

REQUEST FOR PROPOSALS
for
ONE STOP PROVIDER
South Central Connecticut
Workforce Development Area

Issue Date:
November 15, 2021

Proposers' Conference:
November 30th, 2021

Proposals Due:
January 24th, 2021

Announcement of award
March 24, 2022

Issued by Workforce Alliance, the Workforce Development Board
For South Central Connecticut

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN
THIS REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED**

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Issuing Entity

Workforce Alliance is a policy and oversight organization responsible for creating a comprehensive, community-wide response to the challenges of building a highly skilled workforce. Through the coordination and administration of a variety of employment and training initiatives, we have prepared thousands of individuals for jobs and have assisted numerous employers with training and employee transition.

Workforce Alliance, Inc. (WA) is the regional workforce development board for the South-Central Connecticut Workforce Development Area, consisting of the towns of: Bethany, Branford, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, East Haven, Essex, Guilford, Haddam, Hamden, Killingworth, Madison, Meriden, Middlefield, Middletown, Milford New Haven, North Branford, North Haven, Old Saybrook, Orange, Portland, Wallingford, Westbrook, West Haven, and Woodbridge.

WA receives formula funding under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for implementation of workforce development programs in the workforce area, which are delivered through one-stop centers referred to as America's Job Centers. WA also receives Jobs First Employment Services (JFES) funding to provide Temporary Assistance to Needy Families (TANF) employment services to welfare recipients and discretionary federal, state, and local grants.

WA specifies in the *WA Local Five-year Plan* how we plan to implement a racial equity action plan to do our part in ushering in a more just and equitable workforce system in our region. We recognize the persistent inequalities that continue to impact Black and Brown communities, leaving them with higher unemployment rates, lower graduation rates, less income, higher poverty rates, and less wealth. The recent pandemic has magnified this issue as we have seen Blacks and Latinos getting sick and dying at disproportionately higher rates and being much more likely to be laid off during the economic shutdown. Please see our local plan on our website to see our commitment to how we plan to address systemic racism at [South-Central-CT-Local-Plan-Ex.Summary_Aug27_2020.pdf \(workforcealliance.biz\)](https://workforcealliance.biz/South-Central-CT-Local-Plan-Ex.Summary_Aug27_2020.pdf).

Workforce Alliance is requiring that any proposer integrate a strong racial equity plan and model into its customer service delivery design and its staffing development and talent building strategy.

All bidders are strongly encouraged to review the Executive Summary of Workforce Alliance's WIOA Local Plan for the vision, goals, and objectives of the service delivery system in the Workforce Alliance catchment area. It is included as an attachment to this document. Proposers should keep these goals and objectives in mind when preparing their response to this RFP.

I. PURPOSE OF THIS RFP

The purpose of this RFP is to solicit proposals from qualified entities who have demonstrated the capacity to provide 1) career services to adults, youth and dislocated workers in a manner designed to meet the performance objectives set by the state and federal government for WIOA formula funds and 2) JFES services targeted at placing TANF recipients in work activities and reducing the caseloads. Services are to be provided through the American Job Centers (AJCs) within the region. This will include the provision of employment related, WIOA career services and JFES case management, training and follow up. To enhance services to job seekers, proposers are also asked to provide business services for residents and employers in the region. Toward that end, the provider will be selected and will be required to provide all services in an integrated manner. The period of performance will include a base contract year that begins July 1, 2022, and ends on June 30, 2023. Contract extension maybe granted pending overall performance.

The selected proposer will implement a proven WIOA model with dual-customer focus on employers and job seekers that aligns with Workforce Alliance goals. The system should be designed to serve a diverse range of customers with diverse needs and strengths, as well as diverse industries within the region, and needs to be a vital link in connecting job seekers and employers.

The proposer must also hire staff and implement federal and state discretionary grants which may be awarded during the course of the program year for each year that the agreement entered into as a result of this RFP is in effect. In such instances new agreements or modifications to the agreement entered into as a result of this RFP will be executed, along with a corresponding budget for the new initiatives. Workforce Alliance reserves the right to participate in the selection of staff under discretionary projects.

The objective is to provide workforce development services in the most efficient and effective manner possible, and to meet or exceed all performance measures established by Workforce Alliance and its funding sources.

In response to this RFP, the formation of partnerships is allowable; however, one proposer must be designated as the entity responsible for overall management of all WIOA and JFES case management operations of the One-Stop Career System in South Central Connecticut. WA will execute a single contract with the selected provider. The provider will be required to deliver a broad range of career training, and related services defined by this RFP in close coordination with partner agencies established and required by WIOA, as well as additional partners whose services and resources that may benefit JFES and WIOA Youth, Adult and Dislocated Worker programs.

Available Funds and Contract Term

1. Funding will be available under the WIOA Title I and TANF funding streams for the contract with the selected Provider. Amount of funding available to be determined.
2. The contract for the selected One Stop Provider will be written for the period July 1, 2022, through June 30, 2023. Based upon performance the selected Provider's contract may be renewed for three additional one-year periods with the right to extend the contract for additional one-year periods depending on performance.

II. OVERVIEW: ONE-STOP SYSTEM / AJC OVERVIEW & SERVICES TO BE PROVIDED UNDER THIS RFP

1. One-Stop System Funding Streams

- WIOA Title I career services for adults, youth, and dislocated workers
- JFES Services to TANF recipients
- The-Wagner Peyser program, which is the national labor exchange, providing self-service and one on one assistance to job seekers and workers, as well as matching employers with skilled workers.
- Discretionary grants that support the workforce system if available.

2. Characteristics of the One-Stop System

The American Job Centers are:

- a. Customer-centered - providing both personal assistance and automated tools that enable individuals and employers to access services on their own and includes coordination and integration of youth services in collaboration with youth providers, as well as TANF recipients, persons with disabilities, persons with limited English proficiency and individuals who require services outside of the traditional operating hours.
- b. Racial Equity, Diversity, and Inclusion – assuring service provision, staffing structure and hierarchy is administered through a racial equity, diversity, and inclusion lens.
- c. Market-driven - responding to relevant changes in South Central Connecticut's present and future labor market and economy.

- d. Employer-centered - focusing on the demands and needs of businesses and including the private sector role in developing workforce policies and programs.
- e. Universal - delivering a wide array of services to individuals and/or employers who may need technology-based reference materials and to jobseekers who require intensive services.
- f. Integrated – working collaboratively with One Stop system partners to provide a more seamless service delivery system.
- g. Performance-driven and outcome based - operating with clear, measurable standards of performance, quality, and customer satisfaction.
- h. Technology-rich - incorporating the latest technology and software applications to manage and deliver services that range from labor market exchange to distance learning opportunities. This includes technology that provides access to persons with disabilities, as well as persons with limited English proficiency.
- i. Include both virtual and center-based service delivery model for job seekers, staff, and employers to expand delivery service by delivering virtual services; and increase accessibility of services.

3. Services to be Provided

The One Stop Provider requirements include provision, management, and delivery of career services, case management and follow-up for AJC enrolled customers. Workforce Alliance has embraced a Family Centered Case Management methodology. Therefore, a Family Centered approach must be incorporated into the overall service delivery design. Services are provided under the direction and guidance of Workforce Alliance, and in coordination with the Connecticut Department of Labor (CTDOL) and other One Stop required partners.

Youth Services: All components of career services and case management applicable to all youth One Stop customers. WIOA provides an expanded definition of Youth, including a wider age range, which enables the system to more effectively serve older youth/young adults. The One Stop Provider will be required to designate staff necessary to provide these services for youth being referred from Workforce Alliance youth program vendors in the thirty town South Central region, and to serve youth who are not attached to a vendor-based program but who come into the American Job Center seeking services. Some intake and eligibility determination will take place on site at vendor locations. Case management services will be provided by staff to all youth program participants. Whenever it is in the best interests of the youth, co enrollment in other programs and services should be facilitated. The One Stop Provider will be required to cross-train all front-line staff to understand the process, benefits, and implications of co-enrollment.

a. Specific areas of responsibility for the One Stop Provider include:

- i. Supervision and management of daily operations to include WIOA Career Services
- ii. Management of customer flow and procedures for customer referral to training to other one-stop partners.
- iii. Design and delivery of direct customer services.
- iv. Include both virtual and center-based service delivery model for job seekers, staff, and employers to expand delivery service by delivering virtual services; and increase accessibility of services.
- v. Maintenance of individual case files for each customer that meets compliance requirements of Workforce Alliance, CTDOL, CT Hires, or any state administered business system, and WIOA/JFES policies and procedures.
- vi. Utilization of CT Hires as the case management tool for all WIOA & JFES customers.
- vii. Issuance of Individual Training Accounts (ITAs) for eligible customers.
- viii. Provision of follow-up services and tracking of retention for all registered customers.
- ix. Outreach and recruitment to employees, job seekers and the general public, targeting individuals suitable for occupations and industry sectors in demand as outlined in the WIOA Local Plan (attached).
- x. Specialized outreach to Workforce Alliance priority populations which include low-income adults, out of school youth, dislocated workers, previously incarcerated, individuals with disabilities, basic skills deficient (including those in need of ESL), veterans, and TANF recipients.

Additionally, the provider will be required to assist in developing and implementing a community relations strategy for the centers and recruitment, as well as internal/external communications, in conjunction with WA and its agents.

b. Basic Career Services

American Job Center services must include career services. Additionally, American Job Centers must expand their labor exchange services to meet in-

demand industry sectors and occupations and include information on non-traditional employment. Labor exchange services must also provide labor market information to the individuals seeking services. The information must be accurate and include information on local, regional, and national labor market areas such as:

- i. Job vacancies in labor market areas
- ii. Information on job skills necessary to obtain the jobs
- iii. Local, in-demand occupations and related earning potential
- iv. Opportunities for advancement in those occupations

All One-Stops must provide the below career services and must incorporate in-person and virtual service delivery model:

- i. Outreach, intake, and orientation
- ii. Initial assessment
- iii. Labor exchange services
- iv. Eligibility determination
- v. Referrals to programs and partners
- vi. Performance and cost information
- vii. Information on unemployment insurance
- viii. Financial aid information
- ix. Follow-up services
- x. JFES verification services

One-Stops and partners must provide appropriate services for individuals to obtain or retain employment. These services should integrate virtual service delivery options. Such services include, but are not limited to:

- Individual Employment Planning, integrating career pathway development
- Family Centered Case management

- Short-term prevocational services through workshops, computer software programs in the one-stops and referral to one-stop partners.
- Internships and work experience including transitional jobs and industry partnerships.
- Workforce preparation such as employability skills.
- Referral to English language acquisition.
- Financial literacy through workshops, computer software programs in the one-stops and referral to one-stop partners.

c. Individualized Career Services

The One Stop Provider will be responsible for intake and eligibility determination, as well as case management for AJC customers in accordance with the priority of service adopted by Workforce Alliance, as described in the WIOA Local Plan, in accordance with WIOA and JFES regulations. Services will include:

- i. Completing intake and eligibility documentation for all customers for whom eligibility is required
- ii. Providing case management services to all JFES participants and/or all WIOA customers registered into career and/or training services, including youth. This may include co-enrollment into other programs.
- iii. Developing, and documenting the necessary steps within each customer's individual employment plan.
- iv. Tracking customers' progress throughout their enrollment in training programs; providing JFES verification on each enrolled participant.
- v. Utilizing the *State Administered Business System* as the case management tool for all customers; currently CTHIRES.
- vi. Entering all required data elements needed for reporting purposes into the State Administered Business system (CTHIRS).
- vii. Providing out of school youth who come to the one-stop for services with access to the above services.

d. JFES Case Management

Family Centered Case Management services to TANF customers participating in the JFES program who are either required to participate or who volunteer and who are registered for employment services at the American Job Centers. The Jobs First Employment Services (JFES) partnership provides employment services for residents of the service delivery area, including TANF recipients. All case management services, and assignment of caseloads must be coordinated in conjunction with American Job Center staff and services. This program includes employment services to those receiving benefits funded under the Temporary Assistance for Needy Families (TANF) program. Family Centered Case management services shall be provided through the geographic service area in a uniform and consistent manner.

- i. All components of intensive services and case management as described above are applicable to all TANF recipient One Stop customers and the additional services listed below.
- ii. Assignment of caseloads will occur upon customer participation in a JFES Virtual orientation.
- iii. To the extent possible, the same case manager will retain the case as originally assigned, regardless of what other entities may be providing services to the customer. The same case manager shall be assigned to both parents in a two-parent family.
- iv. Case managers would normally have caseloads that average around 90-100 clients each, with a maximum caseload of no greater than 110 clients. Since the pandemic case load sizes have dropped dramatically. However, the case load sizes are slowly increasing.
- v. Individual Employment Plan development should be consistent with meeting the goals set forth within federal and state JFES guidelines.
- vi. Case managers will be responsible for arranging and coordinating support services for customers, including childcare and transportation benefits, utilizing the Department of Social Services (DSS) mandated Management System.
- vii. Case Managers must refer customers to DSS for conciliation and sanctioning for non-compliance with established Employment Plans.
- viii. Case Managers must adhere to a “zero-rejection” mentality to ensure that the hardest-to-serve customers are assisted.

- ix. Case managers must be available as witnesses in Fair Hearings conducted by the Department of Social Services as required.

e. Follow-Up Services

Follow-up, recording and reporting activities are required for registered customers and for WIOA and JFES participants. Follow-up includes:

- i. Tracking and recording customer activities and outcomes.
- ii. Verifying and recording attainment of competencies and credentials.
- iii. Verifying and recording employment information.
- iv. Tracking and reporting employment retention & wages for a year after case closure.
- v. Developing and implementing a local mechanism for obtaining feedback from customers of the One-Stop system, including a review and evaluation of outcomes.
- vi. Developing appropriate strategies to improve satisfaction rates as metrics indicate.
- vii. Notification and distribution of CT DOL mandated customer satisfaction surveys for both job seeker and employer customers.

f. Business Services

WA has employed a Central Business Services Team, focused on the following priority sectors in the South-Central region:

- Healthcare, Social & Education Services
- Manufacturing
- Transportation-Distribution-Logistics
- Retail, Hospitality, Food & Customer Service
- Information Technology
- Finance, Banking & Insurance
- Trades & Construction

The One Stop Provider will be expected to employ individuals who shall perform job development and placement functions for JFES customers. It is expected that the AJC staff will coordinate with the WA Business Services Unit, including the sharing of labor market information, contacts, hiring events and job leads as appropriate.

The One Stop Provider will be required to provide the following services for the JFES Programs:

- i. Outreach to and recruiting businesses that may benefit from the services of the One Stop system.
- ii. Maintaining a database of business customers who participate in job fairs and other employer services.
- iii. Coordinating job fairs and hiring events.
- iv. Outreach and processing on-the-job training contracts, as appropriate, for job-seeker and employer customers.
- v. Appropriate recruitment referrals from WIOA and JFES to fill job openings identified within sector or performance-based business services programs.
- vi. Provide assistance with creating employer accounts and job postings within CTHIRES.
- vii. Develop and maintain a system for sharing job postings among staff.

g. Professional Development & Capacity Building

As part of an overall continuous improvement strategy, the One Stop Provider will be required to develop the capacity of staff to be responsive to changing needs of customers and operational requirements of the system.

- i. Staff should have ongoing knowledge of employment and training needs relevant to South Central CT based on understanding labor market information, employer feedback, new and emerging industry-based needs.
- ii. Staff should intimately understand programs and services offered by WA and other WIOA Core partners, including, but not limited to Adult Education, Department of Rehabilitation Services, and Department of Social Services.
- iii. Staff should understand all the workforce development programs and services coordinated under the umbrella of Workforce Alliance and the other

One Stop partners. They should be aware of opportunities for customers to be better or more completely served through co-enrollment into one or more programs. The One Stop Provider must develop a protocol for seamless co-enrollment where appropriate.

- iv. Develop and maintain a method of communication between all staff to ensure training decisions are in line with employer needs in South Central CT.
- v. Cross-training of job functions to accommodate seasonal and other considerations.
- vi. Continued training and strategy development around “Customer-Centered/Family Centered” approach.
- vii. Provide internal plan to assure racial equity and diversity among **both** leadership *and* general staff.

4. Performance Measures

- a. The performance measures will be applied in evaluating the performance of the One Stop Provider and One Stop system for the region
- b. WIOA specific performance standards for the 2022-2023 program year have not yet been negotiated between the Department of Labor and WA. WA reserves the right to apply the measures as a contract addendum when they are finalized.

The goals below are provided as draft goals based, realistically on past performance and WA’s commitment to continuous improvement, as outlined in the attached WIOA Local Plan. There are two additional WIOA performance goals which will be established in the coming months. Those two goals will reflect employer engagement and services. Those measures with “Baseline” as a goal will be used to establish initial frames of reference for future negotiations. Final WIOA performance goals between Workforce Alliance and the One Stop Provider will be negotiated as part of the contracting process.

Performance Measures	Goals PY 2022-2023
WIOA Title I Adults	
Employment (Second Quarter after Exit)	71.5%
Employment (Fourth Quarter after Exit)	69.5%
Median Earnings	\$5,300.00
Credential Attainment Rate	75%
Measurable Skill Gains	70%
Effectiveness in Serving Employers	Baseline
WIOA Title I Dislocated Workers	
Employment (Second Quarter after Exit)	78%
Employment (Fourth Quarter after Exit)	77%
Median Earnings	\$8,000.00
Credential Attainment Rate	75%
Measurable Skill Gains	60%
Effectiveness in Serving Employers	Baseline
WIOA Title I Youth	
Employment (Second Quarter after Exit)	76.5%
Employment (Fourth Quarter after Exit)	73%
Median Earnings	\$3,200.00
Credential Attainment Rate	75%
Measurable Skill Gains	70%
Effectiveness in Serving Employers	Baseline

c. TANF/JFES Performance

The annual performance goals of the federal and state Departments of Labor for TANF recipients and JFES participants are as follows, and will be applied in evaluating the performance of the One Stop Provider and One Stop system for the region:

- i. **Entered Unsubsidized Employment: 50%** of all participants served under this contract.
- ii. **Employment at the Payment Standard of TFA:** For **50%** of employed clients, such employment should result in a household's gross income from earnings being equal to or exceeding the monthly TFA standard by \$90 for a family of three.

- iii. **Employment Entries at Federal Poverty Level:** For **25%** of the employed clients such employment should result in a household's gross income from earnings being equal or exceeding the monthly calculation of the annualized Federal Poverty Level (FPL) for a family of three.
- iv. **Employment Retention:** **60%** of all clients should enter unsubsidized employment for two consecutive quarters and **40%** of participants in unsubsidized employment shall retain employment in 3 consecutive quarters
- v. **Participation:** **50%** of all JFES single parent families served per month by the Provider should be enrolled in countable TANF work activities at an average of 30 hours per week.
- vi. While the 30 hours per week meets the federal minimum requirement, each participant is required (per the JFES program) to participate in a minimum of **35** hours per week, unless justification is aligned with federal and/or state regulations.

5. Planned Service Levels

Based upon the estimated allocations for the 2022 – 2023 program year the following numbers of individuals must be served during the 2022-2023 program year, for each service category in the South-Central Connecticut region:

Service	Estimated Number to be Served
WIOA Career Services (Includes services provided by Wagner Peyser staff)	7,445
WIOA and JFES Training Services	118
JFES Case Management	964
JFES Employer Services/Subsidized Employment	215
Work Readiness and Employer Services	825
In-School Youth (includes vendor based)	96
Out of School Youth (includes vendor based)	156

Please note that these service levels are subject to change based on receipt of final allocations.

6. One Stop Center Locations

In order to provide services in the most integrated manner possible, One Stop Provider services and staff must be provided at the following locations throughout the workforce investment area, in accordance with planned service levels:

- a. New Haven: The American Job Center at 560 Ella Grasso Boulevard, New Haven, CT 06519 is outfitted with three computer labs, an employer interview room, office equipment (phones, faxes, copiers, etc) and workstations to accommodate up to forty-five staff.
- b. Middletown: The American Job Center location at 272 South Main Street, Middletown, CT. This center can accommodate up to three staff.
- c. Meriden: The American Job Center location at 87 West Main Street, Meriden, CT. is outfitted with computer labs, employer interview rooms, office equipment (phones, faxes, copiers, etc.) and workstations to accommodate up to fifteen staff.

NOTE: These locations are subject to change. Proposers should have the capacity to work remotely or at partner organizations, should the need arise.

III. PROPOSAL INSTRUCTIONS AND REQUIREMENTS

1. Who Can Respond?

- a. Governmental and private organizations, both for profit and not-for-profit, may submit a proposal.
- b. WA is seeking a single provider for the services outlined in this RFP. Proposers may submit a partner proposal however one proposer must be designated as the entity responsible for overall management of all WIOA and JFES case management operations of the One-Stop Career System in South Central Connecticut. WA will execute a single contract with the selected provider. All such submissions must be accompanied by a written Memorandum of Agreement (MOA) signed by each partner. The MOA must clearly identify the "lead organization" which will take responsibility for fiscal, legal, managerial, operational, and reporting responsibilities for the collaboration as well as specific responsibilities of each collaborator.
- c. Proposers must have been in business for at least twelve months.
- d. Proposers must be a legally recognized entity with appropriate licensing prior to submission of their proposal.

- e. Incorporated proposers must provide a copy of the corporation's most current annual report on file with the State of Connecticut showing they are authorized to do business in this state, as an attachment to their RFP response.
- f. Businesses which are not incorporated must provide a copy of their business and/or occupational license, indicating they are licensed to do business in the WA local area, as an attachment to the proposal.

2. Who Cannot Respond?

- a. Entities including partner entities which have been debarred from contracting with the federal government. Proposers must be able to certify that they have not been debarred or convicted of a crime that could lead to debarment, or
- b. Has a previous contract with any governmental entity in Connecticut terminated for cause; or
- c. Has not complied with an official order of any agency of the State of Connecticut or the United States Department of Labor to repay disallowed costs incurred during their conduct of projects or services, or
- d. For any other good and just cause determined at the sole discretion of Workforce Alliance.

Proposers must be able to provide uniform services throughout the thirty-town region, and at the locations specified herein.

3. Timeline

RFP Activity	Timeframe
RFP Issued	11/15/2021
Proposer's Conference	11/30/2021
Letter of Intent Due	12/13/2021
Proposal Due Date	1/24/2022
Interview Finalists	2/22-2/25/2021
Announcement of Awards	March 2021 Board Meeting
Operational Transition period	4/2021 – 6/30/2021
WA reserves the right to change the above dates. Changes will be posted on the WA website	

4. Proposal Submission

- a. Proposals are due on January 24, 2022, no later than 3:00pm. The official time is determined by Workforce Alliance.
- b. No proposals will be accepted after this date and time. Timely delivery of proposals to Workforce Alliance is the sole responsibility of the proposer. **No exceptions will be made.**
- c. Proposals must be delivered to Workforce Alliance, 560 Ella T. Grasso Boulevard, New Haven, CT 06519.

5. Proposal Submission Requirements

- a. Proposers must submit proposals via email to ebrooks@workforcealliance.biz by January 7, 2022.
- b. Proposers must submit two (2) hard copies with wet signature in blue ink and one (1) electronic copy submitted via email of their Proposals. Submission of less than the required copies will deem the proposal non-responsive, and it will not be read or considered.
- c. Proposal must be consistent with the WIOA and applicable State and Federal regulations.
- d. Applicants must also submit an electronic version of the proposal on a thumb drive in Microsoft Word with their RFP response.
- e. Keep proposal as concise as possible. The Narrative “Work Statement” must not exceed 20 pages. Any proposal with a narrative exceeding 20 pages will not be considered for review.
- f. Proposals should be written in a 12 font, 1” margins and 1.5 spacing between sentences. **DO NOT SEND REPORTS, BROCHURES, OR SIMILAR ATTACHMENTS UNLESS REQUESTED.**
- g. Any proprietary information contained in proposals must be clearly identified as such
- h. Proposals must be prepared in accordance with the sequence of questions and requirements that appear in the Proposal Narrative Format section of this RFP.
- i. All hard copy proposals are to be submitted in three-ring, loose leaf, binders one copy to a binder. The WA will not return proposals or binders.

- j. Specialized bindings or covers (including cover letters), colored paper, displays, or promotional materials should not be used.
- k. Proposer must include a copy of the signed required federal forms included in this RFP package with their proposal. Only one set of signed forms must be submitted.
- l. Do not include general letters of support for your proposal.
- m. Provide three references of persons and/or organizations who are familiar with your work, and your ability to carry out programmatic, operational, and administrative goals. Please provide Name of Organization, Name and Title of Contact Person, Address, Telephone Number and Email Address.
- n. A copy of the organization's most recent audit must be attached to the original proposal only. Failure to supply an audit will result in the proposal being deemed non-responsive.
- o. Any organization receiving over \$750,000 in federal funds from Workforce Alliance and any other programs during their fiscal year must meet the Uniform Code requirements regarding the conduct of an annual audit. This audit must be available to Workforce Alliance at the end of the program in accordance with the time frames set forth in the Uniform Code at 2 CFR 200 et seq.
- p. Proposers wishing to file a grievance with respect to this RFP must utilize Workforce Alliance's grievance procedure which is available upon request. Grievances related to the specifications must be filed within seventy-two (72) hours following the publication of the RFP. Grievances related to the selection process must be able to cite to a violation of a rule, regulation, or statute to support their grievance.
- q. Funds are available pursuant under the U.S. Department of Labor Workforce Innovation and Opportunity Act of 2014 and federal TANF legislation and state Jobs First Employment Services program requirements. With the submission of a proposal, the selected One-Stop Provider agrees to comply with all the regulations and requirements of these laws.
- r. Proposers must have services available in all 3 locations (New Haven, Meriden, and Middletown) and remotely should the need arise.
- s. If any portion of these funds are to be subcontracted, they must be identified in the proposal. All sub-contracts awarded after the RFP process require WA approval and must meet the State and Federal procurement policies and procedures.

- t. Proposers agree to administer any funds received with safeguards against waste, fraud, and abuse.
- u. Proposers may not discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, sexual orientation, disability, or political affiliation or belief.
- v. WA reserves the right to reject any or all proposals.
- w. Grant awards will not be made solely based on score.
- x. Funding is subject to availability and Congressional rescission.
- y. Proposers not meeting all the requirements, not conforming to the proposal format, or missing the submission deadline will be deemed non-responsive and will not be reviewed.

Workforce Alliance is not liable for any cost incurred by organizations prior to awarding the contract. Moreover, the submission of a complete and full proposal does not commit WA to award a contract. WA reserves the right to accept or reject any and all proposals submitted under the RFP, to negotiate with any or all qualified bidders, and/or to cancel part or all of this solicitation. WA also may require the successful bidder to participate in negotiations and submit proposal revisions as needed.

6. Technical Assistance

- a. Proposals are available for download at <https://www.workforcealliance.biz/south-central-region/rfp/>, on Monday, November 15, 2021.
- b. Workforce Alliance will hold a proposers' conference via zoom on **Monday, November 30th, at 1:30PM**. This conference will afford an opportunity to discuss *technical questions* relevant to the development of proposals solicited by this RFP.
- c. After this RFP is issued, and with the exception of the proposers' conference, only written questions will be accepted via email ebrooks@workforcealliance.biz. Questions will be responded to via the website. Any changes to specifications will be posted on Workforce Alliance website <https://www.workforcealliance.biz/south-central-region/rfp/>. It is proposers' responsibility to check the website where modifications and corrections to this RFP will also be posted. Workforce Alliance staff may not provide individual assistance in writing or design of proposals; only technical questions may be answered.

7. Proposal Review and Evaluation

Proposals received by the submission date indicated will be evaluated on their clarity, specificity, and responsiveness to the Workforce Innovation & Opportunity Act and Connecticut's Jobs First Employment Services program for TANF recipients,—and the needs of residents and businesses served by the local system. Proposals which do not meet the stated technical criteria will be deemed nonresponsive and will not be rated.

WA shall not be held responsible for applicant's failure to meet responsiveness, date, time and location deadlines due to late delivery or omissions by the U. S. Postal services or other courier or delivery services.

WA has established the option to cure minor omissions in submitted proposals within twenty four **(24) hours of WA notification**. The notification process is **via email** with minimal turnaround usually between twenty four and forty eight (24 – 48) hours. Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided by WA as a courtesy, and

as such, WA is not responsible for notification or any omissions or errors in any documentation submitted by the applicant agency in response to the RFP. All applying agencies are solely responsible for contact availability via e-mail during this cure period and failure to receive WA notification of cure issues is not subject to appeal.

Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of WA.

Based on the written proposals, the review committee will score the responses, and select among those deemed responsive for an interview. Once a proposer is identified as the preferred Provider of the American Job Centers for the South Central Connecticut area, the review committee will make its recommendation to the WA board of directors.

For this RFP, each proposal content area carries the point weight indicated below:

Summary/Organizational Information	10
Transition Plan	15
Implementation/Service Delivery Plan	20
Staffing/Capacity Building Capability	15
Service Provider Capability/Performance	10
Fiscal Capability/Cost Effectiveness	15
Equity Plan	15
Total	100

To be considered for funding proposals must achieve a minimum score of 70.

Failure to meet the evaluation criteria can include but not limited to omission of required attachments; failure to clearly address all areas in the narrative and financial components of the proposal; failure to demonstrate the organizational capacity to effectively coordinate and provide for WIOA & JFES service delivery in the South Central region; and/or failure to demonstrate the fiscal competencies required by WA.

Considerations

This RFP does not commit Workforce Alliance to award a contract to any proposer. Workforce Alliance reserves the right to reject any or all proposals that in its sole judgement do not respond adequately to the requirements of the funding sources and this Request for Proposals.

8. Contract Details

- a. The contract to be entered into with the selected vendor will be cost reimbursement.
- b. The initial contract will be written for a one-year period beginning July 1, 2022 and ending on June 30, 2023. Contracts may be written with an option to extend on an annual basis, based upon the quality of services provided, performance goals attained and availability of funding. Execution of any contract is based on agreement of terms acceptable to both WA and the selected proposer.
- c. Workforce Alliance will require the proposer selected to participate in negotiations, to submit any cost, technical or other revisions of their proposal as may result from negotiations. Specific performance benchmarks will be included and finalized during contract negotiations.
- d. 20% of the total contract amount will be available for start-up costs associated with One-Stop operations once a final contract is executed.
- e. If proposer is a for profit entity, per the Uniform Guidance profit will be separately negotiated.

IV. PROPOSAL NARRATIVE: FORMAT & QUESTIONS

Proposal narratives must be prepared in accordance with the sequence of questions and requirements that follow, including cover page format. Proposals will be expected to address each question and requirement in clear, specific language, as they relate to the operations of the One Stop Career System and American Job Centers in the South-Central Connecticut Workforce Investment Area. All information requested must be provided

PROPOSAL COVER PAGE

ONE STOP PROVIDER
for the
SOUTH CENTRAL CONNECTICUT
WORKFORCE INVESTMENT AREA

Name of Organization Submitting Proposal (Lead entity in a collaborative proposal):

Name of Chief Executive Office of Agency:

Name, Title, Address, email, and Telephone Number of the Individual to Whom All Inquiries about this Proposal Should Be Addressed:

Legal Office Address:

FEIN:

DUNS #

Telephone Number:

Fax Number:

E-mail address:

Number of Years Engaged in Services:

Amount of Funding Requested:

Proposal Summary: (150 words maximum):

Certification: The information contained in this proposal fairly represents the Agency, Organization or Business and its proposed operating plans and budget for the specified WIOA activity. I acknowledge that I have read and understand the requirements of the Request for Proposal and the Agency, Organization, or Business is prepared to implement the activity as specified in the proposal. I certify that the proposed program activity and services contained in this proposal have been designed in compliance with the Request for Proposal requirements, the Workforce Innovation Opportunity Act, and implementing regulations. I also certify that I am authorized to sign this application on behalf of the Agency, Organization, or Business submitting the application. This request is firm for a period of at least (90) days from the closing date for submission.

Signature of Authorized Representative and Date

1. Organizational Experience and Qualifications

- a. Describe your experience and qualifications in work similar in size and scope of services outlined in this RFP; outline the ways in which the services required by the RFP are similar to what your organization currently does or has done in the past.
- b. Provide three references of persons and/or organizations who are familiar with your work, and your ability to carry out programmatic, operational, and administrative goals. Please provide Name of Organization, Name and Title of Contact Person, Address, Telephone Number and Email Address.
- c. Describe your organization's technology management qualifications, related to oversight and operation of federal, state, and local required information management systems, web-based and other software applications that provide a range of functions that include labor market information, assessment and testing, distance learning opportunities, performance management, etc. Demonstrate your understanding of how to apply such technology throughout the organization to enhance staff and customer skill development.

2. Transition and Implementation Plan

- a. Discuss your plans for coordinating efforts necessary to start activities associated with operation of the American Job Center system in the region, given planned timelines indicated in this RFP. Include specific plans and timelines for coordinating with current One Stop Providers and the capacity building efforts necessary to enhance your (and your partners, if applicable), existing organizational structure to meet the requirements of One Stop operations. Identify any new or expanded roles and functions that would serve as project innovations.
- b. Describe specific Youth career development strategies and services you would provide for Youth AJC customers.
- c. Describe the staffing plan proposed, including all positions, responsibilities, related qualifications, and location assignments to accommodate your service delivery design, types of integrated services to be provided, customers, geographic areas and performance requirements as outlined in this RFP. Complete the attached Service Staffing Plan Chart (Attachment E) & Transition Schedule (Attachment F)
- d. Case Managers should be paid no less than the CT DOL agreed upon minimum salary of \$45,820.
- e. Describe your plan to allow universal access for American Job Center customers, including accommodations for youth, TANF recipients, persons with disabilities, persons with limited English proficiency and individuals who require services outside of traditional operating hours.

- f. Describe and detail strategies/plan around monitoring, follow-up, and re-engagement of participants.
- g. COVID Impact: Describe how agency will respond to potential continued impact of pandemic on service provision; include ability and strategies to manage setbacks and still attain programmatic goals and meet employer/job seekers needs.
- h. Describe previous effective outreach efforts with specialized populations - such as Youth, Veterans, Individuals with disabilities, individuals of color, ESOL and other marginalized populations. What specialized events have you recruited for? What was the yield on those efforts? Define your recruitment and engagement plan for this initiative? How will you respond to low engagement levels?
- i. Provide the specific responsibilities of each entity included as a collaborator or partner in this proposal. Collaborative proposals must include an attached, written Memorandum of Agreement (MOA) signed by each partner. The MOA must clearly identify the "lead organization" which will assume fiscal, legal, managerial, operational, and reporting responsibilities for the collaboration, as well as the specific responsibilities of each collaborator.

3. Management Plan

- a. Describe the plan of oversight, operational, performance and fiscal management, as well as integration, of all collaborators and/or partners involved in this proposal.
- b. Describe how you will manage service integration and coordination among the required and optional One Stop system partners, extending beyond those entities that may be identified as collaborators in this proposal, and beyond co-location of programs and/or agencies that are not specifically funded through this RFP. Outline your plan to provide a seamless service delivery system to customers, regardless of separate funding streams and service entities.

4. Racial Equity, Diversity, and Inclusion Strategy/Plan

- a. Specify how you plan to integrate racial, diversity, equity, and inclusion strategies into your service delivery design:
 - i. Develop strategies to enhance or increase recruitment, engagement and support of black/brown job seekers and marginalized populations

- b. Describe your *internal staffing* diversity, equity, and inclusion strategy/plan. Explain how you will:
 - i. Build a diverse and inclusive workplace.
 - ii. Increase diversity in internal leadership roles
 - iii. Retain, attract, and develop diverse talent
 - iv. Create an inclusive working environment
- c. Explain how your equity plan goals align with Workforce Alliance’s Racial Equity and Accountability Integrated Plan.
- d. Complete attached Proposer Staffing Data Chart (Attachment D).

5. Budget/Budget Narrative (Maximum of 8 pages for the budget narrative and it will not count towards the statement of work narrative)

- a. Develop and include a line-item budget breakdown of the proposed costs of the American Job Center operations, in accordance with the plan outlined in your proposal. Include the line-item budget as an attachment to your proposal. (Note: In the case of for-profit proposers, including those proposed as collaborators, any charges for profit must be specifically identified in the line-item budget.) Please do not include categories termed “other” in your budget. Budgets may not include unallowable costs as described in the Uniform Guidance.
- b. Provide a detailed budget narrative that describes each line item in detail and how each line item was calculated.
- c. Complete attached One Stop budget template (Attachment F)
- d. Separate from the One Stop line-item budget developed for operations beginning July 1, 2022, and June 30, 2023, develop and include a budget for anticipated operational transition costs for the transitional period of April 15, 2022 – June 30, 2023.

5. Assurances and Certifications

- a. Federal regulations require Workforce Alliance to determine if a contractor is debarred, suspended, ineligible or voluntarily excluded from applying for or receiving federal funds. Other assurances regarding organizational practices and activities, including lobbying, hiring and workplace requirements, and potential conflicts of interest, must be adhered to. The proposer(s) must sign and include in the proposal all attached forms. The proposer(s) will be held accountable for the information provided.

- b. Proposals must also include the following assurances, signed by an authorized principal of the proposer submitting the proposal and cosigned by principals of any other partners in the proposal:
 - i. Assurance that the proposer submitting the proposal and any other proposers included in a partnership are in compliance with federal and state Affirmative Action/Equal Opportunity Employment requirements.
 - ii. Assurance that the proposer will retain a certified public accounting firm to comply with federal and state auditing requirements and that the proposer will submit all auditing and other required reports to Workforce Alliance
- c. Proposals must include a copy of the proposer's Certificate of Insurance.

ATTACHMENTS

- A. COMPLAINT RESOLUTION/GRIEVANCE POLICY AND PROCEDURE**
- B. ASSURANCES & CERTIFICATIONS**
- C. WORKFORCE ALLIANCE RACIAL EQUITY AND ACCOUNTABILITY PLAN SUMMARY**
- D. PROPOSER STAFFING DATA CHART**
- E. SERVICE STAFFING PLAN CHART**
- F. TRANSITION SCHEDULE**
- G. ONE STOP LINE-ITEM BUDGET TEMPLATE**

Attachment A

Workforce Alliance and American Job Center

COMPLAINT RESOLUTION/GRIEVANCE POLICY AND PROCEDURE Effective July 1, 2005

Workforce Alliance, in order to hear and settle complaints as expeditiously as possible, has instituted the following complaint procedure for use by all program applicants, participants, staff, subgrantees (contractors and subcontractors), applicants for contract, and other appropriate parties.

STEP I

For Program Applicants, Participants and Staff:

The complainant, using Workforce Alliance Complaint Form - Step I, will make the complaint known in writing to both the Regional One-Stop Career Center Director and the Workforce Alliance Manager of Career Development Services. Grievances or complaints must be filed within one hundred and eighty (180) days of the alleged violation. The Regional One-Stop Career Center Director and the Workforce Alliance Manager of Career Development Services will jointly issue a written decision to the complainant within sixty (60) days of the filing of the grievance or complaint.

For Subgrantees (contractors and subcontractors) and Applicants for Contract: The complainant, using Workforce Alliance Complaint Form – Step I, will make the complaint known in writing to the Executive Director of Workforce Alliance within ten (10) days of the alleged violation or notification of funding decisions. The Executive Director, after review of the complaint in conjunction with the Executive Committee of the Workforce Alliance Board of Directors, as applicable, will issue a written decision to the complainant within ten (10) days of the filing of the grievance or complaint.

For All Complainants:

- The official filing date is the date the written grievance or complaint is received.
- A grievance or complaint may be amended to correct technical deficiencies at any time of up to the time of a hearing. *Grievances or complaints may not be amended to add new issues.* The relevant time period for which a grievance or complaint may be filed is not extended for grievances or complaints that are refilled with amendments. Grievances or complaints may be withdrawn at any time prior to the issuance of the hearing officer's decision.
- Complainants will be required to submit a response to the written decision rendered (as directed on the Step I – Respondent's Decision form). If the complaint/grievance has been resolved after completion of Step I

of this process, or complaint is withdrawn, or if the decision rendered is unacceptable and complainant will request a hearing, the complainant shall provide a signed statement of the status of the complaint within ten (10) working days of the receipt of the Step I written decision. Copies of the notice will be maintained in the complainant's file. If a notice has not been received by the respondent within ten (10) working days of

the rendering of the decision, the decision will be considered acceptable, and the complaint resolution procedure closed.

- If response to the complaint is unacceptable, the complainant will have ten (10) working days from receipt of the Step I decision to request a hearing conducted by an impartial hearing officer. This appeal shall be in writing to the Workforce Alliance-designated hearing officer, using Workforce Alliance Complaint Form - Step II, and shall specifically indicate the unacceptable nature of the decision. If an appeal has not been received by the hearing officer within ten (10) working days of the rendering of the decision, the decision will be considered acceptable, and the complaint resolution procedure closed.

STEP II

The Hearing Officer, following receipt of a written request for a hearing, shall conduct a hearing with the complainant within thirty days (30) days of receipt of the hearing request. The complainant and the respondent will be notified in writing of the hearing ten (10) days prior to the date of the hearing. The hearing notice will be in writing and contain the following information:

- The date of the notice, name of the complainant, and the name of the party against whom the grievance or complaint is filed.
- The date, time, and place of the hearing before an impartial hearing officer
- A statement of the alleged violations. These statements must accurately reflect the content of the grievance or complaint as submitted by the complainant. However, clarifying notes may be added to assure that the grievance or complaint is addressed accurately.
- The name, address and telephone number of the contact person issuing the notice.

The hearing will be conducted in an informal manner with strict rules of evidence not being applicable and according to the procedures established by Workforce Alliance. The hearing will be recorded electronically or by a court reporter.

Not later than sixty (60) days after the filing of request for hearing, the hearing officer will mail a written decision to both parties by first class mail. The hearing officer's decision shall contain the following information:

- The names of the parties involved.
- A statement of the alleged violation and issues related to the alleged violation
- A statement of the facts

- The hearing officer’s decision and the reasons for the decision
- A statement of corrective action or remedies for violations, if any, to be taken; and
- Notice of the right of either party to request a review of the decision by the state within ten (10) days of the receipt of the decision

If the complainant does not receive a written decision within sixty (60) days of the filing of the original grievance or complaint, or either party receives an adverse decision, the party then has the right to file an appeal to the state within one hundred and twenty (120) days from the filing of the original grievance or complaint. In cases where a hearing officer has conducted a hearing and issued a written decision, the party must request a review of the decision by the state within ten (10) days of the receipt of the hearing officer’s decision. The party may request a state hearing by submitting a written notice to:

Director of Employment and Training
Connecticut Department of Labor
200 Folly Brook Boulevard
Wethersfield, CT 06109

Each participant in a Workforce Alliance-sponsored program, will be given a copy of the grievance procedure, and will review and sign-off for receipt of same at the initial program orientation. Applicants for training programs will be notified in writing at the time of application of the grievance procedure used by this agency and will be provided with a copy. Acknowledgment of such receipt will be made a part of each applicant’s file.

STEP I – Workforce Alliance Complaint Resolution/Grievance Procedure:

Complainant Statement

Date: _____

Complainant Name, Mailing Address and Telephone Number:

Please provide a clear and concise statement of the facts and dates regarding the complaint or alleged violation: _____

Please indicate the provisions of the Workforce Innovation and Opportunity Act (WIOA), or other applicable regulations, law, contract language or policy believed to have been violated: _____

Please specify the resolution sought: _____

Complainant Signature: _____

Program Applicants/Participant/Staff Mail To:

Regional Director & Career Dev. Svcs Mgr.
American Job Center Workforce Alliance
560 Ella T. Grasso Boulevard 560 Ella T. Grasso Boulevard
New Haven, CT 06519 New Haven, CT 06519

Vendors/Applicants for Contracts Mail To:

Executive Director
Workforce Alliance
560 Ella T. Grasso Boulevard
New Haven, CT 06519

STEP I – Workforce Alliance Complaint Resolution/Grievance Procedure:

Respondent Decision

Decision must be attached completed "Complainant Statement" form

Date: _____

Decision of the One Stop Career Center Regional Director & Workforce Alliance Career Development Services Manager OR Workforce Alliance Executive Director (as applicable to nature of complaint/grievance):

Respondent(s) Signature(s):

Name/Title

Name/Title (if second signature required)

To Be Completed and Returned by Complainant within ten (10) working days of receipt of this decision

Complaint/Grievance (check one):

_____ Has been resolved to my satisfaction and/or complaint/grievance is withdrawn

_____ Has not been resolved to my satisfaction and will be appealed through a Request for Hearing (Step II of Complaint/Grievance Procedure)

Signature of Complainant: _____

Date: _____

Program Applicants/Participant/Staff Mail To:

Regional Director & Career Dev. Svcs Mgr.
American Job Center Workforce Alliance
560 Ella T. Grasso Boulevard 560 Ella T. Grasso Boulevard
New Haven, CT 06519 New Haven, CT 06519

Vendors/Applicants for Contracts Mail To:

Executive Director
Workforce Alliance
560 Ella T. Grasso Boulevard
New Haven, CT 06519

STEP II – Workforce Alliance Complaint Resolution/Grievance Procedure

Complainant Request for Hearing

Date: _____

Complainant Name, Mailing Address and Telephone Number:

Name, Mailing Address and Telephone Number of the Party against Whom the original complaint/grievance was filed: _____

Please provide a clear and concise statement of the facts and dates regarding the complaint or alleged violation: _____

Please indicate the provisions of the Workforce Innovation and Opportunity Act (WIOA), or other applicable regulations, law, contract language or policy believed to have been violated:

Please specify the reason(s) that the decision rendered by respondent was unacceptable and resolution sought:

Complainant Signature: _____

Mail To: Hearing Officer, Workforce Alliance 560 Ella T. Grasso Boulevard, New Haven, CT 06519

STEP II – Workforce Alliance Complaint Resolution/Grievance Procedure

Hearing Officer’s Decision

Decision must be attached to completed “Complainant Request for Hearing” form

Date: _____

Name, Mailing Address and Telephone Number of:

Complainant: _____ Party against Whom original complaint/grievance filed: _____

(Copies of this written decision shall be mailed to both parties listed above)

Summary Statement of Facts as Presented by both Parties: _____

Hearing Officer’s Decision and Reasons for the Decision: _____

Corrective Action to be Taken or Remedies for Violation (If Any):

Signature of Hearing Officer: _____

Notice: Either party affected by this decision has a right to request a review of the decision by the state within ten (10) days of the receipt of the decision, by submitting a written notice of appeal to:

**Director of Employment and Training
Connecticut Department of Labor
200 Folly Brook Boulevard
Wethersfield, CT 06109**

To Be Completed and Returned by Both Parties within ten (10) working days of receipt of this decision

Complaint/Grievance (check one):

- _____ Has been resolved to my satisfaction and/or complaint/grievance is withdrawn
- _____ Has not been resolved to my satisfaction and decision will be appealed to CT DOL

Signature: _____ Date: _____

Assurances/Certifications/Other Required Forms

These forms must be completed, signed, and returned with your proposal.

Attachment B

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primarily Covered Transactions Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation 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 an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the 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 transactions 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 this 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 transaction, 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 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. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions 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 debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies including suspension and/or debarment.

**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).

Before Signing Certification

Read all the instructions which are an integral part of the certification.

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 LOBBYING

Certification for Contracts, Grants, Loans, And Cooperative Agreements

The undersigned certifies, to the best of their 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(s) for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person(s) 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, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all* sub-recipients shall certify and disclose accordingly.

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

Grantee/Contractor Organization	South Central One Stop Program/Title
---------------------------------	---

Name of Certifying Official	Signature	Date
* Note: In these instances, "all", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).		

Certification Regarding Drug-Free Workplace Requirements

- A. The grantee 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 grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an on-going drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The grantee's policy of maintaining a drug-free workplace.
 - 3. Any available drug 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 the grant be given a copy of the statement required in paragraph (a).
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, 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 calendar days after such violation.
 - e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to and including termination; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- B. The grantee shall insert in the space provided below, or include as a separate attachment, a listing of the site(s) for the performance of work done in connection with the specific grant:

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

Name of Organization

Name and Title of Authorized Representative

Signature

Date

Attachment C



Workforce Alliance Racial Equity and Accountability Integrated Plan Summary

Workforce Alliance has embarked on a comprehensive initiative to achieve racial equity and accountability. Using its June 19, 2020 public statement, “Workforce Alliance Affirms Commitment to Racial Equity,” as a starting point, the Integrated Plan provides high level strategies covering all aspects of Workforce Alliance. This document provides an executive summary of those commitments. The entire plan can be accessed at https://bit.ly/REAI_Plan2020.

A. Knowledge Building: Setting the foundation for transformation and on-going growth

The first element of this Integrated Plan is to ensure that the board, staff and partners of Workforce Alliance have an understanding of the history of inequity in our society AND the tools to confront and address inequity on the personal, group and organizational level.

B. Diversity - Equity – Inclusion (DEI): Establishing a DEI structure to ensure implementation and continual improvement to achieve lasting racial equity at Workforce Alliance

A formal DEI structure will ensure that all aspects of plan implementation will take place in an organizational culture that is both diverse and equitable. Staff resources will be dedicated to managing the DEI program, assisted by outside facilitator(s) as needed. The Internal Equity Group (including staff from all levels, inclusive of several Black and Brown employees) will serve as the advisory group for the DEI process.

C. Action: The board and staff of Workforce Alliance have made specific commitments for action and change which are outlined in detail in the Integrated Plan. The following summary provides a sense of the breadth and depth of these commitment.

III. Assess our operations as an organization both internally and externally to make changes and be accountable for them.

Staff will:

- a. Use data to inform needed modifications to programs to increase racial equity.
- b. Review procurement procedures and relevant regulations to address barriers to minority-owned vendors.
- c. Review the employer handbook with a racial equity lens.

- d. Ensure that REAI goals and recommendations are reflected in all strategic and planning documents going forward.
- e. Establish a staffing/talent plan that includes targeted recruitment, internally and externally, to access a diverse, qualified pool of candidates, internal talent development and succession planning.

The Board will:

- a. Establish a process to hold staff accountable for implementation of action items.
- b. Ensure Executive Director Succession plan will include a diverse, qualified pool of candidates both internally and externally.
- c. Work with Executive Director to ensure that appropriate staff will exist to support the implementation of the Racial Equity and Accountability Initiative and to support development of Workforce Alliance into an increasingly equitable organization.

I. Dedicate new outreach resources through our network of American Job Centers and increase our collaboration with our community partners to not only reach and serve more Black and Brown people with employment & training services, but also to provide us with input to ensure we are having meaningful impact in what we are doing.

Staff will: work with the One Stop Operator, the American Job Center Provider, the South Central CT Partner network, existing and new community partners (focusing on Black and Brown communities, faith based organizations and neighborhood groups) on a series of strategies to achieve this commitment (see full Integrated plan for details).

The Board will:

- a. Develop a “bench” of Black and Brown board candidates to fill vacancies, particularly for private sector seats. And, will revise training materials for new board members to reflect racial equity and accountability priorities.
- b. Identify opportunities where board member Ambassadors and partners can work to promote increased racial equity.

III. Urge the Governor’s Workforce Council to act on recommendations we made last year to remove barriers caused by poor transportation, lack of adequate childcare and benefit cliffs which disproportionately affect Black and Brown populations.

Staff will: engage and inform the Chief Elected Officials in South Central CT in advocacy on these issues.

The Board will: build on staff work, but expand the scope to include changes to state and local legislation that will address racial inequity in workforce development and related areas

IV. Staff will expand efforts to serve minority-owned businesses and entrepreneurs through our Business Services unit. In addition, continue to support employers in diversifying recruitment and hiring.

V. Staff will expand and build upon the impact of our Next Steps for Ex-Offenders program that has helped over 2,000 people since 2003 to find gainful employment after incarceration – a systemic plague that has for too long impacted Black and Brown lives and livelihoods in South Central CT.

Attachment E

WORKFORCE ALLIANCE Staffing Plan Chart

List all positions dedicated to meeting the intent and outcomes as described in this RFP. Bidder must list all positions to be funded (wholly or partially) with WIOA and/or JFES funding, whether those positions are in house or procured through vendor-based agreements. Indicated positions title, function (management, MIS, fiscal, case management, etc.) and total number of FTEs.

Reproduce this table and/or add lines as necessary.

Position	Function	In-house or vendor-based agreement	# Of FTE's	% Funded By WIOA	% Funded By JFES

Attachment G

One Stop Budget Template

Personnel Costs					
Staff Title	Job Description	Academic and Professional Qualification Requirements	Annual Salary	Full Time Equivalent	Annual Staff Salary charged
Staff 1					\$0.00
Staff 2					\$0.00
Staff 3					\$0.00
Staff 4					\$0.00
Staff 5					\$0.00
Staff 6					\$0.00
Staff 7					\$0.00
Staff 8					\$0.00
Staff 9					\$0.00
Staff 10					\$0.00
Staff 11					\$0.00
Total Wages and Salaries			\$0	0.00	\$0.00
Fringe				Benefits: Calculated as approximately xxx% of total wages. All benefit calculations are based on a percentage of total wages shown above, including FICA xxx%, FUTA at xxx%, SUTA at xxx%, Medical/Health benefits at xxx%, Pension Benefits at xxx%, and Worker's Compensation at xxx%. Total benefits equal \$xxx	
Personnel (Wages, Salaries and benefits)					\$0.00

Cost Category	Type of Costs	Categorized Costs			
Travel	Travel and Conference Expenses			Travel:	\$0.00
Communication	Phone, Internet			Communication:	\$0.00
Supplies	Office Supplies			Supplies:	\$0.00
Staff Education	Staff training			Staff Education	\$0.00
General and Professional Liability	Insurance			General and Professional Liability:	\$0.00
Advertising	Please describe			Advertising:	\$0.00
Professional Services	Please describe			Professional Services:	\$0.00
Dues and Subscriptions	Please describe			Dues & Subscriptions:.	\$0.00
Employee Background Checks				Employee Background Checks:	\$0.00
Postage				Postage:	\$0.00
Client Awards/Incentives	Please describe			Client Awards/Incentives:	\$0.00
Indirect Costs	Please attach Federally approved the current Indirect Cost Rate letter			Indirect Costs	\$0.00
Total Requested Funding:					\$0.00