



CITY OF HAWTHORNE
SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)
11539 HAWTHORNE BLVD., 5TH FLOOR
HAWTHORNE, CA 90250

**Request for Proposal (RFP)
for
California New-Start
Prison-to-Employment Program**

| | |
|---|---|
| Release Date: | Thursday, September 17, 2009 |
| Deadline for Submission: | Thursday October 1, 2009 5:00 p.m. (Pacific Standard Time) ABSOLUTELY NO EXCEPTIONS |
| Respondent's Orientation: South Bay Workforce Investment Board (SBWIB) 11539 Hawthorne Blvd., 5th Floor Hawthorne, CA 90250 | Wednesday, September 23, 2009 10:00 a.m. |
| <p style="text-align: center;">For More Information: James "Jimmy C" Carradine, Procurement & Contracts Manager (310) 970-7700 jimmyc@sbwib.org</p> | |

An equal opportunity employer/program. Auxiliary aides are available upon request to individuals with disabilities. TDY (310) 970-7714. Voice (310) 970-7700

TABLE OF CONTENTS

| SECTION I | OVERVIEW | PAGE |
|--------------------|---|-------------|
| | Background Information..... | 4 |
| | Purpose of RFP..... | 5 |
| | Organization Structure..... | 5 |
| | Area of Service..... | 5 |
| | Program Goals..... | 5 |
| SECTION II | GENERAL INFORMATION | |
| | Eligible Organizations..... | 5 |
| | One-Stop Delivery System Linkage..... | 6 |
| | Contract Terms..... | 6 |
| | Funding Availability..... | 6 |
| SECTION III | TERMS AND CONDITIONS | |
| | Failed Competition..... | 6 |
| | Conflict of Interest..... | 7 |
| | On-Site Inspection..... | 7 |
| | Source Documents..... | 7 |
| | EEO Certification..... | 7 |
| | Acceptance of Terms & Conditions..... | 7 |
| | Truth & Accuracy of Representation..... | 7-8 |
| | Changes of RFP..... | 8 |
| | Gratuities..... | 8 |
| | Registration of Respondents Interest in This RFP..... | 8 |
| | Best Offer..... | 8 |
| | Accuracy and Completeness..... | 9 |
| | Right to Amend or Withdraw this Request for Proposal..... | 9 |
| | Rights of the SBWIB..... | 9 |
| | Right to Reject and Negotiate Proposals..... | 9 |
| | Request for Additional Information..... | 9 |
| | Termination..... | 9 |
| SECTION IV | TIMELINE | 10 |
| SECTION V | SCOPE OF SERVICES | 10-12 |
| SECTION VI | ROLES AND RESPONSIBILITIES | |
| | One-Stop Career Centers..... | 12 |
| | California Department of Corrections..... | 12-13 |

| | | |
|---------------------|---|-------|
| SECTION VII | GENERAL PROVISIONS GUIDELINES | 13-15 |
| SECTION VIII | PROPOSAL NARRATIVE | 15-16 |
| SECTION IX | SELECTION AND EVALUATION PROCESS | |
| | Proposal Evaluation and Scoring..... | 17 |
| | Cost and Price Analysis..... | 17-18 |
| | Selection..... | 18 |
| | Rejection of Proposals..... | 18 |
| | Disputes..... | 18 |
| | Negotiations Process..... | 18 |
| | Type of Contract and Payment Method..... | 18 |
| | Slate of Providers..... | 19 |
| SECTION X | PROTEST/APEEALS & GRIEVANCE PROCEDURES TO RESOLVE PROCUREMENT DISPUTES | 19-20 |
| SECTION XI | CONTRACTING REQUIREMENTS | 20-21 |

SECTION I OVERVIEW

Background Information

On May 16, 2008 the Secretary of the California Department of Corrections and Rehabilitation and the Secretary of the Labor and Workforce Development Agency entered into a Memorandum of Understanding (MOU) establishing a working relationship focused on improving the reintegration of parolees into local communities, thereby reducing the recidivism rate. Understanding that each entity plays a critical role in the success of this effort, the Secretaries charged the California Department of Corrections and Rehabilitation (CDCR) and California Workforce Investment Board (CWIB) to work collaboratively and diligently to make this effort, titled California New Start – Prison-to-Employment Program (CA New Start), a success.

Assembly Bill (AB) 900 (the Public Safety and Offender Rehabilitation Services Act of 2007, Section 3105, Chapter 7, Statutes of 2007; CDCR Strategic Plan 2007-2012, Goal 6, Rehabilitation and Reentry, Prison to Employment 6.1.5) requires CDCR to develop a comprehensive Inmate Treatment and Prison-to-Employment Plan to ensure that inmate education, treatment, and rehabilitation programs provide the skills necessary for successful employment in the community upon the inmates release and reduce his/her chances of returning to prison after release to parole. AB 900 also provides that CDCR may use resources of other state agencies as necessary to develop the plan.

Within the Labor and Workforce Development Agency (LWDA) there exists the CWIB and the Employment Development Department (EDD). The CWIB is responsible for the statewide workforce development plan, as well as policy and guidance for California's system of local Workforce Investment Board's (WIBs) and their One-Stop Career Centers (Career Centers). Career Centers are locally based service centers, which provide employment assistance to all Californian's, including parolees (Workforce Investment Act (WIA) of 2998, Public Law 105-220, 112 State. 936, Title I, Chapter 1, Section 111.) The EDD is the administrative entity for WIA funding in California, providing fiscal accountability, participant data collection and reporting, performance management, and program oversight of local WIBs per federal law.

Through its Labor Market Information Division, EDD possesses access to occupational trend information critical to all parties under this agreement. Additionally, EDD, through its Wagner Peyser-funded Workforce Services Branch is a partner in the local Career Centers, delivering job services to meet the employment needs of California residents, including parolees.

CA New Start is a collaborative project that leverages the resources and service delivery mechanisms of CDCR, LWDA, CWIB and EDD to enhance the employability of parolees and their access to employment opportunities in their home communities.

The SBWIB was recently awarded funds by the California Employment Development Department (EDD) through its partnership with the California Department of Corrections and Rehabilitation (CDCR) to implement California New Start –Prison to Employment program within the South Bay Workforce Investment Area.

Purpose of RFP

The purpose for this Request for Proposal (RFP) is to procure a qualified respondent with an innovative program design to enter into an eight-month contract with the potential of extension. The respondent must have extensive background in creating employment opportunities (job training, placement and retention services) for parolees.

Funds made available through this Request for Proposal (RFP) are intended solely for the benefit of **parolee clients who will be paroled within the South Bay of Workforce Investment Area (SBWIA). Only one contractor will be selected to serve parolee clients.**

Organization Structure

The South Bay Workforce Investment Area (SBWIA), presently a consortium of nine cities, administers program funds under the Workforce Investment Act (WIA). The South Bay Workforce Investment Board (SBWIB) is appointed by the elected officials of the nine cities and is responsible for program and policy planning, development and oversight. The City of Hawthorne is the administrative entity for the SBWIB.

Area of Service

The SBWIA includes the cities of Hawthorne, Inglewood, El Segundo, Lawndale, Gardena, Carson, Redondo Beach, Hermosa Beach, and Manhattan Beach also known as Beach Cities. The cities of Inglewood, and Gardena are designated South Bay One- Stop Business & Career Center operators. Beach Cities and Carson are affiliates of the South Bay One-Stop Business & Career Centers.

Program Goals

The primary goals of CA New Start is to improve the employability skills of offenders while in custody and following release to the community through rehabilitative services to increase the likelihood that they will secure and retain gainful employment upon reentry to their communities; and establish relationships with the network of local Career Centers as the vehicle through which parolees are connected to local employment opportunities. When effectively implemented, CA New Start is envisioned as a key to reducing prisoner recidivism, improving reintegration of parolees into communities by providing employment opportunities and ultimately, enhancing public safety. The collaboration between the CDCR, EDD, CWIB and local WIBs provides a foundation for accomplishing this goal.

SECTION II GENERAL INFORMATION

Eligible organizations may fall within any of the following categories.

- ✓ Established Community -Based Organizations (CBO)
- ✓ Public Agencies
- ✓ Private for-profit organizations
- ✓ Private non-profit organizations

Eligible organizations must also have **a minimum of three (3) years** documented, successful experience **within the last five (5) years** in providing employment and training services to parolees.

One-Stop Service Delivery System Linkage

Respondents must be willing to function as part of the local workforce investment system and agree to all program linkages referral processes and data collection methods necessary to make such a system operational. The One-Stop service delivery system, which includes both physical center and electronic connectivity, is pivotal in unifying a variety of programs and services into a single customer-friendly system. Therefore, all respondents must be willing to connect participant activities with the One-Stop system, so that participants learn how to access the service offered by the system.

Contract Term

Contracts negotiated as a result of this request may commence on **November 1, 2009** and terminate on **June 30, 2010**. However, CDCR has stated that contracts may be extended beyond June 30, 2010, based on SBWIB's program design to serve the target population.

Contract extensions past June 30, 2010 are contingent upon availability of federal funding, the approval of the state budget and satisfactory performance of the contract conditions, which is at the discretion of the SBWIB. The SBWIB may vary the program and/or contract period as necessary and shall ensure compliance with WIA policies in doing so. Contracts will be monitored for performance on a quarterly basis and may be amended or terminated if performance does not meet SBWIB standards.

Funding Availability

The maximum amount to be awarded under this proposal is **\$178,032** for the California New Start Program. CDCR has stated additional funding will be available in January 2010. The additional funding amount will be based on the program design that is to be submitted by the SBWIB on or before November 1, 2009 to the CDCR. By submitting a proposal in response to this RFP, the respondent is agreeing to partner with the SBWIB in their submission of a program design to CDCR, as stated above.

Respondents should be aware that funding is contingent upon the solvency of the proposing organization. Organizations should be able to operate independent of any funding authorized under the Workforce Investment Act.

Organizations that operate programs funded with other funding sources should be prepared to submit a cost allocation plan.

SECTION III TERMS AND CONDITIONS

Failed Competition

If only one responsive proposal is received from this solicitation, resulting in a failed competition, the option may be exercised to reopen competition or to enter into a sole source contract.

Conflict of Interest

Agencies employing or retaining employees of SBWIB, the SBWIB Executive Committee and/or other SBWIB employees such as contractors, subcontractors, or consultants or in any other capacity, must make such information known with their proposal document. Failure to do so may result in disqualification of the proposal, cancellation of contract or contract award, or result in disciplinary action against individuals involved.

On-Site Inspection

Organizations awarded contracts must have an established fiscal system, personnel policies and procedures, grievance process, and other systems considered necessary by the SBWIB to operate and effective training program.

Organizations with no prior awarded contract with the SBWIB will be subject to an on-site inspection, which must be deemed satisfactory before a contract may be awarded. **NOTE: Facilities must** comply with Americans with Disabilities Act (ADA).

The SBWIB retains the right to utilize an instrument of their choice to conduct an On-Site inspection to evaluate the fitness of an organization to operate new employment programs.

Source Documents

Organizations must comply with the Workforce Investment Act (WIA); the Family Economic Security Act, as amended; Greater Avenues of Independence (GAIN); the Americans with Disabilities Act; policies and operating requirements of the South Bay Workforce Investment Board; the California Public Records Act, Office of Management and Budget Circular A- 128 and/or A-133; and other applicable Federal, State, and local laws, policies and regulations.

Regulating and operational documents mentioned in the RFP are available at the SBWIB Administration Office, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday located at 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA 90250.

EEO Certification

Successful respondents will be required to certify and agree that all persons employed by the respondent, its affiliates, subsidiaries, or hold companies are and will be treated equally by the firm without regards to or because of race, religion, ancestry, national origin, or sex and in compliance with all federal, State and local anti-discrimination laws.

Acceptance of Terms and Conditions

Each respondent, by submission of a proposal, acknowledges acceptance of terms and conditions, certifies that all specifications listed in the RFP will be met, and further understands that these specifications may become part of a contract for provision of services should a contract be awarded.

Truth and Accuracy of Representation

False, incomplete, or unresponsive statements in connection with a proposal may be cause for its

rejection. The evaluation and determination of the fulfillment of the requirement will be in the SBWIB's sole judgment and its judgment will be final and conclusive.

Changed to RFP

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

Gratuities

It is improper for any SBWIB member, employee or agent to solicit consideration, in any form, from a respondent with the implication, suggestion or statement that the respondent's provision of the consideration may secure more favorable treatment for the respondent in the award of the contract or that the respondent's failure to provide such consideration may negatively affect the SBWIB's considerations of the respondent's submission. A respondent will not offer a SBWIB member, employee or agent for the purpose of securing favorable treatment with respect to the award of the contract.

A respondent will immediately report any attempt by a SBWIB member, employee or agent to solicit such improper consideration. The report will be made to the SBWIB Executive Director. Failure to report such a solicitation may result in the respondents submission being eliminated from consideration, among other items, such improper consideration may take the form of cash, discounts, and service, the provision of travel or entertainment, or tangible gifts.

Registration of Respondents Interest

When a copy of this RFP is picked up or mailed to an interested respondent, the name and address of the respondent is logged into the RFP record by the SBWIB. In the event that the RFP is amended, dates changed or other actions taken prior to the deadline date, notice of such action will be mailed to each respondent on the RFP list. If your name and address are not accurately registered with the SBWIB on the RFP log, the SBWIB is not responsible for providing you with notice of any changes. Therefore, it is incumbent upon each respondent to accurately and timely register your interest with the SBWIB particularly if you did not receive a copy of the RFP directly from the SBWIB. Each RFP issued by the SBWIB has its own log. Registration for a different RFP does not ensure you are registered on this RFPs log.

Best Offer

The proposal shall include the respondent's best terms and conditions.

Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Proposals will be received and maintained consistent with the requirements of the Workforce Investment Act of 1998 and the California Public Records Act. In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If the respondents include privacy or proprietary information in its proposal, which it does not desire to have publicly disclosed, this restriction must be clearly noted. Such notice to the SBWIB shall not be effective if such protection is not allowable under the Freedom of Information Act or the California Public Records Act. The SBWIB shall use reasonable administrative procedures and care to protect the release of restricted proposal information. However, the SBWIB shall not be liable for the disclosure of any information

submitted in the proposal even though the respondents requested a restriction on its release.

Right to Amend or Withdraw This Request for Proposal

The SBWIB reserves the right to amend or withdraw this RFP at any time and to change any set or planned dates announced herein; however, the SBWIB will not amend the deadline due date of the RFP to an earlier date.

Rights of the SBWIB

The SBWIB reserves the right to waive informality in any proposal, to accept or reject any or all proposals, to reject one part of a proposal and accept another, to re-advertise and, or seek other proposals, to make awards to the most responsive proposal as the interest of the SBWIB may require.

1. The SBWIB reserves the right to establish additional consideration or criteria for funding, as deemed necessary. Such consideration may be addressed through final agreement negotiations.
2. The SBWIB reserves the right to reject any proposal and waive any requirement when the action is considered to be in the SBWIBs best interest and negotiate change, revision, and/or modification of a proposal with any Respondents.
3. The SBWIB reserves the right to retain all proposals submitted in response to this RFP. The proposals shall become the property of the SBWIB. The SBWIB also reserves the right to use any or all ideas presented in any proposal submitted in response to a Request for Proposal, without charge or limitation. The selection or rejection of a proposal does not affect these rights.

Right to Reject and Negotiate Proposals

The SBWIB may reject any proposal and waive any requirement when the action is considered to be in the SBWIB's best interest and negotiate changes, revisions, and/or modifications of a proposal with any respondents.

Request for Additional Information

The City/SBWIB may require additional information from respondents for the determination of its qualifications to provide services. This additional information may be requested any time during the review process.

Termination

The SBWIB may terminate the agreement resulting from this proposal at its own discretion or when conditions encountered during the work make it impossible or impracticable to proceed, or when the SBWIB is prevented from proceeding with the agreement by law or by official action of a public authority. Additionally, if federal, state, or local project funds are suspended the agreement will likewise be suspended/terminated.

SECTION IV TIMELINE

TIMELINE

September 17, 2009- RFP release date
October 1, 2009- Proposal Deadline Due by 5:00 p.m. (Pacific Standard Time (PST))
October 2 & 5, 2009- Review of Proposals
October 8, 2009- Recommendations to One-Stop Policy Committee
October 15, 2009- Recommendations to South Bay Workforce Investment Board
October 19, 2009- Negotiations with Approved Contractor
November 1, 2009- Contract Effective Date

Dates are subject to change.

SECTION V SCOPE OF SERVICES

Contractor

The selected contractor must have an extensive background in the provision of job search and job retention services to parolees. Responsibilities of the contractor will include but are not limited to the following:

- Provide the parolee population with core, intensive and training services as deemed appropriate for the parolee. Other services to parolees may include:
- Partner with Inglewood One-Stop Career Center to identify and provide WIA services to those clients who are parolees, in and through the One-Stop Career Center service delivery system;
- Enter MIS data into I-TRAIN Case Management System;
- Coordinate with the Inglewood One-Stop Operations Manager;
- Conduct the parolee-participant orientation;
- Complete all WIA eligibility and enrollment requirements and document in the case files;
- Have the parolee-participant sign and date the Parolee Release of Information form;
- Utilize a customer service-oriented approach to prepare and assist parolee-participants in obtaining and retaining permanent employment;
- Market the employability of this special population to prospective employers. Develop flyers, brochures and other marketing tools to promote One-Stop Career Center employment services;
- Actively collaborate with area employers to create employment opportunities for parolee-participants;
- Arrange appointments with area employers for parolee-participant interviews;
- Provide job referrals to the parolee-participants;
- When appropriate, provide parolee-participant with a current list of prospective employers and local job opportunities commensurate with the parolee-participant's skills and interests;
- Provide the parolee-participant with referrals to educational or vocational training agencies to improve the parolee-participant's job readiness skills if the parolee-participant is not job ready;

- Obtain comments from the employers to provide feedback to the parolee-participant to help strengthen his/her job search skills;
- Inform local employers of the Work Opportunity Tax Credit (WOTC);
- Verify appropriateness of employment with the Agent of Record (AOR) prior to job placement. Background information and conviction history that may prohibit specific types of employment should be considered to minimize the risk of public safety;
- Provide job-retention support and assistance in accordance with the WIA;
- Maintain communication with the AOR regarding the parolee-participant's progress and employment status (i.e., position and location). Notify the AOR if the parolee-participant does not actively participate in the program;
- Cooperate fully with the CDCR Office of Research and other contracted research staff in the collection of data for program evaluation;
- Meet with Parole Field Unit staff as required to discuss/resolve issues;
- Ensure that the staff are compliant with rules, regulations, and policies governing access to and disclosure of confidential information;
- Conduct job development workshops and document attendance; and
- Maintain participant case files- which shall contain:
 - The parolee-participant's name, CDCR number, assigned Parole Unit and name of the AOR, and a signed copy of the CDCR 1502;
 - All contacts and communication with the parolee-participant including a description of the purpose and outcome of the contact.
 - Documentation of participation in program orientation.
 - Documentation of workshop attendance.
 - The Individual Employment Plan (IEP) with specific employment goals, objectives, time frames, recommendations, job readiness assessments, vocational assessment and recommendations, employment barriers, and any subsequent revisions that occur over the course of the parolee-participant's participation.
 - Employment history and job placement information including the employer's name, address, telephone number and contact person's name. In addition, the date of hire and hours of employment including start and end time must be documented.
 - Documentation of any employment related supportive services provided.
- Participate in Parole and Community Team local meetings coordinated by the CDCR Division of Adult Parole Operations (DAPO).
- Market the employability of parolees to prospective employees. Develop flyers, brochures and other marketing tools to promote the One-Stop Center employment services, which will be in partnership with the Contractor.
- Participate in employer stakeholder forums with CDCR.
- Create lists of employers ready to hire parolees and maintain the list as additional employers are identified.
- Maintain a staffed and operational office at the South Bay One-Stop Business and Career Center -Inglewood during the designated times and days which include Monday through

Thursday and every other Friday from 8:00 a.m. until 5:00 p.m.

- Prepare and submit MIS documentation and reports as determined by the SBWIB.

SECTION VI ROLES AND RESPONSIBILITIES

One-Stop Career Center

- Partner with the successful respondent for the provision of services to parolees in and through the One-Stop Career Center service delivery system;
- Date-stamp the CDCR 1502, Activity Report, upon receipt from the Parole Office prior to providing services to parolee-participants. Receipt of a completed CDCR 1502 is considered a valid referral. A copy of the referral form must be retained in the parolee-participant's case file. Ensure all documents pertaining to the services provided are shared with the contractor for inclusion in the parolee-participants case file; and
- Cooperate fully with the CDCT Office of Research and other contracted research staff in the collection of data from program evaluation.

California Department of Corrections

Responsibilities of the California Department of Corrections include:

- The AOR shall screen prospective parolee-participant for appropriate referral to the One-Stop Career Center utilizing a CDCR 1502, Activity Report. The AOR is responsible for providing a completed CDCR 1502. All CDCR 1502s must have the signature of the AOR and Parole US. Incomplete CDCR 1502s will be returned to the AOR for completion;
- Provide written information and procedures to the One-Stop Career Center on the referral process;
- Establish a link between in-prison employment programming and post-release job placement services at the One-Stop Career Centers to assist parolees in securing and retaining employment;
- Implement policies and procedures needed for referral of parolees to One-Stop Career Centers by the Parole Agents of Record, Division of Adult Parole Operations;
- Provide information about parolees referred for services to WIB's, including information about job readiness training received and I-9 document status prior to release;
- Collaborate with local One-Stop Career Center staff to monitor a parolee's progress towards employment, requesting reports as needed to provide the Agent of Record with information on the parolee's progress toward securing employment or additional employment related training;
- Utilize data and reports available from EDD to evaluate performance under this agreement, developing additional reports deemed necessary to measure the impact of both initial and long-term efforts begun in partnership with the members to this agreement;
- Communicate program changes on an on-going basis with project New Start partners, EDD, CWIB, local WIB's, and Career Centers, including any changes made in institutional education and vocational programs to insure continuity of programming from in-custody to community placement;

- Organize Community Stakeholder (Employer) Forums in counties statewide;
- Record and evaluate concerns raised and initiate action, as appropriate, to remove identified barriers and adopt suggested incentives;
- Facilitate bi-annual or quarterly meetings between the partners to this agreement for the purpose of ensuring parolees referred are provided appropriate and adequate employment services including intensive services when suitable in accordance with provisions specified in WIA; and
- Provide for quality assurance reviews.

SECTION VII GENERAL PREPARATION GUIDELINES

The proposal shall be submitted in the format described below. **The narrative shall not exceed fourteen (14) pages.** Letters of support will not be accepted and should, therefore, not be submitted.

1. Format Requirements

Proposal must be submitted in hard copy:

- Typed, 12 point font size, Times New Roman or Arial
- Single-spaced, single-sided
- 8 1/2" x 11" paper
- Pages numbered sequentially
- Single staple or clipped (no binding)
- Use the forms provided where applicable

All attachments must be provided and forms must be completed as indicated. If any form or part thereof is not applicable, the form should be included in the proposal with notation to that effect. The failure to fully complete or include a required form or other required information will render the proposal non-responsive and it will be removed from further review and consideration.

2. Questions and Technical Assistance:

All questions must be submitted at the Respondent's Orientation.

3. Availability of the RFP:

Copies of the RFP will be available for pick-up starting September 17, 2009 from 8:00 a.m. to 5:00 p.m. at the SBWIB, 11539 Hawthorne Blvd., Hawthorne, CA 90250. Copies of the RFP may also be downloaded on the SBWIB website at www.sbwib.org. Copies of the RFP must be picked up in advance of the Respondent's Conference and will not be made available at the Conference. The deadline for submission of proposals is October 1, 2009, 5:00 p.m. (Pacific Standard Time).

4. Cost Incurred by Respondents:

All costs of proposal preparation shall be borne by the respondent. The SBWIB shall not, in any event, be liable for any pre-contractual expenses incurred by respondents in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposal.

Procedures for Submission of Proposal

Order of Submission: Proposal must be submitted in the following order:

- Proposal Cover Page (Attachment A)
- Proposal Narrative (maximum 14 pages)
- Agency Organization Chart (see Proposal Narrative- Organization Capacity)
- Budget Narrative and Summary (Attachment B)
- Copy of Most Recent Agency Audit (see Proposal Narrative- Budget/ Fiscal Capacity)
- Certifications & Assurances (Attachment C)
 - C-1 Lobbying Certification
 - C-2A Debarment And Suspension Certification Instructions
 - C-2B Debarment And Suspension Certification
 - C-3 Certification Regarding Drug-Free Workplace Act Requirements
 - C-4 Certification Regarding Compliance With The Americans With Disabilities Act
 - D- Non-Discrimination Assurance
 - D-1 Non-Collusion Assurance

Submission: Submission of a proposal does not guarantee that the proposal will be funded. Respondents seeking funding must submit a complete proposal package. All questions must be answered, and all forms must be completed to be considered for funding. If the question is not applicable, then it must be stated "is not" applicable and briefly explained why you think it does not apply. Submit the proposal only in the format described below.

Deadline for Submission of Proposals: The deadline for submission of proposals is October 1, 2009, by 5:00 p.m., Pacific Standard Time. No exceptions to the submission conditions set forth in this notice will be granted. Overnight and hand deliveries must meet the same deadline for submission. Proposals that do not meet the conditions set forth in this notice will not be considered. Facsimile (FAX) applications will not be honored.

Proposal Cover Page: A proposal cover page is to be used in the submission of all proposals and is included in this package. The Proposal Cover Page must be completed in full, and signed by an officer authorized to bind the respondent to all commitments made in the proposal.

Copies Required: Respondents must submit five (5) copies of the proposal (including attachments). A minimum of three (3) copies must have original cover page and signatures.

The proposal must be mailed or personally delivered to:

South Bay Workforce Investment Board (SBWIB)
11539 Hawthorne Blvd, 5th Floor
Hawthorne, CA 90250

(At the corner of Hawthorne Blvd. & 116th St)

Upon request, persons delivering to the above office will be given a receipt noting the time and date of the delivery. At the same time, the receipt will be noted in the RFP log.

Respondent's Orientation: A Respondent's Orientation has been scheduled for Wednesday, September 23, 2009 at 10:00 a.m. at the SBWIB, 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA 90250. Interested respondents may call Ms. Kandice Cunningham at (310) 970-7700 in advance to reserve seating. At this Orientation, SBWIB will review the RFP documents and respond to questions regarding requirements of the RFP. All prospective respondents should plan to attend this session. No questions regarding the RFP, other than the submission deadline, will be answered outside of the Orientation. **All respondents who attend the Respondent's Orientation will be mailed a copy of the Orientation Questions and Responses. In addition, copies will be available for pick-up at the SBWIB Administrative Office (address listed above).**

Late Proposals: A proposal received after the deadline stated above will be deemed non-responsive. In which case, it will not be considered and will be returned to the respondent without review. The SBWIB reserves the right to determine the timeliness of all proposal submissions.

SECTION VIII PROPOSAL NARRATIVE

Demonstrated Performance, Ability & Responsibility – 20 Points (3 page maximum)

- Describe in detail your knowledge, expertise, and experience working within the workforce development industry, and/or the non-profit sector as it pertains to job development, placement, and retention services for parolees. Respondents are expected to demonstrate their ability to develop relationships with employers open to employing parolees. **(10 points)**
- Describe the specific responsibilities of relevant program staff as it relates to providing services to parolees. Include job descriptions and professional qualifications of personnel who will be delivering services. **(5 points)**
- Explain your organization's administrative and management background. **(5 points)**

Capability – 20 points (3 page maximum)

- Provide a program organizational chart that illustrates the structure of the staff to be used in support of the proposed program. The chart should clearly display the number of staff planned for the program along with positions. **(5 points)**
- Provide a list of equipment that your organization will provide to the staff assigned to the Inglewood One-Stop Business and Career Center. **(5 points)**
- Indicate the amount of time required to implement the proposed activity from notification of selection. **(10 points)**

Program Design – 40 Points (5 page maximum)

- Describe the core, intensive, training, and job retention follow-up services to be provided to

the parolee. Include a description of the process for an individual to move through each of these tiers of service. Also describe how it will be determined which individuals receive intensive and training services. **(10 points)**

- Describe how you will market the employability of this special population to prospective employers. Provide a staffing plan and information on key staff that will be charged with carrying out the responsibilities of this program. **(10 points)**
- Describe what uniquely qualifies you to work with this target population. **(5 points)**
- Describe your understanding of the unique job search, skill development, and employment retention needs of the target population. **(10 points)**
- Describe the relationship you have with the business community and, to the extent possible, include information on businesses with which you currently have a relationship. **(5 points)**

Budget Narrative and Summary – 20 points (3 page maximum)

- Describe your organization financial accounting system and attach copies of your organization's most recent audit/financial statement, for each proposal submitted, (5 copies) **(5 points)**
- Describe how your organization would repay any disallowed costs identified with non-federal funds. **(5 points)**
- If a private-for-profit organization, describe how the profit was determined based on consideration of the following: (1) complexity of work; (2) risk borne by contractor; (3) contractor's investment and (4) quality of past performance. **(0 points)**
- Complete and attach the Budget Summary (Attachment B) and describe how the proposed costs are necessary and reasonable in terms of benefits to the participants. **(5 points)**
- Provide a budget narrative that outlines each line item in the budget. The narrative shall explain and justify the items in the budget and have a clear connection between program costs and outcomes. **(5 points)**

SECTION IX SELECTION AND EVALUATION CRITERIA

The following description of the selection proposal review process is a general description. Not all elements must be performed on all proposals received and the order of the process may be varied at the discretion of the SBWIB reviewing staff, the One-Stop Policy Committee or the SBWIB.

SBWIB staff will screen proposals for responsiveness. Non-responsive proposals will not be given further consideration. To be responsive, proposal must be:

- a. Submitted on time.
- b. Meet all submission requirements, e.g. quantity, signatures, etc.
- c. Include all required forms, signed certifications, and other material fully completed in accordance with the instructions.

Upon finding that a proposal is responsive, the SBWIB will review forms, certifications, and other documentation; may check references, conduct on-site investigations and perform other verification

activities.

All responsive proposals are reviewed and scored by the SBWIB, Review/Evaluation Team which is designated by the SBWIB, Executive Director. Proposals will be read and scored by the same reviewers. Each reviewer will evaluate the proposal for acceptability and assign a numerical score. Scores from each reviewer for all proposals will then be totaled and averaged. A maximum of 100 points may be awarded to any single proposal. The recommendation of the Review Evaluation Team will then be forwarded to the One-Stop Policy Committee.

The One-Stop Policy Committee will review the recommendations of the SBWIB Review/Evaluation Team. The Committee may accept, modify, or reject the evaluation team's recommendations, or return the matter to the SBWIB staff for further investigation or negotiation.

The One-Stop Policy Committee will forward the recommended proposal(s) to the SBWIB, Executive Committee. The SBWIB Executive Committee will make final decisions to accept, reject, or modify all funding recommendations. In some cases, the recommendations may be forwarded to the full SBWIB to expedite the process.

Proposal Evaluation and Scoring Criteria

Each proposal submitted for consideration will be evaluated and scored on its own merits. The emphasis in the evaluation is on **clarity, relevance, and strict compliance** to the RFP requirements. The proposal rating criteria fall into three main areas:

1. Demonstrated Performance, Ability & Responsibility (20 points): The respondent's experience and history in working with the target population will be evaluated. The respondent demonstrated ability to develop a relationship with employers will be strongly weighed in the evaluation process.
2. Capability (20 points): Experience and qualification of respondent's staff and the availability of bilingual staff will be evaluated. The agency capability to provide office equipment will also be a factor in the evaluation process.
3. Program Design (40 points): Respondents who can provide core, intensive and training services; including the know how of marketing employability of the target population will be given a favorable consideration in program design.
4. Budget Narrative and Summary (20 points): The respondent financial responsibility will also be evaluated. Such financial evaluation will require submission of the most recent audit.

Total

100 points

Cost and Price Analysis

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, the SBWIB's staff shall conduct a cost and price analysis on proposed costs during the review process. Organizations are encouraged to submit their best offer for providing their services solicited and to thoroughly describe and justify the costs.

The cost and price shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs, to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

Selection

As part the selection process, the SBWIB reserves the right to establish additional consideration or criteria for funding as deemed necessary. Such considerations may be addressed through final contract negotiations.

Rejection of Proposals

A proposal will be rejected prior to scoring if it:

- Is received at any time after the time and date set for receipt of proposals;
- Does not include all certifications and documents;
- Is not prepared in the format described; or
- Contains misrepresentation or lack of accurate and specific information by a service provider.

Should a proposal be disqualified for not meeting the minimum criteria, an appeal may not be filed.

Disputes

Respondent disputes related to this procurement process shall comply with 20 CFR, subpart E, section 627.420 (5)(I) and SBWIB Complaint Resolution Procedures.

Negotiations Process

As a result of the negotiation process, the SBWIB reserves the right to negotiate:

- All or portions of funding and/or require that one respondent collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- Sources of funding, other than WIA, to fund all or portions of a respondent's proposal;
- A cost reimbursement agreement with funded agencies based upon submission of a line item budget.

Type of Contract and Method of Payment

Type of contract and method of payment will be determined by the SBWIB at the time of final selection of contractors and contract negotiations are concluded.

Slate of Providers

The SBWIB One-Stop Policy Committee may recommend additional agencies to the SBWIB Executive Committee, or to the full SBWIB of those not selected for funding but who submitted proposals that met all of the submission requirements and were among the top three (3) highest scored proposals. The recommendation that providers will be added to a "Slate of Providers" list from which the SBWIB may select in the case of failure by the selected respondents to enter into an Agreement with the SBWIB or default on an Agreement entered into with the SBWIB for delivery of services under this RFP.

The listing of the agency on the Slate of Providers is not a commitment by the SBWIB or any of the One-Stops to utilize the services of the agency. The agency agrees that it will honor its commitment stated in the approved proposal so long as it is listed on the Slate. The SBWIB approved proposal is the final proposal submitted by the agency and is likely to be the result of the Agencies response to questions and/or negotiations with the SBWIB in the nature of a best and final offer.

The agency may, by written notice to the SBWIB, remove itself from the Slate. Such written notice shall contain the effective date of the removal and a statement as to the reason for removal. A party authorized to commit the Agency shall sign the notice. Once voluntarily withdrawn from the Slate, the Agency cannot be placed on the Slate again except through selection by the WIB in response to a new solicitation.

The SBWIB reserves the right to remove a Agency from the Slate at any time when it deems such action to be in the best interest of the SBWIB.

SECTION X PROTEST/APPEAL AND GRIEVANCE PROCEDURES TO RESOLVE PROCUREMENTS DISPUTES

If any entity has submitted a proposal and is not recommended for funding during the review process, the entity may protest, appeal the recommendation to the SBWIB Executive Committee. The protest/appeal may not dispute the particular score received by the petitioning entity, or the scores assigned to a competing entity. The scores given by the rating panel are final and not subject to question by an appealing entity. An appealing entity may protest/appeal the recommendations of the evaluators if it can show how than any substantial portion of the SBWIB-approved RFP process has not been followed.

The written protest/appeal must be delivered to the SBWIB, Executive Director, 11539 Hawthorne Blvd., 5th Floor, Hawthorne, CA. within five (5) workdays of the notification of decline. Only protests/appeals, which cite specific section(s) of the RFP that have been violated, will be considered. Once reviews by the SBWIB Executive Committee. Protest/appeals received after the established time frame will not be accepted. The decision make by the SBWIB Executive Committee, as to which proposal(s) are funded, will be final.

Filing a formal grievance is the second step in the dispute resolution available only after denial of a protest/appeal. The SBWIB Grievance and Complaint Procedures are intended for a more formalized, comprehensive process usually involving legal representation by both parties. This process does not allow for resolution prior to contract award in accordance with the procurement

timetable.

Grievances regarding procurement procedures may be made using the procedures outlined in SBWIB's Grievance and Complaint Procedures available upon request. Contract award(s) will not be delayed pending the outcome of a formal grievance. The grounds for filing a grievance are based upon charges that the procedures specified in the procurement document, SBWIB policies, or that are required by law, have not been followed. The grievance shall set forth specific facts and evidence, and specify which law, procurement procedure, or SBWIB policy has been violated. All grievance procedures must be exhausted at the SBWIB level before proceeding with a grievance to the State Workforce Investment Division.

A respondent whose proposal is not recommended for funding may appeal, in writing, the decision within ten (10) workdays to the SBWIB Executive Officer. The respondent will be notified by letter of the time, date and place of their required attendance at the next scheduled SBWIB Executive Committee meeting. All appeals must be presented in writing. Determinations of the SBWIB Executive Committee appeals will be final. A respondent may not appeal the amount of funds they are recommended to receive.

SECTION XI CONTRACTING REQUIREMENTS

The successful respondent shall comply with all applicable Federal, State and local laws. In order to contract for funds awarded under this RFP, the Service Provider must:

1. Be legally capable of entering into a contract, and be able to provide proof of the ability to administer the terms and conditions of this RFP (i.e., previous experience administering related service programs),
2. Comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA).
3. Lobbyist Ordinance Compliance Certification-Each person, firm or applicant submitting a response to this RFP certifies that no lobbying activities will be carried out using funds provided by this grant.
4. Certify as a Drug-Free Workplace if awarded the contract, the successful applicant shall warrant and certify it will comply with the California Drug-Free Workplace Act of 1990 (Cal.Gov. Code §8350 et.seq.) as amended, including provision of the requisite certification as set forth therein.
5. Compliance with Law and Workforce Investment Act (WIA) Public Law 105-220, as amended and all applicable sections.
6. Compliance with the Occupational Safety and Health Act.

Insurance Requirements

Must be able to provide, at minimum, General Liability Insurance in the amount of \$1,000,000 combined single limit; Automobile Liability insurance in the amount of \$500,000 combined single limit; Workers' Compensation insurance for all employees. **The selected respondent must provide a certificate for each required insurance naming the City of Hawthorne, its officers**

and employees as additional named insured at the time of contract.

Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled without 30 days prior written notice to the SBWIB.

ATTACHMENTS

A- APPLICATION COVER SHEET

B- BUDGET FORMS

C-1 LOBBYING CERTIFICATION

C-2A DEBARMENT AND SUSPENSION CERTIFICATION INSTRUCTIONS

C-2B DEBARMENT AND SUSPENSION CERTIFICATION

C-3 CERTIFICATION REGARDING DRUG-FREE WORKPLACE ACT REQUIREMENTS

**C-4 CERTIFICATION REGARDING COMPLIANCE WITH THE AMERICANS WITH
DISABILITIES ACT**

D- NON-DISCRIMINATION ASSURANCE

D-1 NON-COLLUSION ASSURANCE

APPLICATION COVER SHEET

Legal Name of Organization: _____

Contact Person & Title: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ Federal Tax ID#: _____

Website Address: _____

Legal Status of Organization (Please Check One):

Public Agencies

Private for Profit Agencies

Private Non-Profit Agencies

Number of year's organizations has been in operation: _____

If a corporation, indicate State and year organization was incorporated: _____

What Region(s)/ Areas are your proposing to provide services?

Acknowledgement:

In compliance with the Request for Qualifications, and subject to the conditions thereof, the undersigned offers to furnish the proposed services and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the organization named above.

Print Name of Authorized Representative/Title

Date

Signature of Authorized Representative

Date

BUDGET SUMMARY FORMS

**CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Representative

Signature Date

DEBARMENT AND SUSPENSION CERTIFICATION INSTRUCTIONS

Instructing for competing Certification Form

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds (referred to as the "Bidder" throughout) is providing the certification as set out below.
2. The certification in this clause is a material representative of fact which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the U.S. Department of Labor (DOL), the State of California, SBSDA, SBIC, or any other Operating Cities may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstance.
4. The terms "covered transaction", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this section, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in his covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.

ATTACHMENT C-2A (CONT.)

8. Nothing contained in the forgoing shall be constructed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed which a prudent person in the ordinary course of business dealings normally possesses.

9. Except for transaction authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participant in this transaction, in addition to other remedies available, the DOL may pursue available remedies, including suspension and /or debarment.

SIGNATURE _____ DATE _____

NAME and TITLE of AUTHORIZED REPRESENTATIVE

ORGANIZATION

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

The organization named below hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The organization will:

- (b) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).

- (b) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (b) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (b) Any available counseling, rehabilitation and employee assistance programs, and
 - (b) Penalties that may be imposed upon employees for drug abuse violations.

- (b) Provide as required by Government Code Section 8355I that every employee who works in the proposed organization.

- (b) Will receive a copy of the organization's drug-free policy statement, and
- (b) Will agree to abide by the terms of the organization's statement as a condition of employment in the organization.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the organization to the above-described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Name and Title of Authorized Representative

Signature

Date

**CERTIFICATION REGARDING COMPLIANCE WITH THE
AMERICANS WITH DISABILITIES ACT**

The undersigned certifies, that to the best of his/her knowledge and belief, that:

- 1. The Contractor is in compliance with and will continue to comply with the Americans with Disabilities Act 42 U.S.C. 12101 et seq. and its implementing regulations.
- 2. The Contractor will provide for reasonable accommodations to allow qualified individuals with disabilities to have access to and participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act.
- 3. The Contractor will not discriminate against persons with disabilities nor against persons due to their relationship or association with a person with a disability.
- 4. The Contractor will require that the language of this certifications be included in the award documents for all sub awards at the tiers (including subcontractors, sub grants, and contacts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.
- 5. This certification is a material representation of fact upon which reliance was placed when the parties entered into his/her transaction.

SIGNATURE _____ **DATE** _____

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

NON-DISCRIMINATION ASSURANCE

During the performance of this agreement, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex. The Contractor will take affirmative action to assure that applicants are employed, and that employees are treated during their employment, without regard to their race, religious creed, color, national origin, ancestry, employment, without regard to their race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex. Such affirmative action shall be designated to insure against discrimination in the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship or any other change or proposed change in employment conditions.
2. The Contractor also assures that it will comply with 29 CFR Part 37. This assurance applies to the Contractor operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity.

AUTHORIZED SIGNATURE

DATE

NAME AND TITLE

**SOUTH BAY WORKFORCE INVESTMENT BOARD
NON-COLLUSION ASSURANCE**

TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH RFP

I, _____, am the
(Name)

_____ of _____
(Position/Title) (Company)

the party making the foregoing RFP that the RFP is not made in the interest of, or behalf of, any undisclosed person, partnership, company, association, organization; that the RFP is genuine and not collusive or sham; that the respondent has not directly or indirectly solicited any other respondent to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent has not in any, manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the respondent or any other respondent, or to fix any overhead, profit, or cost element of the bid price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the RFP are true; and further, that the respondent has not directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

(Signature)

(Date)

Name and Title