
<tr>
<td>Coffee/Tullahoma</td>
<td>315 NW Atlantic St. 100</td>
<td>Tullahoma</td>
<td>TN</td>
<td>37388</td>
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<tr>
<td>Franklin/Winchester</td>
<td>825 Dinah Shore Blvd</td>
<td>Winchester</td>
<td>TN</td>
<td>37398</td>
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<tr>
<td>Giles/Pulaski</td>
<td>125 South Cedar Ln</td>
<td>Pulaski</td>
<td>TN</td>
<td>38478</td>
</tr>
<tr>
<td>Lawrence/Lawrenceburg</td>
<td>702 Mahr Ave</td>
<td>Lawrenceburg</td>
<td>TN</td>
<td>38464</td>
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<tr>
<td>Lewis/Hohenwald</td>
<td>25 Smith Ave</td>
<td>Hohenwald</td>
<td>TN</td>
<td>38462</td>
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<tr>
<td>Lincoln/Fayetteville</td>
<td>1437 Winchester Hwy</td>
<td>Fayetteville</td>
<td>TN</td>
<td>37334</td>
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<td>Marshall/Lewisburg</td>
<td>1794 Mooresville Hwy</td>
<td>Lewisburg</td>
<td>TN</td>
<td>37091</td>
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<tr>
<td>Maury/Columbia</td>
<td>119 Nashville Hwy St. 106</td>
<td>Columbia</td>
<td>TN</td>
<td>38401</td>
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<tr>
<td>Moore/Lynchburg</td>
<td>241 Main St</td>
<td>Lynchburg</td>
<td>TN</td>
<td>37352</td>
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<tr>
<td>Hickman/Centerville</td>
<td>101 College Street</td>
<td>Centerville</td>
<td>TN</td>
<td>37033</td>
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<tr>
<td>Perry/Linden</td>
<td>100 Poplar Street</td>
<td>Linden</td>
<td>TN</td>
<td>37096</td>
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<tr>
<td>Wayne/Waynesboro</td>
<td>525 B Hwy 64 East</td>
<td>Waynesboro</td>
<td>TN</td>
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</tr>
</tbody>
</table>

Scope of Work:

Title I Youth Services

The LWDB has determined that all current youth funds will be utilized for WIOA eligible Out-of-School Youth (OSY) and eligible In-School Youth (ISY). Contractor staff will be responsible for recruitment, WIOA eligibility, and applicable OSY and ISY determining if additional assistance is needed for a participant to complete an educational program or to secure or hold employment.

There are 14 required youth program elements listed below, with emphasis on elements #3-5 to encourage work based learning and post-secondary education leading to credentials. Funding for work experience wages and tuition/fees, books and support for occupational skills training will be retained at the SM Local Workforce Development Board and paid directly to the participants and/or training providers. This component of the RFP is for staffing to arrange for the applicable youth service elements.

14 Youth Service Elements:

Local programs must make each of the following 14 services available to youth participants (WIOA sec. 129(c)(2)):

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
(1) Summer employment opportunities and other employment opportunities available throughout the school year;
(2) Pre-apprenticeship programs;
(3) Internships and job shadowing; and
(4) On-the-job training opportunities;

4. Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;

5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

6. Leadership development opportunities, including community service and peer centered activities encouraging responsibility and other positive social and civic behaviors;

7. Supportive services, including the services listed in § 681.570;

8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;

9. Follow-up services for not less than 12 months after the completion of participation, as provided in § 681.580;

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;

11. Financial literacy education;

12. Entrepreneurial skills training;

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and


Local programs have the discretion to determine what specific program services a youth participant receives, based on each participant’s objective assessment and individual service strategy. Local programs are not required to provide every program service to each participant.

The LWDA does not require local programs to use WIOA youth funds for each of the program elements. Local programs may leverage partner resources to provide some of the readily available program elements. However, the local area must ensure that if a program element is not funded with WIOA Title I youth funds, the local program has an agreement in place with a partner organization to ensure that the program elements will be offered.

The Provider of Title I Youth Career Services will prepare all documents to request funding for participants, including:

- Utilize Virtual One-Stop State participant management system to record participant eligibility, service strategy and related case management services to document request for funding.

- Writing Work Experience contracts/modifications, verifying compliance and submitting to the LWDB for approval.

**This RFP identifies Youth Career Service Providers. Adult & Dislocated Worker Career Service Provider is being solicited in a separate RFP consequently, bidders can elect to respond on a single RFP or both.**

Budget requests will be limited to salary, benefits, staff travel-training, operational supplies and program related indirect cost. Staff may be full-time or part-time based on the Respondent’s delivery model as long as staffing is sufficient to carry out the responsibilities identified in this RFP. The proposer must agree to work with the
Administrative Entity to achieve a presence either through access points or specialized centers in all of the 13 county LWDB area.

Requested Response / Narrative Requirements:

Executive Summary/Business Plan

Summarize your agency’s proposal to provide services for ISY and OSY and reasons why your agency is most qualified.

Narrative of Proposal-

- **Relevant Experience (25 Points)**
  
  Provide information about your organization, include concise summary of your experience and approach to overall project work. Include experience in day-to-day operations, implementing policies/systems, working with other providers of youth services, working with ISY and OSY populations in a rural area, and managing/meeting performance goals utilizing the State Jobs4TN/VOS or similar system.

- **Approach to Work (25 Points)**
  
  Describe your agency’s approach to work and staffing/program management in accordance with the program guidance. Describe specific approaches to delivering services including a workflow/logistical model for the 14 elements, with an emphasis on work experience. Describe the transitional plan, including how long before staff will be hired, trained, and operational. Include the qualifications for new hires or experience of existing staff who will be assigned to the contract. Retaining existing or highly qualified staff will be considered in the scoring process.

- **Performance & Accountability Measures (15 Points)**
  
  Provide proposed service level and performance standards. Respondents must demonstrate the ability to successfully meet federal and state performance accountability measures to include performance indicators established by Employment and Training Association (ETA) and Key Performance Indicators (KPIs) set by the LWDB in their delivery of service. Include the method that will be used to communicate service levels and performance measures to the LWDB.

- **Fiscal Accountability & Budget (25 Points)**
  
  Describe the agency’s fiscal accountability system, including experience with managing multiple federal, state or private grants. Include a copy of the agency’s most recent audit, financial history, years in business, up-to-date taxes (if tax paying agency) and any other evidence of fiscal responsibility as an attachment to proposal. Provide an itemized budget to support the proposal including a detailed narrative explanation of each line item. Budget line items are limited to Salary, Benefits, Staff Travel, Supplies and Program Operating or Indirect. The agency should acknowledge the understanding that the contract will be “cost reimbursement” and explain how your entity will handle cash flow until reimbursed by the Fiscal Agent. In addition to the detailed narrative explanation Attachment B must be completed.

- **Servicing Local Communities (10 Points)**
  
  Local Officials and Community Leaders that assist in managing the WIOA Program have stated the need for a presence of an American Job Center in each of the 13 counties. Leadership is very involved and active in the WIOA performance and services available in the communities. With that understanding of the atmosphere within Southern Middle provide a plan in your proposal describing how this will be accomplished.
## South Central Tennessee Development District RFP Proposal Evaluation Form

### Evaluation Criteria

Proposals for this project shall be evaluated using the following rank-ordered criteria:

<table>
<thead>
<tr>
<th>Subcategories</th>
<th>Bidder 1</th>
<th>Bidder 2</th>
<th>Bidder 3</th>
<th>Bidder 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Value</strong></td>
<td><strong>Score</strong></td>
<td><strong>Score</strong></td>
<td><strong>Score</strong></td>
<td><strong>Score</strong></td>
</tr>
</tbody>
</table>

### Relevant Experience to include: technical/programmatic experience (25 Points)

Provide information about your organization, include a concise summary of your experience and approach to overall project work. Include experience in day-to-day operations, implementing policies/systems, working with other providers of youth services, working with ISY and OSY populations in a rural area, and managing/meeting performance goals utilizing the State Jobs4TN/VOS or similar system.

- **Value:** 25 Points

### Approach to Work (25 Points)

Describe your agency’s approach to work and staffing/program management in accordance with the program guidance. Describe specific approaches to delivering services including a workflow/logistical model for the 14 elements, with an emphasis on work experience. Describe the transitional plan, including how long before staff will be hired, trained, and operational. Include the qualifications for new hires or experience of existing staff who will be assigned to the contract. Retaining existing or highly qualified staff will be considered in the scoring process.

- **Value:** 25 Points

### Performance & Accountability Measures (15 Points)

Provide proposed service level and performance standards. Respondents must demonstrate the ability to successfully meet federal and state performance accountability measures to include performance indicators established by Employment and Training Association (ETA) and Key Performance Indicators (KPIs) set by the LWDB in their delivery of service. Include the method that will be used to communicate service levels and performance measures to the LWDB.

- **Value:** 15 Points

### Fiscal Accountability & Budget (25 points)

Describe the agency’s fiscal accountability system, including experience with managing multiple federal, state or private grants. Include a copy of the agency’s most recent audit, financial history, years in business, up-to-date taxes (if tax paying agency) and any other evidence of fiscal responsibility as an attachment to proposal. Provide an itemized budget to support the proposal including a detailed narrative explanation of each line item. Budget line items are limited to Salary, Benefits, Staff Travel, Supplies, and Program Operating or Indirect. The agency should acknowledge the understanding that the contract will be "cost reimbursement" and explain how your entity will handle cash flow until reimbursed by the Fiscal Agent. In addition to the detailed narrative explanation Attachment B must be completed.

- **Value:** 25 Points

### Servicing Local Communities (10 Points)

Local Officials and Community Leaders that assist in managing the WIOA Program have stated the need for a presence of an American Job Center in each of the 13 counties. Leadership is very involved and active in the WIOA performance and services available in the communities. With that understanding of the atmosphere within Southern Middle provide a plan in your proposal describing how this will be accomplished.

- **Value:** 10 Points

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### Signature

__________________________

Date: _____________________
Response Requirements & Format:

Each proposing entity must submit the completed proposal by 4:00 p.m. on March 10, 2022. Proposals can be received by email at info@sctdd.org, or by mail or courier at SCTDD, 101 Sam Watkins Blvd, Mt. Pleasant, TN 38474.

It is the responsibility of the proposing agency to ensure that the proposal is received prior to the deadline. Late submissions will NOT be accepted.

Read this document carefully. Your proposal must conform in all respects to the requirements contained herein. Proposals that fail to meet any of these requirements will be found non-responsive and be rejected.

The proposal must include the following required sections (1-10) and documentation in the order below:

Section 1. Proposing Entity Information Form (Attachment A)
Section 2. Executive Summary (2-page limit) See narrative requirements
Section 3. Narrative of Proposal - Relevant Experience, Approach to Work, Performance & Accountability, Fiscal Accountability & Budget, Servicing Local Communities (12-page limit total)
Section 4. Budget & Budget Narrative (Attachment B and narrative pages)
Section 5. Organizational Chart of Proposing Entity Staffing, to include job descriptions & title
Section 6. Three (3) Letters of Reference who can verify experience. References should be for experience in the past five (5) years
Section 7. Approved Cost Allocation Plan if applicable
Section 8. Copy of most recent audit
Section 9. Copy of most recent two (2) years of audited financial history and relevant evidence of fiscal responsibility
Section 10. Signed Conflict of Interest Form (Attachment C) Each proposal should meet the following format:

In order for a bidder to be considered, an organizational chart must be submitted. Bidders must describe whether current or newly-hired staff will provide services. This must be accompanied with resumes of current staff or title and job description of any new positions.

Proposal should be single-sided, numbered pages, one-inch margins, double-spaced and 12-point font. Proposal should be emailed to info@sctdd.org with Subject: YOUTH CAREER SERVICE PROVIDER RFP by (agency name). It is the responsibility of the proposing agency to ensure that the proposal is received prior to the deadline of March 10, 2022 by 4:00 p.m. Central Standard Time. Late submissions will NOT be accepted.

Bidders Questions:

A bidder’s conference is NOT planned for this RFP; however, appropriate questions for clarification will be answered to make sure that all requirements of this RFP are understood. Questions must be submitted via email between January 27, 2022 to February 10, 2022 to the following email address: info@sctdd.org. Subject: RFP Questions. Only potential bidders who request through info@sctdd.org to receive answers to questions will receive a copy of answers. The answers will be sent to requesting bidders via info@sctdd.org no later than February 24, 2022.

Evaluation and Award:

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

Scoring the Proposal:

All proposals will be scored according to the evaluation criteria included in the Requested Response section of this RFP. The LWDB is not required to contract with the entity receiving the highest average score or the lowest bid. The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the LWDB with price and other factors considered. The award may be negotiated at the discretion of the LWDB or made on the basis of the initial bid/offer received, without discussions or requests for best and final offers.

Fiscal Review:

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

Past Program Performance:

The LWDB may review a respondent's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes, along with compliance with technical, programmatic and fiscal guidelines and timelines may be evaluated. The review team may perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the LWDB 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.

Review Committee/Conflict of Interest:

Each member of the Review Committee must complete and sign a Conflict-of-Interest Disclosure Statement before participating in the scoring of proposals. Committee members are excluded from participating in discussion and rating of any RFP with which they have a conflict of interest.

No member of the board or other governing body, or representative of an entity who submits a proposal under this RFP may have any contact outside of the formal review process. This includes any employee of the LWDB or Fiscal Agent/SCTDD, for purposes of discussing or lobbying on behalf of entity's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. The LWDB will reject proposals of those entities who violate this condition.

Notice of Award:

All respondents will be notified by email as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to Barbara Kizer, WIOA Program Director, SCTDD / Southern Middle Tennessee Local Workforce Development Board. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.
ADDITIONAL INFORMATION

Oversight and Evaluation of Contractor:

Once an entity is selected and contract negotiated, the LWDB will periodically monitor and evaluate the selected entity to determine compliance and the quality of service provided. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Tennessee Department of Labor and Workforce Development, and any other agency that provides funding.

Accessibility and Equal Opportunity:

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

Appeals process:

In the event of a disagreement resulting from the monitoring process, the contractor and/or sub-recipient may choose to file an appeal. A disagreement is considered to have reached the level of an appeal when an issue arises that is not easily coming to a point of resolution. It is the responsibility of the LWDB Chair (or designee) to coordinate the dispute resolution to ensure that issues are being resolved appropriately through the appeal process:

1. Any disputes shall first be attempted to be resolved informally.
2. Should informal resolution efforts fail, the appeal process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the LWDB Chair (or designee) regarding the conflict within 10 business days.
3. The LWDB Chair (or designee) shall place the dispute on the agenda of a special meeting of the LWDB’s Selection Committee. The Selection Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Selection Committee members present.
4. The decision of the Selection Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the contractor and/or sub-recipient agencies.
5. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
6. The Selection Committee must provide a written response and dated summary of the proposed resolution to all parties.
7. The LWDB Chair (or designee) will contact the petitioner and the appropriate parties to verify that all are in agreement with the proposed resolution.

Reference 2 CFR 200.331
Related TDLWD Policy: Monitoring Guide
## Proposing Entity Information Form

<table>
<thead>
<tr>
<th>Legal Name of Agency</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Years in Business</td>
<td></td>
</tr>
<tr>
<td>Identifier</td>
<td>FEIN#</td>
</tr>
<tr>
<td>DUNS#</td>
<td></td>
</tr>
<tr>
<td>Type of Organization</td>
<td></td>
</tr>
<tr>
<td>Address of Administrative Office</td>
<td>Address</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td></td>
</tr>
<tr>
<td>Website URL</td>
<td></td>
</tr>
<tr>
<td>Address Local Office (LWDA) if different from Administrative Office</td>
<td>Address</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td></td>
</tr>
<tr>
<td>Website URL</td>
<td></td>
</tr>
<tr>
<td>Principal of Agency (President/CEO/Executive Director)</td>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Programmatic Contact Person</td>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Funding Amount Requested</td>
<td></td>
</tr>
<tr>
<td>Signatory Authority (may sign electronically if emailed for signatory authority account)</td>
<td></td>
</tr>
</tbody>
</table>
Attachment B. Title 1 Youth Career Service Provider Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$</td>
</tr>
<tr>
<td>Benefits</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Operational (supplies, communication, etc.)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
<tr>
<td>Administrative Indirect</td>
<td>$</td>
</tr>
<tr>
<td>Program Indirect</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal Budget Request</strong></td>
<td>$</td>
</tr>
<tr>
<td>Direct Participant (pass-through award payment to vendors, training providers, and participants)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET REQUEST</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Narrative:** Please attach a narrative and/or chart in explanation of each line item in detail to justify cost. Examples of explanations include job titles, wage rate, hours worked/charged to grant, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or indirect cost.

The Youth Career Service Provider will have dedicated office space at comprehensive center locations (Maury, Lawrence and Coffee) and if needed at specialized locations. A base comprehensive center will be selected as “official station” for the purpose of travel. State guidelines will be applicable on all travel. No travel expenses may be claimed for commute to/from “official station”. The Respondent should clearly identify how much time will be spent at the comprehensive centers and specialized centers. Current estimated WIOA facility cost is $42,000. Travel expenses may be claimed from the official station to specialized and other work-related locations. Tennessee State Mileage Rate is .585

A computer, access to internet, printing and “hard line” phones will be provided at each AJC location.

If an agency is requesting reimbursement for program indirect cost, an approved indirect rate proposal from the cognizant agency must be included with the proposal. Program indirect cost will be a part of the competitive bid and subject to negotiation.
Attachment C

CONFLICT OF INTEREST FORM

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

_______________________________________  ____________________
Authorized Signature                      Date

_______________________________________  ____________________
Name Printed                              Title

Note: This form is a mandatory required document to be considered for the contract.
Attachment D

**Workforce Innovation and Opportunity Act**

**WIOA Final Regulations**

United States Department of Labor Employment and Training Administration
www.doleta.gov

**One Stop Operator Design and Procurement Guides**
Training and Employment Guidance Letter One Stop Operations Guidance for the American Job Center Network

**Training and Employment Guidance Letter Competitive Selection of One Stop Operator**

**Workforce Services One Stop Operator and Career Services Provider Procurement**
https://www.tn.gov/content/dam/tn/workforce/documents/wfs/WFSPolicyOne-StopOperatorandServiceProviderProcurement.pdf

**Workforce Services One Stop Operator System Design**

**Workforce Services MOU/IFA and attachments**
https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/MOU-One-StopServiceDeliveryandInfrastructureAgreement.pdf

https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/WFS%20Infrastructure%20Funding%20Agreement.pdf

https://www.tn.gov/content/dam/tn/workforce/documents/ProgramManagement/MOUTemplate.pdf

**Training and Employment Guidance Letter WIOA 19-16 Operation Guidance for the Workforce Innovation and Opportunity Act (Services for Adults and Dislocated Workers)**

**Training and Employment Guidance Letter WIOA 21-16 Operation Guidance for the Workforce Innovation and Opportunity Act (Youth Services)**

Performance Guidance
Training and Employment Guidance Letter WIOA 10-16, Change 1 Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs

Southern Middle Workforce Development Board Local Policies (As of release date, subject to amendment and updates)
WIOA Policies : South Central TN Development District (sctdd.org)