

**SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)  
11539 HAWTHORNE BLVD., SUITE 500, 5<sup>TH</sup> FLOOR  
HAWTHORNE, CA 90250**

**REQUEST FOR PROPOSAL (RFP)  
Sector Initiative – Arts, Media and Entertainment (AME)  
American Rescue Plan Act (ARPA)  
Revised: 9/18/2024**

<b>Release Date:</b>	<b>August 22, 2024</b>
<b>Deadline for Submission:</b>	<b>September 21, 2024 (12:00 p.m. PST)</b>
<b><u>Respondents Conference:</u> RSVP for meeting invite: dhunt@sbwib.org</b>	<b>August 30, 2024 10:00 a.m. –11:00 a.m. PST Virtual Meeting via Zoom</b>
<b>For More Information:</b>  Justina Munoz, Procurement Manager <a href="mailto:jmunoz@sbwib.org">jmunoz@sbwib.org</a>	

*An Equal Opportunity Employer program. Auxiliary aides are available upon request to individuals with disabilities.  
This RFP is 100% funded by project funds received on behalf of the County of Los Angeles, American Rescue Plan (ARP).*

**SOUTH BAY WORKFORCE INVESTMENT BOARD**

**TABLE OF CONTENT**

**SECTION I.....BACKGROUND INFORMATION.....4**  
Background 4  
Organizational Structure 4  
Purpose of RFP 4  
Area of Service 4

**SECTION II .....GENERAL INFORMATION.....5**  
Eligible Organizations 5  
One-Stop Service Delivery System Linkage 5  
Funding Cycle & Contract Dates 5  
Funding Availability 5

**SECTION III.....TERMS AND CONDITIONS.....6**  
Performance Review 6  
Failed Competition 6  
Conflict of Interest 6  
On-Site Inspection 6  
Source Documents 7  
EEO Certification 7  
Acceptance of Terms & Conditions 7  
Truth & Accuracy of Representation 7  
Changes to RFP 7  
Gratuities 7  
Compliance with all SBWIB Requirements 7  
Registration of Respondents Interest in this RFP 7  
Best Offer 8  
Accuracy and Completeness 8  
Right to Amend or Withdraw this Request for Proposal 8  
Rights of the SBWIB 8  
Right to Reject and Negotiate Proposals 8  
Request for Additional Information 9  
Termination 9

**SECTION IV.....PROPOSAL DEVELOPMENT TIMELINE.....9**  
Inquiries 9  
Respondent’s Conference 10

**SECTION V .....SCOPE OF SERVICES.....10**  
AME H RTP Co-enrollment 10  
ARPA Prioritized Communities 10

**SECTION VI.....SERVICE EXPECTATIONS.....11**

Performance Expectations	11
Proposed Performance Measures	11
<b>SECTION VII.....GENERAL PREPARATION GUIDELINES.....</b>	<b>11</b>
Procedures for Submission of Proposal	12
<b>SECTION VIII.....PROPOSAL NARRATIVE.....</b>	<b>13</b>
Organizational Experience and Demonstrated Performance	13
Organizational Capacity	13
Program Design	13
Budget Forms and Narrative	14
<b>SECTION IX.....SELECTION &amp; EVALUATION CRITERIA.....</b>	<b>14</b>
Proposal Evaluation and Scoring Criteria	14
Cost and Price Analysis	15
Slate of Providers	15
<b>SECTION X.....PUBLISH INTENT TO AWARD.....</b>	<b>16</b>
<b>SECTION XI.....PROTEST/APEAL &amp; GRIEVANCE PROCEDURES TO RESOLVE.....</b>	<b>16</b>
<b>PROCUREMENTS DISPUTES</b>	
<b>SECTION XII.....CONTRACTING REQUIREMENTS.....</b>	<b>16</b>
Insurance Requirements	17
Contract Costs	17
Contract Renewal	17
Transitioning	17
Early Termination	17
Modification	17
Recruitment of Participants	18
Contract Administration	18
<b>ATTACHMENTS</b>	<b>19</b>
<b>A</b> SBWIB Request for Proposal Cover Page	19
<b>B</b> Budget Form Firm Fixed Price Contract	20
<b>B-1</b> Budget Summary – Firm Fixed Price / Cost Reimbursement	20
<b>C - H</b> Certifications & Assurances	21
<b>C</b> Certification Regarding Lobbying	22
<b>D-1</b> Debarment & Suspension Instructions	23
<b>D-2</b> Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions	25
<b>E</b> Certification Regarding Drug-Free Workplace Act Requirements	26
<b>F</b> Certification Regarding Compliance/The Americans Disabilities Act	28
<b>G</b> Non-Discrimination Assurance	29
<b>H</b> Non-Collusion Assurance	30

**Background**

The South Bay Workforce Investment Board (SBWIB) is comprised of 51 members representing business, labor, education, economic development, and other local workforce system stakeholders. The SBWIB provides administration and oversight of federal, state and county funded job training and employment service programs including the Workforce Innovation and Opportunity Act (WIOA) to the South Bay Workforce Delivery Area (SBWDA).

Under the oversight of the SBWIB, the South Bay Workforce Investment Board, Inc. (SBWIB, Inc.), established in 2000 as the non-profit arm of the SBWIB, has a joint powers authority of eleven cities, which comprise the South Bay Workforce Development Area. As a 501(c) 3 non-profit corporation, the SBWIB, Inc. administers more than \$65 million dollars annually in federal, state and county contracts under the oversight of the South Bay Workforce Investment Board. Services are provided to residents and employers in the South Bay Workforce Development Area through four South Bay One-Stop Business & Career Centers (America's Job Centers of California), which are located in the cities of Inglewood, Carson, Gardena and Torrance, and provide employment and training services to more than 100,000 residents annually.

**Organization Structure**

The South Bay Workforce Investment Area (SBWIA), presently a consortium of eleven cities, administers programs funds under the Workforce Innovation and Opportunity Act (WIOA). The South Bay Workforce Investment Board (SBWIB) is appointed by the elected officials of the eleven cities and is responsible for program and policy planning, development and oversight. The City of Inglewood is the administrative entity for the SBWIA and has delegated its rights, duties and responsibilities to the South Bay Workforce Investment Board, Inc., a non-profit public benefit corporation which is authorized to enter contracts on behalf of the City of Inglewood.

**Purpose of RFP**

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) in partnership with the County of Los Angeles Department of Economic Opportunity (DEO or County) has entered into an agreement to provide a sector initiative for the Arts, Media and Entertainment (AME) industry that aligns with the purpose and program design of the High Road Training Partnerships (HRTTP or Program). HRTTP – AME is a funded initiative of the California Workforce Development Board (CDWB) and a referenced framework model for this RFP. [HRTTP-AME](#)

SBWIB, Inc. hereby solicits competitive proposals from qualified AME industry related partners, Unions, Registered Apprenticeship Programs (RAPs), including HRTTP-AME / HRTTP providers to provide employment and training program coordination. All prospective subrecipients will adhere to applicable local, county, state, and federal rules and regulations, unless otherwise noted based on funding guidelines.

**Area of Service**

The SBWIA in partnership with the County of Los Angeles Department of Economic Opportunity (DEO) shall implement the Program throughout Los Angeles County. The Program shall be available to all potential participants in Los Angeles County, with the Program goal to seek the center and reach underserved communities, in particular participants residing in the highest and high need per the COVID-19 Vulnerability and Recovery Index. And those with direct impacts by the COVID-19 pandemic (i.e., missed learning opportunities as a result of being in high-poverty schools). Priorities shall be given to ensure that funding is prioritized for communities that were most impacted by COVID-19 and that will need the most support to recover using ARPA funds.

**Eligible Organizations**

Entities, organizations or individuals possessing the appropriate capacity and demonstrated ability to operate the Program and provide the Program services in accordance with the requirements of the County of Los Angeles, American Rescue Plan Act (ARPA) funds received to support the AME H RTP Program.

Proposals will be accepted from established community-based organizations, public agencies, private for profit or private non-profit organizations that can demonstrate the administrative, program and fiscal capacity to successfully provide the services identified in this RFP. Responses will be deemed eligible based on their completeness and responsiveness to this RFP. SBWIB, Inc. encourages submission from small businesses, minority-owned firms, and women's business enterprises.

Eligible entities must also have a minimum of three (3) years' successful experience within the last five (5) years in providing services to the Arts, Media and Entertainment industry employers. Most important experience must include administering industry Registered Apprenticeship Programs (RAPs) training.

Please note: SBWIB, Inc., which operates on behalf of the SBWIB, is prohibited from awarding funds to any entity that is debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with DOL regulations at 29 CFR Part 98. Other funder requirements may apply.

**This funding is not intended to support the infrastructure development and start-up of a new organization.**

**One-Stop Service Delivery System Linkage**

Respondents must be willing to function as part of the county-wide One-Stop systems and agree to program linkages, and referrals necessary to make such a system operational. The One-Stop service delivery system, which includes both physical location or an electronically or technologically 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 and engage in participant activities with the One-Stop system, so that participants can learn how to access the career services offered by the system.

**Funding Cycle & Contract Dates**

The funding cycle for this Request for Proposal cover the following time periods:

- Program Year 2024/25: Upon effective date – December 31, 2025

The initial negotiated contract program year is anticipated to commence on by September 30, 2024, and end on December 31, 2025, unless otherwise informed. The SBWIB reserves the right to re-negotiate the terms and conditions of a contract extension / renewal for bona fide reasons including, but limited to, changes in funding levels, contractor's performance, economic conditions or workforce characteristics and adjustment in program designs dictated by program evaluations by the SBWIB, county, state and/or federal regulatory requirements. The contract will be monitored for performance on a monthly/quarterly basis and may be amended or terminated if performance does not meet the Program standards.

**Funding Availability**

Program funding for this RFP is solely provided through an award received by the County of Los Angeles, Department of Economic Opportunity, American Rescue Plan Act (ARPA) to support the AME H RTP Program. Estimated funds available are as follows:

<b>Program Allocation:</b>	<b>\$440,000.00</b>
Program Coordination:	\$150,000.00
Union Coordination:	\$140,000.00
Employer Engagement:	<u>\$150,000.00</u>
	<b>\$440,000.00</b>

Enrollment Goals: **100**

**Training (RAP):** **\$900,000.00** (average cost of \$9,000 per participant – SBWIB set aside\*)

*\*SBWIB will retain and set aside and manager Training funds to support RAPs activities under this Program and coordinate with the selected contractor for approval of training plans and payments to the eligible training providers, OJT employer or sponsors.*

**This estimate is solely for the purpose of offering guidance to the respondent. The actual contract will be based on the number of awards and ARPA allocations. This RFP is estimated to fund up 2-3 respondents.**

Respondents should be aware that funding is contingent upon the solvency of the organization. Organizations should be able to operate independent of any funding authorized under Proposal. Organizations that operate programs funded with other funding sources should be prepared to submit a cost allocation plan.

### **SECTION III TERMS AND CONDITIONS**

---

#### **Performance Review**

Contractor performance, all programs will be reviewed on a scheduled basis, in accordance with the Program requirements. Funding adjustment may be made as a result of low performance.

#### **Failed Competition**

If only one responsive proposal is received from this solicitation, the SBWIB may consider the option to reopen or extend the competition period or to enter into a sole source contract should the respondent meet the qualifications, experience and criteria stated herein.

#### **Conflict of Interest**

Agencies employing or retaining employees of the SBWIB, SBWIB One-Stop Policy Committee, County of Los Angeles, DEO, and/or other employees such as board members, 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 financial system, personnel policies and procedures, grievance process, and other systems considered necessary by the SBWIB and DEO to operate an effective Program.

Organizations with no prior awarded contract with the SBWIB may be subject to a risk assessment, and or on-site inspection, which must be deemed satisfactory before a contract may be awarded. NOTE: All facilities must comply with Americans with Disabilities Act (ADA). The SBWIB retains the right to utilize an instrument to their choice to conduct the risk assessment and on-site inspection to evaluate the fitness of an organization to operate new employment programs.

### **Source Documents**

Organizations must comply with related polices and regulations to include but not limited to the American Rescue Plan Act (ARPA), Workforce Investment and Opportunity Act (WIOA); the Family Economic Security Act, as amended; the Americans with Disabilities Act; Office of Management and Budget Circular A- 128 and/or A-133; policies and regulations 2 CFR, Chapters I and II, Part 200, Uniform Guidance and Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

### **EEO Certification**

Successful respondents will be required to certify and agree that all person 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; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including LEP); age, disability; political affiliation or belief and in compliance with all federal, State, county 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 awarded.

### **Truth and Accuracy of Representation**

False, incomplete, or unresponsive statement 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 SBWIBs sole judgment and its judgment will be final and conclusive.

### **Changes to RFP**

A respondent submitting a proposal will not change the wording of the released RFP and no words or comments will be added to the general conditions and detailed specifications. Proposals submitted with unauthorized changes to 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 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 solicitation may result in the respondent's submission to be 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.

### **Compliance with All SBWIB Requirements**

All organization and individuals awarded a program contract must comply with all SBWIB requirements and are subject to all actions (past, present, and future) taken by the One-Stop Policy Committee and the SBWIB regarding matters affecting special projects. Additional compliance with Program requirements set forth by the American Rescue Plan Act. [ARPA Requirements](#)

### **Registration of Respondents Interest in this RFP**

When a copy of this RFP is solicited or mailed/emailed 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

change, or other actions taken prior to the deadline, notice of such action will be shared 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; registrations for a different RFP dose not ensure that you are registered on this RFP.

**Registration by e-mail for this RFP may be made by sending your organization information to: [jmunoz@sbwib.org](mailto:jmunoz@sbwib.org) and [dhunt@sbwib.org](mailto:dhunt@sbwib.org) using the following in the subject line: Registration for ARPA AME H RTP RFP.**

### **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 Program 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 their proposal, which they do 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. 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.

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.

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 SBWIB may require additional information from a respondent 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, county or local project funds are suspended the agreement will likewise be suspended/terminated.

## **SECTION IV PROPOSAL DEVELOPMENT TIMELINE**

---

<b>Date</b>	<b>Activity</b>
<b>August 22, 2024</b>	<b>Request for Proposals Released</b>
<b>August 30, 2024</b> <b>10:00 am – 11:00 am</b>	<b>Respondents Conference – Virtual via Zoom</b> <b><i>RSVP Required: <a href="mailto:dhunt@sbwib.org">dhunt@sbwib.org</a></i></b>
<b>September 11, 2024 by 12:00 pm (PST)</b>	<b>End date for Respondent’s questions</b>
<b>September 21, 2024, 2024</b> <b>12:00 pm (PST)</b>	<b>Proposals due to SBWIB</b>
<b>September 21 - 24, 2024</b>	<b>Evaluation review process begins</b>
<b>September 25, 2024</b>	<b>Special Executive Committee Review of Funding Recommendations for Approval</b>
<b>October 2, 2024</b>	<b>Deadline to File Protest of Review Panel Funding Recommendation</b>
<b>September 27, 2024</b>	<b>Publish Intent to Award Notice</b>
<b>September 27-October 4, 2024</b>	<b>Contract Negotiation</b>
<b>Upon Acceptance</b>	<b>Contract and services commence</b>

### **Inquiries**

The website <https://www.sbwib.org/rfp-rfq> will be used as the primary mode of communication between the South Bay Workforce Investment Board and potential respondents.

- Beginning August 22, 2024 interested parties can download the Request for Proposals and formats (as available) from the website.
- Unless specified, any inquiry related to this request for proposal must be submitted electronically to [jmunoz@sbwib.org](mailto:jmunoz@sbwib.org). Please indicate which specific request for proposal you are submitting a question about.
- **Questions will not be answered over the phone.**
- Any question received will be responded to in writing; a question and answer page will be made available on the website and updated daily.
- Respondents are responsible to check the web page frequently to stay connected and apprised throughout the process.

## Respondent's Conference

A Respondent's Conference will be held virtually on Zoom:

Date: Friday, August 30, 2024

Time: 10:00 am – 11:00 am (PST)

RSVP: RSVP is required to receive meeting invitation by August 29, 2024

***Please email [dhunt@sbwib.org](mailto:dhunt@sbwib.org)***

**Subject: Respondents Conference Registration**

- All potential respondents are encouraged to attend, but attendance is not mandatory in order to submit a response.
- The SBWIB, Inc. staff will take verbal questions during the conference, but may choose or need to defer answers. Deferred answers will be posted on the SBWIB's website within two business days after the conference.

## SECTION V

## SCOPE OF SERVICES

---

Program services and activities will be coordinated with the SBWIB support staff or designee and include but not limited to the following:

- Outreach and Recruitment
- Marketing Campaign and Strategies to reach ARPA prioritized communities
- Informational Sessions and Intake (eligibility)
- Data Collection and Reporting
- Case Management, Career Planning and Supportive Services
- Business Services, Industry and Employer Engagement services to include RAP Sponsors (minimum of 20 employer commitments)
- Placement and Training Development with a RAP or Approved Training Program
- Development of Training Plans and Curriculum RAP or Approved Training Program
- Work-based Training Services to include OJT (subsidized and unsubsidized)
- Project Coordination and Implementation

**AME H RTP Project** Goals, Objectives and Definitions are available at: [Exhibit A SOW](#)

### **AME H RTP Co-enrollment**

A minimum of **100** participants over the grant period shall be identified and co-enrolled with the California Workforce Development Board (CWDB) funded H RTP (State H RTP-AME). Through co-enrollment, participants will have access to supportive services, case management, and additional services to support participant success.

### **ARPA Prioritized Communities**

Funding is prioritized for communities that were most impacted by COVID-19 and that will need the most support to recover. Table 1 indicates the percent allocation by index category of participants to be served in the Program. At least 40% from highest, 35% from high, 20% moderate, and no more than 3% low and 2% lowest. Subrecipients shall ensure that each Supervisory District is represented by a minimum of 10% of participants.

Table 1: Per Capita Allocation					
AMERICAN RESCUE PLAN-TARGETED ATTENTION FOR RESOURCES					
Equitable Per-Capita Allocation	Highest (40%)	High (35%)	Moderate (20%)	Low (3%)	Lowest (2%)
Highest and high need communities per the COVID-19 Vulnerability and Recovery Index in the County's Equity Explorer tool: <a href="https://experience.arcgis.com/experience/9d7a43397ea84ab98a534be5b5376fba/page/Page-1/">https://experience.arcgis.com/experience/9d7a43397ea84ab98a534be5b5376fba/page/Page-1/</a>					

---

## SECTION VI SERVICE EXPECTATIONS

---

The SBWIB, Inc. (SBWIB) in partnership with the County of Los Angeles (County), through its Department of Economic Opportunity (DEO), has invested in High Road Training Partnerships (HRTPs) that reflect industry needs and worker voice, brings together cross-sector partners, and uses customized training solutions that drive quality jobs, equity, and sustainability within a sector.

### Performance Expectation

The expectation for participants served is that they find employment, keep employment and advance in employment in order to become self-sufficient. Specific performance goals are set by the Department of Labor, State of California, Workforce Investment Board and County of Los Angeles. The selected respondent(s) will be held accountable for achieving all measures and targets.

Performance is managed, tracked and reported through the SBWIB I-Train and the California Cal JOBS Information Systems. Successful respondents will receive training on the tracking requirements and use of these information systems in coordination with the SBWIB timeline for reporting. Successful respondents will be contractually required to gather data on served individuals and track their progress and outcomes and be responsible for the accuracy of this data.

### Proposed Performance Measures

It is expected that, at a minimum, the successful respondent(s) will agree to meet and or exceed the Program objectives and goals. The expectation is that individuals served with ARPA funds and through this solicitation will also increase their skills, find jobs, keep jobs and advance in jobs.

---

## SECTION VII GENERAL PREPARATION GUIDELINES

---

The proposal shall be submitted in the format described below. **The narrative shall not exceed twenty-five (25) pages.** Letters of supports are not required at this time.

### **1. Format Requirements**

- Proposal must be signed in color (*blue preferred*) and submitted electronically to: [jmunoz@sbwib.org](mailto:jmunoz@sbwib.org)
- Typed 12-point font size, Times New Roman or Arial
- Single-spaced, Single-sided
- 8 ½ " X 11" paper
- Pages numbered sequentially, with the exception of the Cover Page
- Use and attach the forms provided where applicable

All attachments must be provided, and forms must be completed as indicated. If any form or part therefore is not applicable, the form should be included in the proposal with notation to that effect. The failure to fully

complete or include all required forms and or other required information will render the proposal non-responsive, and it will be removed from further review and consideration.

## **2. Cost Incurred by Respondents:**

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

## **Procedures for Submission of Proposal**

### **Order of Submission:**

Proposal must be submitted in the following order:

1. Request for Proposal Cover Page (Attachment A)
2. Proposal Narrative (maximum 25 pages)
3. Agency Organization Chart (See Proposal Narrative- Organizational Capacity)
4. Budget Forms and Narrative (Attachment B)
5. Copy of Most Recent Agency Audit/Financial Statement
6. Certifications & Assurance (Attachment C & H)
  - C Certification Regarding Lobbying
  - D-1 Debarment and Suspension Certification
  - D-2 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction
  - E Certification Regarding Drug-Free Workplace Act Requirements
  - F Certification Regarding Compliance with the Americans with Disabilities Act
  - G Non-Discrimination Assurance
  - H Non-Collision 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 in order to be considered for funding. If the question is not applicable, state “not applicable” and briefly explain why you think it does not apply.

**Deadline for Submission of Proposals:** The deadline for submission of proposals is no later than **September 21, 2024 at 12:00 pm (PST)**. No exceptions to the submission conditions set forth in this proposal will be granted. Proposals that do not meet the conditions set forth in this notice will not be considered. **Facsimile (FAX) submissions will not be accepted.** Proposals received after that time and date will be rejected.

**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 authorizer to bind the respondent to all commitments made in the proposal.

SBWIB’s staff will not organize or otherwise change any proposal submitted in response to this solicitation. Proposals accepted as responsive will be reviewed only as originally submitted by the deadline. Upon receipt by the SBWIB any and all proposal will become the property of SBWIB.

### **The proposal must be e-mailed to:**

South Bay Workforce Investment Board  
Attn: Justina Munoz, Procurement Manager  
[jmunoz@sbwib.org](mailto:jmunoz@sbwib.org)

**Late Proposals:** A proposal received after the deadline stated above will be deemed non-responsive. In which cases, 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**

---

Please respond to the questions provided below. The Narrative responses should be separated by the subject title, i.e. Organizational Experience and Demonstrated Performance, Organizational Capacity, Program Design and Budget Design and Budget Forms and Narrative. The proposal Narrative is limited to 25 pages, not including attachments (if requested and stated herein). Any information contained on pages exceeding the limit will not be considered for evaluation.

### **Organizational Experience and Demonstrated Performance – (5 Page Maximum)**

- Provide the number of years your organization has been in operation, the type and scope of services offered by your organization and a description of how this proposal will connect to your agency’s mission and organizational goals.
- Describe your current and past experience in working with the selected industry sector (AME), the H RTP programs (if applicable), Registered Apprenticeship Programs (RAPS), developing RAP training and curriculum plans; including number (minimum of three years’ related experience within the last five years).
- Describe the specific responsibilities of relevant program staff as it relates to the Program services. Include job title, job descriptions and professional qualifications of personnel who will be delivering services. This must include a time study of the percentage of time that will be allocated to this program for each staff.
- Explain your organization’s administrative and management structure and background.
- Describe how your organization will help meet or exceed the Program objectives and goals as stated in the scope of work.
- Indicate how your prior or current record of performance related to the scope of service within your current design.

### **Organizational Capacity – (5-page maximum)**

- Provide a program organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart(s) should clearly display the number of staff planned for the program along with position titles. Include vacant positions.
- Indicate how long it will take to implement the proposed services from notification of selection.

### **Program Design – (10-page maximum)**

- Describe in detail your outreach, marketing and recruitment efforts to reach the target areas and populations (prioritized communities within the Los Angeles County Supervisory Districts).
- Describe your ability to conduct intake, assessment, case management, and counseling services in working with individuals with barriers and barriers to employment.
- Describe how your programs and services provide on ramps and or gateways to industry sector training programs including RAPS and how they are linked to high growth and demand occupations and improve or increase placement in quality jobs (better wages/benefits/career growth).
- Describe your Employer Engagement services and how your programs and services will identify participating industry employers, work with labor organizations and management, training providers or other sponsors and partners. Include a brief listing of participating employers and or partners. Demonstrate knowledge of performance expectations to reflect industry needs and worker voice, through customized training solutions that drive quality jobs, equity, and sustainability within a sector.

## **Budget Forms and Narrative – (5 Page maximum) [Budget Sheet](#)**

- Describe your organization’s financial accounting system and attach a **copy** of your organization’s most recent audit/financial statement.
- Complete and attach the Budget Form (**Attachment B**) and Personnel Schedule. Describe how the proposed costs are necessary and reasonable in terms of benefits to the Program.
- Provide a brief budget narrative that justifies each proposed expense in terms of it being necessary, allowable and reasonable for the delivery of the proposed services.
- List all proposed staff position to be paid through the contract that may be awarded. Indicate the percent of the time for each staff position that will be allocated to the proposed services. If shared costs exist in your proposal, give an assurance that the percentage of time allocated to the proposed program is sufficient and will be maintained throughout the entire program year.
- Justify your cost per client and explain your methodology.
- Describe how your organization would repay any disallowed costs identified with non-federal funds.

## **SECTION IX SELECTION AND EVALUATION CRITERIA**

---

The following description of the selection proposal review 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 Executive Committee or the SBWIB.

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

- a. Submitted on time (via email verification of submission);
- b. Meet all submission requirements, e.g., quantity, signatures, etc.
- c. Includes all required forms, signed certifications, and other material fully completed in accordance with the instructions.

Upon finding that a proposal is responsive, the SBWIB review forms, certifications and other documentations; may check reference; may conduct onsite investigations; and perform other verification activities.

All responsive proposals are reviewed and scored by the SBWIB Review/Evaluation team, 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 recommendations of the Review/Evaluation team will then be forwarded to the Executive Committee (as scheduled).

As applicable, 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. Recommendations will be forwarded to the SBWIB, Executive Committee. The SBWIB Executive Committee will make the final recommendations for ratification on behalf of the full SBWIB.

### **Proposal Evaluation and Scoring Criteria**

Each proposal submitted for consideration will be evaluated and scored on its own merit. 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. Organizational Experience and Demonstrated Performance (20 points):** Performance and demonstrated ability to perform will be evaluated. The respondent's experience and performance history will be verified for each proposal. Qualifications of the respondent's staff and management capabilities will be evaluated. The respondent's ability to work cooperatively with companies in the SBWIA will be strongly weighted in the evaluation process.

**2. Organizational (20 points): Ability to implement program service upon acceptance,** with adequate resources staff, facilities, career/case managers, business services, etc.

**3. Program Design (40 points):** The respondent will be evaluated on the overall program design and quality. The program will be evaluated on its ability to provide services of this RFP and to meet or exceed the Programs performance expectations.

**4. Budget Forms and Narrative (20 points):** The respondent's financial ability will also be evaluated. Such financial evaluation will require submission of the most recent audit.

As part of 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 negotiation.

#### **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 proposed services; and to ensure that the proposed costs will benefit the program.

#### **Slate of Providers**

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

The listing on the Slate of Providers is not a commitment by the SBWIB or any of the One Stops to utilize the services of the service provider. The Service provider agrees that it will honor its commitment stated in SBWIB selected proposal so long as it is listed on the Slate. The SBWIB approved proposal is the final proposal submitted by the service provider and is the best and final offer.

The service provider 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 Service provider shall sign the notice. Once voluntarily withdrawn from Slate, the Service provider cannot be placed on the Slate again except through selection by the WB in response to a new solicitation.

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

**SECTION X****PUBLISH INTENT TO AWARD**

---

Publish intent to award is anticipated to be published on September 27, 2024, at 4:00 p.m.

**SECTION XI****PROTEST/APPEAL AND GRIEVANCE PROCEDURES TO RESOLVE  
PROCUREMENTS DISPUTES**

---

If any entity had 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 score assigned to a competing entity. The score 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 that 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., 5<sup>th</sup> Floor, Hawthorne, CA, by October 2, 2024 at 1:00 p.m. Protests/appeals received after the established time frame will not be accepted. Only protests/appeals, which cite specific sections (s) of RFP that have been violated, will be considered. Once reviewed by the SBWIB Executive Director for merit, the protest/appeal will be elevated to the SBWIB Executive Committee, which will meet or teleconference on or before October 7, 2024. The SBWIB Executive Committee shall resolve any protest based upon written protest and any oral or written response thereto provided by staff. Any SBWIB Executive Committee resolution shall be made prior to any funding determination under this RFP. The decision made by the SBWIB Executive Committee, as to which proposal(s) are funded, will be final.

**SECTION XII****CONTRACTING REQUIREMENTS/PROVISIONS**

---

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 these RFP creativities 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 the Occupational Safety and Health Act
6. Compliance with local and county Insurance Requirements.
7. Abide by California Arbitration Law.



### **Insurance Requirements**

Must be able to provide, at minimum, General Liability Insurance; Automobile Liability Insurance; proof of Workers Compensation insurance for all employees and Technology and Cyber coverage(s). Upon entering into an agreement, the selected respondent(s) must provide a certificate for each of the required insurance naming the City of Inglewood/SBWIB, Inc. it's employees, officers, employees, agents and volunteers are additionally insured in relation to the insured's nature of business and the County of Los Angeles Department of Economic Opportunity it's employees, officers, employees, agents and volunteers. Refer to the Program Insurance Requirements: [Insurance](#)

***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 and DEO.

### **Contract Costs**

All costs that are approved in a contract must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to the proper grants and cost categories.

### **Contract Type**

The successful respondent will be offered a cost reimbursement contract as negotiated. The successful respondent will be a subrecipient of the SBWIB, Inc. The respondent chosen will be reimbursed within thirty (30) days following receipt and approval of each monthly invoice or within the course of ordinary SBWIB, Inc. business, whichever occurs first.

### **Contract Renewal**

The contract that results from this RFP may have a provision for renewal. The terms and lengths of any renewal will be established by SBWIB, Inc. and will be included in the contract provisions. Each renewal must be for not more than one year a maximum. Renewal will be contingent upon the contractors' documented and verified established performance. The initial negotiated contract is anticipated to commence immediately upon entered into through December 31, 2025. The SBWIB reserves the right to re-negotiate the terms and conditions of a contract extension / renewal for bona fide reasons including, but limited to, changes in funding levels, contractor's performance, economic conditions or workforce characteristics and adjustment in program designs dictated by program evaluations by the SBWIB, county, state and/or federal regulatory requirements.

### **Transitioning**

The contractor will be required to continue to provide services to customers receiving services from the previous contractor. The new contractor must assure us that the original plan of services for the customers will be followed with no interruptions in service to the customer. Costs for these "transitioned" or "inherited" customers must be factored into the costs that are included in the budgets for this proposal.

### **Early Terminations**

The contract that results from this RFP will have provisions for termination of the contract for failure to satisfactorily perform the tasks that are required. The contract that results from this RFP may also have provisions which allow the contract parties to cancel the contract at any time by providing advance notice to other contract parties. The contract will also provide for termination of the contract for lack of funds.

### **Modification**

The contract will have a provision for modifying the contract. Modifications may be necessary to incorporate changes required by Federal, State or County laws and policies. Modifications may be necessary to increase or decrease funds to the Contractor if funds become available.

**Recruitment of Participants**

The contract will have a provision concerning the recruitment of participants. The Contractor will be responsible for recruitment of participants in sufficient numbers and types so that a sufficient level of expenditures can be maintained. The contract will explain that if a sufficient number of participants are not recruited and enrolled, the contract funding levels may be negotiated to adjust staffing levels funded through the contract.

**Contract Administration**

The contract that results from this RFP will have certain requirements for contract administration. The contractor will be required to comply with appropriate Uniform Guidance and Administrative Requirements such as but not limited to OMB Circulars, State of California policy guidance, and applicable local and county guidance from the SBWIB/DEO. The respondent must have the technical competence and expertise in management and administration to properly administer the contract.

**ATTACHMENT A**

**SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)  
REQUEST FOR PROPOSAL COVER PAGE**

<b>NAME OF FIRM, ENTITY, ORGANIZATION</b>		
<b>Contact Name</b>		
<b>Title of Contact Person</b>		
<b>Mailing Address</b>		
<b>Physical Address (if different)</b>		
<b>Phone Number</b>		
<b>Fax Number</b>		
<b>E-mail</b>		
<b>Organization Type and Legal Status of Organization: (Private non-profit, private for profit, community based organization, public agency, etc.):</b>		
<b>Identification Number: Federal Employer ID# (FEIN)</b>		
<b>Are you registered with SAM.GOV? Please provide your Unique Entity Identification Number (UEI)</b>		
<b>Indicate each category of services you are applying and qualified to provide:</b>		
<input type="checkbox"/>	<b>Program Coordination</b>	<input type="checkbox"/> <b>Union Coordination</b>
<input type="checkbox"/>	<b>Employment Engagement</b>	
<b>TOTAL FUNDING REQUESTED</b>		<b>\$</b>
<b>Planned Number of clients to be served:</b>		

**CERTIFICATIONS**

I, (We), the undersigned, as the duly-authorized representative(s) of the respondent agency, affirm that the information and statements contained within this proposal, to the best of my (our) knowledge, are truthful and accurate, and further, that (I) am (we) are duly authorized to submit this proposal from the respondent agency to deliver said services.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name & Title of Authorized Representative**

**BUDGET FORMS & NARRATIVE**  
**(COST REIMBURSEMENT - REFER TO EXCEL FORMATS)**

[Budget Sheet](#)

**CERTIFICATION & ASSURANCE**

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

The undersigned certifies, to the best of his/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 and officer or 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 this Federal contract, 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 subrecipients at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly
4. This Certification is a materiel 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.

---

**Signature**

---

**Date**

---

**Print Name & Title of Authorized Representative**

---

**Organization**

**DEBARMENT AND SUSPENSION CERTIFICATION****Instructing for completing 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 upon 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 and erroneous certification, in addition to other remedies available to the Federal Government, the U.S. Department of Labor (DOL), the State of California, SBWIA, SBWIB, or any of the 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 whom 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 determined the eligibility of its principals. Each participant may but it is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause.
9. 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.

10. 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 voluntarily excluded from participant in this transaction, in addition to other remedies available, the DOL may peruse available remedies, including suspension and/or debarment.

---

**Signature**

---

**Date**

---

**Print Name & 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 were published as Part VII of the Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)**

1. The prospective recipient of federal assistance funds certifies, by submission of this proposal, than neither it or its principal are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded form 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 recipient shall attach an explanation to this proposal.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name & Title of Authorized Representative**

\_\_\_\_\_  
**Organization**

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE ACT REQUIREMENTS**

The undersigned certifies that it will or will continue to provide a drug-free workplace by:

- (A) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (B) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The subrecipient's policy of maintaining a drug-free workplace;
  - (3) Any available counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (C) Making it a requirement that each employee to be engaged in the performance of any subgrant be given a copy of the statement required by paragraph (A);
- (D) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the subgrant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- (E) Notifying the South Bay Workforce Investment Board (hereinafter referred to as the SBWIB), in writing, within ten (10) calendar days after receiving notice under paragraph (D)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every sub-grant officer or other designee on whose sub-grant activity the convicted employee was working, unless the SBWIB has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected sub-grant;
- (F) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (5)(b), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
- (G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E).

The sub-recipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific sub-grant:

Place of Performance (Street address, city, county, state, zip code)

---

---

---

---

---

Check if there are workplaces on file that are not identified here.

---

**Signature**

---

**Date**

---

**Print Name & Title of Authorized Representative**

---

**Organization**

**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 42U.S.C. 12101 et seq., and its implementing regulations.
2. The Contractor will provide for reasonable accommodations to allow qualifies 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 disability.
4. The Contractor will require that the language of this certification be included in the award documents for all sub awards at the tiers (including subcontractors, subgrants, and contacts under grants, loads and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
5. This certification is a material representation of fact which reliance was placed when the parties entered into his/her transaction.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name & Title of Authorized Representative**

\_\_\_\_\_  
**Organization**

**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, religions creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex. Such affirmative action shall be designed 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 will cause the forgoing to be inserted in all subcontractors for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the forgoing provisions shall not apply to contracts or subcontractors for standards commercial supplies or raw materials.

---

**Signature**

---

**Date**

---

**Print Name & Title of Authorized Representative**

---

**Organization**

SOUTH BAY WORKFORCE INVESTMENT BOARD  
NON-COLLUSION ASSURANCE

*To be executed by respondent and submitted with RFP:*

I, \_\_\_\_\_, am, the

\_\_\_\_\_ of  
(Position/Title)

\_\_\_\_\_  
(Company)

The party making the foregoing RFP certifies that the RFP is not made in the interest, 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**

\_\_\_\_\_  
**Print Name & Title of Authorized Representative**

\_\_\_\_\_  
**Organization**