



WORKFORCE
DEVELOPMENT COUNCIL
OF SEATTLE – KING COUNTY

A proud partner of the **americanjobcenter** network

Unleashing the Power of Untapped Talent

Request for Proposal #16-04

RELEASE DATE: March 25, 2016

DUE DATE: **May 6, 2016, 4:30 pm PST**

Workforce Development Council of Seattle-King County is an Equal Opportunity Employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities. Washington Telecommunications Relay Service 800.833.6384 or 7-1-1

REQUEST FOR PROPOSAL #16-04

TABLE OF CONTENTS

	PAGE:
SECTION I: GENERAL INFORMATION	1
A. Purpose of the Request For Proposal	1
B. Unleashing the Power of Untapped Talent	1
C. Eligible Entities	2
SECTION II: BACKGROUND INFORMATION	2
A. Workforce Development Council Seattle-King County (WDC)	2
B. Creative Customer-Centered Services	2
C. Career Pathways	3
D. Integrated Service Delivery (ISD)	3
SECTION III: PROPOSAL REQUIREMENTS AND TIMETABLE	4
A. Procurement Timetable	4
B. RFP Inquiries, Questions and Answers	4
C. Proposal Requirements	5
SECTION IV: PROPOSAL REVIEW AND EVALUATION	6
A. Proposal Evaluation Criteria	6
SECTION V: REQUIRED FORMS	7
A. Proposal Cover Sheet Form	7
B. Compliance Checklist Form	8
C. Budget Summary Form	9
D. Statement of Compliance Form	10
SECTION VI: PROGRAM ADMINISTRATION AND REPORTING	11
SECTION VII: WDC PROVISIONS AND DISCLAIMERS	12

SECTION I: GENERAL INFORMATION

A. PURPOSE OF THE REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to solicit competitive pilot proposals in the delivery of innovative approaches which respond to the unique needs of individuals with barriers to employment and target communities of promise. In today's ever-changing economy, the WDC is seeking bold pilot proposals that will prepare a diverse workforce with 21st century skills and deepen WorkSource Seattle-King County's ability to serve all job seekers.

Pilot proposals must demonstrate how they intend to launch innovative methods of outreach and engagement that transition individuals to a career pathway toward self-sufficiency. Funding will be available for a 12 month demonstration period, July 1, 2016 – June 30, 2017, with potential scale expansion commencing July 2017.

Estimated Funding Available: **Up to \$ 1,500,000**

Minimum bid: \$ 100,000 Maximum bid: \$ 250,000

Note: Number of participants served is expected to be commensurate with amount of funding in pilots.

B. UNLEASHING THE POWER OF UNTAPPED TALENT

The WDC seeks innovative organizations to provide career pathways for all job seekers with the ultimate goal of diversifying the workforce and supporting the power of untapped talent. The WDC aims to strengthen the workforce development system and put individuals who may be experiencing barriers to work.

The WDC seeks to cultivate creative approaches in assisting all job seekers to develop the skills, attain the knowledge, and access the resources needed to succeed in their careers. Pilot proposals should address strategies to tap the diverse, untapped talent in at least one of the following populations;

1. Displaced homemakers
2. Low-income individuals
3. Indians, Alaska Natives, and Native Hawaiians
4. Individuals with disabilities
5. Older individuals
6. Court-involved youth and adults
7. Homeless individuals
8. Youth who are in or have aged out of the foster care system
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
10. Migrant and seasonal farmworkers eligible to work in the US

11. Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act
12. Single parents (including single pregnant women).
13. Long-term unemployed individuals
14. Opportunity Youth

WIOA continues the designation of priority enrollment given to **veterans** (transitioning veterans and veteran spouses), **recipients of public assistance** and other **low income individuals** and adds **individuals who are basic skills deficient**.

C. ELIGIBLE ENTITIES

Government, business, non-profit, for-profit, education, community and technical college, and faith-based organizations are eligible to apply for funding. All applicants must document they will be the sole agency applicant, serving as the lead and fiscal agent, and will not subcontract. The WDC recognizes that smaller community-based organizations may not have the capacity to manage federally funded contracts, but have distinct expertise in working with specific target populations. In this circumstance, the WDC will be available to provide ongoing coaching and technical assistance to organizations and ensure successful onboarding to the system.

SECTION II: BACKGROUND INFORMATION:

A. WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY (WDC)

The Workforce Development Council of Seattle-King County (WDC) is a private nonprofit and grant making organization whose mission is to support a strong economy and ensure the ability of each person to achieve self-sufficiency. We work throughout the community, bringing employers, job seekers, youth, educators, labor groups and other nonprofits together to find-and fund-solutions to workforce gaps. The WDC is led by a board of directors with a private sector majority. We certify and provide strategic oversight of the regions employment and training system, serving thousands of King County youth, adults and businesses each year.

B. CREATIVE CUSTOMER-CENTERED SERVICES

The WDC is seeking organizations who apply ingenuity and innovation in the delivery of workforce services. The WDC encourages agencies to examine creative customer-centered approaches that outreach to target populations of individuals with barriers to employment and improve outcomes for all job seekers. The WDC is interested in exploring trailblazing concepts and designs in workforce development so proposals should be creative, bold and customer-centered.

The WDC will contract with agencies able and willing to:

- Provide customer-centered services with immediate access to all employment and training opportunities available

- Develop innovative solutions to ensure access to critical employment services
- Utilize technology to go beyond the traditional brick-and-mortar services
- Explore delivery methods that improve the region's response to customer needs
- Effectively use the American Job Center or WorkSource resources available

Bidders should align proposals with recently published document listed below:

- Workforce Innovation and Opportunity Act (WIOA) of 2014 was signed into law on July 22, 2014, to be implemented starting July 1, 2015 and is summarized as follows in [Training and Employment Notice \(TEN\) 5-14](#).
- Vice President Joe Biden's recent report to President Obama: [Ready to Work: Job Driven Training and American Opportunity](#).

C. CAREER PATHWAYS

The WDC seeks innovative methods to diversify the talent pool and create career pathways for job seekers that may experience significant barriers to employment. Agencies that receive awards will partner in the WorkSource system and design career pathways that increase skills, competencies and credentials to meet the needs of a demand-driven system including but not limited to the following:

1. Eligibility determination for a variety of programs;
2. Outreach and orientation to services available through the WorkSource system;
3. Workshops, including resumes, interview skills, labor market, LinkedIn, etc.;
4. Initial assessment of skill levels, aptitudes, abilities, and support service needs;
5. Information relating to local, regional, and national labor markets;
6. Performance history and program cost of eligible providers of training services;
7. Job search and placement assistance, including job referrals;
8. Comprehensive and specialized assessment of a customer's skill levels and service needs, which may include diagnostic testing;
9. Development of an individual employment and career pathway to identify appropriate objectives and services for the customer to achieve their employment goals;
10. Individual career planning;
11. Short-term prevocational services, including development of skills in learning, communication, interviewing, punctuality and professional conduct;
12. Job retention services after placement;
13. Supportive services; transportation, and training-related expenses.

E. INTEGRATED SERVICE DELIVERY (ISD)

Agencies that receive awards are expected to be located at a WorkSource site and participate in Integrated Service Delivery (ISD). ISD aligns and braids the resources of participating partners to seamlessly address the training and employment needs of system customers. Job seekers interact with many different WorkSource and partner

staff to achieve their goals. ISD reduces duplicative and administrative activities in favor of a positive customer experience, allowing partners to use their resources for value-added services to ensure that job seekers have the skills to succeed in the local economy. The goal is more people getting jobs, keeping jobs, and earning higher wages.

SECTION III: PROPOSAL REQUIREMENTS AND TIMETABLE

A. PROCUREMENT TIMETABLE:

RFP Activity:	Date:
Request for Proposals Issued:	March 25, 2016
No Bidder's Conference:	Questions can be submitted to: operations@seakingwdc.org
Questions and Answers posted on WDC website weekly:	March 25, 2016 – April 18, 2016
Last Day to Submit Questions:	April 18, 2016 4:30 pm PST
Proposal Packages Due:	May 6, 2016 4:30 pm PST
Announcement of Awards:	May 27, 2016
Contract Start:	July 1, 2016

B. RFP INQUIRIES, QUESTIONS AND ANSWERS

The WDC's website at www.seakingwdc.org will be used as the primary mode of communication between the WDC and potential bidders. Beginning March 25, 2016 interested parties can download the Request for Proposals and learn of upcoming events and deadlines. If you do not have the capacity to download large electronic files, please email your request to the WDC to receive a hard copy of the RFP. No phone calls.

Workforce Development Council of Seattle-King County
2003 Western Avenue, Suite 250
Seattle, WA 98121-2162

Attn: Operations
Email: operations@seakingwdc.org

C. PROPOSAL REQUIREMENTS

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.

Please submit your proposal in PDF format, via email to operations@seakingwdc.org, with **RFP 16-04** in the subject line.

Requirements:

1. Proposals must be received no later than **May 6, 2016 4:30 pm PST**. Proposals not received by this time will be automatically disqualified from competition—**no exceptions**.
2. Include all required attachments that pertain to your proposal. **There are no additional attachments allowed.**
3. **Proposal narratives are limited to 5 pages single spaced**. (Required budget narrative and budget page does not count toward limit).
4. **Budget narrative** not to exceed **2 pages** single spaced.
5. Use 12-point Times New Roman type, 1-inch margins and single spacing.
6. If your proposal has been prepared by a non-permanent employee or outside consultant or firm, indicate this on the cover sheet of the proposal.

Withdrawals:

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the WDC. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the WDC and may be subject to public disclosure according to the Freedom of Information Act.

SECTION IV: PROPOSAL REVIEW AND EVALUATION

A. PROPOSAL EVALUATION CRITERIA

All responses will be scored according to the following criteria, 100 points in total.

See Compliance Checklist Form (pg. 10) for all required forms and attachments.

I. Service Delivery Plan 55 Points

- ✓ Describe how your service delivery model will pilot innovative practices of job-driven elements and creative approaches to customer-centered services.
- ✓ Describe how your organization plans to develop and utilize partnerships in Seattle-King County to meet the unique needs of diverse job seekers and unleashing the power of untapped talent.
- ✓ Describe how your organization makes use of data to measure and evaluate service delivery to improve overall performance and outcomes.

II. Organizational Capacity and Capability 20 Points

- ✓ Describe your organization's leadership, expertise and creativity in providing employment services to diverse job seekers.
- ✓ Describe how your organization has a history of meeting and exceeding performance measures in employment services.
- ✓ Describe your organization's outreach and recruitment experience as it relates to in-demand sectors and diverse, untapped populations.

III. Innovation 10 Points

- ✓ Describe how this proposal and the services included involves innovation.
- ✓ Describe how the innovative strategies will be integrated and sustained into WorkSource services.

III. Expertise with Specific Job Seekers 10 Points

- ✓ Describe your organization's expertise with job seekers experiencing barriers to employment, specifically with the population(s) included in this proposal.
- ✓ Discuss how your agency staff will integrate with WorkSource staff to increase system capacity to better serve job seekers experiencing barriers to employment.

III. Budget 5 Points

- ✓ Demonstrate how funding will be integrated with other financial and non-financial resources to achieve the maximum benefit to customers.

B. COMPLIANCE CHECKLIST FORM

Compliance Checklist Form

It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified from consideration. No exceptions will be granted.

If you have any questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to the WDC to be answered on our website RFP Inquiries, Questions and Answers.

For each proposal being submitted include the following:

- Proposal Cover Sheet
- Statement of Compliance Form
- Proposal Narrative (**max. 5 pages single spaced**)
- Required Attachments:
 - Budget Summary Form
 - Budget Narrative (**max: 2 pages single spaced**)

Submit one copy only:

- One copy each of the last **two years'** audited financial statements (if audited statements are not available, please submit a brief explanation why and submit unaudited financial statements)
- One copy of your business license (if applicable)

C. BUDGET SUMMARY FORM

Budget Summary Form

Agency/Organization:

Personnel

Position Title	Yearly Salary	% Charged to Grant	# of Months	Total Salary	Benefits	Total
	\$			\$	\$	\$
	\$			\$	\$	\$
	\$			\$	\$	\$
	\$			\$	\$	\$
	\$			\$	\$	\$
Subtotal - Salaries					0.00%	\$

Operating/ Overhead/ In-direct Costs

Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Participants Costs

Type	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal-Participant Costs	\$

Summary

Item	Amount
Personnel Costs	\$
Direct Client Services	\$
Agency Costs	\$
TOTAL REQUEST	\$

D. STATEMENT OF COMPLIANCE FORM

Statement of Compliance Form

As the authorized signatory official for: _____,
Submitting Firm/ Lead Organization

I hereby certify that:

- the above-named proposer is legally authorized to submit this application requesting funding under WIOA (the legal signatory for the organization applying).
- the above-named proposer does hereby agree to execute all work related to this application in accordance with WIOA, U.S. Department of Labor, State of Washington Employment and Training issuances, WDC policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The vendor shall notify the WDC within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that the WDC reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the WDC.

Authorized Representative Signature

Typed Name/Title

SECTION VI: PROGRAM ADMINISTRATION AND REPORTING

WIOA Service Providers are required to enter service delivery and meet MIS, reporting and documentation requirements including:

1. Collect and promptly enter WS customer and WIOA participant data into WorkSourceWA.com in accordance with MIS requirements and reporting schedules. This must be accomplished by the staff member who delivered the service(s) to the customer, not a centralized data entry person. Services entered in the WorkSourceWA.com Seeker Services screen must be entered within seven (7) calendar days of the service delivery and the service date should always reflect the date of the service (appropriate backdating). Services entered into the WorkSourceWA.com Service(s) Plan screen and related program enrollments may be entered up to two (2) weeks after the actual start of the service. The actual start of the service should be back dated appropriately to reflect the beginning of service delivery. These data entry limitations do not impact follow-up services or placement information. Service to WS Non-WIOA Enrolled and In-Community Services customers will be entered and tracked via registrations in WorkSourceWA.com. Services may include, but not limited to: workshops, labs, job clubs, appointments, job search assistance and/ or job referrals.
2. Ensure that all staff using WorkSourceWA.com, the Self-Sufficiency Calculator, and any other designated system has completed related and mandatory staff training.
3. Maintain organized, up-to-date paperwork on customers and for customer's enrolled in a program: maintain files which include assessments, assessment results, eligibility documentation, self-sufficiency calculations (data will be saved at exit for carry-in customers and at enrollment and exit for WIOA enrollees in training), Individual Employment Plans (IEP), service and training goals and expected completion dates, training progress and results, case notes updated at least monthly, job search assistance and other services, and any documentation as required by WDC Policies, Guidelines, and Technical Assistance.
4. Submit quarterly reports to the WDC the 15th of the month following the end of each quarter. The quarterly report will contain data and narrative information demonstrating progress towards program outcomes; the contractor's diversity efforts; the contractor's promotion of sector-based services and collaboration with the WDC Business Services team; participation in WorkSource system teams and system meetings; and two customer success stories.
5. Comply with customer documentation and authorize/ document support service disbursements per the WDC's Policies, Guidelines, and Technical Assistance memoranda.

SECTION VII: WDC GENERAL PROVISIONS AND DISCLAIMERS

1. This RFP does not commit the WDC to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the WDC and be subject to disclosure under the Freedom of Information Act.
4. Proposals should follow the format set forth in the RFP Response Format and Required Forms section of the RFP and adhere to minimum requirements specified therein.
5. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds by the WDC, results of negotiations between selected bidders and WDC; and continued availability of WIOA funds.
6. Any changes to the WIOA program, funding level or board direction may result in a change in contracting. In such instances, the WDC will not be held liable for what is in the bidder's proposal or this RFP package.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies, and WDC policies and procedures.
8. Bidders selected for funding must also ensure compliance with the following, as applicable: U.S.DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2 and 98; And 48 CFR Part 31. Office of Management and Budget (OMB) circulars A-21, A 87, A 110, A 122, and A 133, as applicable.
9. The WDC may require bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.
10. Additional funds received by the WDC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the WDC.
11. The WDC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the WDC, the services proposed are not needed, or the costs are higher than the WDC finds reasonable in relation to the overall funds available, or if past management concerns lead the WDC to believe that the bidder has undertaken services that it cannot successfully carry out.
12. Bidders will be expected to adhere to WDC procedures to collect and verify data and submit required monthly reports as well as invoices to the WDC.
13. All grievances arising out of WIOA or this RFP must be filed according to the WDC's established grievance procedures (WDC Customer Concern and Complaint Resolution Policy #01-2013).
14. The WDC is required to abide by all Workforce Innovation and Opportunity Act legislation and regulations. Therefore, the WDC reserves the right to modify or alter

the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.

15. All bidders must ensure equal opportunity to all individuals. No individual in the Seattle-King County local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation or belief.
16. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
17. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the WDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
18. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
19. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for three years, beginning on the last day of the program year (29 CFR Part 95).
20. The contract award will not be final until the WDC and the bidder have executed a mutually satisfactory contractual agreement. The WDC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WDC Executive Committee approval of the award and execution of a contractual agreement between the successful bidder and the WDC.
21. The WDC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
22. The WDC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
23. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
24. The WDC reserves the right to eject any or all proposals received and to negotiate with any and all offers on modifications to proposals.
25. Bidders must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with the WDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.