LOWER SAVANNAH COUNCIL OF GOVERNMENTS (LSCOG)
LOWER SAVANNAH WORKFORCE DEVELOPMENT AREA (LSWDA)

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL #: LSWDA #19-01 (July 1, 2020 - June 30, 2021)
REQUEST FOR PROPOSAL ISSUED: February 5, 2020
LETTER OF INTENT TO PROPOSE: DUE 12:00 Noon PM EDT, Tuesday, February 11, 2020
PROPOSAL SUBMITTAL DEADLINE: DUE 12:00 Noon PM EDT, Wednesday, April 15, 2020

PURPOSE: To solicit proposals for SC Works Centers Operator Services, WIOA Adult Services, WIOA Dislocated Worker Services and WIOA Youth Services. Each program of service (Operator, Adult, Dislocated Worker and/or Youth) is to be provided in all six (6) counties with the Lower Savannah Workforce Development Area (LSWDA) by a single agency, contractor or firm as listed below:

- SC Works Center Operator Services in accordance with the Workforce Innovation and Opportunity Act (WIOA), to provide a One-Stop Delivery System in the LSWDA including the Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg.
- Providers of Workforce Innovation and Opportunity Act (WIOA) Certification, Career, Training and Follow-Up Services as well as Recruitment for eligible Adults in the LSWDA the Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg. A segment of the participant population should include and target services to Adults “who are, or have been, subject to any stage of the criminal justice process.”
- Providers of Workforce Innovation and Opportunity Act (WIOA) Certification, Career, Training and Follow-Up Services as well as Recruitment for eligible Dislocated Workers in the LSWDA including the Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg.
- Providers of Workforce Innovation and Opportunity Act (WIOA) Certification, Career, Training and Follow-Up Services as well as Recruitment for eligible Youth (16-24 years old) in the LSWDA including the Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg. A segment of the participant population should include and target services to Youth “who are, or have been, subject to any stage of the criminal justice process.”
We invite you to submit Proposals or Offers in accordance with requirements contained in the following solicitation. Because the contract that may result from this solicitation is funded through a combination of Federal, State and Local funding sources, uncertainty exists with respect to what level of funds may be made available to proposers. However, it is estimated that the following funding levels will be available for the contract period:

- Operator Services – $150,000
- Adult Services – $715,000
- Dislocated Worker Services – $600,000
- Youth Services - $600,000

Proposals or offers will not be accepted unless a Letter of Intent (LOI) to propose was successfully and timely submitted (pages 5-6).

Your Proposal or Offer MUST be received at the Lower Savannah Council of Governments (LSCOG) by 12:00 Noon EDT, Wednesday, April 15, 2020. Any proposal or offer received after the deadline will be deemed non-responsive. At the request and expense of the sender, the proposal or offer may be returned, unopened.

The Proposal or Offer must be signed in Blue Ink by an official authorized to bind the offering organization and it must contain evidence of the signing official's authorization to sign the proposal or offer, along with a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission.

This solicitation does not commit the LSCOG or the Lower Savannah Workforce Development Board (LSWDB) to award a contract, to pay any costs incurred in the preparation of a proposal/offer, or to procure or contract for the activities, goods or services offered. The LSCOG and the LSWDB reserve the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified proposers, and to cancel, in whole or in part, this RFP, if it is deemed to be in the best interest of the Workforce Innovation and Opportunity Act, the LSCOG, or the LSWDB to do so.

CONTRACT PERIOD. The term of any contract(s) resulting from the RFP is projected to be for the period beginning July 1, 2020 and continuing through June 30, 2021 with options for three (3) additional, separate one-year extensions. All budgetary and unit cost information submitted in your proposal should be based on the Contract Base Period referenced above. A separate proposal, including a contractual budget, must be submitted for each service being procured.

SERVICE AREA. The service area of the LSWDA and the LSWDB includes the six Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg for each service procured.

PROGRAM AUTHORIZATION.
1. This Workforce Innovation and Opportunity Act Program is authorized by Public Law 113-128 enacted by the 113th Congress of the United States of America on July 22, 2014. Public Law 113-128 is known as the "Workforce Innovation and Opportunity Act of 2014" and is sometimes referred to, herein, as “WIOA.”
ELIGIBLE ENTITIES OR PROPOSERS. Any public, private non-profit, or private for-profit organization may submit proposals or offers in response to this solicitation. The terms "proposer," "proposer," and “bidder” as used in this RFP have the same meaning.

RFP REVISIONS.
1. Should it become necessary to revise any part of this RFP, all such revisions will be provided in writing to ALL entities that submitted a LOI to submit a proposal and/or that submitted a proposal in response to this RFP.
2. Verbal comments or discussions relative to this solicitation will not add, subtract, or in any way modify the written provisions contained herein. Any alteration, relative to this solicitation, must be in the form of a written revision issued by LSCOG, provided to ALL entities that submitted a LOI and/or submitted a proposal in response to this RFP.
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SECTION I
PROPOSAL INSTRUCTIONS AND REQUIREMENTS

LETTER OF INTENT TO PROPOSE, QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL AND PROPOSIERS' CONFERENCE.

1. Letter of Intent (LOI) to Propose. A LOI to submit a proposal in response to this RFP is mandatory and will be accepted through 12:00 Noon EDT, Tuesday, February 11, 2020. A statement on the entity's letterhead, indicating intent to propose or submit a proposal by the stated RFP submission deadline will be sufficient. The letter must clearly state:
   a. Intent to Propose in response to this RFP;
   b. Duly authorized signatory authority included for the agency;
   c. Service proposed – (proposal/s can be submitted for all, some or one service: Adult, Dislocated Worker Youth and/or Operator); and
   d. Addresses, phone numbers, fax numbers and e-mail addresses for the signatory authority and contact person

The LOI to propose must be signed by the same signatory authority who will sign the submitted proposal. Facsimile or electronic copies are acceptable. If the LOI to propose is submitted by facsimile or electronically, the original must be received at the address below within two (2) working days of the LOI to propose deadline (February 6, 2020). Proposals or offers will not be accepted unless a LOI to propose was successfully and timely submitted.

Please forward your LOI to propose to:

André Anderson, Workforce Development Administrator
Lower Savannah Council of Governments
Post Office Box 850
Aiken, South Carolina 29802-0850
or
2748 Wagener Road (Hwy 302 N)
Aiken, SC 29801
or
Fax: 803-649-2248
Attn: André Anderson, WD Administrator
or
abanderson@lscog.org
a. Questions concerning this RFP. Type-written questions noting the project and service type relating to this RFP will be accepted through 12:00 PM EDT, Tuesday, February 25, 2020. Facsimile and e-mail copies are acceptable.

Please forward your typed written questions to:
Sally C. Sharpe, Supervisor of Contracting/ SC Works Center Activities
Lower Savannah Council of Governments
Post Office Box 850
Aiken, South Carolina 29802-0850
or
ssharpe@lscog.org Telephone: 803-649-7981
or
Fax: (803) 649-2248
Attn: Workforce Development Contracting Staff

2. Proposer's Conference. A Proposer's Conference will be held in the large Conference Room of the Lower Savannah Council of Governments located at 2748 Wagener Road (Hwy 302 N), Aiken, SC 29801 at 10:00 AM on Wednesday, March 4, 2020. Attendance at the Proposer’s Conference by a representative of each entity is recommended for review and discussion of the questions and answers.

All questions submitted by the deadline (February 25 2020) will be answered at the Proposer’s Conference. The answer(s) to any question(s) received, for which the answer(s) would change the SCOPE of this solicitation or RFP, will be forwarded to all entities who submitted a LOI to propose in response to this RFP. Additionally, any answers that would change the SCOPE of this RFP will be posted on our website, www.lowersavannahwda.org.

3. Extended Question Period and Process. Additional questions concerning this RFP will be accepted, via e-mail or fax only, beginning Wednesday, March 4, 2020 through Wednesday, March 11, 2020. Only questions submitted in writing will be answered and no individual answers will be given. All entities that submitted a LOI to propose will receive a copy of all questions submitted during the Extended Question Period and answers via e-mail on Wednesday, March 18, 2020. No further questions will be accepted after Monday, March 11, 2020.

Please forward your questions to:
ssharpe@lscog.org
or
Fax: (803) 649-2248
Attn: Workforce Development Contracting Staff
B. KEY EVENTS AND DATES.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Request for Proposal (RFP) Issued</td>
<td>February 5, 2020</td>
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<tr>
<td>Deadline for Receipt of LOI (Mandatory)</td>
<td>12:00 P.M., February 11, 2020</td>
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<tr>
<td>Deadline for Receipt of Questions</td>
<td>12:00 P.M., February 25, 2020</td>
</tr>
<tr>
<td>Proposers’ Conference</td>
<td>10:00 A.M., March 4, 2020 Lower Savannah COG Conference Room, 2748 Wagener Road, Aiken, SC 29801</td>
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<tr>
<td>Extended Question Period Begins</td>
<td>March 4, 2020</td>
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<tr>
<td>Extended Question Period Ends</td>
<td>5:00 P.M., March 11, 2020</td>
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<tr>
<td>Extended Question Period Replies Posted by</td>
<td>5:00 P.M., March 18, 2020</td>
</tr>
<tr>
<td>Deadline for Receipt of Proposal/Offer</td>
<td>12:00 Noon, April 15, 2020</td>
</tr>
<tr>
<td>Preliminary Review for Responsiveness by WD Staff</td>
<td>2:00 P.M., April 15, 2020</td>
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<tr>
<td>Notification of Non-Responsiveness</td>
<td>5:00 P.M., April 16, 2020</td>
</tr>
<tr>
<td>Corrections due for Final Review for Responsiveness</td>
<td>12:00 PM, April 23, 2020</td>
</tr>
<tr>
<td>Final Review for Responsiveness by WD Staff</td>
<td>3:00 P.M., April 23, 2020</td>
</tr>
<tr>
<td>Distribution of Proposals to Executive Committee</td>
<td>April 28, 2020</td>
</tr>
<tr>
<td>WBD Committee Meeting and Recommendation for Funding of Proposal/Offer to Lower Savannah Workforce Development Board (LSWDB) and Action on Proposals/Offer by LSWDB</td>
<td>10:00 AM, May 19, 2020</td>
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<tr>
<td>Written Notifications mailed to Successful/Non-Successful Proposer</td>
<td>May 19, 2020</td>
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<tr>
<td>Contract Negotiations begin for Successful Proposer</td>
<td>June 3, 2020</td>
</tr>
<tr>
<td>Program Activities begin</td>
<td>July 1, 2020</td>
</tr>
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C. DELIVERY OF PROPOSALS.
1. How: Proposals or offers may be mailed or hand delivered and must be sealed.
2. Where: Andre Anderson, Workforce Development Administrator
   Lower Savannah Council of Governments Post Office Box 850
   Aiken, South Carolina 29802-0850
   or
   2748 Wagener Road (Hwy 302 N)
   Aiken, SC 29801
3. When: Proposals or offers will be accepted by the Lower Savannah Council of Government’s
   Workforce Development Department until 12:00 Noon, Wednesday, April 15, 2020 Eastern
   Daylight Time (EDT) as established by the LSCOG.
4. Late proposals or unsealed proposals Will Not Be considered, regardless of the delivery method
   chosen by the proposer or when mailed or postmarked. At the request and expense of the
   proposer, late or unsealed proposals will be returned, unopened, providing a request is made
   within thirty (30) calendar days of the closing date for this RFP.

D. RESPONSIVENESS OF PROPOSALS.
1. Proposals will be reviewed for responsiveness based on the compliance of the
   proposal to the requirements, criteria and processes in the RFP.
2. Proposals or offers will be opened and the Preliminary Review for Responsiveness by the
   LSCOG's Workforce Development Staff will begin at 2:00 PM, Wednesday, April 15, 2020 in
   the Workforce Development Conference Room.
3. Proposers will be notified regarding non-responsive proposals by 5:00 P.M. on April 16, 2020.
   The proposer will be given until 12:00 PM, Thursday, April 23, 2020 to make appropriate
   corrections to the offer or proposal. Notification will be sent to the contact person listed on
   the LOI to propose via e-mail.
4. Proposals or offers deemed non-responsive at the Preliminary Review for Responsiveness will
   receive a Final Review for Responsiveness by the LSCOG's Workforce Development Staff
   at 3:00 PM, Thursday, April 23, 2020.
5. If a proposal is found to be non-responsive in some respect(s) during the Preliminary
   Review for Responsiveness and those deficiencies are corrected by the proposer as required by
   the RFP, the proposal will receive a five (5) point reduction during the review by the Workforce
   Development Board Executive Committee (LSWDB Executive Management Committee).
6. If the proposal is deemed non-responsive after a second review for responsiveness, the proposal
   will be declared non-responsive and will be given no further consideration.

E. NON-REPLY TO THIS RFP.
Any person or entity who receives notification of LSWDA RFP #19-01, but elects not to
submit a proposal or offer, should send a "LETTER OF NON-REPLY" to the LSCOG-WD by the
quoted deadline for receipt of proposals or offers (April 15, 2020). Individuals or entities who do not
reply with either a "LETTER OF INTENT TO PROPOSE" or "LETTER OF NON-REPLY" to this
RFP, will be removed from the Proposers' List, and must reapply in writing to again be placed on
the Proposer's List. A "LETTER OF NON-REPLY" should include a request to remain on the
Proposer's List or your agency will be removed from the Proposer’s List.
SECTION II
GENERAL INFORMATION

A. RFP RESPONSE PACKAGE.
For proposer’s convenience, a "Response Package" is included for downloading purposes on our web-site (www.lowersavannahwda.org) with key forms that may be used in completing the proposal package. If the proposer chooses not to use these items, the general format and sequence of the response package must be followed. Serious variances may cause the proposal or offer to be deemed non-responsive.

B. NUMBER OF PROPOSALS TO BE SUBMITTED.
Each proposer must submit one clearly marked original and six (6) copies of its proposal in a sealed container of the entire proposal package for distribution to the LSWDB Executive Management Committee. One copy of the proposal must be submitted with original signatures and dates in BLUE INK and must have "ORIGINAL" stamped or printed on the first page or cover sheet. Each copy of the proposal/offer and any attachments, should be CLIPPED together in a single volume (please use binder clips).

The proposer is required to have the following information typed or printed on the outside of the sealed container/package:

1. Name and Address of the offering organization
2. The RFP # (LSWDA RFP 19-01)
3. Closing Date (April 15, 2020)
4. Proposed Service Program Name : (i.e. Adult, Dislocated Worker, Youth and/or Operator)

IT’S IMPORTANT TO NOTE THAT THIS REQUIRED INFORMATION IS VITAL FOR THE PROPER INTERNAL HANDLING OF THE PROPOSAL OR OFFER, ESPECIALLY WHEN IT FIRST ENTERS THE DOOR AT THE LSCOG. THEREFORE, FAILURE TO INCLUDE THESE REQUIRED MARKINGS WILL RESULT IN YOUR PROPOSAL or OFFER BEING DEEMED NON-RESPONSIVE AND WILL FALL UNDER THE FINAL REVIEW FOR RESPONSIVENESS CRITERIA IN REGARDS TO THE FIVE (5) POINT PENALTY ASSESSMENT.

C. SIGNATURE AND DATE REQUIREMENTS.
One of the required printed proposals submitted must be designated the "ORIGINAL" copy of the proposal or offer and must be SIGNED and DATED in BLUE INK. The person, who signs the proposal or offer, must be a representative of the offering agency who is legally authorized by his/her governing body to sign contractual agreements on behalf of the organization. Evidence of such authorization must be included in the proposal or offer.

Unsigned, undated and/or unsealed proposals will be deemed non-responsive and will fall under the final review for responsiveness criteria in regards to the five-point (5) penalty assessment.
D. EXPENDITURE TIME FRAMES.
Providers of Services.
1. Allowable Program Administration and Closeout Costs may be incurred from July 1, 2020 to June 30, 2021.
2. Allowable Program Costs may be incurred from July 1, 2020 to June 30, 2021.
3. Allowable Costs for Acquisition of new and/or additional Program Staff may be incurred beginning July 1, 2020 to June 30, 2021.

E. CONTRACT ADMINISTRATION AND NEGOTIATION.
The LSCOG will administer contracts awarded through this RFP. The LSCOG will require offering agencies approved for funding by the LSWDB to participate in contract negotiations involving cost levels, technical correctness and/or other necessary adjustments to their proposals (where required), prior to contract finalization and execution. Negotiations may be done in person, by written communication, or by telephone, depending on the level of involvement of the required revisions and agreements between parties. Additionally, contract amounts may be adjusted at any time by the LSWDB and/or the LSCOG based on final funding amounts available to the LSWDB. The final contract must have terms and provisions acceptable to the LSCOG or its related organizations and must exclude terms and provisions not acceptable to the LSCOG or its related organizations.

F. LOCATION OF OPERATIONS.
The proposers must offer services as necessary in the region's SC Works Centers and access points. A weekly schedule between LSCOG, Workforce Development and the provider will outline a Center schedule for service delivery.

G. PRESENTATIONS.
Proposers may be required to make an in person presentation of their proposals to the LSWDB's Executive Management Committee after the proposal has been opened and reviewed for responsiveness. These presentations will provide an opportunity for the proposer to clarify its proposal and to ensure mutual understanding where necessary before a decision is made to fund the proposal.

H. PRICE NOT DETERMINATIVE.
The LSCOG and/or LSWDB reserves the right to fund such proposals or proposers which it deems appropriate and are not bound to accept any proposal based on price alone, and further reserves the right to reject any and all proposals if it is deemed to be in the best interest of the LSCOG, the LSWDB and/or the Workforce Innovation and Opportunity Act Program.

I. PROHIBITION OF GRATUITIES.
Each proposer is prohibited from offering any type of gratuity to a member of the LSWDB or staff in return for favorable action on a proposal.
J. **OPTION TO EXTEND.**

Based upon fund availability and other factors, the LSCOG and/or the LSWDB may elect to extend a contract resulting from this RFP, if it appears to be in the best interest of the WIOA Program and the proposed extension is agreeable with the contracting party. The extension may be less than, but shall not exceed three (3) separate additional one year contract periods. Similarly, the slot levels and/or number of participants served, and/or associated costs may be increased or decreased accordingly at any time during a contract period if agreeable with the contracting party or necessitated by changes in funding allocation or funding availability. Past years performance (programmatic and financial) will be a critical consideration germane to any decision to extend a contract. When the contracting parties are unable to agree on the terms and conditions for extending a contract, the alternative will be to terminate the existing contract acceptable to the LSCOG.

K. **SOUTH CAROLINA LAW CLAUSE.**

Upon award of a contract under provisions of this RFP, the entity to whom the award is made, must comply with the laws of South Carolina which require such entity to be authorized and/or licensed to do business in South Carolina or any of its counties, notwithstanding, that applicable statutes may exempt or exclude the successful proposer from requirements that it be authorized and/or licensed to do business in South Carolina or any of its counties. By submission of its signed application, the proposer agrees to subject itself to the jurisdiction and process of the courts located in Aiken County in the State of South Carolina as to all matters and disputes arising or to arise under this RFP or any contract and the performance thereof and to the jurisdiction and process of the proper courts of the State of South Carolina on any questions as to the liability for taxes, licenses or fees levied or required by the State of South Carolina or any of its counties.

L. **REPORTING REQUIREMENTS (GENERAL TO ALL PROGRAM ACTIVITIES).**

1. Successful proposers who become contractual sub-recipients will be required to submit to LSCOG Workforce Development staff any and all WIOA reports, forms and/or documents with supporting documentation by specific dates. This information will be provided to the successful proposer as requirements may change from time to time.

2. Successful proposers who become contractual sub-recipients will also be required to submit to LSCOG-WD staff various forms required for the management of the contract and in use by the LSWDA during the life of the contract.

3. Invoices for cost-reimbursement must be submitted within sixty (60) days of the expenditure. Invoices exceeding sixty (60) days may be disallowed.

M. **RECORD KEEPING REQUIREMENTS.**

In general, proposers who become program Operators/Adult/Dislocated Worker and/or Youth service providers, as a result of this RFP, will be required to maintain records for a time-period sufficient to cover Data Validation and Audits; however, not to exceed five (5) years from the date of WIOA participant’s program exit. The proposer must agree to have and maintain policies, procedures and systems to protect the Personal Identifying Information (PII) of all program participants, potential participants and applicants for services and to comply with all applicable Federal and South Carolina laws and regulations dealing with privacy and the protection of PII.
N. INTER-AGENCY COORDINATION REQUIREMENT.
Successful proposers who become the contractual sub-recipient/service provider for delivery of program activities resulting from this RFP will be required to enter information into the South Carolina Works Online Services (SCWOS), and coordinate services, conclusions, employment placements, skill gains, earned credentials, post-employment placement intervention, coordination of appropriate follow-up services, as well as, employer recruitment and outreach information.

SECTION III
PROJECT IMPLEMENTATION REQUIREMENTS FOR PROVIDERS OF PROGRAM ACTIVITIES

Successful proposers that become the LSWDA SC Works Centers Operator and Adult/Dislocated Worker/Youth activities Program Coordinators will be required to accomplish successfully the following respective program implementation activities:

SC Works Center Operator Services:

A. Day-to-Day Operations and Oversight of SC Works Centers
B. Coordinate the delivery of WIOA Services in the SC Works Centers
C. Provide Functional Supervision of Partner Staff
D. Develop Data Collection and Access to Information and Outcomes
E. Update and track Partner Resource Sharing Agreements via time and attendance
F. Achievement and maintenance of SC Works Centers Certification

Adult, Dislocated Worker and Youth WIOA Services:

A. Recruitment. Recruit potential applicants for eligibility and suitability to participate in the applicable activity and/or service under provisions of the WIOA and any contractual agreements resulting from this RFP.
B. Incorporate service delivery to a re-entry population in the WIOA Adult and Youth programs identifying a staff that will “work on workforce development issues impacting offenders, develop partnerships and collaborate with businesses and organizations to promote hiring offenders and conduct outreach to, and coordinate with community service providers working with offenders.”
C. Participant Referral. Refer potential applicants to appropriate SC Works Center staff partner services and assessments. (The LSWDA Agency Referral Form is accessible on the website for convenience.)
D. Certification services to be performed on an as needed bases.
E. Participant Activity Codes. Enter and maintain appropriate WIOA program activity codes in the South Carolina On-Line Works (SCWOS) Services System.
F. Program/Case Closure. Close individual cases in the SCWOS System when no further services are planned or identified on the Individual Employment Plan (IEP) or expected as outlined in the Training & Education Guidance Letter# 17-05 (TEGL 17-05).
G. Participant Goal Attainment. Enter goal attainment of the IEP and other applicable participant related information into the SCWOS System.

H. Program Performance. The following Primary Indicators of Performance are set by the Department of Labor and must be tracked accordingly by each provider, as well as by the State and local areas (LSWDA and county) and will be a part of any contract issued as a result of the RFP.

WIOA Adult and Dislocated Worker Performance Standards:

Six Primary Indicators of Performance*
1. Entered Employment in Second Quarter after exit
2. Entered Employment in Fourth Quarter after exit
3. Median Earnings in Second Quarter after exit (unsubsidized employment)
4. Credential Attainment (During program participation or within 4 quarters after exit)
5. Achieving Measurable Skill Gains (During Program Participation)
6. Effectiveness in Serving Employers (performance indicator to be determined)

WIOA Youth Performance Standards:

Six Primary Indicators of Performance*
1. Entered Employment in Second Quarter after exit
2. Entered Employment in Fourth Quarter after exit
3. Median Earnings in Second Quarter after exit (unsubsidized employment)
4. Credential Attainment (During program participation or within 4 quarters after exit)
5. Achieving Measurable Skill Gains (During Program Participation)
6. Effectiveness in Serving Employers (performance indicator to be determined)

*Performance standards and measures will be negotiated annually with the South Carolina Department of Employment and Workforce (SCDEW).

Contractor Staff Orientation
Provide WIOA program orientation to staff members funded in full or in part with WIOA funds. In addition to receiving program orientation, each funded staff member must be given a copy of the "Statement of Work" section of any contractual agreement resulting from this RFP. Documentation of staff orientation and proof of receipt of a copy of the Statement of Work must be maintained in the contractor's central file system.

Coordinate the use of WIOA Funds
When other Federal or Non-Federal Funds are received by the WIOA participant, sub-recepients will be required to coordinate the use of WIOA funds with other agencies providing grants or aid to WIOA participants, when applicable, in order to prevent the use of WIOA funds for duplication of services or to supplant other funds.
**Record of Hours Worked or Time Sheet**
Program sub-recipients will be required to maintain time sheets for staff members funded in full or in part with WIOA funds as a result of any contractual agreement resulting from this RFP. Such records shall reflect actual hours worked, annual and/or sick leave hours taken, and holiday hours taken per pay period. The record of hours worked or the time sheet shall be signed by the employee and the employee's supervisor. The record or the time sheet must also reflect the time allocated to any and all WIOA projects, as well as any other non-WIOA projects. Copies of time sheets are to be maintained in the files of the sub-recipients for monitoring review. Absence of time sheets will result in disallowance of staff time for WIOA payments.

**Professional Development of WIOA Funded Staff**
The LSWDA requires that all fully WIOA funded staff be certified as a Career Development Facilitator (CDF). All newly hired staff who are not already CDF certified will be required to begin the certification process after they have completed ninety (90) days of employment and are yet to complete six (6) months of employment. Sub-recipient contractors will be required to support the continued professional development of its fully or partly WIOA funded Staff through attendance at required WIOA related professional development training opportunities and/or LSWDA announced Regional Service Provider Meetings.

**On-going Assessment**
Program service providers will be required to provide on-going assessment of participant's capabilities, potential for obtaining employment and training goals and the need for supportive services.

**Job Placement**
Program service providers will be required to coordinate the development and maintenance of an effective Job Placement System with the appropriate local SC Works Center to support the anticipated placement needs of WIOA participants, if applicable and necessary.

**Workforce Staff**
Program service providers will be required to provide experienced Case Managers in sufficient numbers to meet the needs of the active WIOA participant caseload. Case Managers must be knowledgeable of and adapt to using the Case Management Concept when interacting with WIOA participants. A ten percent (10 %) Bi-lingual (Spanish) staff composition is preferred.

**Program Monitoring**
Successful proposers who become program service providers will be required to develop in-house monitoring procedures to ensure that program and financial operations are conducted in compliance with the WIOA, its Final Rules or Regulations, and any contractual agreement resulting from this RFP.

**Participant Time and Attendance**
Successful proposers who become program service providers will be required to document each participant's time and attendance throughout the period the participant is receiving training or
services. A ninety percent (90%) attendance rate or better is required by all participants enrolled in WIOA. Time sheets must be signed by the participant and verified by the case manager, classroom instructor, training supervisor, or work site supervisor and maintained in the customer's official WIOA file folder.

**Participant Files**
Successful proposers who become program service providers will be required to maintain WIOA participant files, in a centralized secure location with utilization of Sign-Out Cards for removal of files, as specified in any contractual agreement resulting from this RFP. LSWDA participant files are presently scanned and maintained electronically.

**Payments Made on Behalf of Participants**
Participants may be eligible to receive approved supportive service payments and/or needs-based payments. Proposers who become program service providers will be required to make sure that there are checks and balances between the maintenance of time sheets or other source documents, and the cutting and distribution of checks on behalf of the participants. Failure to document fully the basis for issuing any of the aforementioned payments made on behalf of participants may result in disallowed costs. The contractor must reimburse disallowed costs to the Lower Savannah Workforce Development Area from Non-WIOA fund sources.

**Expenditure Rates**
Any program service providers would be required to expend, at a minimum, ninety-two percent (92%) of allocable funding within the defined award period.

**Insurance for Participants**
The South Carolina Department of Employment and Workforce provides Accident Insurance Coverage for any WIOA enrolled participants participating in any training (Classroom, On-the-Job Training [OJT], Work Experience, Customized Training, etc.) conducted in a typical classroom-training environment.

**Refund Policy**
Proposers who become program service providers will be required to establish an in-house refund policy and procedure for retrieving any unused tuition funds when a WIOA participant enrolled in tuition-based training concludes or leaves the training early.
SECTION IV
SCOPE OF WORK

The following scope of work pertains to the program, activities and services under this solicitation and is required to be provided unilaterally by the proposer. In addition, these services are directly related to achievement of the performance goals required under this solicitation.

SC Works Centers Operations Services

- Provides day-to-day “functional supervision” of the SC Works Center Staff
- Provides day-to-day oversight of SC Works facilities, including layout, maintenance and emergency procedures
- Establishes, communicates and enforces SC Works Center policies and procedures
- Develops and implements a center staff development plan that includes information sharing project management, team building and ensures that staff has skills and knowledge of partner services to effectively deliver quality services
- Implements a process to operate Centers in an effective and efficient manner
- Creates a high performance work environment through the development and promotion of functional and cross-functional teams
- Establishes and communicates specific and measurable performance standards in conjunction with and input from partner staff regarding their own performance standards
- Develops continuous improvement processes to respond to immediate operational needs while ensuring that short-term actions support long-term objectives
- Ensures quality service delivery to customers with special needs
- Establishes and enforces Lower Savannah WIOA policies that define operations such as hours of operation, data confidentiality, service delivery, proper equipment use, health and safety, office closings and emergencies
- Maintains knowledge of partner program policies and procedures that affect service delivery in order to ensure programmatic and statutory compliance
- Establishes and maintains an environment that encourages innovative approaches and incorporates new technologies to meet customers’ needs
- Arranges and/or participates in presentations about the local SC Works system and services for civic and community organizations and the business communities throughout the LSWDA region
- Implements and maintains a service delivery system that meets the needs of the job seeker, customers and employers
- Develops and implements procedures that facilitate efficient customer flow through WIOA services and provides a flow chart which outlines customer flow
- Develops employer engagement processes and initiatives to increase employer interactions
- Uses performance information to measure the effectiveness of the SC Works delivery system and that result in continuous improvement
- Maintains a system to address customer feedback regarding service delivery and make improvements as needed
• Establishes and maintains an effective service recovery procedure that addresses customer complaints in a timely and effective manner
• Develops and implements an SC Works Center employee orientation procedure to acclimate new partner employees to site procedures and policies
• Assesses the service delivery needs of the SC Works system to determine the number and type of staff required to accomplish those needs and coordinates with the Supervisor of SC Works Center Activities to address the identified staffing needs
• Assesses and ensures the adequate supply of equipment tools, materials, supplies and assistive technologies are available for center operations
• Conducts and records quarterly meetings with SC Works Center Partners
• Lends expertise to the creation, execution and updates of Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFA)
• Ensures SC Works Center Certification Standards are achieved and maintained
• Attends/conducts SC Works Management Committee Meetings
• Creates a seamless system of partners among workforce development, economic development, business and community agencies in order to meet the needs of employers and job seekers

Adult, Dislocated Worker and Youth WIOA Services

Certification Services for Adults, Dislocated Workers and Youth: accessed through the SC Works Centers and provided by the WIOA Service Provider’s Staff.
• Program overview, SC Works System (SCWOS) Membership
• WIOA certification/eligibility determination
• Comprehensive and specialized assessments of the skill levels and service needs of the participant, which may include:
  (a) Diagnostic testing and use of other assessment tools; and
  (b) Interviewing and evaluation to identify employment barriers and appropriate employment goals.
• Registration of the participant into the appropriate WIOA activity.

WIOA Individual Career Services
• Eligibility for services
• Recruitment activities
• Outreach, intake, orientation
• Initial assessment
• Labor exchange services
• Referrals to partner programs
• Labor Market Information
• Career Pathways information and assistance
• Performance and cost information
• Supportive services information
• Information on Unemployment Insurance
• Financial aid information
• Comprehensive assessment
• Individual employment plan
• Career planning, counseling
• Individual career pathway
• Short-term prevocational services
• Internships and work experience
• Workforce preparation activities
• Financial literacy
• Out-of-area job search
• English language acquisition
• Employer engagement and interaction with Center Services/Staff

WIOA Training Services
• Job readiness training (to be provided in combination with training)
• Adult education and literacy activities (including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with other training services).
• Programs that combine workplace training with related instruction
• Training programs operated by the private sector
• Skill upgrading and retraining
• Entrepreneurial training
• Customized training
• Pre-apprenticeships and apprenticeships services

Follow-Up Services
• Regular contact with appropriate frequency with the participant or the participant’s employer
• Supportive services provided after completion of participation
• Case management activities

Youth WIOA Service Requirements (additional)

Program Elements
In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education and career readiness for participants, the youth program shall provide elements consisting of:
• Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential
• Alternative secondary school services or dropout recovery services, as appropriate
• Work Based Learning including work experience opportunities such as summer and year-round employment, pre-apprenticeship, apprenticeships (registered), on-the-job-training, internships and
job shadowing that have, as a component, academic and occupational goals

- Financial literacy: including supporting the ability of participants to create household budgets, initiate savings plans and make informed financial decisions about education, retirement, home ownership, wealth building or other savings goals
- Entrepreneurial skills training
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services
- Education offered concurrently with workforce preparation activities and training for specific occupation or occupational cluster
- Activities that help youth prepare for and transition to post-secondary education and training
- Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area
- Supportive services
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
- Follow-up services for not less than 12 months after the completion of participation.
- Comprehensive guidance and counseling which may include partner referrals, as appropriate

**BASIC ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS AFFECTED BY THIS SOLICITATION.**
The following participant eligibility criterion is termed “Basic” because additional criteria may be required when seeking particular activities or services in other elements of the SC Works delivery system.

(1) **Adult**
   (a) An eligible participant who is 18 years or older;
   (b) Unemployed or underemployed; and
   (a) Is not self-sufficient nor meets the definition of self-sufficiency.

(2) **Dislocated Worker**
   (a) An eligible participant who has been terminated through no fault of his/her own, or laid off, or has received a notice of termination or layoff from employment;
   (b) Is eligible for or has exhausted entitlement to unemployment compensation; or
   (c) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a SC Works Center referred to in Section 680.130 of the WIOA, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and
   (d) Is unlikely to return to a previous industry or occupation;
   (e) Has been terminated or laid off from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;
(f) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(g) For purposes of eligibility to receive services other than training services described in the WIOA Act, Individualized Services, or Supportive Services, is employed at a facility at which the employer has made a general announcement that such facility will close;

(h) Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

(i) A displaced homemaker.

(3) **Youth**

**Participant Eligibility**
To be eligible to participate in activities carried out under this definition during any program year, an individual shall at the time that eligibility determination is made, be an out-of-school or an in-school youth.

**Out-of-School Youth** An individual who:
(a) is not less than age 16 and not more than age 24:
(b) is not attending any school; and
(c) is an individual who is one or more of the following:
   i. A high school dropout
   ii. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year
   iii. A recipient of a secondary school diploma or its recognized equivalent who is low-income and is
      (I) Basic skills deficient
      (II) An English language learner
   iv. An individual who is subject to the juvenile or adult justice system
   v. A homeless individual, a runaway, in foster care or has aged out of the foster care system
   vi. A youth eligible for Social Security benefits
   vii. A youth who is in an out-of-home placement
   viii. A youth who is pregnant or parenting
   ix. A youth who is an individual with a disability
   x. A low income individual who requires additional assistance to enter of complete an educational program or to secure or hold employment

**In-School Youth** An individual who:
(a) is not less than age 14 (unless an individual with a disability who is attending school under state law) and not more than age 21:
(b) is attending school
(c) is a low income individual; and
(d) is an individual who is one or more of the following:
i. Basic skills deficient

ii. An English language learner

iii. An ex-offender

iv. A homeless youth

v. A runaway

vi. In foster-care or has aged out of the foster care system

vii. A youth eligible for Social Security benefits

viii. A youth who is in an out-of-home placement

ix. A youth who is an individual with a disability

x. An individual who requires additional assistance to complete an educational program or to secure or hold employment

SECTION V
PROPOSAL REQUIREMENTS

This section of the RFP should contain the proposer's responses and descriptive information about services to be funded. Eligible entities should propose to provide SC Works Operator Services, WIOA Adult, Dislocated Worker and Youth Services to individuals residing in the South Carolina Counties of Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg. The proposer should refer to Section IV for the scope of work and program/general requirements for the services being offered. The LSCOG/LSWDB will be funding Operator, Adult, Dislocated Worker and Youth Services in all six counties in the LSWDA. The splitting of services, by county/ties, in the LSWDA is not allowed in the proposals.

A separate proposal, including a budget and narrative, must be submitted for each service being proposed.

Adults, Dislocated Workers and Youth served by successful proposer(s) will be referred for these services by the various local SC Works Centers and Partners for WIOA Services, as appropriate. A client-centered concept must be used by proposers when developing proposals or offers to provide the Workforce Innovation and Opportunity Act program activities and/or services in response to this solicitation.

Format for Proposal.

Proposals are to be prepared simply and in a manner designed to provide a straightforward presentation of the proposer's capability and intention to satisfy the requirements of this RFP. Therefore, the proposal or offer must follow the RFP format as closely as practicable. Failure to provide all of the information requested by the RFP may result in the proposal or offer being deemed "NON- RESPONSIVE."

Be sure that proposal content directly answers the questions asked. Having a concise answer to questions will be a positive attribute. The proposal should not include extraneous filler material. DO NOT include pictures, clip art, news articles or brochures. Proposals shall be submitted in Microsoft Word format, twelve (12) point fonts.
Item #1  Delivery of SC Works Operator Services
Describe the plan of action the proposer will use in delivering Operator Services in the region and services to the program population covered by this proposal package. Include a narrative for Operator Services to be provided. Services and Activities shall include, but are not limited to:

• Day-to-Day Operations and Oversight of regional SC Works Centers
• Coordination and delivery of WIOA Services to both the job seeker and employer
• Functional Supervision of Partner Staff
• Creation/maintenance of a seamless system of partners among workforce development, economic development, businesses and community agencies in order to meet the needs of employers and job seekers
• Data Collection and access to information and outcomes
• Achievement/maintenance of SC Works Center Certification

Item #2  Delivery of Career Services to Adults, Dislocated Workers and Youth
Describe the plan of action the proposer will use in delivering Career Services to the program population covered by this proposal package. Include a narrative for career services to be provided. Career services include but are not limited to:

1. Eligibility, Group Orientation, Counseling and initial assessment
2. Individual Employment Plan (IEP) developed from Individual counseling and career planning.
3. Work Based Learning and Work Experience, Short-term pre-vocational services, career pathway counseling, Workforce preparation activities including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
4. Internships and work experience which can include paid work experience activities for individuals who are assessed as job ready but lack related education, training or work experience for a specific occupation.
5. Case Notes and Activities. A case note and activity code shall be entered for each activity. An activity must be performed and entered into SCWOS with a minimum of a start date and end date. Contact with the individual shall be maintained at a minimum of every 45 days.
6. Obtainment of Performance Measures. On-going monitoring and oversight activities by the provider are required to insure performance is met in a predictive approach.
7. Case Management services for participants seeking training services who have been approved for training services.

Item #3  Delivery of Training Services to Adults, Dislocated Workers and Youth
Describe the plan of action the proposer will use in delivering Training Services to the program population covered by this proposal package. Training services may be recommended to further support an individual in achieving unsubsidized employment. Include a narrative for training services to be provided. Training services include but are not limited to:

1. Classroom type Occupational Skills Training, including Training for Non-Traditional Employment, funded via Individual Training Accounts (ITA).
2. On-the-Job training (OJT).
3. Training programs that combine workplace training with related instruction.
4. Training programs operated by the private sector.
5. Skill upgrading and retraining.
6. Entrepreneurial training.
7. Apprenticeship training.
8. Job readiness training to be provided in combination with training services.
9. Adult education and literacy activities provided concurrently or in combination with other training services.
10. Customized training conducted with a commitment by an employer or group of employers to employ the individual upon successful completion of the training.

Item #4 Delivery of Follow-Up Services to Adults, Dislocated Workers and Youth
Describe the plan of action the proposer will use in delivering Follow-Up Services to the program population covered by this proposal package. All WIOA participants will be placed into a follow-up service status after all activities are closed in SCWOS, with no other planned activities/services to be rendered. The proposer staff will provide follow-up services to all WIOA participants with a minimum of one contact per month while receiving follow-up services. The proposer should utilize the various follow-up ad hoc reports to provide services to participants and manage their follow-up caseload. All hardcopy official WIOA Participant File Folders will be moved to the LSCOG Workforce Development office after completing the required follow-up period for storage. The proposer’s WIOA staff will complete the Storage Cover Sheet electronically and submit a copy of that database to LSCOG-Workforce Development office with the file folders for storage.

Item #5 Recruitment Activities to Job Seekers, Employers and WIOA Participants
Describe the plan of action the proposer will use in delivering Recruitment Services to the program populations, both the job seekers and employers covered by this proposal package. The Service Provider is responsible for recruitment activities in the entire LSWDA in accordance with the Workforce Innovation and Opportunity Act.

Item #6 Certification and Enrollment Activities to Adults, Dislocated Workers and Youth
Describe the plan of action the proposer will use in delivering Certification and Enrollment Services to the program populations covered by this proposal package.

Tasks include, but are not limited to:
1. Program overview, SC Works System (SCWOS) Membership;
2. WIOA certification/eligibility determination;
3. Comprehensive and specialized assessments of the skill levels and service needs of the participant, which may include:
   (a) Diagnostic testing and use of other assessment tools; and
   (b) Initial assessment, interviewing and evaluation to identify employment barriers and appropriate employment goals.
4. Registration of the participant into the appropriate WIOA activity.
WHEN SUBMITTING YOUR PROPOSAL, PROVIDE THE PROJECTED NUMBER OF PERSONS THAT WILL BE SERVED IN EACH COUNTY FOR WHICH YOU ARE SUBMITTING A PROPOSAL. Include the chart below.

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>ADULT</th>
<th>DISLOCATED WORKER</th>
<th>YOUTH</th>
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<tbody>
<tr>
<td>AIKEN</td>
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<td>ALLENDALE</td>
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<td>BAMBERG</td>
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<td>BARNWELL</td>
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<td>ORANGEBURG</td>
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<td>TOTAL (Slot Levels)</td>
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<tr>
<td>*Total # of Re-entry Participants to be served from total of Adults &amp; Youth slots</td>
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</tbody>
</table>

Item#7   Experience
1. If you are currently a provider of any of the four WIOA services (Operator, Adult, Dislocated Worker or Youth), please provide a short narrative overview of programming including number of participants and measurable outcomes for the past year. Performance (programmatic and financial outcomes) will be reviewed and a ten (10) point deduction will be applied for unsatisfactory performance (see Review and Evaluation Summary sheet).
2. If you are not currently a provider of any of the three WIOA services (Operator, Adult, Dislocated Worker or Youth), please describe any experience you have in providing similar such services including a short narrative overview of programming including number of participants and measurable outcomes for the past year in each program in which you provided those services. Performance (programmatic and financial outcomes) will be reviewed and a ten (10) point deduction will be applied for unsatisfactory performance (see Review and Evaluation Summary sheet).

Item#8   Innovation
1. Discuss how the proposed service will be delivered and in what type of setting it will be offered. Include specific locations you propose to use for delivery of services.
2. How would your organization make the program appealing to the target population and still be responsive to their needs and interests?
3. Include any enhancements, expansions or additional resources to be offered to the program which will/could potentially increase workforce system participation.
4. Discuss any cooperative relationships fostered and/or planned to increase or expand the services. How will your agency coordinate with other community service providers to ensure that the service recipient or participant is linked to any services they may need in addition to WIOA services or that may enhance their employability?
5. Explain the approach that will be used to achieve "effectiveness" in serving employers.
6. Describe the manner of operation that will be used to provide oversight and monitoring to ensure performance is achieved and exceeded.

Item #9 Staffing and Administration
1. List all staff necessary to provide services under this RFP. Be sure to give job titles, a brief description of their job duties and the percentage of their time spent working on the program.
2. Describe how your agency will provide adequate oversight of program operations to include stewardship of budgets, at least quarterly, with staff located at outlying facilities.

Item #10 Budget
Complete the following budget forms (available at www.lowersavannahwda.org)
1. WIOA Part II Grant Budget - Budget Summary
2. WIOA Part II Grant Budget - Budget Detail - Staff Salaries, Fringe Benefits & Indirect Cost
3. WIOA Part II Grant Budget - Budget Detail - Operating Expenses
4. WIOA Part II Grant Budget - Budget Detail - Program Activities
5. WIOA Part II Grant Budget - Budget Detail - Supportive Services
6. WIOA Part II Grant Budget - Budget Detail – Staff Training and Technical Assistance Cost

Indirect Costs
a. All proposers who include indirect costs as part of their proposed budget must have a Cognizant Agency approved indirect cost plan and rate letter included with their proposal. The amount of allowable costs from this plan will be subject to limitations included herein. A copy of the indirect cost plan must be included as a part of this package.
b. If the proposer does not utilize an indirect cost plan, all costs must be clearly stated in the budget pages.
c. Expenses for staff salaries and fringe benefits (personnel costs) should not be excessive in comparison to direct services to be offered. Any staff/fringe costs over thirty-five percent (35%) of the total proposed budget for any given WIOA project should be strongly justified in the budget narrative and if awarded, will be negotiated.

Item #11 Taxpayer Identification Number (TIN)
1. If proposer is owned or controlled by a common parent as defined below, proposer shall submit with its offer the name and TIN of the common parent.

Definitions: "Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the proposer is a member. "Taxpayer Identification Number (TIN)", means the number required by the Internal Revenue Service (IRS) to be used by the proposer in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.
2. If proposer does not have a TIN, proposer shall indicate if either a TIN has been applied for or a TIN is not required. If a TIN is not required, indicate whether:
   (a) proposer is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
   (b) proposer is an agency or instrumentality of a State or local government;
   (c) proposer is an agency or instrumentality of a foreign government; or
   (d) proposer is an agency or instrumentality of the Federal Government.

Item #12 Other Required Materials
The following special documents or information must be submitted with the proposal/offer:

1. Brief History of proposer (Limit to one page)
2. Evidence or Certification of the proposer’s Federal Identification Number
3. List of current Governing Board Members with addresses, if applicable
4. Copy of the proposer’s Current Fiscal Statement (most recent end-of-month Financial Statement)
5. Copy of the proposer’s last Financial Audit
6. Copy of the Entity's Corporate Charter
7. Copy of the proposer’s By-Laws, if applicable
8. Evidence or Certification of the proposer granting Signatory Authority to the person who signed the proposal submitted in response to this RFP
9. Evidence or Certification of the proposer’s Banking Arrangements
10. Evidence of Fidelity Bonding covering the period of operations for the proposed project *
11. Evidence of the proposer’s Liability Insurance including Worker's Compensation; Comprehensive Liability, Automotive Liability and all similar coverage ($1,000,000 minimum)

* State and local Workforce Development Area Bonding Policy: It is the policy of the State of South Carolina and LSCOG/LSWDA leadership that every officer, director, agent or employee of the Grantee (proposer) or sub-recipient (proposer) of WIOA funds whether on a cash advance, cost reimbursement, performance based, or fixed unit cost basis, who is authorized to act on behalf of the Grantee or sub-recipient for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs, shall be bonded to provide protection against loss. The amount of such coverage shall be the lower of the following: (1) $100,000; or (2) the highest advance, reimbursement, or paid invoice received through check or draw down during the preceding grant year; or for new sub-recipients, the highest advance, reimbursement, or paid invoice through check or draw down planned for the present grant period.

Item #13 Additional Administrative Information (attach to the proposer’s Scope of Work)
1. An organizational chart, showing lines of authority for the proposer.
2. Information regarding the physical and mailing address of the headquarters location, phone number and email address of a specific point of contact from which the proposed project will be operated. Satellite training sites must be included where applicable.
3. Describe the range of activities to be performed by the WIOA funded employment and training program staff.
Item #14    Summary of Proposer's Training Qualifications
A summary of the proposer's training qualifications and capabilities must be included in the Scope of Work Narrative. It should include the proposer’s training background and experience in conducting employment and training programs with a focus on Operator Services, Adult, Dislocated Worker and/or Youth programs.

Item #15    Historical Performance Data.
List past experience and results of the proposer in each operating program funded under the WIOA or similar employment and training program over the past two (2) years. The following information and data given by dates of operation must be included in the proposer's Scope of Work Narrative.
1. Project title and brief description.
2. Funding source and amount granted.
3. Number of training slots awarded.
4. Total number of participants enrolled or entered into the project.
5. Number of participants terminated from the project.
6. Number of participants who successfully completed the project.
7. Number of participants placed in full-time employment.
8. Number of participants placed in full-time training related employment.
9. Average entry wage rate of participants placed in full-time employment.
10. Youth Attainment of a Degree or Certificate.
11. Youth Literacy or Numeracy Gains.

Item #16    Innovative Concepts
Proposers are encouraged to offer suggestions for innovative concepts to be utilized in performance of activities under the respective contract. In the event these concepts are offered, there must be a complete narrative describing the concept, the use of this concept in other WIOA areas/states, and the success rate that the proposer has experienced as a result of the proposed service delivery model. References offered for contact regarding the success of such programs is recommended.

SECTION VI
TERMS AND CONDITIONS

Information regarding Terms and Conditions to be applied to contracts can be located on the Lower Savannah WIOA Website (www.lowersavannahwda.org) along with a copy of this procurement package. All terms and provisions in the final contract with the successful proposer must be acceptable to the LSCOG.
SECTION VII
LOWER SAVANNAH COUNCIL OF GOVERNMENTS PROTEST PROCEDURES

Information regarding the Protest Procedure can be located on the Lower Savannah WIOA Website (www.lowersavannahwda.org).

SECTION VIII
REVIEW AND EVALUATION CRITERIA

Each contract that is the subject of this RFP may be awarded by the LSWDB to the proposer whose proposal it determines is most advantageous to the LSWDA after consideration of the responses to the Scope of Work narrative and the sixteen (16) items listed in Section V of this RFP and the results of the review and evaluation of the proposals conducted by the LSWDB’s Executive Management Committee. The review and evaluation process conducted by the Executive Committee shall include the independent rating of each proposal by each member of the Committee using the Review and Evaluation Summary and the rating point allocation system contained therein. The Review and Evaluation Summary follows this page of the RFP. The Executive Committee, with the assistance of the staff of the LSWDA, shall use the individual total scores compiled by each member of the Committee on the Review and Evaluation Summary to calculate an average score for each proposal that may be reduced due to the initial non-responsiveness of the proposal as explained in Section I, D, 5 of this RFP. The final average score shall be used by the Executive Committee to make recommendations to the LSWDB on the contract that may be awarded by the LSWDB. The final decision on any award is in the discretion of the LSWDB.

The LSCOG and LSWDB reserve the right to reject any or all proposals received as a result of this solicitation, to negotiate with all qualified proposers, and to cancel this RFP, in whole or in part, if it is deemed to be in the best interest of the WIOA Program, the LSCOG, or the LSWDB to do so.

Information regarding the Review and Evaluation Criteria can be located on the LSWDA website (www.lowersavannahwda.org) along with a copy of this procurement package.

An Equal Opportunity Employer/Program
Auxiliary aids and services available upon request to individuals with disabilities
Relay Service dial 711 (TTY)
REVIEW AND EVALUATION SUMMARY

Proposer: ____________________________________________________________ RFP#: LSWDA #20-01

Project Activity: _________________ (Adult, Dislocated Worker, Youth and/or Operator Services)

REVIEW CRITERIA

1. Did the proposal clearly provide a description of delivery of Operator Services, Adult, Dislocated Worker and/or Youth Basic Career Services, Individual Career Services, Training Services, Follow-Up Services, Recruitment Activities, Certification and Enrollment Activities? (Point Value – 20 points)

Comments by Reviewer:

Points Awarded by Reviewer _________________

2. Did the proposal demonstrate a clear understanding of the firm’s experience in delivery of WIOA services or similar services related to goal attainment and outcomes? (Point Value – 15 points)

Comments by Reviewer:

Points Awarded by Reviewer _________________

3. Did the proposal demonstrate innovation in the delivery of services and offer suggestions as to how the proposed service delivery will increase or expand services within the area? (Point Value – 20 points)

Comments by Reviewer:

Points Awarded by Reviewer _________________

4. Did the description of staff and administrative oversight clearly demonstrate that the personnel and talent needed for service delivery under this proposal would be effective? (Point Value – 20 points)

Comments by Reviewer:

Points Awarded by Reviewer _________________
5. Was the budget established for the delivery of services appropriate for the delivery of services? Was the amount dedicated to participant services sufficient in comparison to proposed administrative costs? Was the indirect cost plan approved or accepted provisionally by the offeror’s cognizant agency? If profit was applied, was it considered excessive or in line with reasonable service delivery expectations? (Point Value – 25 points)

Comments by Reviewer:

Points Awarded by Reviewer __________________________

TOTAL POINTS: ________________________________

Non-Responsive Deduction: 0
(Five (5) points)

Unsatisfactory Performance Deduction: 0
(Ten (10) points)

TOTAL POINTS AWARDED TO THIS PROPOSAL: ________________

Signature of Reviewer: ________________________________

Date: __________________________________________________________________