



Shelby County Tennessee

Lee Harris, Mayor

Request for Proposal **Shelby County Government** **Purchasing Department**

160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103

Issued: April 15, 2019

Due: May 14, 2019 no later than 4:00 P.M. (Central Standard Time)

RFP # 19-003-43

**Services to Out-Of-School Youth
Workforce Investment Network
Grant Funded/No Goals**

Shelby County Government is soliciting written proposals, on a competitive basis, from interested and qualified companies to provide **services to Out-Of-School Youth under the Workforce Innovation and Opportunity Act (WIOA)**. Information regarding this formal bid is located on the County's website at www.shelbycountyttn.gov. At the top of the home page, click on the dropdown box under "Business", click on "Purchasing" and "Bids" to locate the name of the above-described formal bid. Link: <https://bids.shelbycountyttn.gov/>

IMPORTANT NOTES:

VOLUNTARY PRE-BID MEETING – A voluntary pre-proposal meeting to address questions will be held on 24, April, 2019 at 10:00 a.m. (CST) in the Shelby County Purchasing Department’s Conference Room located at 160 N. Main, 9th Floor, Suite 900, Memphis, TN 38103. Vendors can access the meeting via conference call by emailing the Purchasing Buyer to obtain the access codes.

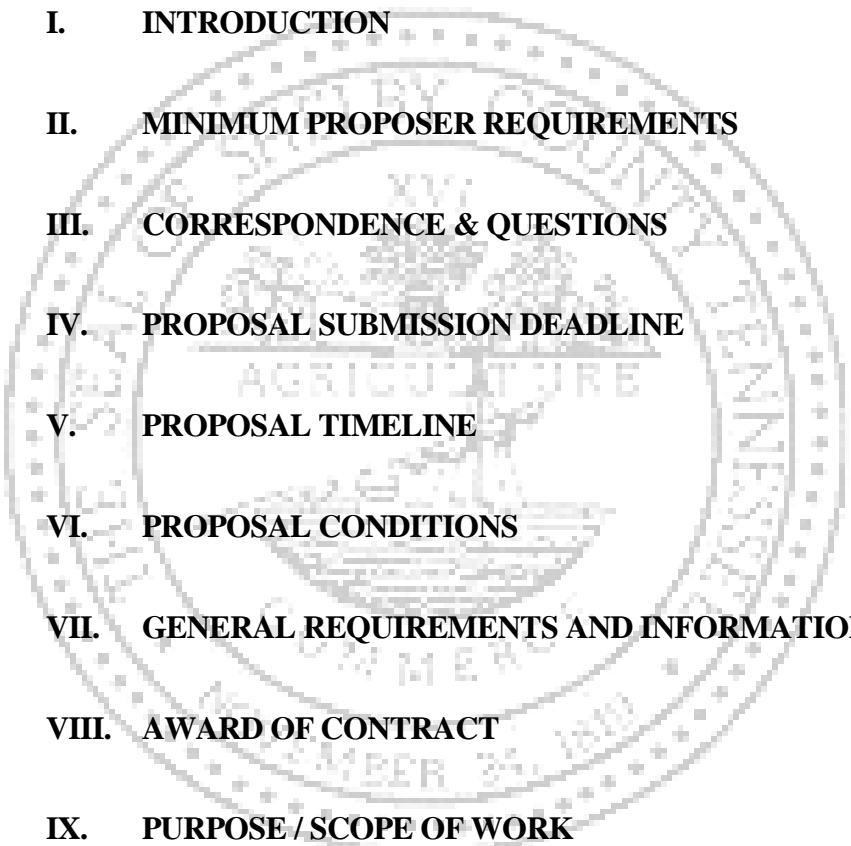
MANDATORY INFORMATION and FORMS – To properly respond and prepare your proposal response, please make sure you pay close attention to all mandatory information/forms requested, including sign and attach all forms listed in Section II. This bid clearly documents and outlines the format and what information is required at the time of proposal submission.

COMPLETED EXCEL FILE – Vendor to answer directly in the scorecard (Excel file) all information requested (minimum requirements and department specific requirements). The Excel file has two (2) yellow tabs/sheets named “MIN REQs” and “DEPT REQs”. Vendor to enter their information only where yellow cells, on those 2 yellow tabs. Vendor to submit with your proposal (both Printed and Digital formats).

Sincerely,

Candace Jackson, Buyer
Shelby County Government
Purchasing Department

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I. INTRODUCTION

Shelby County Government, (the “County”), is soliciting proposals from interested and qualified Vendors to provide **services to Out-Of-School Youth under the Workforce Innovation and Opportunity Act (WIOA)**. This RFP seeks proposals from experienced organizations interested in providing Workforce Innovation and Opportunity Act (WIOA) services to Youth served by the Greater Memphis Local Workforce Development Area (hereinafter referred to as LWDA) through the Workforce Investment Network (herein referred to as WIN). This Request for Proposal (“RFP”) is being released to invite interested and qualified Vendors to prepare and submit proposals in accordance with instructions provided where the successful proposer will be selected and invited to enter into a contractual relationship with Shelby County for the Goods and/or Services outlined in this RFP, and per proposal(s) received. In this RFP, the terms Proposer, Vendor, Bidder, Consultant, Contractor, Professional are used interchangeably unless the context indicates otherwise.

All specifications are part of this bid and general terms and conditions (as outlined in the Terms of this bid). They shall become a part of and be included in any contract/purchase order/systems contract resulting from any award. These specifications are not intentionally written to favor any one manufacturer or service provider, and are only for the purpose of indicating generally the type of work required of said bid. Any responsible Bidder who considers these specifications to be of a non-competitive nature should immediately contact the Administrator of Purchasing.

II. MINIMUM PROPOSER REQUIREMENTS

In order to be considered as “responsive”, all Proposers **must answer and provide justifications for ALL below minimal requirements.**

The information requested below to be answered directly in the scorecard Excel file by all Vendors, and submitted part of your proposal (both Printed and Digital formats).

1. Provide all appropriate Licenses and Certifications required in the State of Tennessee to provide the goods and/or perform the Services required. Provide a copy of your Shelby County Business License (if business is located in Shelby County, TN).
2. Must provide active Equal Opportunity Compliance (EOC) number(s); or your application is “in” the EOC system for processing (refer to details outlined below) – please list all your Shelby County EOC active numbers.
3. Adherence to all provisions of Title VI requirements – please attest, and provide proof/documentation if necessary.
4. Independent Vendors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act” (effective date of 01/01/12) – please provide proof and documentation of employment eligibility (driver’s license...); Otherwise mention you are NOT an Independent Vendors (sole proprietors).
5. FORM - Drug Free Workplace Affidavit must be completed, signed and submitted with your bid/proposal – *even if less than 5 employees.*
6. Must attest to a minimum of (3) years of experience providing the goods and/or performing the services described in this bid. The WDB is only interested in reviewing proposals from organizations that have at least three years (3) of experience in providing WIA and WIOA type services to disadvantaged and hard to serve youth.

Shelby County EOC and Vendor numbers

As a part of doing business with Shelby County Government (SCG), each individual, company or organization is required to have active EOC and Vendor numbers before starting to provide goods/services to SCG.

- To obtain a SCG Equal Opportunity Compliance (EOC) number (as well as LOSB or MWBE numbers, if applicable) and the SCG Vendor number, please submit an online application, as described below. The EOC and Vendor application are combined.

Online Application Process

Go to: <https://apps.shelbycountyttn.gov/EOCPublic/>

- Complete and submit the application online only
Note: Prior to accessing the application, please read the application instructions in its entirety to make sure that you completely understand all of the information that will be required on the application.

Upon receiving the EOC number, the application will be forwarded to the Purchasing Department for processing. You will receive your Vendor number via email.

Applicants who have an unexpired EOC number and only need a Vendor number will be directed accordingly once they access the link.

Should any further assistance be needed, contact the EOC office directly. EOC office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Shelby County Government
160 N. Main
2nd Floor – Equal Opportunity Compliance (EOC)
Memphis, TN 38103
Reception: 901-922-1100
Fax: 901-222-1101

Prime bidders/proposers must have an ACTIVE or PENDING EOC number at the time of bid, please ensure EOC has the company application or renewal in their system at the time of bid. PENDING applications or renewals must be “pending” and “in process” in the EOC system at the bid time.

III. CORRESPONDENCE & QUESTIONS

All correspondence and questions concerning the RFP are to be submitted IN WRITING to:

Candace Jackson, Buyer
Candace.jackson@shelbycountyttn.gov
Shelby County Government
Purchasing Department
160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103

Questions should reference the RFP number & title, section of the RFP to which the questions pertain and all contact information for the person submitting the questions.

The deadline for submitting questions will be May 7, 2019 12:00 p.m. (CST).

All written questions submitted by the deadline indicated above will be answered and posted on the County's website at <http://www.shelbycountyttn.gov/3243/Bids-Listing> mostly within forty-eight (48) hours.

IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED.

These guidelines for communication have been established to ensure a fair and equitable process for ALL interested vendors.

IV. PROPOSAL SUBMISSION & DEADLINE

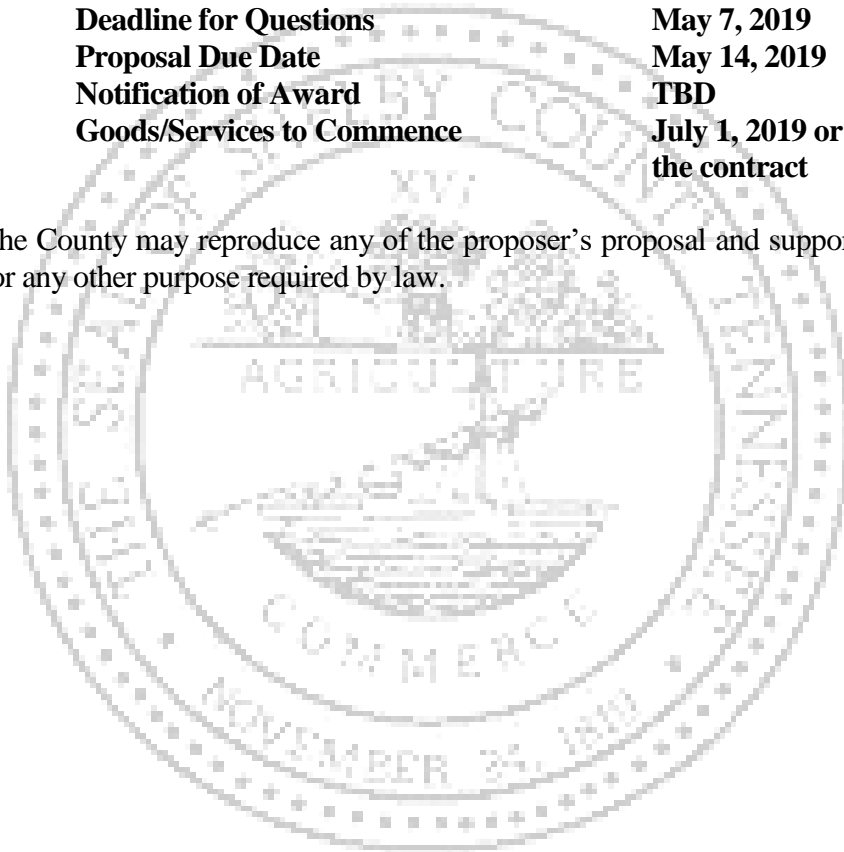
All proposals must be received at the address listed above no later than **4:00pm (CST) on May 14, 2019.** Facsimile or electronically submitted (emailed) proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be considered for evaluation. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.

V. PROPOSAL TIMELINE

Shelby County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all prospective proposers shall be notified. The dates provided after the RFP closes are approximate and the County reserves the exclusive right to modify these dates in consultation with the successful proposer.

Request for Proposals Released	April 15, 2019
Pre-Bid Meeting (voluntary)	April 24, 2019
Deadline for Questions	May 7, 2019
Proposal Due Date	May 14, 2019
Notification of Award	TBD
Goods/Services to Commence	July 1, 2019 or immediately upon execution of the contract

The County may reproduce any of the proposer's proposal and supporting documents for internal use or for any other purpose required by law.



VI. PROPOSAL CONDITIONS

A. Contingencies

This RFP does not commit the County to award a contract, even partially. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all Proposers, in writing, if the County rejects all proposals.

B. Modifications

The County reserves the right to issue addenda or amendments to this RFP.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the proposer's responsibility to ensure that its proposals arrive on or before the specified time/location.

D. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this RFP and Proposers agree that all costs incurred in developing this RFP are the proposer's responsibility.

E. Final Authority

The final authority to award a contract rests solely with the Shelby County Purchasing Department.

F. Proposal Validity

Proposals submitted hereunder will be firm for at least ninety (90) calendar days from the due date unless otherwise qualified.

G. Disclosure of Proposal Contents

Vendor understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and before the time of "Notice of Intent to Award" is issued. Thereafter, proposals will become public information. *All proposals and other materials submitted become the property of Shelby County Government.*

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with _____ County government to provide goods and/or services states under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide goods and/or services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. ~ 50-9-113. Further affiant saith not.

Principal Officer (Name and Signature) _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20_____

Notary Public: _____

My Commission Expires: _____

NOTE: Even if less than five (5) employees, please complete and submit with your proposal.

VII. GENERAL REQUIREMENTS AND INFORMATION

A. Background

This RFP seeks proposals from experienced organizations interested in providing Workforce Innovation and Opportunity Act (WIOA) services to Youth served by the Greater Memphis Local Workforce Development Area (hereinafter referred to as LWDA) through the Workforce Investment Network (herein referred to as WIN).

The provision of these services is to be funded by the Workforce Innovation and Opportunity Act (WIOA), Title I, Public Law 113-128, which began July 1, 2015 and is authorized as workforce law at the federal level through September 2020. The successful Bidder will be selected based upon its demonstrated ability to serve customers within Shelby, Fayette, Tipton and Lauderdale Counties in Western Tennessee.

Shelby County serves as the Administrative Entity and Grant Recipient for the Greater Memphis Local Workforce Development Area. The Workforce Investment Network (WIN), a Department of Shelby County, administers funds received through WIOA via an agreement with Tennessee's Department of Labor and Workforce Development Department. The Local Workforce Delivery Area consists of Shelby, Fayette, Tipton and Lauderdale Counties only.

These programs are administered under the guidance and oversight of the Greater Memphis Workforce Development Board (WDB). The Workforce Development Board oversees the American Job Center one-stop system throughout the local area, approves the annual WIOA Workforce Development Plan, and approves all WIOA funded contractors and service providers.

The maximum youth funds being made available for this RFP are \$1,500,000 for the period of July 1, 2019 – June 30, 2020, the initial term of this RFP solicitation. That figure is subject to change in final contract negotiations and when final allocation and carry-over amounts are confirmed.

It is currently anticipated that roughly 150 existing enrolled youth would still be active as of July 1 and that at least 500 total youth would be served from July 1, 2019 – June 30, 2020. In order to ensure the quality of service for carry-over youth, new enrollments beyond the first 300 must be balanced by exits with positive outcomes; for example, if 20 youth are exited with positive outcomes, 20 new youth may be enrolled.

WIOA requires that that 20% of expenditures be made on work experience (as defined in §681.600, including wages and staff costs for the development and management of work experience). The Bidder is required to propose a minimum of 27% of planned expenditures for work experience, to ensure that the Local Area meets expenditure requirements under WIOA.

To serve out-of-school youth, proposals must include planned services and activities designed to meet the needs of youth ages 16 to 24. WIOA defines out-of-school youth as individuals who are not attending any school, school dropouts who are not enrolled in diploma-granting schools at the time of enrollment (GED program enrollees are also considered out-of-school) or those who have received a secondary credential but are basic-skills deficient, unemployed or underemployed and have one of the specified barriers to employment. Collaboration with local GED and adult high school programs, alternative schools, career

centers, community colleges, the juvenile justice system and public housing authorities is encouraged to provide various “points of entry” to WIOA services for youth who no longer have ties to the public school system.

Basic education skills are an important aspect of the service design for out-of-school youth. All out-of-school youth who are basic-skills deficient in reading or math must have a literacy/numeracy goal set for him/her and tutoring or other remedial services must be provided to enable youth to achieve the literacy/numeracy goal in one year or less. Out-of-school youth should receive instructional options that vary in focus and methods such as one-on-one tutoring for basic-skills/GED preparation, worksite or computer-based remediation and teaching basic skills in conjunction with occupational- skills training. Youth should participate in services to re-connect them to learning and education based on an individualized assessment of needs, including work-based learning opportunities and skills training for unsubsidized employment.

A successful out-of-school youth program would have participants that meet some or all of the following goals:

- Youth gain access to opportunities for learning, discussion, community service leadership development, and support services that address barriers at work or home;
- Youth receive one on one objective assessment and Individual Service Strategy/case management services (required);
- Youth receive academic remediation and enhancement (as appropriate). All youth must be pre- and post-tested using the TABE locator (required);
- Youth are academically successful, which is demonstrated by an increased proficiency in literacy and numeracy;
- Youth earn a high school equivalency diploma;
- Youth acquire an academic and/or occupational specific degree or certificate;
- Youth enter a post-graduate training program or apprenticeship;
- Youth receive intensive job-placement and job development assistance;
- Youth gain meaningful work-readiness skills and/or obtain employment;
- Youth are exposed to “career track” work experiences (required);
- Youth attend appropriate and impactful soft-skills training (required); and
- Youth receive follow-up and retentions services for 12 months after exit (required).

While the focus of this RFP is on serving out-of-school youth (OSY), it is expected that a minimum of 20% of the newly enrolled OSY served would be former offenders; a maximum of 25% of the newly enrolled OSY served would be high school graduates, with an emphasis on graduates served through Career Technical Education (CTE) programs who are disengaged and not working and/or have not

entered post-secondary school or training upon graduation; a maximum of 15% of the newly enrolled OSY served would be college graduates who need work-based learning opportunities in order to secure a full-time job in their field of study; and a minimum of 8% of the newly enrolled OSY served would be to youth with disabilities.

The bidder would also be expected to provide the following elements as part of their proposal:

- Career exploration of in-demand fields, including job-shadowing, paid/unpaid work experience, industry tours and more;
- Expose youth to all post-secondary education options and programs that lead to career pathways within in-demand industries located in the Greater Memphis Region;
- Occupational-skills training in industries which have a “career track” and result in an industry-recognized credential;
- Collaboration with other organizations to leverage resources, facilitate outreach and improve outcomes.

Performance Expectations

There are three sets of performance measures to be aware of: WIOA common measures, TN Department of Labor and Workforce Development measures, and local WDB measures.

PY 2018-19 Common Measures

Under WIOA, the following common measures have been negotiated with the state for PY 2019-20.

WIOA Youth Education and Employment Rate 2nd Quarter After Exit	79.5%
WIOA Youth Education and Employment Rate 4th Quarter After Exit	76.0%
WIOA Youth Median Earnings 2nd Quarter After Exit	Baseline
WIOA Youth Credential Attainment	72%
WIOA Youth Measurable Skill Gains	Baseline
Effectiveness Serving Employers	Baseline

PY 2019-20 local targets have not been released at the time of this RFP; however, the contractor(s) will need to be prepared to adjust targets if different measures or goals are added at the local level. The contractor(s) will be expected to meet these measures at a 100% level at a minimum. Please complete the chart in Attachment D showing proposed actual numbers served with a % result. The remaining common measures (median wages, measureable skills gain, and effectiveness in serving employers) will be negotiated with the contractor following additional guidance from the state.

WDB Measures

Attachment D consists of a chart that the Bidder will complete, identifying projected service levels for the period from July 1, 2019 – June 30, 2020, which will become part of the Bid evaluation, as well as serve as the starting point for Contract negotiations for the approved Bidder.

Jobs4TN

Tennessee used a web-based VOS software product, *Jobs4TN.gov*, as the official system of record for all WIOA funded and tracked programs. The *Jobs4TN* System will fulfill the functions of eligibility determination and certification, comprehensive case management, and reporting participant outcomes and will be required as the case management system and data validation system used by all Contractors. The *Jobs4TN* companion financial tracking system, *Grants4TN* will also be required for all disbursement and funds utilization.

WDB Policies

The chosen Contractor(s) will agree to abide by WDB policies related to classroom training, supportive services, OJT and other relevant WDB policies and guidelines. Several of those policies can be found as part of the WDB's Workforce Development Plan on the Board's website. Any changes will be incorporated into Contract agreements upon approval.

WIOA Program Requirements

The Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality

one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

While WIOA maintains the goal of assisting individuals to find and retain jobs through provision of employment and training, education and support services, there are some key changes under the WIOA Title I Youth Services. These include: increasing the percentage of funds to be spent on Out-of-School Youth (OSY) from 30% to 75%, extending the OSY maximum age limit from 21 to 24 years, and streamlining the process of documenting eligibility. In addition, under WIOA, 20% of funds must be spent on activities related to work experience.

A convenient source of information about the Workforce Innovation and Opportunity Act can be found here: <http://www.doleta.gov/WIOA/> and includes links to critical information about the new legislation, including Training & Employment Guidance Letter 23-14, relating specifically to youth transition from WIA to WIOA; and the Notices of Proposed Rulemaking, of which Part 681 is specific to youth services. In addition to providing detailed information regarding youth eligibility and the other changes and emphases created under WIOA, TEGL 23-14 also provides examples and links to information about Local Area programs across the country that have successfully served large numbers of Out-of-School Youth.

WIOA Service Requirements

Section 129 (c)(1) of the Workforce Innovation and Opportunity Act, states that funds allocated to youth service providers shall be used for the following program design:

1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
2. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
3. Provide:
 - a) Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
 - b) Preparation of postsecondary educational and training opportunities;
 - c) Strong linkages between academic learning and occupational learning;
 - d) Preparation for unsubsidized employment opportunities; and
 - e) Effective connections to intermediaries with strong links to the job market and local, regional employers.

The following is a list of fourteen (14) required services local programs must, at a minimum, make available to youth per Section 129 (c)(2) of the Act. If a provider does not directly provide the services

listed, it must demonstrate the ability to make seamless referrals to appropriate providers of such services. The grantee will have primary responsibility for ensuring that each participant receives access to the full continuum of services.

1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities;
5. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations;
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation;
9. Follow-up services for a minimum 12-month period;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health 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 and occupations;
14. Activities that help youth prepare for and transition to post-secondary education and training.

WIOA Eligibility

Funds awarded through this RFP will be used for WIOA eligible individual ages 16-24 seeking workforce services. Individuals eligible for services must meet the following criteria:

Meet the general WIOA eligibility criteria:

Authorized to work in the United States; and Registered for Selective Service, if applicable

An “out-of-school youth” shall be eligible to participate in these programs if such an individual is:

- 1) Not attending any school as defined under Tennessee law (note: as further defined in §681.230, USDOL does not consider providers of Adult Basic Education and Literacy to be schools, meaning that GED or AHS students at the community college are considered out of school for WIOA purposes); and
- 2) Not younger than age 16 or older than age 24 at time of enrollment; and one or more of the following:
 - a. A school dropout.
 - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.

- c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient (computes or solves problems, reads, writes, or speaks English at or below a grade level of 8.9.) or an English language learner.
- d. An individual who is subject to the juvenile or adult justice system.
- e. A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
- f. An individual who is pregnant or parenting.
- g. A youth who is an individual with a disability.
- h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (the term “low-income”, used with respect to an individual, also includes a youth living in a high-poverty area)

B. Scope of Contract

The County wishes to engage in a contractual relationship with the best-qualified proposer selected through a competitive process that will work well with the County’s personnel in the performance of the Services in a manner that is cost-effective and practical of which price is but one of the selection criteria.

C. Time Frame

The initial contract term will begin July 1, 2019 or immediately upon execution of the contract through June 30, 2020, with the option to renew for three (3) additional one (1) year periods beginning July through June, with the same terms and conditions and satisfactory performance of all criteria and subject to the availability of funds for each renewal period. The optional renewal periods will be upon mutual written consent of both parties. The Provider must be prepared to begin immediately upon receipt of a Notice to Proceed.

D. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.

The County may at any reasonable time, at its expense, make an audit of the Vendor’s books relative to the Accounts.

E. Selection Criteria

Each proposal response will be evaluated on the criteria outlined in this RFP document, including Sections IX, XI and XII. Each proposer should set out in its response to this RFP to clearly identify the qualifications of its company and each individual who will work on this project.

VIII. AWARD OF CONTRACT

Shelby County Government reserves the right to reject all bids, or any part thereof, waive any informality in the bids to make award in the best interest of the County, and to request additional information, an interview, a demonstration of the bid goods/services proposed.

Shelby County Government reserves the right to award this bid on the basis of individual goods/services, groups of goods/services or the entire list of goods/services, whichever is in the best interest of the County.

All decisions are made at the discretion of the County, including the Mayor and the Administrator of Purchasing (and the Board of Commissioners, if above \$50,000). The proposers whose proposals do not meet the mandatory minimum requirements will be considered non-responsive, and not eligible for Department evaluation nor award. The proposers whose proposals do not meet the Department specifications/requirements will not be eligible for award.

Proposers are advised that the lowest cost responsive proposal will not necessarily be awarded the contract, as the selection will also score on professional and technical completeness, per scorecard attached to this bid. The evaluation/selection process may exceptionally include a request for additional information (from Purchasing only), to support the written proposal.

After evaluation of the proposals and selection of the successful Vendor(s), all proposers will be notified in writing.

Upon notice of a bid award, bidders may protest the award by submitting their protest in writing to the Administrator of Purchasing. Only a bidder submitting a bid may protest an award decision. The protest must be received within two (2) calendar weeks of the award selection. If there are any questions regarding the bid protest process, please contact the buyer for the respective bid.

The contents of the proposal of the successful proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award. The County reserves the right to negotiate any portions of the successful proposer's fees and scope of work or utilize their own resources for such work.

No Purchase Order against this bid until formal Award and/or signed Contract.

IX. PURPOSE / SCOPE OF WORK

The purpose of this RFP is to select the best-qualified proposer (hereinafter referred to as “Vendor) and award a County-approved contract to perform the Services and to satisfactorily complete all activities associated with the Goods/Services.

Department specific requirements

1. Describe organization history and experience.
2. Describe your approach to Program Management.
3. Describe your approach to Program Plan Description.
4. Describe past and planned performance.
5. Describe your approach budget and budget narrative.
6. Describe your connection to the local community.

Bidders/Proposers must comply with all of the above.

Bidders/Proposers may not submit a proposal if not listed in the above request.

The information requested above to be answered directly in the scorecard Excel file by all Vendors, and submitted part of your proposal (both Printed and Digital formats).

X. CONTRACT REQUIREMENTS

The successful Vendor(s) will be expected to enter into a contract incorporating the following terms and conditions, and such additional terms and conditions standard to services of this type.

A. General Requirements

1. Control. All services by the Vendor will be performed in a manner satisfactory to the County, and in accordance with the generally accepted business practices and procedures of the County.

2. Vendor's Personnel. The Vendor certifies that it presently has adequate qualified personnel to perform all services required under this Contract. All work under this Contract will be supervised by the Vendor. The Vendor further certifies that all of its employees assigned to serve the County have such knowledge and experience as required to perform the duties assigned to them. Any employee of the Vendor who, in the opinion of the County, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with services under this Contract.

3. Independent Status. (a) Nothing in this Contract shall be deemed to represent that the Vendor, or any of the Vendor's employees or agents, are the agents, representatives, or employees of the County. The Vendor will be an independent Vendor over the details and means for performing its obligations under this Contract. Anything in this Contract which may appear to give the County the right to direct the Vendor as to the details of the performance of its obligations under this Contract or to exercise a measure of control over the Vendor is solely for purposes of compliance with local, state and federal regulations and means that the Vendor will follow the desires of the County only as to the intended results of the scope of this Contract.

(b) It is further expressly agreed and understood by the Vendor that neither it nor its employees or agents are entitled to any benefits which normally accrue to employees of the County; that the Vendor has been retained by the County to perform the services specified herein (not hired) and that the remuneration specified herein is considered fees for services performed (not wages) and that invoices submitted to the County by the Vendor for services performed shall be on the Vendor's letterhead.

4. Termination or Abandonment. (a) It shall be cause for the immediate termination of this Contract if, after its execution, the County determines that either:

- (i) the Vendor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has plead nolo contendere, or has plead or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, or any other collusive and illegal activity pertaining to bidding and governmental contracting.
- (ii) The Vendor has subcontracted, assigned, delegated, or transferred its rights, obligations or interests under this Contract without the County's consent or approval.
- (iii) The Vendor has filed bankruptcy, become insolvent or made an assignment for the benefit of creditors, or a receiver, or similar officer is appointed to take charge of all or part of Vendor's assets.

(b) The County may terminate the Contract upon five (5) days written notice by the County or its authorized agent to the Vendor for the Vendor's failure to provide the services specified under this Contract.

(c) This Contract may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination. In the event of such termination, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date; however, the Vendor shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination.

(d) All work accomplished by Vendor prior to the date of such termination shall be recorded and tangible work documents shall be transferred to and become the sole property of the County prior to payment for services rendered.

(e) Notwithstanding the above, the Vendor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Vendor and the County may withhold any payments to Vendor for the purpose of setoff until such time as the exact amount of damages due the County from the Vendor is determined.

5. Subcontracting, Assignment or Transfer. Any subcontracting, assignment, delegation or transfer of all or part of the rights, responsibilities, or interest of either party to this Contract is prohibited unless by written consent of the other party. No subcontracting, assignment, delegation or transfer shall relieve the Vendor from performance of its duties under this contract. The County shall not be responsible for the fulfillment of the Vendor's obligations to its transferors or sub-Vendors. Upon the request of the other party, the subcontracting, assigning, delegating or transferring party shall provide all documents evidencing the assignment.

6. Conflict of Interest. The Vendor covenants that it has no public or private interest, and will not acquire directly or indirectly any interest which would conflict in any manner with the performance of its services. The Vendor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-Vendor to the Vendor in connection with any work contemplated or performed relative to this Contract.

7. Covenant Against Contingent Fees. The Vendor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Vendor, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Vendor any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the County will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

8. Employment of County Workers. The Vendor will not seek from any official, employee or appointee the disclosure or use of information not available to members of the general public and gained by reason of her or his official position to secure a special privilege, benefit or exemption for herself, himself or any other person or business entity.

9. Arbitration. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the Vendor and the County will be referred to the Shelby County Contract Administrator or his/her duly authorized representative, whose decision regarding same will be final.

10. General Compliance with Laws. (a) If required, the Vendor shall certify that it is qualified and duly licensed to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and it shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

(b) The Vendor is assumed to be familiar with and agrees that at all times it will observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the conduct of the work. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, the Americans with Disabilities Act (ADA).

(c) This Contract will be interpreted in accordance with the laws of the State of Tennessee. By execution of this contract the Vendor agrees that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this contract will be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this contract submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.

11. Nondiscrimination. The Vendor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Vendor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Vendor shall upon request show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.

12. Entire Agreement. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.

13. Amendment. This Contract may be modified or amended, only if the amendment is made in writing and is signed by both parties.

14. Severability. If any provision of this Contract is held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Contract shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by such unlawful, invalid or unenforceable provision or by its severance here from. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added automatically as a part of this Contract a provision as similar in terms to such unlawful, invalid or unenforceable provision as may be possible, and be legal, valid and enforceable.

15. No Waiver of Contractual Right. No waiver of any term, condition, default, or breach of this Contract, or of any document executed pursuant hereto, shall be effective unless in writing and executed by the party making such waiver; and no such waiver shall operate as a waiver of either (a) such term, condition, default, or breach on any other occasion or (b) any other term, condition, default, or breach of this Contract or of such document. No delay or failure to enforce any provision in this Contract or in any document executed pursuant hereto shall operate as a waiver of such provision or any other provision herein or in any document related hereto. The enforcement by any party of any right or remedy it may have under this Contract or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

16. Matters to Be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

17. Subject to Funding. This Contract is subject to annual appropriations of funds by the Shelby County Government. In the event sufficient funds for this Contract are not appropriated by Shelby County Government for any of its fiscal period during the term hereof, then this Contract will be terminated. In the event of such termination, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date.

18. Travel Expenses. All travel expenses payable under this Contract shall be in accordance with the County Travel Policy and Procedures. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. No travel advances will be made by the County.

19. Incorporation of Other Documents. (a) The Vendor shall provide services pursuant to this Contract in accordance with the terms and conditions set forth within the Shelby County Request for Proposal as well as the response of the Vendor, thereto, all of which are maintained on file within the Shelby County Purchasing Department and incorporated herein by reference.

(b) It is understood and agreed between the parties that in the event of a variance between the terms and conditions of this Contract and any amendment thereto and the terms and conditions contained either within the Request for Proposals/Bids or the Response thereto, the terms and conditions of this Contract as well as any amendment shall take precedence and control the relationship and understanding of the parties.

20. Waiver of Proprietary Interest. Notwithstanding anything to the contrary contained herein or within any other document supplied to the County by the Vendor, the Vendor understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to the County by the Vendor due to services performed pursuant to this Contract is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee.

21. Organization Status and Authority. (a) The Vendor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the state of Tennessee; it has the power and authority to own its

properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

(b) The execution, delivery and performance of this Contract by the Vendor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of the Vendor, any provision of any indenture, agreement or other instrument to which the Vendor is a party, or by which the Vendor's respective properties or assets are bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

22. Warranty. The Vendor warrants to the County that all Services shall be performed in accordance with acceptable standards in the industry applicable to the Services. The Vendor shall correct, at its sole cost and expense, any work reasonably deemed to be unsatisfactory by the County. The Vendor warrants to the County that all Services shall be in strict compliance with the terms of this Contract, and all applicable governmental laws, rules and regulations.

23. Rights in Data. The County shall become the owner, and the Vendor shall be required to grant to the County, or its successors, a perpetual, non-exclusive, non-transferable, royalty-free right, in the County's name, to use any deliverables provided by the Vendor under this Contract, regardless of whether they are proprietary to the Vendor or to any third parties.

B. INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Responsibilities for Claims and Liabilities. (a) The Vendor shall indemnify, defend, save and hold harmless the County, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all claims, liability, losses or damages—including but not limited to Title VII and 42 USC 1983 prohibited acts—arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with or in breach of this Contract or in the performance of the duties hereunder, whether performed by the Vendor its sub-Vendors, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract.

(b) The Vendor expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Vendor shall in no way limit the responsibility to indemnify, defend, save and hold harmless the County or its elected officials, officers, employees, agents, assigns, and instrumentalities as herein provided.

(c) The County has no obligation to provide legal counsel or defense to the Vendor or its sub-Vendors in the event that a suit, claim or action of any character is brought by any person not party to this Contract against the Vendor as a result of or relating to obligations under this Contract.

(d) Except as expressly provided herein, the County has no obligation for the payment of any judgment or the settlement of any claims against the Vendor as a result of or relating to obligations under this Contract.

(e) The Vendor shall immediately notify the County, c/o Shelby County Government, Contracts Administration, 160 N. Main Street, 9th Floor, Suite 950, Memphis, TN 38103, of any claim or suit made or filed against the Vendor or its sub-Vendors regarding any matter resulting from or relating to the Vendor's obligations under this Contract and will cooperate, assist and consult with the County in the defense or investigation thereof.

(f) The Vendor shall immediately notify Shelby County Government, Contracts Administration, 160 N. Main Street, 9th Floor, Suite 950, Memphis, TN 38103, of cancellation or changes in any of the insurance coverage required.

2. Insurance Requirements. The Vendor shall purchase and maintain, in a company or companies authorized to do business in the State of Tennessee, such insurance as will protect the County from claims which may arise out of or result from the Vendor's operations under the Contract, whether such operations are performed by himself or by any subcontractors or by anyone directly or indirectly employed by any of them, or by anyone for whose acts the Vendor or subcontractor may be liable.

The insurance required shall be written for not less than any limits of liability specified below or required by law, whichever is greater. The Vendor will maintain throughout the life of this Contract insurance, through insurers rated A- or better by A. M. BEST, in the following minimum requirements:

- 1) **Commercial General Liability Insurance** – Limit of not less than \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:
 - a) Premises/Operations
 - b) Products/Completed Operations
 - c) Contractual Liability
 - d) Independent Vendors/Contractors
 - e) Personal Injury Liability
 - f) Broad Form Property Damage
 - g) XCU coverage, where applicable
- 2) **Business Automobile Liability Insurance** – Limit of not less than \$1,000,000 per occurrence for property damage and bodily injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insured. Coverage is to be provided on all:
 - a) Owned/Leased Autos
 - b) Non-owned Autos
 - c) Hired Autos
- 3) **Workers Compensation and Employers' Liability Insurance** – Including coverage for sole proprietors, partners, and officers, regardless of requirement by Tennessee State Statute. Policy is to be specifically endorsed to include these individuals for coverage. This policy should include Employers' Liability Coverage for \$1,000,000 per accident. The Vendor waives its right of subrogation against Shelby County for any and all workers' compensation claims.
- 4) **Professional Liability Errors & Omissions Insurance** – Coverage with minimum limits of \$1,000,000 per claim or occurrence/\$3,000,000 annual aggregate indicating if coverage is written on claims-made basis.

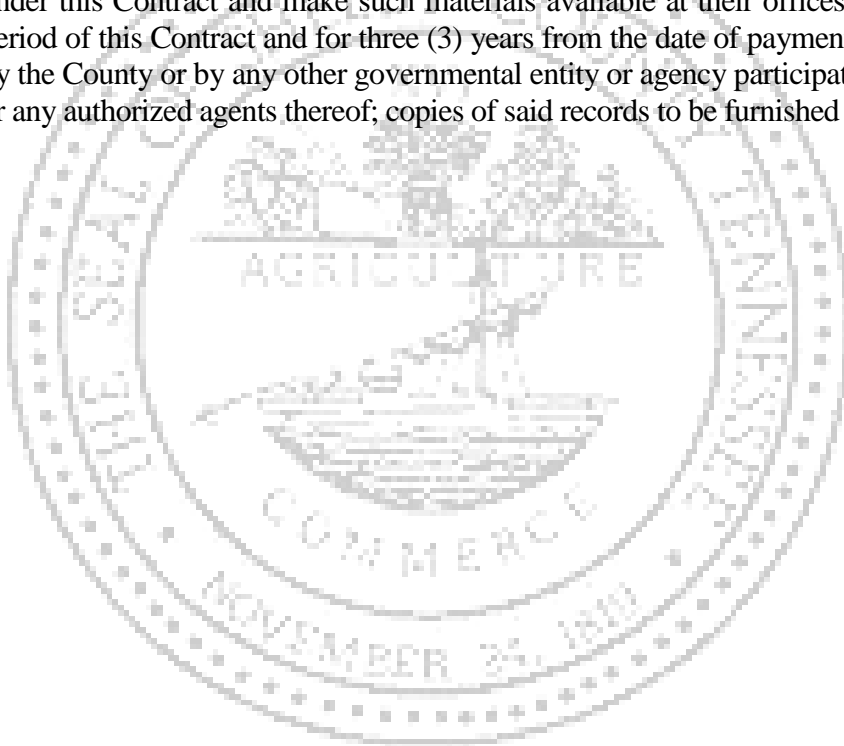
All policies will provide for thirty (30) days written notice to Shelby County Government of cancellation of coverage provided. Ten (10) days' notice applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Vendor will provide immediate notice to Shelby County and evidence of replacement coverage with no lapse.

Upon termination or cancellation of any claims-made insurance currently in effect under this Contract, the Vendor shall purchase replacement coverage and/or an extended reporting endorsement and furnish evidence of same to the County.

All insurance policies maintained by the Vendor shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

C. Right to Monitor and Audit

Access to Records. During all phases of the work and services to be provided hereunder the Vendor agrees to permit duly authorized agents and employees of the County, to enter the Vendor's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Vendor will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the County or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.



XI. PROPOSAL SUBMISSION

A. GENERAL

1. All interested and qualified proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read and understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable) and all concerns regarding this RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. You will need to submit the components described below in the following order:
 - A. Attachment A: Statement of Compliance (1 page)
 - B. RFP Application Section 4-1: Executive Summary (limited to 2 pages)
 - C. RFP Application Section 4-2: Program Plan Narrative (limited to 25 pages)
 - D. RFP Application Section 4-3: Budget Narrative (limited to 8 pages)
 - E. Attachment C: WIOA 14 Service Elements Delivery Plan Form as described in Section 4-2(c)(iv)
 - F. Attachment D: Planned Performance Outcomes Chart as described in Section 4-2(d)(iii)
 - G. Budget (Excel spreadsheet)
 - H. Audit letter or alternate financial document as described in Section 4-2(b)(xii) **Note that this document need only be included with the one “original” submittal referenced above.**
 - I. Additional optional and relevant attachments supplied by Bidder and referenced in narrative
 - J. Prior funder references as described in Section 4-2(d)(ii)

The Request for Proposal Application narrative will consist of these three parts:

- i. The Executive Summary (limited to two pages) is an overview of the Bidder’s organization, a summary of the proposed program, the amount of funding requested, and the number of participants to be served.

- ii. The Program Plan Narrative (limited to 25 pages total in three unique sections) will describe the Bidder's organizational structure, previous experience, financial structure and plan for providing services to youth in Guilford County.
- iii. The Budget Narrative (limited to 8 pages total) will describe the Bidder's planned budget.

It is assumed that the Bidder has a working knowledge of the Workforce Innovation and Opportunity Act (WIOA). When addressing each area, do not quote the Workforce Innovation and Opportunity Act and/or corresponding regulations. The LWDB is expecting a narrative outlining YOUR plans for providing services to youth customers throughout the Greater Memphis Local Workforce Development Area, within the framework of the Workforce Innovation and Opportunity Act. Bidders must number their pages for each section.

Executive Summary

The **Executive Summary (2 pages only)** must be submitted on the organization's letterhead and must provide:

- A. An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers and communities served under WIOA or other employment and training programs;
- B. A concise description of the proposed program, that identifies the program model(s) and includes the number of customers to be served (explain how this number was determined), existing partnerships and, if applicable, the occupations in which training is planned or has been previously conducted; and,
- C. The amount of WIOA funding requested.

Program Plan Narrative

The **Program Plan Narrative** (limited to 25 pages, exclusive of attachments) must provide specific detailed responses and data for the items listed below:

(a) Organizational History and Experience

- i) Provide a concise description of your organization including mission and vision statements. The Bidder is asked to provide more specific details about outcomes from past projects in a later question. Describe the relevant experience of the organization and partners/sub-contractors within the past two years in providing comparable youth services as described in this RFP. Describe any special qualifications or expertise that may distinguish the entity's programs and services from other agencies.
- ii) Identify all of your current or proposed partners (if applicable) and briefly explain their services, roles provided, expertise and rationale for participation in the program model.
- iii) Describe how the proposed program will integrate into your current structure and services through alignment of staff, physical and financial resources.

(b) Program Management

- i) Identify proposed staffing structure, including titles, job descriptions, whether the position is full or part-time, qualifications sought, and hiring criteria. Describe any professional development and training workshops attended by staff. Explain your process for on-boarding new staff members on the regulations of WIOA and program requirements. Identify any special skills or certifications of staff and address the staff's ability to meet the psycho-social-emotional needs of young adults. Upon award of contract, WDB may also request resumes of proposed staff members.
- ii) Discuss your agency's overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.
- iii) Describe the Bidder's fiscal capacity, including a description of any other grants over \$500,000 and provide the organization's total annual budget. Summarize the overall sources of funding, including WIOA. Of those sources of funding, how much is WIOA Youth funds?
- iv) Provide a general description of the Bidder's accounting/financial procedures and system of oversight. Describe the type of accounting software being utilized by either the Bidder or a third party accounting provider.
- v) Describe the Bidder's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time? Are time studies utilized? If so, how often are they prepared?
- vi) Describe how the Bidder will administer and track expenses related to the 26% work- based learning requirement. Explain your capacity to operate a work experience program of this magnitude and your experience as the "Employer of Record" for paid work experiences. Describe the tool or process used to track both work experience and OJT costs.
- vii) Describe the tool or process used to track individual training account costs and confirm that the system will adequately track costs; can report expenses by occupational training area; and can report both obligations and actual expenses.
- viii) Describe how the agency will ensure that costs charged to the program are reasonable, allocable, allowable, and necessary.
- ix) If staff or other costs charged to this budget will be shared between one or more funding sources, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs, or submit a copy of the current plan. For guidance on preparing a cost allocation plan, please refer to the [Omni Circular](#).
- x) If the agency has received an approved indirect cost rate, attach a copy of the most current Indirect Cost Determination Letter from the cognizant agency.
- xi) Attach a copy of the agency's most recent audited financial statements (including Single Audit, if applicable) and management letter. In lieu of an external audit, attach the most recent Profit & Loss Statement, a Balance Sheet and a copy of the most recent Federal Tax Return. This information will only need to be provided on the "original" version of the ten required copies and does not have to be copied or replicated for the other copies.

- xii) For audits, indicate what action has been taken in regard to either auditor's opinions or recommendations regarding internal controls or to cost disallowances. Describe any other changes the Bidder has undertaken in response to audits.
- xiii) Describe any in-kind contributions to the program. Specify the estimated dollar amount of in-kind contributions.
- xiv) Indicate the timeframes and strategy for effectively implementing the proposed program within the first 60 days after the contract is awarded.

(c). Program Description

- i) Identify the program model(s) you will use to serve each of the following target groups, including both common and unique elements for each group: youth who do not have a high school diploma or GED; youth and young adults with a high school diploma or GED; college graduates; former offenders; and youth with disabilities.
- ii) Describe your strategies for outreach, recruitment, eligibility determination, enrollment and orientation to your program. Please identify any unique recruiting timelines (if a cohort model is being proposed) and include strategies for maintaining an active caseload through the year.
- iii) Describe how youth will be assessed upon enrollment. Include a description of any tools or methods used to determine the following: levels of basic skills, work readiness skills, interests and aptitudes, occupational skills and supportive service needs. Explain how these assessments inform the service strategy for youth. Note that the WDB provides access to the WorkKeys testing license (the WDB maintains status as a certified ACT testing location), but contractors will be expected to include testing costs (booklets, etc.) as part of their budget. Attainment of the Career Readiness Certificate is a required performance measure for the Contractor. Describe who will administer and interpret test results.
- iv) Describe how your program will directly and indirectly provide access to the WIOA required 14 service elements. If not providing the services directly, describe your existing or planned relationship with the organization providing the service. Describe how your organization will ensure the service is provided and the quality of the service. (Attach a copy of the WIOA 14 Service Elements Delivery Plan Form – Attachment C)
- v) Describe the procedures for referring youth to other programs who do not meet enrollment requirements or qualify for WIOA-funded activities.
- vi) Describe your specific approach to developing an Individual Service Strategy, including how you will ensure that the ISS includes linkages to one or more of the WIOA performance measures and how it will incorporate career pathways that include appropriate education and employment goals. Be specific regarding hours of programming, curricula and tools used and staff involved in the process. Identify any innovative features in your design. Identify how often the ISS will be updated.

vii) Describe planned guidance and counseling activities. Be specific about how and when counseling takes places, how progress and attendance will be monitored, and which staff are responsible for these activities.

viii) Describe how and why supportive services will be used for participants. Identify (if any) supportive services that you intend to provide that are beyond the scope of our current supportive services policy (on website). If applicable, provide an example of an agreement with another agency that you are currently using to provide supportive services (can attach, does not count towards page limit).

ix) Describe how your program will connect to the greater American Job Center/WIN system (including the center itself and partners) in order to provide strong links to the job market and to employers.

x) Describe academic activities planned to ensure that goals are established and achieved for youth with basic skills deficiencies. Describe how these activities will ensure measureable skills gains for youth.

xi) Describe how activities will prepare youth for post-secondary educational opportunities.

xii) Describe planned occupational skills activities and projected outcomes. Describe what types of diplomas, certificates, degrees, or academic credit participants will receive.

xiii) Describe your strategies for, and experience with, engaging businesses and industry leaders in your program. Identify the volume of businesses served, nature of engagement, types of roles, and repeat customers. Explain how employers, employer organizations and industry leaders are involved with your organization as a whole and specifically with program delivery. Describe your process of employer engagement from the initial contact to placement of participants and retention.

xiv) Describe how your program will incorporate meaningful work-based learning programs to provide opportunities for youth to gain work experience. Describe the balance between classroom-based activities and work-based learning opportunities and how you would plan to integrate the two. Describe any employer relationships you already have in place for work-based learning or your strategy for developing such relationships. Attach a list of potential worksites.

xv) Describe how your program will incorporate on-the-job training for youth participants. Describe your selection process and strategy for success.

xvi) Describe planned participant recognition ceremonies, if any.

xvii) Describe how your program will reestablish contact with youth at risk of exit due to lack of services in the last 90 days.

xviii) Describe your process for following up with youth. Identify strategies used to ensure participants retain employment and/or persist in college. Also, identify strategies used for participants that remain unemployed after exit. How will you maintain contact with youth and assist them during the follow up period? Please include in this response your expected timetable for follow-up activities with youth.

(d). Past and Planned Outcomes

- i) Please describe your outcomes from implementing programs of a similar nature over the past two years. Include a list of WIOA and non-WIOA grants along with the targeted key benchmarks and your actual outcomes.
- ii) Also include, as an attachment, three (3) references (along with contact information) of funders or organizations who can attest to your ability in serving the population, achieving grant deliverables, and meeting performance benchmarks. The WDB reserves the right to consider any and all previous performance data from workforce development programs.
- iii) Please complete the Planned Performance Outcomes Chart- Attachment D. This chart will be used as a basis for evaluating your priorities for youth services, the feasibility of delivering the services as described, and as a comparison to other Proposals. Actual performance objectives will be negotiated as part of the Contract development process. Describe the specific outcomes to be achieved by the proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. Explain your process for internally monitoring your performance on an on-going basis. How will you evaluate and assess the effectiveness and quality of the program? Identify who will be responsible for data, reporting and general oversight of performance objectives.
- iv) Describe continuous improvement procedures that will be used to obtain feedback from participants, employers, and other appropriate parties on the responsiveness and effectiveness of the training and services provided.

Budget Narrative (and budget instructions)

Please complete a proposed budget for your project using the Excel document “PY 2019 Shelby County WIN Youth RFP Budget” posted on the website at www.workforceinvestmentnetwork.com. Instructions for completing the form follow below, but each underlined section is asking for a narrative response defining or explaining certain aspects of the budget. Note that you should only enter data into gray-shaded cells on the worksheet; yellow cells contain formulas:

Page 1 of 6 – Overview and Totals:

Most of the fields on this page carry in totals from subsequent pages. The only field requiring an entry is the fixed fee amount (if the Bidder is a for-profit entity). If so, identify the fixed fee amount built into the proposed budget in this narrative, and describe the risk and other factors taken into consideration to arrive at this amount. For for-profit bidders, the board will negotiate profit based on attainment of agreed-upon performance measures. The factors that may be considered may include employment, retention, wages, and credential attainment. Profit proposed in the contract should reflect the maximum amount attainable given achievement of all performance measures.

The work experience field includes all expenses from Section E as well as work-experience related personnel costs from Section A.

Identify an average unit cost per participant and provide an explanation to justify this unit cost. Identify the staff to participant ratio.

Page 2 of 6: Section A - Personnel Expense:

The Bidder is asked to identify staff titles and how many of each position will be included; the hours per week for that job and the hourly salary. From that, a formula calculates a weekly salary. The Bidder will enter a single figure for the weekly benefits associated with that position. Please identify in this narrative which positions are benefitted and what is included in benefits provided by your organization. The Bidder will indicate the number of weeks each position will work and a formula calculates the total annual staff cost for each position.

Note the last three rows are reserved for staff who are focused on developing or implementing work experience activities, including internships, pre-apprenticeship and OJT, as applicable. It may be easier to dedicate staff to these functions, but the Bidder may choose to split time for certain staff, as necessary. If that is the case, please explain how and why that approach is used. These totals will combine with participant expenses from Section E to calculate the percentage of expense associated with work experience, which must equal at least 26% of the total.

Include in this narrative any additional information about specific or unique roles of proposed staff and explain any instances in which staff is not expected to work through the entire year, or may be shared with other projects.

Page 3 of 6: Section B – Operational Expense:

For services based out of the American Job Centers; basic office furniture, telephone access, computer network access and desktop computers, copier access and common customer supplies such as copier paper will be included in the per FTE cost of the Resource Sharing Agreement. The Bidder will need to budget for all other equipment, proprietary assessment tools, office supplies, mileage reimbursement, staff training, etc. If specific computer or communications equipment is needed, such as laptops, cell phones, etc. those should be included in this section and the need for these items explained in this narrative. For bidders proposing to deliver services at alternative locations, all planned facilities related costs should be clearly documented in the budget and narrative.

These totals are calculated by entering line items, a unit of measurement, cost per unit and number of units proposed. A formula will calculate that total.

Please describe any unique aspects of operational expenses you are proposing or any line items that are not self-explanatory.

Page 4 of 6: Section C – Participant Related Expense:

This section is set up similarly to Section B but is only for participant-related expenses to include instructional software, student occupational skills (ITA) expenses such as books, tuition, fees, tools, etc.; supportive service expenses such as transportation and other expenses and other types of expenses associated with your program proposal that are directly related to participants. Most of these types of expenses are unique to individual students and can be directly charged but many are allocated. Expenses for training and supportive services are subject to WDB policy.

The State of Tennessee has a Minimum Participant Cost Rate Policy in place as of November 2017. Under this policy a minimum of 40% of local area formula funds must be utilized for direct services to Title 1 participants and cannot include administrative, personnel or operating expenditures. In order for

an expenditure to qualify in the calculation of MPCR it must be a direct participant cost and coincide with costs associated with fundable activities reported in the Jobs4TN (VOS) system. Budgets and accompanying narratives must clearly demonstrate how your organization will meet the required MCPR of 40% for any amount awarded under this procurement.

Please describe any unique aspects of participant-related expenses you are proposing or any line items that are not self-explanatory.

Page 5 of 6: Section D – Work-Based Learning:

This section calculates costs directly related to work-based learning. The Bidder is then asked to identify how many of each of those types of work experiences will be provided and an average number of hours per participant. A formula calculates the total hours. Next, the Bidder will estimate the average rate of pay per type of work experience. A formula adds FICA where applicable and calculates a total estimated expense (the OJT formula calculates 50% reimbursement of total hours).

The board's priority is work experience, apprenticeship, and OJT, in that order. Youth OJT should not be a significant portion of this budget. Youth OJTs will require case-by-case board approval before execution.

There are additional rows to include supplies and tools for work experience participants as well as worker's compensation policies or other insurance. If an outside contractor is used for payroll purposes, for example, that should be included as well.

Any additional expenses beyond participant wage costs should be explained in this narrative. The Bidder should also explain how the participant counts for each type of work experience were determined.

Page 6 of 6: Section E – Indirect Cost:

This section only applies if the Bidder is proposing certain costs to be paid through an indirect line item. The Bidder must have a negotiated indirect cost rate and a letter confirming that must be attached in order for indirect costs to be considered. The Bidder will enter the amount used to compute the total figure and explain what cost basis is used, per the approved indirect cost plan, both in this narrative and on the spreadsheet.

4. **Hard copy proposals AND completed Excel file (digital format) must be received by no later than 4:00 p.m. (CST) on May 14, 2019 at Shelby County Government Purchasing Department, 160 N. Main Street, 9th Floor, Suite 900, Memphis, TN 38103.**
5. The proposer agrees to provide the County with any additional information it deems necessary to accurately determine ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for the County to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify this organization from further consideration. Such additional information may include evidence of financial ability to perform.

B. PROPOSAL COPIES

1. HARD COPIES - One (1) original (**clearly identified as original**) and **five (5)** copies of the proposal are required. To include your printed version of below completed Excel file – both tabs.
2. COMPLETED EXCEL FILE (2 tabs/sheets) – **Two (2)** digital copies are required. The information requested (minimum requirements and the department specific requirements) to be answered directly in the scorecard Excel file by all Vendors, and submitted part of your proposal.
3. The package containing the original and copies must be sealed and marked with the proposer’s name and “**CONFIDENTIAL – GMLWDA Out-Of-School RFP**” with due date and time indicated.
4. Proposals must be typed. Erasures and “white-out” are not permitted. Mistakes may be crossed out, and corrections may be typed adjacent and initialed in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc., with your firm name and our bid number.
5. Proposals must be verified before submission as they cannot be withdrawn or corrected after the due date and time. The County will not be responsible for errors or omissions on the part of the proposers in preparing their proposals. A responsible officer or employee must sign proposals. Tennessee sales tax shall not be included in the Vendor’s proposal.

C. PROPOSAL FORMAT

Response to this RFP must be in the form of a proposal package that must be submitted in the following format: **Please download the attachment(s) to this document.** The Proposal Response Sheet (*required document*) should be the first page of your written response.

1. **Cover Page/Proposal Response Sheet** – Submit on letterhead stationery, signed by a duly authorized officer, employee, or agent of the Vendor.
2. **Comprehensive Response** – This portion of the proposal must address all requirements outlined in this RFP document. The minimum requirements and the department specific requirements to be answered directly in the scorecard Excel file by all Vendors, and submitted part of your proposal (both Printed and Digital formats). Which will also include:
 - how respondent can meet or exceed the Department requirements,
 - detail of how the respondent is qualified to provide the services required,
 - detailed description of the approach for delivering the goods and/or accomplishing the services (include a time schedule for completion of each element).
3. **Cost and Fees** for the entire length of the Contract
 - a. Provide the applicable itemized costs, fees and any commissions included in the proposal for the Goods and/or Services for each element in the scope of work (this includes ALL break-down of the cost proposed, as well as any sub-Vendor(s))

- working in conjunction with your organization on the project). If multi-year, to breakdown per fiscal year (July 1st to June 30th)
- b. Explain any assumptions or constraints in a price proposal to provide the goods and/or perform the Services required.
 - c. Explain any additional charges or fees in the proposal.
 - d. The proposal submission shall include an overall cost for the entire project with an itemized cost for each phase.
 - e. CLEARLY MENTION WHAT IS “BASE” VS “ALTERNATE #...” – you will be evaluated on your BASE.

4. Experience of the Respondent **That experience must include, at a minimum:**

- Case management and development of intensive service plans for the target population
- Partnership with community organizations to provide wraparound services for youth in need, whether paid by the Bidder or accessed through a partner’s funds
- Partnerships with employers and employer organizations for job placement including referrals of candidates and appropriate post-placement follow-up
- Operating a system for authorization, payment and tracking of costs associated with school/training sponsorship, support services, incentive payments to youth or any items of monetary value directly provided to young adults
- Provision of a robust subsidized work experience program for youth that includes evidence of development and management of worksites, administration or oversight of a payroll processing system, provision of appropriate worker’s compensation and other insurance coverage, and monitoring and evaluation of worksites used for such a program

A sufficient description of the experience and knowledge base of the proposer to show the proposer’s capabilities should be included in the proposal. At a minimum, the description of the experience and knowledge base of the proposer included in the proposal should include, but not necessarily be limited to, the following:

- a. A brief description of the history and mission of the proposer, including the proposer’s background and mission statement, the length of time the proposer has been in business, a description of the proposer’s organizational structure and a description of the proposer’s customer make-up;
- b. A statement of how long the proposer has provided services similar to the Goods and/or Services requested herein;
- c. A general description of the proposer’s experience and background in providing Goods and/or Services similar to the Services requested herein; and
- d. Any other relevant information about the experience and knowledge base of the proposer which is deemed to be material.
- e. Resume of each employee engaged in the services, including the role of each and an overview of their previous experience with similar projects.

5. References

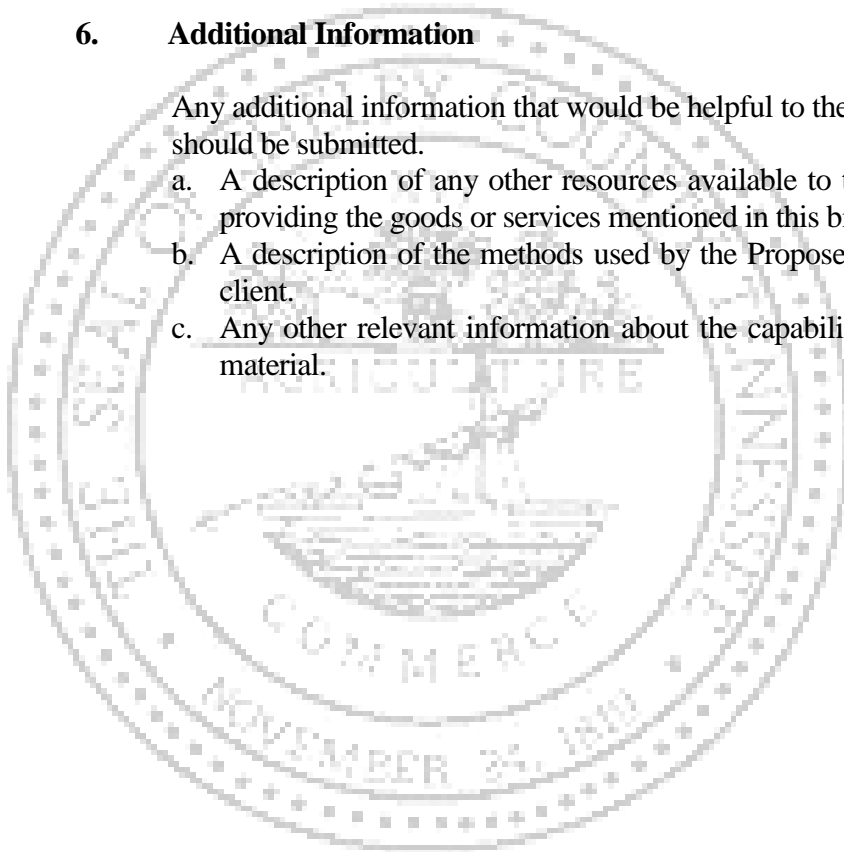
A list of current and former clients for whom the Proposer has provided services similar to this bid (with preference given to clients comparable to Shelby County Government), to be submitted and, for each such reference, the business name, the identification of a contact person, the title of the contact person and a telephone number:

At least three (3) current or former clients who have terminated in the last five (5) years, to be included on this list.

6. Additional Information

Any additional information that would be helpful to the County in evaluating the proposal should be submitted.

- a. A description of any other resources available to the Proposer that will be useful in providing the goods or services mentioned in this bid.
- b. A description of the methods used by the Proposer to measure the satisfaction of its client.
- c. Any other relevant information about the capabilities of the Proposer deemed to be material.



XII. PROPOSAL EVALUATION AND SELECTION

1. Responsiveness Evaluation Process

All proposals will be initially evaluated by Purchasing to determine if they meet the following, in order to be considered a “responsive” bidder:

- a. The proposal must be complete and in the required format.*
- b. Proposers must meet ALL minimum proposer requirements outlined in Section II of this RFP, per their completed scorecard (digital file submitted with the proposal)*

2. Department Review of their specific requirements

Each responsive proposal will be reviewed by a special Ad-Hoc Committee, which may elect to schedule a personal presentation and interview with one or more of the proposers. The evaluation committee shall review the responsive proposals and score points, *per the completed scorecard (digital file submitted with the proposal.)*

EACH PROPOSAL MAY BE EVALUATED INDEPENDENT OF THE OTHER.

3. Oral Presentation.

The Shelby County Government reserves the right to interview, or require an oral presentation from, any Respondent for clarification of information set forth in the Proposer’s response. In this regard, at the discretion of the evaluation committee, some or all Proposers who submit a Proposal in response to this RFP may be asked submit to an interview or give an oral presentation of their respective Proposals to the evaluation committee. If so, this is not to be a presentation restating the Proposal, but rather an in-depth analysis of certain qualifications of the Proposer. The interview or oral presentation, if utilized, is intended to provide an opportunity for the Proposer to clarify or elaborate on its qualifications without restating the Proposal. The interview or oral presentation is to be a fact finding and explanation session only and is not to be used to negotiate any terms of contract. If required, the time and location of such interview or oral presentation will be scheduled by the Administrator of Purchasing. Interviews and oral presentations are strictly an option of the Shelby County Government or its evaluation committee and, consequently, may or may not be conducted. All travel expenses to and from the interview or oral presentation shall be the responsibility of the Proposer. Selection will be based on determination of which proposal best meets the needs of the County and the requirements of this RFP.

**ATTACHMENT A
STATEMENT OF COMPLIANCE
GREATER MEMPHIS WDB
PY 2019-120 WIOA YOUTH SERVICES**

As the Authorized Signatory Official for

(Submitting Firm/Organization)

I hereby certify:

that the above-named Bidder is duly approved to submit this application requesting funding under the Workforce Innovation and Opportunity Act (WIOA), Title I, Public Law 113-128, and the Code of Federal Regulations, Parts 603, 651-54, 658, 675, and 679-688 652 applying to the Workforce Innovation and Opportunity Act; and other administrative requirements issued by the United States Department of Labor, Governor of Tennessee and the Greater Memphis Workforce Development Board and its administrative entity, the Workforce Investment Network and Shelby County TN; and that it will comply with any changes, revisions, or amendments to the above-named documents. This shall include changes resulting from WIOA re-authorization or passage of legislation to modify WIOA. The Bidder shall notify the Workforce Investment Network within thirty (30) calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

that the above-named Bidder will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

that the contents of this application are truthful and accurate and the above-named Bidder agrees to comply with the policies stated in this application; and

that the above-named Bidder is not subject to disbarment or suspension from receipt of Federal, State, or Local funds; and

that this application represents a firm request subject only to mutually agreeable negotiations; and

that the above-named Bidder is in agreement that the Guilford County Workforce Development Board reserves the right to accept or reject any proposal for funding; and

that the above-named Bidder waives any right to claims against the Guilford Workforce Development Board and the City of Greensboro in their individual and collective capabilities.

_ Authorized Official Signature

Date

ATTACHMENT B

Greater Memphis Local Workforce Development Board Procurement Appeals Policy

BACKGROUND

The federal Workforce Innovation and Opportunity Act (WIOA) mandates the establishment and maintenance of a procedure for grievances or complaints about its services and activities from participants, sub grantees, sub-contractors, and other interested persons.

This policy applies to the Requests for Proposal (RFP) process only and provides a procedure to handle complaints by service providers or prospective service providers. For purposes of this document, any use of the words “complaints” or “grievance” refer to the appeals process relating to the procurement of WIA services.

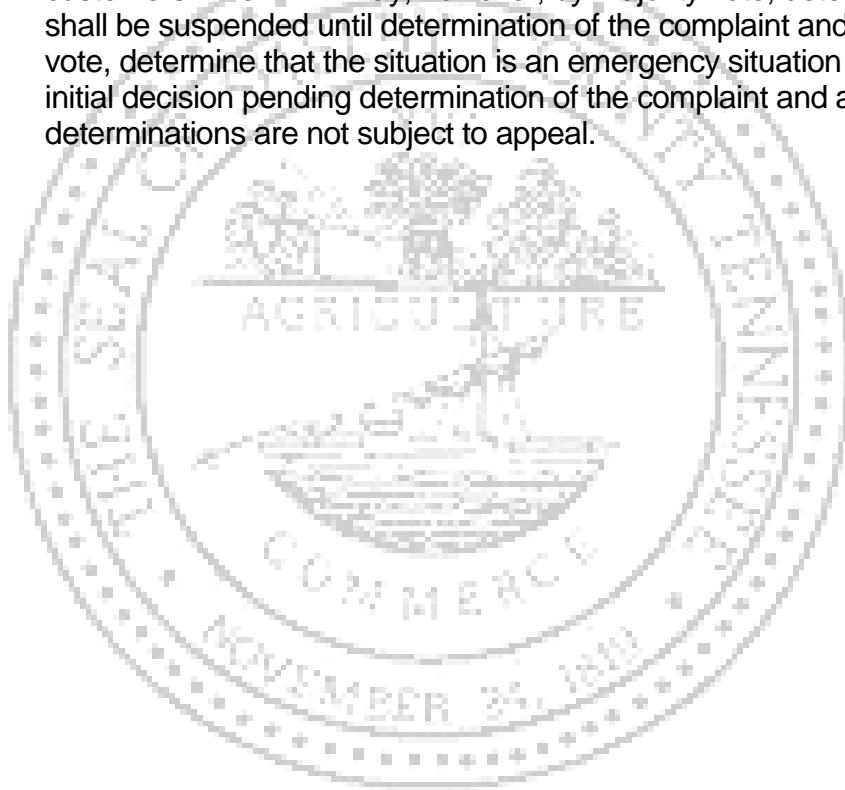
POLICY

Written notification of service provider selection is provided to each entity submitting a proposal. A service provider, potential service provider, or any entity adversely affected in the selection of the service provider may file a complaint. The following steps outline the procedure which these entities may follow to make an appeal of the service provider selection.

- A. The service provider, potential service provider, or any entity adversely affected in the operator selection process may file a formal complaint with the Greater Memphis Workforce Development Board.
- B. The written complaint must specifically state the decision, the basis for the complaint, and the remedy sought by the complainant. All matters not raised in the complaint will be deemed waived.
- C. The written complaint must be made to the Chairman of the WDB within seven (7) working days of the date of written notification to all bidders following the selection of service providers. To be considered valid, a copy shall also be sent to the Workforce Investment Network Executive Director within the same time frame.
- D. In making a determination, the WDB Chair may call a hearing, at his or her discretion, at which time the Chair may take oral or written evidence and may entertain oral or written argument. Any entity that could be affected by the complaint shall be notified and permitted the opportunity to be present and/or submit evidence. Any such hearing will be held within ten (10) working days of receipt of the written complaint.
- E. The decision of the WDB shall be reached by majority vote. A written response will be provided

no more than five (5) working days following the completion of the hearing.

- F. WDB staff will forward information regarding procurement protests to the TN Department of Labor and Workforce Development.
- G. Interim Determinations by the Workforce Development Board during the Appeals Process. While a procurement appeal is pending, the initial decision of the WDB regarding service providers shall be followed to avoid interruption in services to customers. The WDB may, however, by majority vote, determine that the initial decision shall be suspended until determination of the complaint and appeal, and may, by majority vote, determine that the situation is an emergency situation necessitating a change in the initial decision pending determination of the complaint and appeal. These interim determinations are not subject to appeal.



Attachment C
14 Service Elements Delivery Plan
Bidder Name: _____

Element	Check if your agency is directly providing this element.	If your agency is NOT directly providing this element, identify who you will be partnering with to provide this required element.	Check if formal linkage agreement is in place
1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.			
2. Alternative secondary school offerings.			
3. Summer employment opportunities directly linked to academic and occupational learning.			
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities.			
5. Occupational skill training; which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned within demand industry sectors or occupations.			
6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities.			
7. Supportive services.			
8. Adult mentoring for a duration of at least twelve (12) months that may occur both during and after program participation.			
9. Follow-up services for a minimum 12-month period.			
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health 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 and occupations			
14. Activities that help youth prepare for and transition to post-secondary education and training.			

**ATTACHMENT D
 PLANNED PERFORMANCE OUTCOME MEASURES CHART
 July 1, 2019 – June 30, 2020**

(Bidder will enter planned outcomes in all shaded cells)

Bidder Name: _____

Outcome Area		Definition of Positive Outcome	Number of Participants Receiving Service (Denominator)	Number to Achieve Positive Outcome (Numerator)	% Achieving Positive Outcome
A	Total Number of New Enrollments	Participants not already enrolled as of 7/1/19		N/A	N/A
B	New Enrollees with Offender History	Subset of A		N/A	N/A
C	New Enrollees with Documented Disability	Subset of A		N/A	N/A
D	Total new participants served in skill-specific training	Number of participants from Measure A who are enrolled in skill specific training		N/A	N/A
E	Total new participants served in work experience activities	Number of participants from Measure A who are enrolled in work experience activities including internships, pre-apprenticeships, and OJT		N/A	N/A
F	Placement in Employment	Exiters employed in an unsubsidized job (not held on the date of WIA/WIOA registration) for a period of at least 30 days			
G	Employment Retention	Exiters employed in an unsubsidized job (not held on the date of WIOA registration) for a period of at least 90 days	[This number must match the numerator from Measure D]		
H	Average Wage at Placement	The average wage targeted for placements	N/A	[This figure should be the average wage for those in the numerator for Measure D]	N/A
I	Placement in a Training-Related Area	Exiters placed in employment as defined above but in an area related to any occupational skills training received	[This is the number of exiters who were in skill-specific training]		

J	Attainment of a Credential	Exiters attaining a nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. Includes all state education agency recognized credentials.	[This is the number of exiters expected to complete an occupational skills training program or secondary school alternative]		
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In addition to board-specific outcomes, the contractor will be expected to meet the following state measures at least a 100% level. Please indicated in the planned outcome column your anticipated performance goals:

	State Negotiated Performance	Contractor Proposed Performance
WIOA Youth Education and Employment Rate 2nd Quarter After Exit	79.5%	
WIOA Youth Education and Employment Rate 4th Quarter After Exit	76.0%	
WIOA Youth Median Earnings 2nd Quarter After Exit	Baseline	
WIOA Youth Credential Attainment	72%	
WIOA Youth Measurable Skill Gains	Baseline	
Effectiveness Serving Employers	Baseline	