



REQUEST FOR PROPOSALS (RFP)

FOR

**ENHANCED TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)
PROGRAM FOR CALWORKS HOMELESS PARTICIPANTS
SERVICE PROVIDERS**

Contact: Tracey Atkins

Telephone: 310-970-7700

Email: tatkins@sbwib.org

Due: Ongoing Acceptance

Website: www.sbwib.org

Equal Opportunity Employer/Program
Auxiliary Aids and Services Available Upon Request
to Individuals with Disabilities
TTY: 310/970-7774

TIMELINE

| DATE | ACTION |
|----------------------------|---|
| Thursday, February 1, 2018 | RFP Released |
| Ongoing | Proposals Deadline |
| Ongoing | Review of Applications |
| Ongoing | Recommendations to One-Stop Policy Committee |
| Ongoing | Recommendations to Executive Committee |
| Ongoing | Negotiations with Approved Service Providers and Notification of Awards |
| Ongoing | Contract Development Process |
| Ongoing | Training of Service Providers |
| Ongoing | Services Begin |

Dates are subject to change.

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BACKGROUND

In February 2016, the Los Angeles County Board of Supervisors approved a motion to implement a Countywide Homeless Initiative to combat homelessness in Los Angeles County. As part of the comprehensive plan, the county is implementing multiple strategies in phases that focus on various aspects of homelessness. One of the strategies included in the Countywide Homeless Initiative is Strategy C1- Enhance the CalWORKs Subsidized Employment Program for Homeless Families. This strategy recognizes employment as a critical component for homeless adults to have a means to pay for housing. The County of Los Angeles Department of Public Social Services (DPSS) has implemented Strategy C1, by enhancing its existing CalWORKs Transitional Subsidized Employment (TSE) Program to better serve the unique needs of CalWORKs homeless families and improve their ability to become self-sufficient and retain housing. The County is currently utilizing Expanded Subsidized Employment funding to provide TSE services to CalWORKs homeless families, including CalWORKs families with DV issues and/or have received a Department of Children and Family Services (DCFS) housing subsidy.

The services offered through TSE focus on work experience through Paid Work Experience (PWE), On-the-Job Training (OJT), and Specialized Work Experience (SWE) activities, as well as Short Term Classroom Training, when funding is available. The services will be available to eligible populations for Fiscal Years' (FY) 17/18, and possibly (FY) 18/19, based on funding and at the discretion of the County. These services are arranged through a contract the South Bay Workforce Investment Board (SBWIB) has with the Los Angeles County Department of Public Social Services. The SBWIB will sub-contract with service providers that specialize in working with the unique needs of the homeless families throughout Los Angeles County served by SBWIB and its subcontractors.

One of the goals of the program is to place 200 eligible CalWORKs homeless participants into either subsidized employment, and/or job training slots in the public, private, and non-profit sectors, and maximize all available funding for eligible CalWORKs homeless participants to be served in FY 17/18, and FY 18/19 dependent upon funding. Classroom Training courses provided must meet accreditation criteria to be included as I-TRAIN approved courses. The ultimate goal is for participants in these activities to find steady unsubsidized employment which will provide income to maintain housing.

The Los Angeles County DPSS encourages channeling funds in a timely and efficient manner through existing programs and not creating new mechanisms for implementation that cannot be sustained. DPSS is utilizing existing contracts and program infrastructure for implementation. Through this "Request for Proposals (RFP)," the SBWIB on behalf of the City of Inglewood is seeking qualified service provider(s) to perform the same functions as the One-Stops/American Job Centers of California (AJCC), to assist in obtaining the goal of placing eligible CalWORKs Homeless participants into PWE, OJT, SWE, activities, and/or Classroom training courses.

Potential service providers, please be aware that "this contract is a subcontract under the terms of the prime agreement with the County of Los Angeles. All representations and warranties shall inure to the benefit of the County of Los Angeles."

The Los Angeles County DPSS funding allows the SBWIB to fulfill several key administrative functions, outlined below:

- Operate as employer-of-record for eligible participants who are paid to work in public, private and non-profit organizations;

- Issue paychecks to the participants/employees, cover payroll taxes, and provide workers compensation insurance;
- Execute worksite agreements with participating public, private, and non-profit organizations;
- Maintain contracts with the service providers who work directly with participants and participating employers;
- Provide reimbursement for wage subsidies for OJT to employers who hire participants as their own employees;
- Conduct administrative tasks in support of Classroom Training classes for eligible CalWORKS homeless participants, including processing/payment of Classroom Training invoices, and monitoring of provider outcomes.
- Review/maintain records on I-Train and be able to detect and correct inaccuracies.
- Provide guidance to service providers on allowances/disallowances as permitted by DPSS invoicing protocols.
- Provide information on participant progress/participant problems to DPSS.
- Provide data reports as needed by County, including mega file with all participants who have been enrolled, started, and ended assignments, monthly payroll files, etc.

This RFP is seeking qualified providers to serve CalWORKS homeless population, in a specific geographic location where there is a current unmet need within the boundaries of Los Angeles County, as determined by LA County DPSS. Homelessness is a widespread issue; therefore CalWORKS homeless participants are being served countywide under this program. However, this solicitation seeks to solicit qualified service providers located within GAIN Region II and/or Supervisorial District V, which serves the Antelope Valley area of Los Angeles County.

PURPOSE OF SOLICITATION

This RFP is intended to solicit applications from qualified agencies interested in providing employment and training services to eligible CalWORKS homeless participants through the TSE Program as a subcontractor to the SBWIB. Prospective contractors must have a proven track record of successfully placing homeless participants in employment. Additionally, prospective contractors must have experience providing employment and training services, job preparedness and pre-employment workshops, Classroom Training, or have established relationships with training providers who offer Classroom Training programs considering homeless populations needs and provide personal care services or be able to refer participants to service providers nearby that offer these services.

QUALIFIED APPLICANT AGENCIES

This solicitation is seeking responses from nonprofit agencies with the ability to serve CalWORKS homeless populations throughout the Lancaster/Palmdale area of Los Angeles County. Agencies should meet the minimum qualifications identified below:

- A minimum of four years' experience providing resource information to homeless families for job preparedness, which can include information to personal care, laundry, storage, etc.
- A minimum of four years' providing, employment and training services, job preparedness, pre-employment workshops, and placement services for homeless families with barriers to employment.

- A minimum of four years' experience assisting homeless families secure employment placements and provide ongoing work supports.
- A proven track record and successful experience working with homeless families and assisting them in securing employment.
- Demonstrated experience assisting homeless families with disability accommodations needed to secure employment;
- Demonstrated experience working with employers who are willing to accept homeless individuals;
- Demonstrated ability to access or provide resources to personal care and providing appropriate employment-related resources for the homeless populations served;
- A minimum of four years' experience collaborating with community-based organizations within communities with homeless populations;
- Experience providing referrals and working closely with classroom training providers.
- Experience collecting and processing timesheets; and distributing paychecks.
- Experience providing motivation, coaching, and personal development with homeless populations.

AVAILABLE FUNDS

Funding will vary, depending upon the final allocation received from the Los Angeles County DPSS and number of participants to be served. All contract awards are contingent upon available funding. A limited number of agencies will be selected. The SBWIB reserves the right to award a single application or multiple applications, based upon the ability to meet the countywide need. Additionally, SBWIB reserves the right to increase or decrease contract amounts based upon available funding, and to partially fund proposals at its discretion. The SBWIB also reserves the right to end or extend contracts, based upon performance history and available funding.

TIME PERIOD

The resulting contract(s) with the successful applicant(s) will be in effect for the period **January 1, 2017 through February 28, 2019, contingent upon DPSS funding**. Based upon current or past performance and funding, the SBWIB may renew the contract(s) for an additional year. Payments under the contract(s) awarded for TSE services under this solicitation shall be made on a fixed-price basis according to defined performance benchmarks.

DESCRIPTION OF SERVICES REQUESTED

TSE provides subsidized employment opportunities for eligible participants, which, for the purposes of this application, refers to CalWORKs homeless participants, and possibly other homeless populations determined at a later time. TSE, as post-assessment activities, are exclusively designed for participants who remain unemployed or underemployed. Traditionally, work assignments have been in public agencies or private non-profit organizations; however agencies involved with social enterprise are desirable. The TSE program design features flexible options for workforce engagement in the public, nonprofit, and private sectors for approximately 200 eligible

CalWORKs homeless participants and respective participating employers, across Los Angeles County. The countywide placement target of 200 participants is subject to change based on funding and slot allocations.

TSE helps participants overcome barriers to employment through fully supervised, PWE, OJT, SWE, and Classroom Training, with the goal of preparing participants to enter subsidized employment and enabling the participant to secure unsubsidized employment. The SBWIB will ensure that service providers arrange PWE, OJT, and SWE activities through sub-contracts with service providers that routinely service homeless participants, throughout the County of Los Angeles.

When referred from DPSS to the service provider, the participant has completed a vocational assessment and an employment plan has been developed from the results of the assessment, which specifies his/her individual plan of action that will lead to employment. This may include vocational education training, PWE, OJT, SWE or other specialized services as required by the participant. The results of the vocational assessment plan are also factored into the service provider's overall evaluation of the participant's job preparedness. After review of the assessment, the service provider enrolls the participant into the program and assigns him/her to the appropriate program activity. The selected service provider will provide an "onboarding period" in a supportive learning environment, where participants have flexible hours in a job (i.e. 20 hours/week) to learn soft skills, appropriate work behaviors, and work through internal barriers to attain self-empowerment. Upon successful completion, the service provider will "graduate" the participant to increased work hours.

The summary below provides a description of the services to be provided by the selected service provider(s) for the TSE program design. The duration of the activities is 8 months, subject to change at County's discretion.

Public and Nonprofit Placements – Supervised PWE

Participants are placed in PWE assignments in Los Angeles County departments and at contracted public and nonprofit agencies for a maximum length of time determined by the County. The SBWIB is the employer of record. The TSE program pays local minimum wage plus FICA & Worker's Compensation. All participants' assignments must terminate at eight months, subject to change at County's discretion. The employer is highly encouraged to hire participants upon completion of the assignment.

Private Sector Placements (OJT)

OJT is an activity whereby participants are hired by local businesses, non-profit organizations, and public agencies. The participant will be subsidized 100% by DPSS for the first four months; thereafter, the participant transitions to the employer's payroll at the beginning of the fifth month. The employer then becomes the employer of record. In addition, the employer determines the hourly wage; pays the wages, FICA, and workers' compensation; and is reimbursed a portion of the wages, at the rate of 60% of the employee's wages, not to exceed \$20/hour. Employer reimbursement will terminate upon participant's completion of their assignment or completion of eight months, whichever comes first, but not later than 30 days following the end of the participant's assignment.

Classroom Training

For participants that are deemed good candidates for classroom training, a referral to an I-Train provider will be given to start a short, accelerated program (eight weeks or less, unless approved by

the County), contingent this will lead to placement in an OJT that aligns to the program completed. It is expected that the participant will be hired at the end of the OJT assignment. Service providers must align course of study to the employment plan provided by DPSS.

The Service provider must obtain approval from SBWIB on eligible criteria of short- term training activity (i.e. cost, duration), **prior to enrolling the participant**. Service provider must initiate all referrals to Classroom Training after assessing the participant's job preparedness need **prior to starting** a PWE, OJT, or SWE activity. **Participants cannot self-enroll**. No other educational program is eligible under this proposal.

Eligible CalWORKs Population

In addition to the CalWORKs homeless participants, other CalWORKs populations with compelling situations that make it extremely difficult to make the transition to economic self-sufficiency may also be considered eligible. More specifically, the following may be target populations for removing barriers such mental health, substance use disorder, and domestic violence, but are participating in programs, and lack job readiness skills which impede their ability to readily find employment.

- Participants with domestic violence and homeless issues.
- CalWORKs participants who are a mutual client to Department of Children & Family Services (DCFS) who have received a housing subsidy, and
 - Have a Family Reunification plan.
 - Participating in Family Preservation plan.

The Selected Service Providers are responsible for the following functions:

- Review the assessments provided by DPSS. If necessary, provide supplemental assessments.
- Refer participants to GAIN Services Workers (GSW), Contracted Case Manager (CCM), or Refugee Employment Program (REP) Refugee Case Manager (RCM) for Ancillary Request to pay for LiveScan, for employers who request it as a requirement of employment.
- Assess the participant's accessibility to personal care facilities for job preparedness.
- Determine unique needs of the participant based on homeless situation and provide resource information to grooming stations, personal care supplies, clothing, etc. or provide access to these necessities for job preparedness.
- Provide resource information to or make a direct referral to laundry services, as appropriate for job preparedness.
- Provide resource information or make a direct referral to storage facilities for job preparedness.
- Coordinate activities as needed with County contracted REP/GAIN offices and GAIN Program staff.
- Provide services to all participants referred, unless special circumstances exist.
- In the case of special circumstances, first contact the County to determine if issues can be resolved.
- Provide a thorough assessment of job preparedness, provide an accelerated job readiness curriculum, (coach, motivate, etc.) prior to sending to worksite.
- Provide an "onboarding period" where participants have flexible hours on a job (i.e. 20 hours/week) to learn soft skills, appropriate work behaviors, and work through internal barriers to attain self-empowerment. Upon successful completion, the service provider will "graduate" the participant to increased work hours.
- Refer participants to contracted PWE/OJT/SWE sites.

- Refer participants to I-TRAIN approved Classroom Training courses, if deemed necessary.
- Develop OJT Relationships for contracts with the SBWIB.
- Refer private sector worksites to SBWIB for development of employment-related agreements.
- Reinforce the need for employers' flexibility in schedules to ensure workplace success due to unstable housing history, criminal backgrounds, or those participating in recovery programs, and/or shelter check-in/check-out restrictions.
- Provide on-going enhanced co-case management with GAIN GSW/CCM/RCM and other collaborating partners concerning sensitivity to barriers faced by homeless population. This can include addressing work behaviors, addressing employer concerns, providing basic money management information, job shadowing, etc.
- Provide work support for the participant by checking in at the worksite location and communicating with the participant about issues being faced in the work environment.
- Also, provide support to employers by communicating with them, as needed to help mitigate arising issues.
- Offer life skills classes/workshops that would benefit the homeless population.
- Assist with duties in connection with worksite recruiting and contracting. Provide job search facility and time allotment for participants to do job search.
- Place into unsubsidized job at the end of the PWE/OJT/SWE activity.
- Provide follow-up 90 days after placement into unsubsidized employment, through traditional and non-traditional means (i.e. phone call, emails, face-to-face, etc.), to not interrupt employment, and provide valuable information on job retention, money management, and support on issues being faced in the workplace.
- Input participant information on I-train accurately and expeditiously.
- Complete required documentation and pertinent forms in a timely manner, which can sometimes mean immediately, when dictated by the LA County DPSS or SBWIB. Any/all sensitive information or documentation indicating that the participant has started or stopped attending their work activity, must be communicated to the County timely, in accordance with the specified time outlined in the subcontract agreement.
- Collect and submit timesheets, and distribute paychecks. Explain payroll process and pertinent due dates to participants.

Desirable Qualifications:

Selected service provider will have demonstrated ability and/or experience working as/with Social Enterprise model.

Assessment, Case Management Services, Job Placement, and Classroom Training

Assessment Services: Selected service providers will not duplicate any assessments completed by DPSS and will incorporate all assessment data provided by DPSS into the overall employment plan for each participant. However, employers sometimes require that assessment data be more recent than what is provided by DPSS and in those instances and in the interest of time, service providers may be required to reassess some participants, complementing the existing assessment conducted by DPSS.

Case Management Services: The selected service providers will employ a co-case management strategy working cooperatively with the case management staff from GAIN/REP and the vocational schools/worksites agencies to ensure that any barrier to training and employment success is quickly addressed. Service provider case managers will specifically focus on assessing job preparedness, providing job preparedness services that will support the homeless participant's ability to begin and

maintain employment, and developing an immediate employment plan to achieve participant employment goals.

The selected service provider will also consider the barriers tied to homelessness that this population faces in order to attain and keep a job. A holistic approach to job placement needs to be applied by the service provider to include sensitivity and consideration when assessing for job preparedness. If deemed appropriate, the selected service provider will offer job shadowing as a form of job preparation. Provide a thorough assessment of job preparedness, provide an accelerated job readiness curriculum, (coach, motivate, etc.) prior to sending to worksite. The selected service provider will provide an “onboarding period” in a supportive learning environment, where participants have flexible hours in a job (i.e. 20 hours/week) to learn soft skills, appropriate work behaviors, and work through internal barriers to attain self-empowerment. Upon successful completion, the service provider will “graduate” the participant to increase the work hours. In addition, the service provider will be a work support to both the participant and employer by regularly visiting to assist in mitigating any issues that may arise in the work environment. The service provider will speak to each individually and also collectively at the regular touch points.

They will utilize the SBWIB I-TRAIN System to enroll participants into the program, establish training agreements and provide ongoing follow-up to assist the participant in successfully completing training and entering employment. As barriers are identified, participants will be referred to GAIN/REP for supportive services, if they are outside of the scope of this document, per agreement with DPSS.

Job Placement Services: These services are to be provided to all participants at the completion of PWE, OJT, SWE, and Classroom Training. Job placement services will be provided as supported job search assistance, shall be driven by the employment plan developed during initial and subsequent case management activities and will target living-wage employment opportunities. Services will include targeted job development, referral to interviews, access to job search tools (i.e. computers, Internet, phones, fax, e-mail and workshops) and ongoing follow-up to support the participant in successfully entering employment through a self-directed job search. In addition, the service provider will do ongoing follow-up for 90 days. Provide relevant job retention information, that also incorporates coaching, guiding, motivating through workshops and/or one-on-one sessions utilizing alternative modes of communication such as phone calls, chats, etc. not to interfere with employment.

Participants who are placed into unsubsidized employment shall be tracked for a period of 90 days. Verifications of Employment shall be submitted to SBWIB following 30 days in unsubsidized employment. Verifications of Employment forms shall clearly state that the participant has worked for a period of 30 consecutive days. Selected service providers shall achieve a placement rate of 50% for all participants who have completed a training activity, with a retention rate of 50% after 90 days in accordance with the provisions of the Prime Agreement with the County. Complete unsubsidized employment information shall be entered in I-train to collect on job placement fees.

TRANSITIONAL SUBSIDIZED EMPLOYMENT COMPENSATION SCHEDULE

| | | |
|--|---------|--|
| Assessment, Job Development and Case Management Services | Monthly | Submission of SBWIB invoice is based upon the following: 75% (or \$1,200.00) to be billed upon the review and acceptance of all required documentation from DPSS offices and the enrollment and placement of a participant into an authorized subsidized training activity. The remaining 25% (or \$400.00) shall be billed upon participant completion of 30 days in full-time unsubsidized employment (not to exceed \$1,600) per client. Providers that receive verification that participant has completed 30 days of part-time; unsubsidized employment may bill \$200.00. |
| Public and Nonprofit Placements - Supervised PWE | N/A | Contractor will refer participants into PWE utilizing access to a case management system and forms provided by SBWIB. |
| Private Sector Placements - | N/A | |
| OJT | N/A | Contractor shall refer participants into OJT positions with local businesses and other eligible organizations willing to participate in the program. SBWIB will reimburse eligible organizations 60 % of participant's wages up to \$20/hr. |
| Classroom Training | Monthly | <p>Contractor shall enroll participants into an I-TRAIN approved classroom training. Contractor must submit a SBWIB invoice based upon the following: 75% (or \$1,200.00) to be billed upon the review and acceptance of all required documentation from DPSS offices and the enrollment and placement of participant into an authorized training activity. The remaining 25% (or \$400.00) shall be billed upon participant completion of 30 days in unsubsidized employment (not to exceed \$1,600) per client. Providers that receive verification that participant has completed 30 days of part-time; unsubsidized employment may bill \$200.00.</p> <p>Contractor cannot be paid for both self-referrals to classroom training courses AND the \$1,200 Service Provider Fee (for services outlined in the Assessment, Job Development and Case Management Services section above). Only one fee will be paid to Contractor, whichever is less. Contractor WILL NOT be paid for both.</p> |
| Administration | N/A | Administrative costs are not associated with this Agreement. |

APPLICATION SUBMITTAL INSTRUCTIONS AND FORMAT

- A. Applications will be accepted **on an ongoing basis**, contingent upon funding, and/or until there is no longer a programmatic need. **The SBWIB along with Los Angeles County DPSS, reserves the right to determine if/when there is no longer a need for additional providers.** No exceptions to the submission conditions set forth in this notice will be granted. Overnight and hand deliveries are acceptable, as there is currently no deadline for submission. Applications that do not meet other conditions set forth in this notice will not be considered. **Facsimile (FAX) applications will not be honored.**
- B. Submit four copies of your application (including attachments) on 8½"x 11" white bond paper. Margins must be at least an inch and font size must be no less than 12.
- C. Attachment A, an application cover sheet, should be completed and used as the cover page for the application.
- D. Attachment B, Lobbying Certification needs to be signed and submitted.
- E. Attachment C, Debarment Certification needs to be signed and submitted.
- F. Attachment D, Drug Free Workplace Certification needs to be signed and submitted.
- G. Your response to the narrative section of the application is limited to no more than 10 single-sided pages. This page limitation is imposed for the sake of the reviewers of your application. This limitation does not include other sections of your application such as: Attachments A, B, C and D.
- H. The Applications must be mailed or personally delivered to:

**Tracey Atkins, Manager
South Bay Workforce Investment Board
11539 Hawthorne Boulevard, Suite 500
Hawthorne, CA 90250**

- I. Assemble your application using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your application.
- Attachment A (Applicant Cover Page)
 - Application Narrative
 - Agency Organizational Chart (See Application Narrative)
 - Copy of Most Recent Agency Audit (See Application Narrative)
 - Attachment B (Lobbying Certification)
 - Attachment C (Debarment Certification)
 - Attachment D (Drug Free Workplace Certification)
- J. Questions regarding this RFP may be submitted in writing to Tracey Atkins, South Bay Workforce Investment Board by email at tatkins@sbwib.org. Questions will be accepted on an ongoing basis.

APPLICATION NARRATIVE

A. Organization Background, Qualifications, Performance History - Application Evaluation (40%)

The narrative portion of the application is limited to 10 single-sided pages. This limitation does not include any of the required attachments.

1. Profile of the Applicant

- a. What is the legal status of your organization?
- b. Describe your organization, the governance structure, length of existence, the services it provides and populations it serves. Include an organization chart.
- c. Please provide a roster of the management personnel, who will supervise the provision of services and their qualifications. Additionally, please provide qualifications that include licenses and/or certifications of case managers, job developers and/or all other staff who will provide the services.
- d. Describe your facility(ies) from which the services may be performed, assurances of meeting all applicable federal, state, county and local fire and safety regulations, and accessibility of facilities to individuals with disabilities.

2. Experience in Providing Same or Similar Services

- a. Applications must include information to demonstrate that the applicant has a record of success in operating similar type of services or projects. Describe your related project experiences and qualifications in providing services to the public, private and /or non-profit sectors.
- b. Describe your knowledge and experience with programs funded by the Los Angeles County Department of Public Social Services (DPSS) or other federal, state or local government agencies.
- c. Describe the applicant's experience and ability to provide services at applicant's proposed location(s) in Los Angeles County.
- d. Provide three references of individuals outside of your organization familiar with the quality of services you have provided. Be sure to include current phone numbers and addresses.
- e. If the organization has not had prior experience or involvement with a program funded by DPSS, please outline other programs that provided similar services in which you have been involved over the last four years.
- f. Describe your expertise in working with the private sector and ability to achieve unsubsidized employment.
- g. What experience does your agency have which lends itself to the development of worksites, including private for profit worksites?

B. Plan of Services to be Performed (40%)

1. Detail how often services can be provided, necessary start-up time, the minimum/maximum number of participant referrals that can be received, and the number of participants your agency has the capacity to enroll.
2. Describe other related agencies that may be a part of your infrastructure to assist in your delivery of services.

C. Financial Management (20%)

1. Describe your financial/accounting management systems and attach one copy of your organization's most recent audit. The audit should be submitted as a separate attachment and is not part of the application.
2. List all proposed staff positions to be paid through the contract that may be awarded.
3. Describe how your organization would repay any disallowed costs identified with non-federal funds.

APPLICATION SELECTION AND EVALUATION CRITERIA

The following description of the selection application review process is a general description. Not all elements must be performed on all applications 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 applications for responsiveness. Non-responsive applications will not be given further consideration. To be responsive, an application 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 an application is responsive, the SBWIB will review forms, certifications, and other documentation; may check references, conduct onsite investigations and perform other verification activities.

All responsive applications are reviewed and scored by the SBWIB, Review/Evaluation Team which is designated by the SBWIB, Executive Director. Applications will be read and scored by the same reviewers. Each reviewer will evaluate the application for acceptability and assign a numerical score. Scores from each reviewer for all applications will then be totaled and averaged. A maximum of 100 points may be awarded to any single application. 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 application(s) to the SBWIB, Executive Committee. The SBWIB Executive Committee will make final decisions to accept, reject, or modify all funding recommendations.

Application Evaluation and Scoring Criteria

Each application submitted for consideration will be evaluated and scored on its own merit. The emphasis in the evaluation is clarity, relevance, and strict compliance to the RFP requirements.

40% Organization Background, Qualifications, Performance History

40% Plan of Services to be performed

20% Financial Management

APPEAL PROCESS

Any Applicant whose proposal is not recommended for funding may appeal the decision to the SBWIB Appeals Committee. Appeals must be received within three (3) business days following issuance of a notice of funding recommendations. A hearing date will be set within five business (5) days of an appeal. All appeals shall be presented in writing stating the reason(s) for the appeal. The SBWIB Executive Committee shall make a determination regarding the appeal and such determination shall be final. An Applicant may not appeal the amount of funding they are recommended to receive. Appeal must be submitted by fax (310) 970-7700 or mail to:

**South Bay Workforce Investment Board
11539 Hawthorne Boulevard, Suite 500
Hawthorne, CA 90250
Attn: Jan Vogel, Executive Director**

An appeal of a denial of award may be brought only on the following grounds:

- Failure of the SBWIB to follow the selection procedures and adhere to requirements specified in the Request for Proposals.
- There has been a conflict of interest violation as provided the California Government Code Section 87100 et seq.
- There has been a violation of State or Federal law.

An appeal may **not** be filed if a proposal was rejected prior to consideration or was determined non-responsive.

GENERAL INFORMATION

Applicants awarded an agreement(s) under this RFP must be ready to begin services upon execution of the contract. The information submitted in response to this solicitation is not legally binding. However, any financial agreements based on the proposals and subsequent negotiations become legally binding after both parties have signed them. All resulting agreements, financial and non-financial, will provide mutual termination clauses between the two agencies.

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.

- a. 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.
- b. The SBWIB reserves the right to reject any proposal and waive any requirement when the action is considered to be in the SBWIB's best interest and negotiate change, revision, and/or modification of a proposal with any Respondents.
- c. 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.

All submissions become the property of the SBWIB. All costs associated with the development of submissions in response to this solicitation must be borne by the applicant. The submission shall not include any such expenses as part of any fee quotations, if fees apply.

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 an 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.

Failed Competition

If no more than one submission is received in response to this solicitation, the SBWIB reserves the right to classify this procurement a failed competition and either reissue the RFP or enter into a sole source agreement with the sole respondent. The SBWIB reserves the right to select more than one party to provide these services.

Cost Incurred by Applicants

All cost of proposal preparation will be borne by the applicant. The SBWIB will not, in any event, be liable for any pre-contractual expenses incurred by applicants in the preparation and/or submission of the proposals. Proposals will not include any such expenses as part of the proposed.

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 respondents for the determination of their qualifications to provide services. This additional information may be requested any time during the review process.

Insurance Requirements

The SBWIB requires the following types of insurance:

- Workers Compensation and Employers' Liability with limits of not less than the following:

| | |
|-------------------------|-------------|
| Each Accident: | \$1 million |
| Disease – policy limit: | \$1 million |
| Disease – each employee | \$1 million |

- General Liability with limits of not less than the following:

| | |
|--|-------------|
| General Aggregate: | \$5 million |
| Products/Completed Operations Aggregate: | \$2 million |
| Each Occurrence: | \$2 million |

- Automobile Liability:

If conducting activities under this Agreement requires use of motor vehicles, then applicant is required to maintain an automobile insurance policy (written on ISO policy form CA 00 01) with limits of not less than \$5 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of applicant's use of autos, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

Should applicant and its employees not use any motor vehicles to provide the services required under this agreement, applicant shall furnish to SBWIB, on applicant's letterhead, a letter stating "Company owned or operated vehicles will not be used to perform any of the services contemplated by the agreement between SUBCONTRACTOR and the City of Hawthorne."

The City of Inglewood, South Bay Workforce Investment Board, Inc., and Los Angeles Department of Public Social Services must be named as additional insured on general liability policies. **A certificate of insurance is required as proof of coverage prior to contract execution.** Notice of Cancellation must ensure that each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to the SBWIB.

CONFIDENTIALITY REQUIREMENTS

A. All selected service providers and its employees shall maintain the confidentiality of any information regarding participants, and the immediate family of any participant, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies, counselors, or any other source. The service provider shall not divulge

such information without the permission of the participant, except for disclosures required by court process, order, or decree, and except that information which is necessary for purposes related to the performance or evaluation of the Agreement. However, such may be divulged to parties having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement and to governmental authorities to the extent necessary for the proper administration of the program.

B. Confidentiality of State/County Records - Confidential information pertains to any data that identifies an individual or an employing unit. Confidential information is not open to the public and requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, Employment Development Department, the California Department of Social Services, the California Department of Education, the County Welfare Department(s), Directors of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges and the Department of Alcohol and Drug Programs. The service provider agrees to:

1. Keep all information furnished by State/County agencies strictly confidential, and make the information available to its own employees only on a need-to-know basis, as specifically authorized in this Agreement. Instruct all employees with State/County information access regarding the confidentiality of this information and of the penalties for unauthorized use or disclosure found in section 1798.55 of the Civil Code; section 502 of the Penal Code; section 2111 of the Unemployment Insurance Code; section 10850 of the Welfare and Institutions Code and other applicable local, State and federal laws.
2. Store and process information electronically, in a manner that renders it irretrievable by unauthorized computer, remote terminal, or other means. State/County confidential information should be returned promptly and/or, all copies/derivations should be destroyed when no longer in use. An approved method of confidential information destruction should be used: shredding, burning, or certified/witnessed destruction. Magnetic media are to be demagnetized, or returned to appropriate agency. In no event, shall said information be disclosed to any individual outside of the Contractor staff, and/or their employees.
3. Employees of service provider who have access to participant files and/or information must complete, sign, and adhere to the "Subcontractor Employee Acknowledgement and Confidentiality Agreement." Service provider will identify specific staff that will have access to participant files. A copy of this form must be on file prior to a worksite employee commencing any work under to this agreement.

APPLICATION COVER SHEET

ATTACHMENT A

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 Corporation
- Private Non- Profit Corporation

Number of years organization has been in operation: _____

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

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

Acknowledgement:

In compliance with the Request for Proposals, 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

**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 offer 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, and 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

**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:

- 1) 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).
- 2) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
- 3) Provide as required by Government Code Section 8355(c) that every employee who works in the proposed organization.
 - (a) 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