



REQUEST FOR PROPOSALS FOR

**SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM (SCSEP)**

**Covering Four (4) Counties in
Local Workforce Development Area 1 –
Carter, Johnson, Sullivan & Washington**

ISSUE DATE: September 5, 2017
RESPONSE DEADLINE: September 20, 2017
FUNDING PERIOD: October 2, 2017– June 30, 2018

This project is funded under an agreement with the State of Tennessee TN Department of Labor and Workforce Development. The Alliance for Business and Training serves as fiscal agent, sub-recipient, administrative entity, and provider of Career Services and related WIOA skill development, training, business services, in collaboration with One Stop Partners. EOA Auxiliary aids & services are available upon request to individuals with disabilities and/or limited English proficiency. TTY/VCO: 423-610-0134

Purpose of the RFP

The Northeast Tennessee Workforce Development Board (NETWDB) and its Fiscal Agent, the Alliance for Business and Training (AB&T), is soliciting this Request for Proposal to select a single service provider to provide services to participants in the Senior Community Service Employment Program (SCSEP) for the period of the contract date through June 30, 2018.

SCSEP Background

The Senior Community Service Employment Program is a community service and work-based job training program for older Americans whose goal is to provide jobs, promote well-being and meet community needs. Authorized by the Older Americans Act, the program provides training for low-income, unemployed seniors. SCSEP participants gain work experience in a variety of community service activities at non-profit and public facilities, including schools, hospitals, day-care centers, and senior centers. The program provides community service hours to public and non-profit agencies, allowing them to enhance and provide needed services. Participants work an average of 20 hours a week, and are paid minimum wage. This training serves as a bridge to unsubsidized employment opportunities for participants.

Target Population - SCSEP participants must be unemployed residents of Carter, Johnson, Sullivan or Washington counties with low income who are 55 years of age or older and have poor employment prospects. Priority must be given to individuals who are 65 years of age or older or (a) have a disability; (b) have limited English proficiency or low literacy skills; (c) reside in an rural area; (d) are veterans or spouses of veterans as defined in 20 CFR 641.520(a)(2); (e) have low employment prospects; (f) have failed to find employment after utilizing services provided through the One-Stop Delivery System; or (g) are homeless or at risk for homelessness. (OAA Section 518(b)(1)(2).)

SCSEP participants are placed in a wide variety of community service activities at non-profit and public facilities. These community service training assignments promote self-sufficiency, provide assistance to organizations that benefit from increased civic engagement, and support communities. These assignments are intended to serve as a bridge to unsubsidized employment. In turn, regional economies and businesses benefit from an expanded pool of experienced, dependable labor in the local workforce. SCSEP services include:

- **Subsidized community service assignments** are provided in public and non-profit agencies, allowing these agencies to enhance and provide needed services to the community while older workers gain job skills. Program participants work an average of 20 hours a week and are paid the highest of the federal, state, or local minimum wage.
- **Participant services** include Individual Employment Plan development, orientation, community service placement, training specific to an individual's community service assignment, and other training as necessary. Supportive services, annual physicals,

assistance in securing unsubsidized employment, and access to local American Job Centers are also available.

Eligible Participants - Program participants must be at least 55 and have a family income of no more than 125 percent of the federal poverty level. Enrollment priority is given to individuals who are veterans, are over age 65, have a disability, have limited English proficiency or low literacy skills, reside in a rural area, have low employment prospects, or are homeless or at risk for homelessness. Individual participation is limited to 48 months, unless an extension is authorized based on statutory requirements.

Authorizing Legislation, Guidance and Resources - SCSEP is authorized in Title V of the Older Americans Act to provide paid, part-time, community service employment for unemployed, low-income seniors with poor employment prospects. New SCSEP regulations were issued in 2010. Bidder will implement statutory provisions of the Title V SCSEP in accordance with all applicable laws and regulations including, but not limited to:

- Older Americans Act of 1965, as Amended in 2006, Public Law 109-365.
- 20 CFR Part 641 Title V SCSEP Final Rule, September 1, 2010
- 20 CFR Part 641 Title V SCSEP Final Rule – Additional Indicator on Entered into Volunteer Work, January 31, 2012
- WIOA (Public Law 113-128, Sec. 126-12)
- Final Regulations (20 CFR Part 681) <https://www.gpo.gov/fdsys/pkg/FR-2016-08-19/pdf/2016-15975.pdf>
- Regulations and publications by the United States Department of Labor (USDOL) <https://www.doleta.gov/wioa/>,
- TN Department of Labor and Workforce Development <https://www.tn.gov/workforce/>
- 29 CFR Part 95.5.
- 29 CFR Part 97.40.
- 20 CFR Part 652 et al.
- 20 CFR Part 662.200-280.
- The Jobs for Veterans Act of 2002, Public Law 107-288, 38 USC 4215
- The Americans with Disabilities Act (ADA), Public Law 110-325.
- Age Discrimination in Employment Act of 1967, Public Law 90-202.
- Age Discrimination Act of 1975, 42 USC §6101-6107.
- Program Memoranda (PM) as issued by CDA, PM 07-18(P) Protection of Information Assets, other laws, regulations, and guidance pertaining to Title V SCSEP posted on the CDA website.
- Any other subsequent Training and Employment Guidance Letters (TEGLs), memos, bulletins, or similar instructions issued during the term of this Agreement by DOL.

Project Timeframe:

RFP Release	09/05/2017
Bidders Questions submitted via email netwdb@ab-t.org	09/12/2017
Proposal Deadline	09/20/2017
Review Committee Approval	Week of 09/25/2017
NETWDB Approval	Week of 09/25/2017
Anticipated Contract Start Date	10/02/2017

Only one entity will be selected to perform the contractual responsibilities described herein. The contract will be between the Alliance for Business and Training (AB&T), serving as Fiscal Agent and Staff to the Northeast Tennessee Workforce Development Board and the successful SCSEP bidder. The SCSEP bidder will report to the Executive Director of AB&T (or their designee), serving on behalf of the NETWDB.

An Eligible SCSEP RFP bidder may be an entity (public, private, or nonprofit), of demonstrated effectiveness which may include -

- (i) An institution of higher education;
- (ii) A community-based organization, nonprofit organization, or intermediary;
- (iii) a private for-profit entity;
- (iv) a government agency; or
- (v) other interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

Bidder shall possess the following minimum qualifications:

- A minimum of 2 years of same or similar services to that required in this RFP.
- A minimum of 2 years serving the target population.

Further, the NETWDB will declare entities ineligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Bidders must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Bidders must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible for a contract.

The selected SCSEP bidder will be held accountable and will be expected to meet or exceed negotiated levels for performance measures. Rigorous quality assurance measures and reporting mechanisms will be developed by NETWDB/AB&T staff to ensure attainment of performance measures.

Our Mission: The Northeast Tennessee Workforce Development Board promotes the economic vitality of the region by providing a collaborative system that meets the talent needs of business, industry and the workforce.

Our Vision: Northeast Tennessee is a globally competitive region where business and industry continue to have a qualified, diverse workforce, and individuals have career opportunities in a prosperous and sustainable regional economy.

Funding and Contracting:

Funds will be awarded to one entity to promote continuity and coordination of services identified in the RFP. The SCSEP contract, between AB&T, in its role as Fiscal Agent and staff to the NETWDB for Local Workforce Delivery Area 1, will be awarded to the successful bidder effective the date of the contract through June 30, 2018.

The total funding available in this RFP for the period of the signed contract through June 30, 2018 is estimated amount of \$187,300 which includes \$158,000 for Participant Wages and Fringe Benefits. A match of \$24,808 is required.

The four counties within the LWDA 1 service area that includes Carter, Johnson, Sullivan and Washington counties for funded SCSEP is based on the number of authorized positions prescribed by the U.S. DOL. In Program Year 2017, there are 23 total slots allocated by county:

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|-----------|---|--------------|---|
| ▪ Carter | 5 | ▪ Sullivan | 7 |
| ▪ Johnson | 3 | ▪ Washington | 8 |

AB&T, in its role as Fiscal Agent accountable to the Consortium of Local Elected Officials for Local Workforce Development Area 1, will retain approval authority for services which represent obligation of direct service funds. The contract will be awarded on a cost reimbursement basis. No expenses are reimbursable until on or after the date of a letter of authorization identifying the effective date of the contract. No payments shall be made until a contract has been fully executed (signed by all parties). Monthly invoices must include documentation of expenditures. Required invoice submittal dates will be determined during contract negotiation period. Invoice will be paid within 30 days of receipt of approved documentation.

The submitted proposal and negotiated elements of the successful SCSEP bidder will become part of the official contract file. Any commitments made in the proposal will be part of the contract and will be binding on the bidder.

The issuance of this solicitation in no way commits the NETWDB to pay any cost for the preparation and submission of a proposal. The bidder assumes all costs of preparation of the proposal and any presentation necessary for the proposal process.

Restriction of Communication:

From the date of advertisement/distribution of this RFP through bidder selection, bidders are not allowed to communicate concerning this solicitation with any AB&T staff or NETWDB members, except for submission of questions as instructed in the timeline described above.

SCOPE OF WORK

The successful offeror must be prepared to immediately assume responsibility for SCSEP participants currently enrolled in the SCSEP project (currently approximately 16 participants) with minimal disruption in services or payments to participants. These participants must be placed in unsubsidized employment or exit the program for other reasons before any additional participants may be enrolled in the program.

The bidder must be able to provide intake, assessment, case management, and other services relating to the provision of the SCSEP. The ultimate goal and expectation for every SCSEP participant is that he/she will find unsubsidized employment. Some participants are hired by the non-profit agency they worked for or by an employer in the community while others may move to another non-profit agency after several months in order to acquire new skills. Key among their responsibilities, the bidder must:

- Develop methods of recruitment and selection that will assure the maximum number of eligible individuals the opportunity to participate in the program. (20 CFR 641.515(a).)
- Provide an orientation to participants that include information on project goals and objectives; community service training assignments; training opportunities; available support services; the availability of a free physical examination; participant's rights and responsibilities; Participant Termination Policy; Grievance Policy; Approved Break Policy; and permitted and prohibited political activities. (20 CFR 641.535(a)(1); 20 CFR 641.570(d); CDA PM 11-06; CDA PM 11-20.)
- Conduct individual assessments of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; need for supportive services; potential for performing proposed community service assignment duties; and potential for transition to unsubsidized employment. Assessments must be conducted no less frequently than two times during a 12-month period. (20 CFR 641.535(a)(2).)
- Provide an Individual Employment Plan (IEP) for each participant based on an assessment. IEPs shall be developed in partnership with each participant and will reflect the needs as well as the expressed interests and desires of the participant. The initial IEP should include an appropriate employment goal for each participant. IEPs shall be updated as necessary to reflect information gathered during the participants' assessment. IEPs shall contain goals, action steps to achieve goals, and timelines to complete goals. (20 CFR 641.140; 20 CFR 641.535(a)(3).)
- Provide or arrange for training for participants specific to their community service assignment or in support of their training needs identified in their IEP. (20 CFR 641.535(a)(5)(6).)

- Submit all requests for an On-the-Job Experience (OJE) to NETWDB/AB&T for approval prior to exercising the OJE with any participants.
- Obtain and record the personal information necessary for a proper determination of eligibility for all participants and maintain documentation supporting their eligibility. The income of each participant shall be recertified once every 12 months. Documentation records shall be maintained in a confidential manner. (20 CFR 641.505.)
- Cooperate with community, employment, and training agencies, including agencies under the Workforce Innovation and Opportunity Act (WIOA) and provided through AJC, to provide services to low-income older workers. (20 CFR 641.200)
- Follow-up with participants placed into unsubsidized employment to determine whether they are still employed and to make certain that participants receive appropriate follow-up services to ensure retention. (20 CFR 641.545(c).) Follow-up with participants to determine if they entered into volunteer work. (20 CFR 641.710(b)(3).)
- As mandated partner under the WIOA, the Title V SCSEP bidder must have a signed Memorandum of Understanding with the Local Workforce Development Board(s) and the AJC(s) detailing how services will be provided. (20 CFR 662.200-300.) SCSEP is a required partner of WIOA Title I and the One-Stop/American Job Center system. To the extent feasible, SCSEP staff will maintain a regular presence in the One-Stop system and work to foster close working relationships within the One-Stop systems and the WIOA Title I program.
- To the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year. (20 CFR 641.430(f); 29 CFR 95.5; 29 CFR 97.40.)
- Meet the annual negotiated performance measures established by the U. S. Department of Labor, which include the following core indicators: (OAA 513(b)(1); 20 CFR 641.700(b).) PY17-18:

✓ Entered Employment Goal	56.3%
✓ Retention Goal	80.0%
✓ Average Earnings Goal	\$7,000
✓ Service Level Goal	160.8%
✓ Community Service Goal	80.0%
✓ Most in Need Goal	2.77%

Additional Indicators include: (OAA 513(b)(2); 20 CFR 641.700(c); 20 CFR 641.710(b)(3).)

 - Employment Retention (1 year).
 - Customer Satisfaction (Employer, Host Agency, Participant).
 - Entered into Volunteer Work
- Recruit host agencies must agree to provide adequate orientation, supervision, instruction, and on-the-job training to each participant. Host agencies are also encouraged to consider hiring the SCSEP worker when an appropriate vacancy occurs. Employment of a participant originally funded by SCSEP and now funded by an employer shall not result in the displacement of currently employed workers, including partial displacement such as a reduction in hours or non-overtime work, wages or unemployment benefits.
- Be required to: (a) maintain participant files in their respective offices; and (b) ensure that participant data is entered in SPARQ, U.S.D.O.L.'s electronic application and

case management information system (SCSEP Performance and Results QPR System).

- Meet SCSEP financial and program performance levels and will be required to describe how services are provided and how these services are coordinated with other funding sources.
- Meet the SCSEP statute requiring a match of at least 10% of the total cost of activities carried out under a SCSEP grant (non-Federal share of costs). Match may be provided or in-kind or a combination of the two. SCSEP bidders are not required to provide the match however they may voluntarily contribute non-Federal resources for the use of the SCSEP project. Match is generally met through host agency supervisory time spent in training of SCSEP participants.

Use of Jobs4TN

As an American Job Center/One-Stop partner providing workforce services programs, the SCSEP bidder agrees to promote and utilize Jobs4TN as the primary portal (or entry) for job seekers registering for work and/or seeking employment, as well as for employers seeking to post job orders for applicants' recruitment/referral. This supports the service goals for the WIOA programs as well as the performance reporting requirements referenced in the scope of services and deliverables.

Reporting

The bidder selected must have the ability to provide reports in a timely manner. The bidder will submit a quarterly program narrative and financial report for the Senior Community Service Employment Program. The program narrative report will track the progress of the Scope of Services in the Contract. The narrative should address difficulties, successes, and accomplishments in meeting goals and point out areas for technical assistance. Quarterly program and expenditure reports are due as directed by TDLWD.

Requested Response

Executive Summary - Provide a two (2) page summary of your agency's proposal, including organization's history, mission and vision.

WORK PLAN AND METHOD OF PROVIDING SERVICES AND ACTIVITIES

The four counties within the LWDA 1 service area that includes Carter, Johnson, Sullivan and Washington counties for funded SCSEP is based on the number of authorized positions prescribed by the U.S. DOL. In Program Year 2017, there are 23 total slots allocated by county:

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The bidder will provide a work plan and the methods to be used that will convincingly demonstrate what the offeror intends to do; the timeframes necessary to accomplish the work; and how the work will be accomplished to meet the contract requirements as detailed below. Bidders must address each of the following requirements as defined in this RFP:

1. Describe how your agency will ensure that sufficient qualified staff is available to manage the program delivery services to eligible persons in each of the 4 counties that have authorized positions including Carter Johnson, Sullivan and Washington.
2. Describe how your agency will coordinate with Title I of the WIOA, the One-Stop/American Job Center systems and other older worker programs in the areas to be served.
3. Describe your agency's plans for outreach and recruitment activities throughout the area served.
4. Describe your agency's knowledge of workforce development system, ability to provide services, and provide referrals.
5. Describe your agency's ability and expertise in providing supportive services.
6. Describe how your agency will provide timely access to SCSEP information and services for all applicants/participants seeking services.
7. Describe how your agency will continue to assess, certify, and recertify that the individuals served in SCSEP are consistent with SCSEP regulations.
8. Describe your agency's plans for developing an Individual Employment Plan (IEP) that will help prepare the participant for unsubsidized employment, to include:
 - a. ensuring an appropriate employment goal is in place;
 - b. using the IEP as a guide to determine whether or not the participant is likely to obtain unsubsidized employment and reflect other approaches to help the participant achieve self-sufficiency;
 - c. ensuring that participants are placed in appropriate community service assignments in the community in which they reside, or in a nearby community;
 - d. providing counseling services, as appropriate, on the participant's progress in meeting the goals and objectives identified in their IEPs and in meeting their supportive service needs; and
 - e. ensuring that participants have safe and healthy working conditions at their community service employment worksites.
9. Describe your agency's experience with host agencies, to include:
 - a. soliciting host agencies;
 - b. ensuring an appropriate match with SCSEP participants and a host agency

Application Evaluation

Management – Program Delivery (40 points)

1. The bidder shall include a clear and concise, detailed descriptive plan which includes the organization's mission and structure for working with adults aged 55 and older.
2. Describe your organization's experience in reaching the targeted populations considered priority groups and areas described in this RFP.
3. Provide a summary of the proposed program including the following components
 - Recruitment and selection of participants
 - Obtaining and documenting program eligibility
 - Participant orientation process
 - Individual assessment process
 - Participant Individual Employment Plans
4. Please describe your proposed process for recruiting, working with and retaining Host Agencies.
5. Please describe your proposed MOU with both the Local Workforce Development Board and the American Job Center (Required by WIOA). Also propose a process for referring clients among these partners.
6. Describe how you will meet the SCSEP PY17-18 negotiated SCSEP performance measures (Core Indicators and Additional Indicators) established by the U.S. Department of Labor.
7. Describe your plan for evaluating the program, which include the metrics that will be used to assess the effectiveness of the proposed service and the process for collecting the data.
8. Describe the outreach/marketing methods the organization intends to employ to generate participation in the program and to reach the targeted groups or communities considered priority for the Title V program.
9. Describe the proposed use(s) of grant funds, timeline(s) for completion, persons responsible for implementation of each activity or phase(s) of an activity, and detailed cost(s) associated with each activity.
10. Provide a summary of your organization's experience implementing a service relevant to the service described in this RFP for which you are seeking funding.
11. If the group is creating a new position or positions to oversee the services associated with this proposal and provide a plan to hire experienced and knowledgeable staff members.

Quality and Demonstrated Experience (Total of 25 points)

1. Include years of experience, expertise in working with target audience with specific grant products, and outcomes achieved (which include number of clients serviced, placed, and retained).
2. The description should include the agency's policies and procedures to obtain client intake information, ensure the completeness and accuracy of gathering the required data elements, maintain privacy/confidentiality of client records, track

units of service provided, and handle and report data breach. Describe the database system or application the agency will use to store and track data. How will the agency ensure timely submission of data and other administrative reports as requested in the RFP?

Partnerships and Commitments (15 points)

1. Discuss the partners with which the bidder is planning to collaborate, and identify the nature of the partnership (including informal arrangements, such as cross-staff training, shared data, cross-referral, and formal agreements such as MOUs), and resources available to the partnership.
2. Define how these partnerships will benefit the SCEP participants, the community and in achieving grant outcomes and goals.

Budget / Budget Narrative (Total 20 points)

1. Include a budget and budget narrative, which shall contain a concise narrative explanation to support the budget request.
2. The application shall include a clear and compelling description of the need for funding. Describe the proposed use(s) of grant funds, timeline(s) for completion, persons responsible for implementation of each activity or phase(s) of an activity, and detailed cost(s) associated with each activity.

In the event an application lacks the required documents or the documents are incomplete, the application will be deemed non-responsive and will be rejected.

Response Requirements & Format:

Each proposal should meet the following format:

- Proposal may be emailed to **netwdb@ab-t.org** with *Subject: SCSEP RFP Submission from XXXXXX (agency name)* or hand delivered as described below.
- Hand delivered proposals should be addressed as follows and include a notation on the outside of envelope "SCSEP for RFP" and the agency name.

Alliance for Business and Training
386 Highway 91, Elizabethton, TN 37644
Attn: SCSEP Request for Proposal

- It is the responsibility of the proposing agency to ensure that the proposal is received prior to the deadline. Late submissions will NOT be accepted.
- The signatory authority must have the legal right to enter into contracts for the submitting entity.
- Proposal should be single-sided printing, numbered pages, one inch margins, double spaced and at least an 11-point font.
- DO NOT STAPLE, punch holes, use folders, or bind your copies in any

- way, other than with removable binder clips or paperclips.
- Originals, attachments, copies and flash drive of the proposals should be submitted together, labeled on the outside, SCSEP Program, date of submission, and name of bidder.

All proposals must be organized and assembled as described in this Section. Each proposal should include the following required documents:

- Table of Contents
- Proposing Entity Information Form
- Executive Summary (2 page limit)
- Narrative of Approach to Work (12 page limit)
- Budget & Budget Narrative
- Organizational Chart of Proposing Entity
- Two (2) Letters or contact information for references
- In order to be considered responsive, a bidder must provide two years of audited financial history. Adequate documentation could include recent audit reports, the entity's CAFR, an independent CPA review, tax records, or another recognized review of accounting process and procedures.
- Signed Conflict of Interest Form

It is the responsibility of the bidder to ensure that the proposal is received by the NETWDB/AB&T by the date and time specified regardless of method of delivery.

Proposals will be date and time stamped as proof of timely submittal.

Proposals received after the due date and time will be deemed NON-RESPONSIVE and will not be accepted.

Evaluation and Award

Applications will be evaluated by a team of reviewers which may include Local Elected Officials, Board Members, staff and/or partners with expertise and/or experience in the services intended in this RFP. An entity's failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed "non-responsive" if the submitted price exceeds specified limit, or if the proposal is clearly not within the scope of the project described and required in the RFP. The NETWDB reserves the right to cancel this procurement at any time, for any reason.

The NETWDB reserves the right to contract with any bidder that falls within the acceptable point range. All proposals will be scored according to the evaluation criteria included in this RFP. The NETWDB is not required to contract with the entity receiving the highest average score as a result of the proposal review process. The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the NETWDB in terms of cost, functionality, and other factors specified in this RFP. The award may be negotiated at the discretion of the NETWDB. Proposals with average

reviewer's scores below 70 of a possible 100 points will not be considered for funding. Proposals with average reviewer's scores of less than 80% of allowable points on any component will not be considered for funding. Proposals that do not meet minimum standards will not be considered for funding. Read this document carefully. Your proposal must conform in all respects to the requirements contained herein. Proposals that fail to meet any of these requirements will be found non-responsive and rejected.

Additional Information

All information relating to this RFP, including the proposal submitted by the bidder, with the exception of what may be renegotiated in the Scope of Work, is considered binding and will be referenced in the selected bidder's contract with the NETWDB/AB&T. The NETWDB/AB&T has the right to negotiate the bidder's proposed Scope of Services and budget in response to this RFP prior to finalizing the contract with the selected bidder. The NETWDB/AB&T has the right to reduce the bidder's funding in the event the service levels specified in the bidder's proposal and are negotiated and approved in the Scope of Service are not attained. Funds may not be used to pay the salary or expenses of any individual who is engaging in activities designed to influence legislation or appropriations pending before the Congress.

Bidders Questions

A bidder's conference is not planned for the RFP. It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. Questions must be submitted via email no later than September 12, 2017 by 4:30 p. m. EST. at the following address:

netwdb@ab-t.org

Subject: SCSEP RFP Questions

Oversight and Evaluation

The NETWDB/AB&T will monitor and evaluate the proposed entity to determine compliance and the quality service provided. Additional external monitoring and evaluation may also be conducted.

Accessibility and Equal Opportunity

The NETWDB is committed to equal access for all customers to all services. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Senior Community Service Employment Program and/or Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act

Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training, and may involve developing accessibility plans. All bidders must ensure all written materials and communications include the statement: *"Reasonable accommodations and auxiliary equipment and services are available upon request."*

Fiscal Review

The NETWDB will also conduct a fiscal review of all qualified proposals. The NETWDB will review proposal budgets, agency audits, and responses to questions related to fiscal operations. The NETWDB reserves the right to review and request further information regarding the bidder's financial situation. The NETWDB reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

Past Performance Review

Through this process, the NETWDB will review a bidder's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other granters. Achievement of grant agreement outcomes, along with compliance with programmatic and fiscal guidelines and timelines will be evaluated. The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the NETWDB may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding.

The review team will recommend the final funding recommendations to the NETWDB for final approval. Once approved by the board, the NETWDB will initiate a contract agreement to the successful bidder.

Review Committee/Conflict of Interest

Each member of the Review Committee must have completed and signed a Conflict of Interest Disclosure Statement before participating in the scoring of proposals. Committee members are excluded from participating in discussion and rating of any RFP with which they have a conflict of interest.

No member of the board or other governing body, or representative of an entity who submits a proposal under this RFP may have any contact outside of the formal review process with any employee of the NETWDB, any CLEO, any member of the AB&T

Board, or any employee of AB&T, except through the process for asking questions as identified in this RFP process, for purposes of discussing or lobbying on behalf of entity's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. The NETWDB will reject proposals of those entities who violate this condition.

Right of Non-Commitment or Rejection

Obligations under this RFP are conditional upon availability of funds. This solicitation does not commit NETWDB/AB&T to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for services. NETWDB/AB&T reserves the right to select proposals it deems most responsive and appropriate and is not bound to accept any proposal based on price alone. NETWDB/AB&T reserves the right to request additional information, documentation, or oral discussion in support of written proposals. NETWDB/AB&T reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this RFP if it is in the best interest of the NETWDB/AB&T to do so.

Funds provided under this RFP shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from the Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local workforce development area's performance goals.

The selected entity will demonstrate an ability to effectively deliver and manage services as described herein. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other entities that together will deliver the full scope of services contemplated by this RFP.

Disclaimers

NETWDB/AB&T reserves the right to:

- Rescind an award and/or reallocate the funding to another bidder should the successful bidder fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all delegate agencies selected pursuant to this RFP, if additional funds become available, based on entity performance, effectiveness and other details;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization's ability to operate a proposed program.

Disallowed Costs and Cancellations

Successful bidders must accept liability for all aspects of any WIOA program conducted under the contract with NETWDB/AB&T. Entities will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. NETWDB/AB&T reserves the right to cancel an award immediately if a new state or federal regulation or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

Contracting

The contract award will not be final until NETWDB/AB&T and the successful bidder have executed a mutually satisfactory contractual agreement. NETWDB/AB&T reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to NETWDB approval of the award and execution of an award letter and/or contractual agreement between the successful bidder and NETWDB/AB&T. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when an entity 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. NETWDB/AB&T 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.

Modification of Contracts

Any contract awarded pursuant to this RFP may be unilaterally modified by NETWDB/AB&T upon written notice to the bidder under the following circumstances:

- a) The bidder fails to meet performance and service expectations set forth in the contract, or
- b) The federal or state government increases, reduces or withdraws funds allocated to NETWDB/AB&T, which impact services solicited under this RFP, or
- c) There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

Notice of Award

All bidders will be notified by email as to their award status. Unsuccessful bidders who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to Kathy Pierce, Executive Director, Northeast Tennessee Workforce Development Board, at kpierce@ab-t.org.

PROPOSING ENTITY INFORMATION FORM

Legal Name of Agency	
Number of Years in Business	
Identifier	FEIN#
	DUNS#
Type of Organization	
Address of Administrative Office	Address
	City/State/Zip
	Website URL
Address Local Office (LWDA) if different from Administrative Office	Address
	City/State/Zip
	Website URL
Principal of Agency (President/CEO/Executive Director)	Name
	Title
	E-mail Address
	Phone
Programmatic Contact Person	Name
	Title
	E-mail Address
	Phone
Funding Amount Requested	
Signatory Authority (may sign electronically if emailed for signatory authority account)	

FUNDS REQUESTED –Bidder should supply funding breakdown and budget narrative.

Using the Program Budget form included in this RFP, provide a breakdown of all the costs associated with providing the services proposed in this application. In addition to the grant being sought from the NETWDB/AB&T, identify other funding sources to cover all costs outlined in the budget. Note that the bidder is required to provide a minimum match of 10% of the total grant award. Matching contributions must be used for allowable costs in accordance with the Federal directives.

Item of Expenditure	Requested Funding	Grantee Match	Total Project
Enrollee Wages & Fringe Benefits	\$	\$	\$
Other Enrollee Costs	\$	\$	\$
Grantee Match Requirement		\$	
TOTAL	\$	\$	\$

Narrative: Please explain each line item in detail.

CONFLICT OF INTEREST FORM

By submitting a proposal, the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the NETWDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The NETWDB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Principal Agent Signature

Date

APPENDIX A - GENERAL SCOPE OF WORK DEFINITIONS

Title V Senior Community Service Employment Program (SCSEP) means a program that serves low-income persons who are 55 years of age and older and who have poor employment prospects by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment. (Older Americans Act (OAA) 502(a)(1); 20 CFR Part 641)

Participant means an individual who is eligible for the Title V SCSEP, is given a community service assignment, and is receiving services funded by the program for up to 48 months. (OAA 518(a)(3)(B); 20 CFR 641.140; 20 CFR 641.570(a))

Participant Position means an authorized training slot whose unit cost includes administration, participant wage and fringe benefits, and other participant costs. The number of participant slots and the amount of funding available for a given Fiscal Year is based on an equitable distribution ratio determined by the U.S. Census and allocated by the U.S. Department of Labor (DOL). OAA 506(g)(1); OAA 507

Modified Positions means the number of authorized training slots adjusted to account for states with higher minimum wage paid to participants. (Title V SCSEP Quarterly Progress Report-Employment Training Administration (ETA) 5140)

Unemployed means an individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income. (OAA 518(a)(8))

Low Income means family income not more than 125 percent of the federal poverty guidelines. (OAA 518(a)(3)(A))

Eligible Service Population means unemployed low-income California residents who are 55 years of age or older and who have poor employment prospects. Priority must be given to individuals who are 65 years of age and older or:

- Have a disability.
- Have limited English proficiency or low literacy skills.
- Reside in a rural area.
- Are veterans or spouses of veterans as defined in 20 CFR 641.520(a)(5).
- Have low employment prospects.
- Have failed to find employment after utilizing services provided through the One-Stop Delivery System.
- Are homeless or at risk for homelessness.

Host Agency means a public agency or private non-profit organization exempt from taxation under §501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more participants. (20 CFR 641.140)

Program Income means income earned by the bidder during the contract period that is directly generated by an allowable activity supported by contract funds or earned as a result of the award of contract funds.

Matching Contributions mean local cash and/or in-kind contributions by the bidder, subcontractor, or other local resources that qualify as match for the contract funding. (OAA 502(c)(2); 20 CFR 641.809)

In-Kind Contributions mean the value of non-cash contributions donated to support the project or program (e.g., property, service, host agency supervisory time, etc.).

Community-Service Employment Training means part-time, temporary employment paid with contract funds in projects at host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. Assignments may be supplemented by general or specialized skills training and a participant must have an Individual Employment Plan (IEP) that details skills to be attained and timelines for achieving the goal. (OAA 518(a)(2))

On-The-Job-Experience (OJE) Training means developing a training assignment that provides the participant an opportunity to develop and practice specific skills and/or experience, which are not attainable through the regular community service assignment. (Older Worker Bulletin N. 04-04)

American Job Centers (AJC) (previously known as the One-Stop Career Centers) means agencies that are funded by the WIOA to provide universal access to employment referrals, training, and other job-seeker/employer services. (20 CFR 641.140)

Performance Measures means core indicators and additional indicators of performance that measure the success and effectiveness of the Title V SCSEP. (OAA 513(b); 20 CFR 641.700; 20 CFR 641.710)

Hours (in the aggregate) of Community Service Employment Training (community service hours) means the number of hours of community service provided by Title V SCSEP participants. (20 CFR Part 641.710(a)(1))

Entry into Unsubsidized Employment (entered employment) means participants who are employed in the first quarter after the exit quarter. (20 CFR 641.710(a)(2))

Retention in Unsubsidized Employment for Six Months (employment retention) means full or part-time paid employment in the public or private sector of a participant for six months after the starting date of placement into unsubsidized employment without the use of funds under Title V SCSEP or any other federal or State employment subsidy program. (20 CFR 641.710(a)(3))

Retention in Unsubsidized Employment for One Year is defined by the formula: The number of participants who are employed in the fourth quarter after the exit quarter divided by the number of participants who exit during the quarter. (20 CFR 641.710(b)(1))

Limited English Proficiency (LEP) means individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. (20 CFR 641.140)

Earnings mean the “average earnings” of those participants, who are employed. To calculate “earnings” use the total earnings in the second and third quarters after the exit quarter, divided by the number of exiters during that period. (20 CFR 641.710(a)(4))

Number of Eligible Individuals Served (service level) means the total number of participants served divided by the authorized number of positions, after adjusting for minimum wage. (20 CFR 641.710(a)(5))

Number of Most-in-Need Individuals Served (service to most-in-need) means service to participants who meet any of the following characteristics: (OAA 518(a)(3)(B)(ii); 20 CFR 641.710(a)(6))

- Have severe disability.
- Are frail.
- Are age 75 or older
- Meet the eligibility requirements related to age for, but do not receive benefits under Title II of the Social Security Act.
- Live in an area with persistent unemployment and are individuals with severely limited employment prospects.
- Have limited English proficiency.
- Have low literacy skills.
- Have a disability.
- Reside in a rural area.
- Are veterans.
- Have low employment prospects.
- Have failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998.
- Are homeless or at risk for homelessness.

Satisfaction Survey means an instrument that gathers the satisfaction of participants, employers and their host agencies with their experiences and the services provided. (20 CFR 41.710(b)(2).)

Customer Satisfaction means satisfaction of the participants, employers, and host agencies with their experience with Title V SCSEP. (20 CFR 641.710(b)(2).)

Participant Program Tenure means participants can be enrolled in the program for up to 48 months. (OAA 518(a)(3)(i); 20 CFR 641.570(a); CDA PM 10-19.)

Supportive Services means services, such as transportation, health and medical services, special job-related or personal counseling, incidentals [such as work shoes, badges, uniforms, eyeglasses, and tools], child and adult care, housing, including temporary shelter, follow up services, and needs related payments which are necessary for an individual to participate in program activities authorized under Title V SCSEP. (OAA 502(c)(6)(A)(iv); OAA 518(a)(7); 20 CFR 641.545.)

Classroom Training Hours means the number of hours spent in classroom training by SCSEP participants. (20 CFR 641.540(c).)

Job Ready refers to individuals who do not require further education or training to perform work that is available in their labor market. Projects may not enroll as Title V SCSEP participants job-ready individuals who can be directly placed into unsubsidized employment. Such individuals should be referred to an employment provider, such as the AJC for job placement assistance under WIA or another employment program. (20 CFR 641.140; 20 CFR 641.512.)

Title V SCSEP Performance and Results Quarterly Progress Report System (SPARQ) means the DOL system used to process and analyze Title V SCSEP data and the system used to view, print, and save Title V SCSEP quarterly progress reports, data quality reports, and management reports. (OAA 503(f)(3)(4); 20 CFR 641.879(b)(e)(f)(h).)

Web Data Collection System (WDCS) means the DOL web-based data collection system used to input all Title V SCSEP program and participant information into SPARQ. (OAA 503(f)(3)(4); 20 CFR 641.879(b)(e)(f)(h).)

BCT Partners means the organization under contract to DOL to maintain the Title V SCSEP SPARQ and the WDCS and that is responsible for providing on its website the SPARQ user's guide and DOL policy guidance related to system upgrades. (20 CFR 641.879(b); 20 CFR 641.879(e)-(i).)

Charter Oak Group (COG) means the organization under contract to DOL to create the Title V SCSEP handbook that provides direction on entering data into the WDCS and providing on its website DOL policy guidance, frequently asked questions, and revisions to the handbook. (20 CFR 641.879(b); 20 CFR 641.879(e)-(i).)

State Plan means a plan that outlines a four-year strategy, and describes the planning and implementation process, for the statewide provisions of community service employment and other authorized activities for eligible individuals under Title V SCSEP. (OAA 503(a); 20 CFR 641.140.)

Entry into Volunteer Work is defined by the formula; of those not engaged in volunteer work at the time of entry into the Title V SCSEP, the number of such participants who perform volunteer work in the first quarter after the exit quarter, divided by the number of such participants who exit during the quarter. (20 CFR 641.700(c)(4); 20 CFR 641.710(b)(3).)

Workforce Innovation and Opportunity Act (WIOA) – The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.