

**PROPOSAL COVER SHEET**

Organization Name: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

e-mail \_\_\_\_\_ UEI Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Total Amount of Funds Requested WIOA \_\_\_\_\_ JFES \_\_\_\_\_

Federal ID # \_\_\_\_\_ SAM Number \_\_\_\_\_

Minority Business Owner \_YES\_\_\_\_\_ NO\_\_\_\_\_

Certifying Agency \_\_\_\_\_

Check applicable category:

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Sole Proprietorship
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	For Profit
<input type="checkbox"/>	State Agency	<input type="checkbox"/>	Other Public Agency (Specify)
<input type="checkbox"/>	Labor Organization	<input type="checkbox"/>	Community based Organization
<input type="checkbox"/>	Not for profit	<input type="checkbox"/>	Business Organization
<input type="checkbox"/>	Other	<input type="checkbox"/>	

## PROPOSAL RESPONSIVENESS CHECKLIST

This form will be used prior to referring the proposal for consideration by the evaluation committee. You may wish to use it before submitting the proposal to assure that all required documents have been submitted and required elements have been addressed. Proposals found lacking may not be considered.

	Proposal was submitted by the deadline
	All required attachments and exhibits are included.
	All required forms submitted and signed including the budget.
	All Questions completed
	Budget Is In Proper Format Complete and Within Cost Categories Limitations.
	Administrative costs are not more than 5%
	The rate of profit proposed is 10%
	Required signatures are included
	The proposal has required elements necessary to be successful or to meet required objectives
	Audit or financial statement is provided.

### Staff Concerns

	Were there any concerns identified in proposer's audit, financial statements, compliance report, or management letter?
	If the answer to the above is yes, are the concerns of such magnitude that proposer's understanding and compliance with the law or ability to assure fiscal responsibility are questionable?
	Other concerns not listed
	What issues will have to be clarified prior to contract finalization?

# **PROPOSAL APPLICATION FORM**

## **EXECUTIVE SUMMARY**

Please provide an executive summary of your proposal. Do not exceed 250 words. Explain how you will recruit WIOA eligible participants from the universal population entering the career center/resource rooms and the community, provide a menu of services to them that will result in meeting the federal performance measures identified in Part I of this RFP and how you will manage the JFES participants to assure required levels of participation in work activities.

## **SECTION 1** **ORGANIZATION INFORMATION AND EXPERIENCE**

### 1-1. Corporate Information:

- a. Proposer's state of incorporation?
- b. Is the corporation registered to do business in the State of Connecticut?
- c. Is the corporation a subsidiary or wholly owned corporation of another corporation? If so, please provide the same information for the parent corporation and a copy of the parent company's annual audit / financial statement.
- d. How long has the subsidiary or wholly owned corporation been in business?
- e. What is the proposing corporation's main source of income?
- f. Corporate organizational chart

### 1-2. Please describe your organization's experience in providing the services proposed or services similar to those requested under this RFP.

- a. Indicate states, cities and or counties where proposer has been operating similar services and provide a contact person and phone number of someone who will provide a reference.
- b. Indicate the number of individuals served annually.
- c. How long has proposer been providing these services?

If proposer has no experience in providing client services under WIOA or the Workforce Investment Act or in serving welfare recipients, please write N/A in response to this question and go on to question 1-3.

- 1-3. If proposer has never provided the services proposed, what experience or abilities does proposer bring to this project which would support a decision to select proposer?
- 1-4. What experience has proposer's organization had in managing federal grant funds? Please specify the name of the grants administered, the number of years (up to the last 5 years) proposer has received the grant(s), the amount of the grants received and the federal grantor agency?

If proposer has received federal funds through contracts with the federal government provide the information requested as applicable to those federal grants. Proposer may offer information on experience handling large and complex budgets.

If proposer has never managed federal grant funds or dealt with large and complex budgets specify "no experience" as your response.

- 1-5. Please take this opportunity to provide any other information relating to proposer's organization which would be helpful to the NRWIB in assessing whether proposer has the requisite knowledge and experience to provide the WIOA and welfare services.

## SECTION 2 PAST PERFORMANCE

- 2-1. If your organization contracted with NRWIB or another local workforce development organization or welfare local or state agency in the past did contractor meet contract goals and the federal performance goals if they were different?

Explain any failure to meet federal/contract performance goals within the past three years.

- 2-2. Has proposer provided services under a cost reimbursement budget? Were invoices timely? How often were the invoices late or returned for correction?

- 2-3. Have any of proposer's contracts for programs been subject to negative monitoring or audit findings in the past three years? If yes, specify below and indicate if the findings were resolved within the contract period, were subject to repayment, or were part of a federal audit investigation.

Make sure a copy of proposer's last audit or financial statement is included with their proposal submission.

- 2-4. Have any of proposer's officers been indicted or convicted of a crime involving fraud, embezzlement, theft, or conversion? If yes explain.

- 2-5. Has proposer ever filed a petition in bankruptcy? If yes provide explanatory information.

SECTION 3 - PROGRAM DESIGN  
CAPABILITY TO PROVIDE SERVICES  
STATE & NRWIB GOALS AND OBJECTIVES



- 3-1. Above, are goals of the NRWIB and immediately below are the State's 3 goals which have been adopted by the NRWIB. How will services be provided in a manner that will strive to meet the above goals?
- 3-2. Provide a flow chart which tracks clients from all funding streams beginning with outreach, intake and assessment through referral to training and placement / retention in unsubsidized jobs.
- 3-3. Describe the one stop, WIOA and JFES orientation and whether proposer will use technology for the orientations.
- 3-4. How will non-English speakers be provided a one-stop, WIOA or JFES orientation?
- 3-5. How will WIOA clients be identified and recruited from the general (universal) population coming to use the one-stop services? What special efforts will be made to recruit individuals meeting the adult priorities and dislocated worker eligibility criteria into the program?
- 3-6. What strategies will be employed to increase the number of disabled individuals accessing the one-stop career center for WIOA services?
- 3-7. How will proposer coordinate with CT DOL staff working with unemployment compensation customers to identify and recruit dislocated workers who may be referred for WIOA dislocated worker services?
- 3-8. What strategies will proposer employ to coordinate with the other one stop partners in recruiting individuals for WIOA programs, accessing services WIOA does not provide and in supporting cross referral opportunities?

- 3-9. There are challenges for recruitment of WIOA participants, enrollment into training including work-based activities. Describe proposer's strategies for addressing these challenges.
- 3-10. Describe the process for eligibility determination for adults, dislocated workers, document collection, and enrollment.
- 3-11. How will proposer monitor eligibility determination?
- 3-12. Describe the instruments and tools proposer will use to assess participants.
- 3-13. Assessment must result in an individual service strategy. Describe the components of a participant's individual service strategy (ISS) include development of career pathways and an economic analysis indicating the participant can participate in the program.
- 3-14. How will proposer assure that JFES clients understand the value of work and that WIOA clients understand the value of the services and how the services can make a difference in their lives?
- 3-15. What process will proposer implement to assure pre-sanction and sanctions letters are delivered in a timely manner to JFES participants?
- 3-16. What tools will be used to assure JFES time in work activities are properly calculated?
- 3-17. How will proposer determine individuals are qualified for and likely to succeed in a skills training program?
- 3-18. Describe proposer's understanding of the application of "customer choice" in participant's selection of courses of training.
- 3-19. Describe proposer's system for tracking and documenting participant activities including attendance in training.
- 3-20. How will applicant grievances be handled?
- 3-21. What strategies will be used to refer women to non-traditional occupations which may pay more than more traditional job choices?
- 3-22. How will proposer help ex-offenders in re-entering the workplace?
- 3-23. Will different strategies be employed when working with adults as opposed to dislocated workers? If yes, please explain and describe.
- 3-24. Describe the use of technology in the delivery of services, information and the tracking of clients.
- 3-25. How will proposer familiarize themselves with or otherwise arrange for information regarding non WIOA educational financial assistance to be available to job seekers and employers?

- 3-26. Support services are available to all WIOA clients however they can only be provided to the extent services are not available elsewhere in the community. What relationships does proposer have or need to develop with existing agencies providing support services and how will support services needs be identified and addressed?

SECTION 4  
SERVICE PROVIDER CAPABILITIES – JOB COUNSELING

- 4-1. How will job counseling be integrated into the services provided and motivate participants?
- 4-2. What counseling techniques will be employed to engage individuals with varying employment barriers such as but not limited to ex-offenders, disabled, long term unemployed, older workers?
- 4-3. Please describe follow up activities for the 12-month retention period.
- 4-4. What internal monitoring techniques will proposer employ to assure the integrity of the case notes and that the case notes and data entry are complete and timely?
- 4-5. Does proposer agree to the times and dates of operation as described in the NRWIB 4 Year Plan?
- 4-6. Apart from direct contact with clients and employers what other forms of communication will be used? (Telephone, social media, other).
- 4-7. How will proposer assure consistency in the services provided to clients by Career Navigators?
- 4-8. How will proposer manage the caseload to reduce the incidence of disengaged participants carried forward from one program year to the next year?

SECTION 5 –PLACEMENT/RETENTION

- 5-1. How will proposer recruit businesses to list jobs and provide job opportunities to one-stop customers?
- 5-2. What job development and placement techniques will be practiced to assist in the placement of ex-offenders, individuals with varying disabilities, long term unemployed and others with distinct barriers to employment?
- 5-3. How will proposer assist job seekers ranging from professionals to welfare recipients with the job development and placement?
- 5-4. What curriculum will be used to impart employability skills to participants.
- 5-5. Describe the elements of the proposer's job club, job search, job placement and replacement activities.

- 5-6. How will proposer coordinate recruitments, job fairs and placement with CT DOL, including virtual job fairs?
- 5-7. How will proposer foster relationships with the business community to facilitate the development of work-based training options
- 5-8. How will proposer foster job retention? What re-employment assistance will be offered? How frequent will contacts be following placement?

SECTION 6  
SERVICE PROVIDER CAPABILITY - STAFFING

- 6-1. Describe required staff background and experience for each management / supervisory position identified in proposer's budget.
- 6-2. Describe staff background and experience in assuring the fiscal accountability for federal grant funds.
- 6-3. Proposer will not be required to retain existing staff but will be required to interview all existing staff for the positions needed to staff the one-stop career center(s). How will proposer decide who to retain?
- 6-4. Provide a copy of the organizational chart which includes staff to be hired if this proposal is funded. If staff support includes staff not located in the NRWIB workforce area include the organizational chart for off-site staff. Include your cost allocation plan. *The budget pages should show how costs are fairly allocated in proposer's organization.*

SECTION 7 - SERVICE PROVIDER CAPABILITY  
PERFORMANCE

- 7-1. After reviewing the six adult and dislocated worker performance measures provided for under WIOA, describe the strategies that will be used to attain and exceed the measures.
- 7-2. How will proposer track performance? Describe the reporting mechanism to be used in reporting progress to the NRWIB on a monthly basis?
- 7-3. Please attach as an exhibit to this proposal a work activity schedule which indicates the time frames for the start of the services once a contract has been negotiated. Include the time needed to hire and train staff. To the extent information is available please indicate levels of service to individuals expected during year one and year two if the contract is renewed?

SECTION 8 – COORDINATION WITH CT DOL

- 8- 1. How will proposer coordinate with CT DOL?
- 8- 2. How will proposer coordinate with direct client services staff to match work-based training options with participants?



- 8- 3. How will proposer develop and maintain a system for sharing job postings among staff and one-stop partners

SECTION 9 – ORGANIZATIONAL CAPABILITY - FISCAL

- 9-1. Is proposer combining funds or other available resources with the funds requested under this proposal?

Yes \_\_\_\_ No \_\_\_\_ If Yes Describe.

- 9-2. If proposer currently has agreements with agencies other than with the NRWIB to provide workforce services, please describe and explain the depth of proposer's resources to be able to manage multiple one-stop systems.

- 9-3. Does proposer's fiscal system provide for the allocation of staff costs to varying cost categories and grants? What will be the basis for the cost allocation plan? Has the plan been reviewed and approved by an external body or audit firm?

- 9-4. Does proposer provide training, and would proposer be referring clients to itself?

- 9-5. Describe proposer's record keeping system and the elements of each record for:

a. Participant Records including attendance

b. Fiscal Records

c. Invoice Supporting Documentation

d. Staff Personnel and Time Documentation

e. Does proposer use a document management solution allowing proposer to be paperless?

- 9-6. Does proposer have the ability to repay a disallowance?

- 9-7. Provide the name and account number of proposer's bank. (Not required for public institutions).

- 9-8. Provide at least two credit references other than the bank. (Not required for public institutions).

- 9-9. Does proposer have the facilities to maintain the records for a minimum of 5 years?

- 9-10. Describe any equipment to be purchased with funds under this agreement.

- 9-11. Does proposer have an indirect cost rate approved by a federal cognizant agency? If the answer is no all costs must be itemized in proposer's budget.

- 9-12. If equipment, staff or materials are being charged to the NRWIB and are being acquired from a related company please specify and provide declaratory information. Proposer may be required to obtain these items from a third party unrelated to proposer.
- 9-13. Describe in kind or cash contributions which will be used to support the program and assign a monetary value to the in-kind contributions.
- 9-14. Does proposer agree to assume full responsibility for all costs including training costs spent on any ineligible persons certified by proposer's agency?
- 9-15. The proposer's proposal response must be signed by a corporate officer and contain a certification indicating that no representative of the corporation has exerted any undue influence on the procurement process, violated any federal or state procurement, conflict of interests or ethics law in seeking funding for this proposal. Can proposer certify to these conditions?
- 9-16. Describe proposer's internal fiscal and program monitoring procedures.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

NorthWest  
American Job Center  
Org Chart

