



BCW/Workforce

REQUEST FOR PROPOSALS FOR

YOUTH SERVICES UNDER THE
WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA)

Local Workforce Area 12
Butler ▪ Clermont ▪ Warren Counties

December 14, 2022

Pursuant to the Steven's Amendment

- (1) 100% of the total costs of the program or project which will be financed with Federal money.
- (2) The amount of Federal funds available under this RFP is \$1,282,500.00 dollar; and
- (3) Zero percent and zero dollars of the programs to be funded under this RFP will be financed by non-governmental sources.

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1. INTRODUCTION AND PURPOSE

1.1 Introduction

The State of Ohio has designated Butler Clermont and Warren Counties, as a workforce development area in accordance with provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA). P.L 113 – 128, 29 U.S.C. 32.

The chief elected officials of the three counties entered into an inter-local government agreement and appointed the Workforce Investment Board called the BCW/Workforce.

The BCW/Workforce includes representatives from the private sector, education, labor, economic development, community-based, and other organizations in its membership roster. The consortium of elected officials and BCW/ Workforce are responsible for setting policy, determining the vision and mission of the workforce system, developing a strategic plan, and selecting youth provider in accordance with WIOA. The BCW/Workforce staff is responsible for carrying the policies, managing providers and performance, and engaging in oversight on behalf of the BCW/ Workforce.

BCW/ Workforce is committed to funding youth programs that focus an areawide seamless approach in serving Butler, Clermont and Warren County youth (ages 14- and up to 24) who are WIOA eligible including high school drop-outs; youth who have received a secondary school diploma or its equivalent, but are basic skills deficient; homeless, runaway, or foster youth; pregnant or parenting youth; youth subject to juvenile or adult justice system; and/or youth with a disability.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals in accordance with the WIOA Title I, Public Law 113-128, for the provider of WIOA Youth In-School and Out-of-School Services for the entire Area 12 Workforce Development Area of Butler, Clermont and Warren Counties. Organizations interested in developing and operating innovative youth workforce programs under the provisions of the WIOA are requested to submit one proposal for providing comprehensive education, employment preparation, and work experience through a skills-based design to eligible participants.

2. TIMELINE

RFP Milestone	Completion Date
RFP is issued	December 14, 2022
Deadline for Receiving RFP Questions	January 13, 2023
Deadline for Proposals Received	January 31, 2023, 2:00 PM DATE STAMPED
RFP Evaluation Concluded by	February 28, 2023
Selection of Provider	March 2, 2023

Start Date of Agreement	July 1, 2023
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3. GENERAL REQUIREMENTS

3.1 Agreement Period/Type

This will be a cost reimbursement sub-recipient agreement to begin July 1, 2023 and ending June 30, 2024. The agreement may be renewed for three additional 1 year periods at the discretion of BCW/ Workforce and the CEO Consortium.

3.2 WORKFORCE DEVELOPMENT SERVICE AREA

The service provider will provide WIOA services in Butler, Clermont and Warren counties as a partner within each of the county OMJ centers.

3.3 Summary of Services

The BCW/ Workforce is requesting proposals that address the WIOA required activities to help youth transition successfully into adulthood and self-sufficiency, especially as they relate to youth who are at-risk of dropping out of school, have dropped out of school or are disengaged from the educational system.

The selected provider will be responsible for providing innovative approaches to youth workforce development by providing the following services:

1. Pre-enrollment activities such as recruitment, intake, initial assessment, eligibility determination (Attachment 4) and referrals to other programs, as appropriate.
2. Framework activities such as objective assessment, development of the Individual Service Strategy and case management.
3. Access to the WIOA Required 14 Service Elements: tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies; alternative secondary school services; paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities; occupational skill training; education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; leadership development opportunities; supportive services; adult mentoring; follow-up services for not less than 12 months; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and activities that help youth prepare for and transition to postsecondary education and training.

To the extent proposer is not providing any one or more of the WIOA 14 elements the selected proposer will be required to show their existing partnerships for the referral of youth to those elements as needed.

4. Advance partnerships with CCMEP TANF Lead Agencies to co-enroll eligible clients.
5. Ensure and monitor that 25% of agreement funds will be used for youth work experience programs.
6. Meet the WIOA Youth performance measures.
7. Develop procedures to continually monitor data to ensure positive outcomes.

8. Ensure that a minimum of 80% of the funds will be spent on Out-of-School Youth.
9. Ensure that all state and local WIOA policies are followed.
(http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm)

WIOA service providers must complete their own data entry through the system chosen by the State of Ohio. The Advancement through Resources, Information & Employment Services (ARIES) is the current program in which CCMEP eligibility is determined. Client cases are managed, and performance outcomes are reported through ARIES. The selected WIOA Youth Provider for Area 12 will need to develop a referral system with the appropriate Butler, Clermont and Warren OMJ Centers, CCMEP TANF lead agencies and other partners for eligible youth. If a potential WIOA eligible youth wishes to receive other services, the Provider must coordinate the referrals with OMJ partners.

4. AGREEMENT FUNDING AMOUNT

4.1 Availability of Funds

This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting agreement process, funds are not allocated and available for the proposed services as projected here within, the agreement will terminate concurrent with the notice of reduction/termination of funding. The BCW/ Workforce will notify the Respondents at the earliest possible time if this occurs.

If additional funding becomes available during the term of the agreement, including through discretionary grant awards and at BCW/ Workforce’s discretion, a selected provider's agreement may be revised to increase the agreement value.

4.2 FUNDING AND NUMBERS OF YOUTH TO BE SERVED

The funds available for services solicited by this proposal are appropriated under Title I of the Workforce Innovation and Opportunity Act. The funding that will be available for Area Youth Services Provider is estimated to be \$1,282,500.00. For this purpose of this RFP, Respondents should base their annual budget on the following PY22 figures of

County	In-School	Out-of-School
Butler	\$145,051	\$580,203
Clermont	\$58,559	\$234,236
Warren	\$52,890	\$211,561
Total	\$256,500	\$1,026,000

**Note – As shown in the chart, Respondents must expend a minimum of 80% on out-of-school youth services.*

The funding amount may increase or decrease each year of operation based on the funds available and on sub-recipient performance.

Cost is one component of the evaluation criteria and is not the only criteria which will be considered in selecting the successful proposal.

Respondents will be notified of an award in writing as soon as the decision is known.

It is expected that a minimum of 130 OSY shall be served during the program year and that 25% of the youth enrolled shall be exited before the end of the program year.

At a minimum 25 youth shall receive a work experience paying \$12-\$15/hour to expend \$ 273,000 during the contract term. Not to exceed 28 hours per week and 6 months.

4.3 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by the WDB that describes how indirect and common operating costs are distributed to the different funding sources. A copy of the Respondent's indirect cost plan must be included along with the proposal.

4.4 Profit

Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the budget. Profit may not exceed 8% and must be converted to a unit cost for contracting purposes.

Profit may not exceed 8% and cannot be calculated on pass through funds such as but not limited to workforce experience wages or support costs.

4.5 Agreement Funding Disclosure

The Warren County Board of Commissioners on behalf of BCW/ Workforce and the BCW/ Workforce reserves the right to award an agreement for one or more of the proposed services; award an agreement for the entire list of proposed services; reject any proposal, or any part thereof; and waive any informality in the proposals.

Timely expenditure of funds is of key importance to the BCW/ Workforce. The selected Respondent(s) will be required to comply with the BCW/Workforce policy regarding funding obligations and expenditures. As summarized, this policy requires:

The selected proposer will need to enroll 60 OSY and 5 ISY.

75 % of the youth shall be enrolled by December 31st of the contract term.

4.6 Cost of Developing Proposal

No costs will be paid to the Respondent to cover the cost of preparing a proposal or procuring the agreement for services or supplies pursuant to this RFP. All materials submitted in response to the RFP will become the property of the BCW/ Workforce and may be returned only at the BCW/ Workforce's option and at the Respondent's expense

5. RFP REQUIREMENTS

5.1 Eligible Respondents

For-profit entities and non-profit organizations, as well as governmental entities including educational institutions.

5.2 RFP Questions

All questions related to this RFP must be submitted via email to Rebecca.Ehling@jfs.ohio.gov by January 13, 2023. Phone requests will not receive a response.

Questions about the RFP and the BCW/ Workforce responses will be posted on our website by clicking bcworkforce.com

5.3 PROHIBITED COMMUNICATIONS

1. Conflict Of Interest:

All Applicants must disclose the name of any officer, director or agency who is also an employee of the BCW/Workforce or a member or relative of a member of its governing boards. All Applicants must disclose the name of any BCW/Workforce employee who owns, directly or indirectly, any interest in the Applicants' business or its affiliates. Such disclosure must be submitted in the cover letter included with the Application for Funding, addressed to the BCW/Workforce Executive Director.

2. Interference With The Procurement Process:

Applicants are hereby advised that:

Any Applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any portion of the procurement process or any response to a procurement with any BCW/Workforce staff, board member, elected official or rating committee member after the issuance of the RFP and until completion of a contract award. A proposal from any organization will be disqualified if the applicant or a lobbyist for the applicant, paid or unpaid, violates this condition of the procurement process.

5.4 PROPOSAL FORMAT REQUIREMENTS

Accepted proposals must follow the following guidelines:

1. Proposals must be typed on 8 1/2" x 11" paper, with a 12-point font.
2. Pages must be consecutively numbered.
3. Proposals must include a cover page and index.
4. The overall maximum page limit of proposal is 25 single-sided pages excluding all attachments and amendments exhibits, position descriptions, résumés, and references.
5. Respondents must submit via email a *.pdf version of their proposal response and a MS Word version of their proposal response.

5.5 Public Record –

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to [Ohio Revised Code \(ORC\) 149.43, as amended](#). Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in

[ORC 149.43, as amended](#). Cost proposal pages of the document shall be considered public information.

5.6 Policy and Regulations

Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies. It is the Respondents' responsibility to familiarize themselves with all applicable laws, regulations, and policies. Respondents should use the relevant information available at the following website and clicking on About WIOA: <http://www.doleta.gov/WIOA> - U.S. Department of Labor's Employment and Training Administration (ETA) resource page with guidance and technical assistance tools.

If, during any stage of this RFP and resulting agreement process, policy changes occur that would impact how and what services are provided, the BCW/Workforce reserves the right to terminate concurrent with the notice of the policy change. The BCW/Workforce will notify the Respondents at the earliest possible time if this occurs.

During the proposal process BCW/Workforce may modify this RFP by the issuance of one or more addenda, up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP. Any addenda issued for this RFP will be posted on the BCW/Workforce website. Proposer are encouraged to check the BCW/Workforce website on a regular basis as notices will not be sent out to individual responders.

5.7 Civil Rights Compliance

All Respondents must ensure equal opportunity to all individuals. No individual in the BCW/Workforce region 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, or political affiliation or belief.

5.8 Proposal Submission

By submitting a proposal, the Respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the Respondent will be held accountable to know the specifications and conditions under which the resulting agreement will be accomplished, including, but not limited to the contents of all proposal documents, regulations and applicable laws.

5.8.1 Submittal Deadline

In order to be considered valid, the entire proposal must be emailed to the Executive Director at Rebecca.Ehling@jfs.ohio.gov no later than 2 PM Eastern on January 31, 2023.

5.9 Proposal Withdrawal

Respondents may withdraw their proposal(s) at any time before the BCW/Workforce makes its selection of provider(s) by providing written notice to the BCW/Workforce.

5.10 False or Misleading Statements

If, in the opinion of the BCW/Workforce, information included within Respondent's proposal was intended to mislead the BCW/Workforce in its evaluation of the proposal,

the proposal will be rejected.

6. PROPOSAL EVALUATION

6.1 Evaluation Process

The review process shall be conducted in four steps. Although it is hoped and expected that a Respondent will be selected as a result of this process, BCW/Workforce reserves the right to discontinue the procurement process at any time.

Step 1: Preliminary Review

All responses received by the required due date will be reviewed by BCW/Workforce Staff for responsiveness. Proposals that offer services for only one or two counties will not be considered. Proposals that were not received at the designated location by the specified due date will not be considered.

Step 2: Evaluation Committee Review

Proposals will be evaluated and rated by a Review Committee established by the BCW/Workforce. All Proposal Evaluations completed by the Review Committee will be maintained on file by the BCW/Workforce. To be considered for award, Respondents must achieve a minimum acceptable score of 70% of the point total. Proposals will be rated and then ranked to eliminate outliers from influencing the selection.

Step 3: Other Information

The BCW/Workforce reserves the right, at its sole and complete discretion, to invite proposers to make a presentation to the RFP Review Committee as a step in the selection process. The BCW/Workforce also reserves the right, at its discretion, to conduct pre-selection site visits to organizations being considered for funding under this solicitation.

Step 4: Recommendation to the Board

The Review Committee will make its recommendation to the BCW/Workforce Board.

6.2 Proposal Selection

Respondent selection does not guarantee that an agreement for services will be awarded. The selection process includes:

1. A Review Committee will review proposals and present their recommendation to BCW/Workforce Board.
2. The BCW/Workforce Board or Executive Committee with consultation from the Chief Elected Officials of Butler, Clermont, and Warren Counties will base their decision on the Provider that is determined as the most advantageous, with price and other factors being considered.
3. The BCW/Workforce Board and staff will work with the selected Provider to finalize the details of the agreement to be executed with the Administrative County Board of Commissioners (BOCC) on behalf of the BCW/Workforce.
4. If the BCW/Workforce Board, BOCC, and selected Provider(s) are able to successfully come to an understanding with the agreement terms, the BOCC has final authority to approve and award the sub-recipient agreement. The agreement is not final until the BOCC has approved the document through public review and resolution through quorum vote.

Application for Youth Funds

1. Organization Name:	2. Program Name:
3. Organization Address:	
4. Telephone Number:	5. Fax Number:
6. Program Services Location(s)	
7. CEO/Executive Officer: Email address:	8. CEO Phone Number: CEO Fax Number:
9. Chief Financial Officer (CFO): Email address:	10. CFO Phone Number: Fiscal Agent if different Corporate name, address, phone #, email
11. Program Contact Person and Title:	12. Phone Number:
13. Program Contact e-mail address:	14. Contact Fax Number:
15. Funds Requested: \$ _____ Do not include administrative overhead unless Proposer has an approved indirect cost rate as defined in the General Information and Instructions above.	Number of OSY to be Served: _____ Number of ISY to be Served _____ Number of OSY expected to exit during the first program year: _____ Number of ISY expected to exit during the first program year: _____

Application for Out-of-school youth Funds

20. Licensed to do business in Ohio? ___ Yes ___ No ___ N/A	
21. Years in Business _____	22. Federal ID Number:
23. DUNS Number If Applicable:	If you do not have a DUNS number you can apply for free just use the link below: http://www.dnb.com This takes 30 days.
24. Proposed Performance Objectives	
# of Youth:	# of youth to be placed in post-secondary education by 6/30/23: _____
	# of youth who will receive their high school diploma or GED by 6/30/23: ____
	# of youth not going on to post-secondary school to be placed in unsubsidized employment or military by 6/30/23: _____
	# of youth placed in jobs still working 12 months after placement: _____
	# of estimated to complete the program by 6/30/23: _____ # of estimated to complete the program by 6/30/24: _____
	Expected median wage for youth placed into unsubsidized employment upon by 6/30/2023: _____

Application for Out-of-school youth Funds

26a. FOR PROVIDERS FUNDED by BCW/WORKFORCE IN PROGRAM YEAR 2021 - 2022 PLEASE PROVIDE THE PERFORMANCE INFORMATION REQUESTED BELOW BY PROGRAM YEAR

Number of Youth Served in 2021- 2022 (Last Program Year Not Current Program Year)		
Number of Youth:		Enrolled in program activities
		Carried forward into program year 2022 - 2023
Number of youth closed and who exited by June 2022		
Of youth exited by June 2022		# of youth placed in post-secondary education: _____
		# of youth who received a high school diploma or GED: ____
		# of youth placed in unsubsidized employment or military: _____
		# of youth placed in jobs still working 12 months after placement? _____
		# of estimated to complete the program by 6/30/22: _____ # of estimated to complete the program by 6/30/23: _____
		Media wage rate for youth placed into unsubsidized employment: \$ _____

25. In one or two paragraphs, no more than ½ page, tell us about your organization, general service mission, and primary services provided. Include a copy of your organizational chart and indicate where the proposed program reports within your agency.

26. In one (1) page or less tell us about the program you are proposing, the expected outcomes and how you propose to attain the outcomes.

27. Please describe your experience in working with in school and out-of-school youth with barriers and the successes you have achieved. Limit your response to no more than ½ page.

28. How do you currently identify and recruit youth for the program?

29. In creating your program design did you research other successful models, replicate a successful program design, or include elements proven to be successful in working with WIOA eligible ISY and OSY youth? Please describe in no more than 125 words or ¼ of a page.

30. Check the services youth will receive. Include the number of unduplicated participants who will receive each service. Please provide a timeline for when the activities are expected to occur.

List ALL the Services Offered Youth in Your Program	WIOA Services that Youth Will Receive – Check all applicable services	# of Youth Who Will Receive the Service
Assessment	WIOA Eligibility	
Service Strategy	Career Plan	
Counseling	Counseling	
CCMEP	Post-Secondary Occupational Skills Training	
	GED	
	Work Experience	
	Internship / OJT	
	Tutoring / Remediation	
Support Services (List)	Transportation Assistance	
	Clothing Voucher	
	Financial Literacy	
	Employability Skills	
	Entrepreneurial Training	
	Leadership Development Training	
	Adult Mentoring	
	Follow-Up	

31. What are the characteristics of youth served by your program? Check all that apply.

Youth Characteristics	✓
High school dropout 18 or over	
High school dropout under 18	
Currently enrolled in GED classes	
High School Graduate not enrolled in post-secondary school	
High School In School Youth (all must be economically disadvantaged 18 or under)	
Ex Offender (Extra Points in Evaluating the Proposal)	
Homeless	
Pregnant or parenting	
Attachment to Foster Care System	
Runaway	
Disabled (Extra Points in Evaluating the Proposal)	
Basic skills deficient and economically disadvantaged	
Needs WIOA services to complete their education or obtain employment and are economically disadvantaged as defined by WIOA.	

32. Describe how your program is staffed and how WIOA will assist in improving outcomes for the youth to be served?

33. Does your organization have the fiscal capability to invoice BCW/Workforce on a regular/ monthly basis and to wait 30 days for payment of your invoice?

34. Provide three (3) references as an attachment to the original proposal for current or past projects that are similar in scope and size to the services your organization is applying for under this RFP. Include organization name, location, key representative’s name and contact information (email and phone) and a brief description of services provided.

35. If your application is funded you will need to supply the following documents. Please indicate if you will be able to provide the documents (Please note that the inability to provide the required documents will result in your proposal being deemed non-responsive):

Documents	✓
3rd Party Insurance Certificate Indemnifying BCW/WORKFORCE	
W-9	
Current Board Information (List of members where applicable)	
Non-Discrimination Federal Form	
Federal Lobbying Certificate	
Incorporation Certificate (where applicable)	
501(c) 3 status from IRS (where applicable)	
Drug Free Workplace Federal Form	
Copy of recent audit or financial statement as applicable	
Tobacco Free	
Debarment Certificate	

36. Proposer has completed the budget documents