Request for Proposal

RFP #WIOA-ADULT-01-08-26-2020

ADULT PROGRAM CAREER AND TRAINING SERVICES

Release Date:
August 27, 2020

Due Date:
September 28, 2020, 4:00 PM

Subrecipient Period:
December 1, 2020 - June 30, 2026

100 North Main Street, Concord, NH 03301

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RFP #WIOA-ADULTS-01-06-22-2020
ADULT PROGRAM CAREER AND TRAINING SERVICES

SECTION I: OVERVIEW / PURPOSE

A. RFP Purpose: Adult Program Career and Training Services

The Departments of Business and Economic Affairs (BEA) and New Hampshire Employment Security (NHES) issue this Request for Proposal (RFP) jointly. The purpose of this RFP is for BEA and NHES, on behalf of the State Workforce Innovation SWIB (SWIB), to identify and select a qualified service provider for Department of Labor (DOL) federal funds to provide direct adult program career and training services statewide, under the Workforce Innovation and Opportunity Act (Public Law No: 113-128 (WIOA)). The contract awarded in response to this RFP will be for a single provider to delivery services statewide.

The SWIB in collaboration with BEA and NHES hereinafter referred to as the State Team, have determined that for program years 2020-2026, the primary focus of the Adult Program Career and Training Services is to provide workforce development services to WIOA eligible adults within target populations. The selected provider shall enter into a sub-recipient agreement for services with NHES. The selected provider will enroll a determined number of participants annually in accordance with the State’ priority of service policy, and coordinate with NHES and its partners to minimize duplication and promote seamless integrated service delivery aligned with the goals and service strategies outlined in the State WIOA Combined Plan for 2020 - 2026.

The selected provider must be prepared to assume responsibility for the direct service of adult customers as defined in this RFP, including the on-going case management of Adult participants currently enrolled in the WIOA Adult program at the time of final contract negotiations. The anticipated effective date is November 1, 2020.

- **Career and Training Services:** Under WIOA law, adults are eligible for Career Services as defined in the WIOA, Section 134 and (2) (A) (1).
  - Those unlikely or unable to obtain or retain employment through Career Service are eligible for Training Services (WIOA, Section 134, (3) (l) (aa)).
  - Those who are in need of training services to obtain or retain employment (WIOA, Section 134, (3) (l) (bb)).
  - Those who have the skills and qualifications to successfully participate in the selected programs of training service (WIOA, Section 134, (3) (1) (cc)).
  - The ultimate goal of the program is full time employment.

- **Geographic Area:** State of New Hampshire

- **Subrecipient Contract Start Date:** No later than December 1, 2020

- **Subrecipient Contract End Date:** June 30, 2026
- **Type of Subrecipient Contract:** Cost-reimbursement Subrecipient

- **Option to Extend:** NHES may extend the Subrecipient Contract for additional years in accordance with State and/or WIOA law, and depending on program performance, availability of funds, and SWIB strategic direction

- **Funding:** The proposed services will be funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) to provide related services. For planning purposes, Bidders should estimate WIOA funding of **$1,448,000.00**. This estimate is provided solely for guidance to bidders in preparing a budget and cost proposal. The actual award amount is contingent upon available federal funds at the time of contract negotiations.

**B. WIOA Funding Overview**

The proposed services will be funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA supersedes the Workforce Investment Act (WIA) of 1998. The WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to address the employment and skill needs of current employees, job seekers, and employers. For more information on WIOA, visit [http://www.doleta.gov/WIOA](http://www.doleta.gov/WIOA).

**C. Sub-recipient Designation**

The Selected Provider of this award will be a sub-recipient of federal funds. A *sub-recipient* is a non-Federal entity that receives a sub-award from a pass-through entity to carry out all or part of a Federal program; but does not include an individual that is a beneficiary of such programs. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency. (2 CFR §200.93 Sub-recipient). A sub-recipient must comply with all applicable uniform administrative requirements, cost principles and audit requirements. In this situation, the pass-through agency of the funds (i.e., NHES) has a responsibility to monitor the sub-recipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations. The Selected Provider will enter into a cooperative agreement with NHES, who shall provide direct and ongoing guidance in the performance of services to ensure consistency of policy and procedures in accordance with BEA/NHES One-Stop Operator Consortium and/or the State Workforce Innovation Board directives. For more information see: 2 CFR Part 200; 2 CFR Part 2900; and ESD Policy 5250 Sub-recipient/Contractor Pass-Though Entity Determination Requirements.

**SECTION II: INTRODUCTION**

**A. Workforce Innovation and Opportunity Act (WIOA)**

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). The WIOA supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to improve and streamline access to federally funded employment, education, training and support services. This is the first legislative reform of the public workforce system in more than 15 years. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of
WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA has six main purposes:

1. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
2. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase the prosperity of workers and employers.
6. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improves the quality of the workforce, reduces welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

B. NH WIOA Combined State Plan

The New Hampshire State Workforce Innovation SWIB (SWIB) and all of its partners developed the WIOA Combined State Plan, a high-quality workforce system that meets the needs of New Hampshire’s business community and workforce. The Workforce Innovation and Opportunity Act (WIOA) provided the vision for a planning process that included partners, stakeholders, and customers from across the state, focusing on a demand-driven workforce system that seeks the best possible experience for all business and jobseeker customers and strives for continuous improvement and alignment and integration of services.

The SWIB’s vision and mission for New Hampshire’s workforce system are as follows:

VISION
Healthy and vibrant communities provide an innovative workforce to meet current and future industry needs and create a competitive economic advantage for New Hampshire.

MISSION
To promote and advocate for talent development by collaborating with businesses, agencies, educational institutions, and organizations to support a unified and innovative workforce development system that meets the needs of business and individual customers.

VALUES AND PRIORITIES
The SWIB identified a set of values and priorities that will guide its work throughout the implementation of this plan and the goals and strategies included. The SWIB’s values include:

- Proactive Solutions
- Demand-driven System
- Flexibility
- Inclusion
- Life-long Learning
- Effective Technology
The SWIB’s priorities provided guidance to the creation of goals and strategies. The identified priorities include:

- Career Awareness and Exploration
- Advocacy and Policy Guidance
- Talent Attraction and Retention
- System Communication/Collaboration
- Work-based Learning
- Soft Skill Development

**GOALS**

System goals focus on high quality, effective, and appropriate services to business and jobseeker customers, ensuring the structure is in place to sustain such services, and proactively spreading awareness for optimal utilization. The goals established for PY2020 through PY2026 are as follows:

**Goal 1:** Promote services available through the talent development system to support businesses and individuals.

**Goal 2:** Enhance the talent development system by focusing on system advocacy and partner collaboration and communication.

**Goal 3:** Support a demand-driven talent development system that bases strategies, services, and investments on a data-informed approach that anticipates the needs of businesses.

**Goal 4:** Create a talent development system that leverages talent attraction, retention and development strategies.

**Goal 5:** Provide and improve access to work-and-learn opportunities that are aligned with business and industry needs including the development of career pathways.

With this framework, the WIOA Combined State Plan represents the vision, goals, strategies, and implementation plan for the workforce system, including eleven specific programs within three state agencies.

- **Department of Business and Economic Affairs – Office of Workforce Opportunity**
  - Title I: Adult, Dislocated Worker and Youth
  - Senior Community Service Employment Program (SCSEP)
- **New Hampshire Employment Security**
  - Wagner-Peyser Act
  - Migrant and Seasonal Farm Workers
  - Trade Adjustment Assistance (TAA)
  - Jobs for Veterans State Grants (JVSG)
  - Unemployment Insurance
  - Reemployment Services and Eligibility Assessment
  - Granite State Jobs Act Programs (WorkNowNH, WorkInvestNH, Reentry Program)
In designing the State Plan, the SWIB reinforced a primary intent of the federal workforce act, which is the continuous improvement of service delivery, and removing barriers for individuals with barriers to employment.

WIOA Sec 3 (26) identifies the following individuals with barriers to employment:

- Displaced homemaker
- Low-income individuals
- Indians, Alaska Natives and Native Hawaiians
- Individual with disabilities
- Individuals who are English language learners, low levels of literacy or facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Single parents (including pregnant women)
- Older individuals
- Ex-offenders
- Homeless individuals
- Long-term unemployed
- Individuals within 2 years of exhausting lifetime eligibility under TANF
- Youth in or aged out foster care

For more information about the NH WIOA Combined State Plan, see the BEA/NHES website at www.nhworks.org.

C. State Workforce Innovation Board (SWIB)

The State Workforce Innovation Board (SWIB) in New Hampshire operates as a single service delivery area, and as such has one state level board i.e., no local workforce boards. Consistent with WIOA requirements the SWIB is composed of business leaders from throughout the state, representatives of organized labor, and state agency leaders. Private sector leaders constitute a majority of the membership. The mission of the SWIB is to promote life-long learning by collaborating with businesses, agencies, and organizations to bring the state's education, employment and training programs together into a workforce development system that provides the means for residents of New Hampshire to gain sufficient skills, education, employment and financial independence. To learn more about the SWIB visit www.nhworks.org.

D. BEA/NHES One-Stop Operator Consortium (Consortium)

The NH Works One-Stop Operator Consortium (Consortium) serves as the One-Stop Operator in New Hampshire. The purpose of the Consortium is to oversee the implementation of system-wide workforce development strategies and goals at the service delivery level consistent with the vision and goals set forth by the SWIB. The Consortium is the primary committee charged with designing and implementing continuous improvement tools and processes for the one-stop delivery system. The Commissioner of NH Employment Security serves as the Chair of the Consortium. Consortium membership is comprised of State Director and/or other executive level staff from the core state workforce development system partners (i.e., NH Employment Security (NHES), NH Department of Education (DOE), NH Community College System (CCSNH), NH Business and Economic Affairs (BEA), and NH Department of Health and Human Services (DHHS). The BEA/NHES Consortium is a standing
committee of the SWIB. For more information on the NH Works One-Stop service delivery system, please see the WIOA Combined State Plan at www.nhworks.org.

E. NH Works (One-Stop Delivery System- American Job Centers)

The cornerstone of the workforce innovation system is the one-stop service delivery system designed to serve the needs of dual customers: the job seeker and the employer. This delivery system is the mechanism through which programs are integrated. In New Hampshire, this One-Stop System, known as NH Works, also carries the federal tag line “an American Job Center”. The NH Works service delivery model is a common sense approach to helping people find the right job, training or educational programs at a single location. Job seekers are placed in new jobs, get specific skills training, and/or access training programs. The NH Works Centers also provide a central location for businesses to get help hiring employees, find qualified workers and/or post job listings. New Hampshire has twelve NH Works Centers located throughout the state.

Entities funded through WIOA shall be a partner in the NH Works service delivery system. The system, designed to operate as a network of partners, works to enhance education, training and employment opportunity for specific populations under the guidance of the One-Stop Operator Consortium. All providers funded completely or in part with WIOA, shall work in conjunction with partner agencies to provide a holistic approach to customer service.

As stated above, the SWIB is committed to ensuring that the State’s one-stop service delivery system of NH Works American Job Centers are recognized as such by all who enter the system. As a condition of this RFP, sub-recipients of WIOA funds (i.e., service providers) must agree to the following stipulations:

- Staff hired to provide Adult WIOA services are required to be located in a NH Works center full-time or part-time if hired for a part-time schedule.
- All services, staff, and promotional materials funded under the agreement shall identify using NH Works branding. The Service Provider may use their agency/company name and/or logo, but only as a secondary identifier.
- NHES reserves the right to approve all staff signatory taglines for email and promotional materials prior to implementation to ensure consistency of message.
- Job titles assigned to staff hired under this agreement shall not contain descriptive words such as WIOA Administrator or WIOA Director; these designations are reserved to identify state level staff, only.

In addition to the requirements and expectations detailed in this RFP, all services proposed by the Respondent must support the goals of the NH Works system, which includes the following:

- Universal, resulting in efficient and timely access to a wide variety of employment-related services to individuals seeking work;
- Integration which creates a seamless, functional coordination of services through collaborative development of the system’s vision, goals, service strategies, resource allocation and team-based system management;
- Customer choice; which allows the customer to navigate his/her employment path;
- Accountability, which results in a performance-driven, outcome-based system that uses data collection, customer feedback and other tools to access program success; and
- Consistency of Branding, the WIOA Adult service provider is providing services on behalf of NH Works and shall identify as NH Works in all verbal and written communications.

See the WIOA Combined State Plan for more information on the NH Works One-Stop service delivery system at [www.nhworks.org](http://www.nhworks.org).

**F. NH Employment Security/NH Business and Economic Affairs**

NH Employment Security (NHES) is a federally funded state agency with three primary bureaus of operation, the Unemployment Compensation Bureau (UCB), the Employment Service Bureau and Operations (ESB) and the Economic and Labor Market Information Bureau (ELMI). NHES is the direct recipient of federal employment programs including, but not limited to, the following key programs:

- WIOA Title III funds for the provision of Wagner-Peyser Employment Services (ES)
- WIOA Trade Act funds for displaced workers
- Reemployment Services and Eligibility Assessment (RESEA)
- Jobs for Veterans State Grants (JVSG)
- Migrant Seasonal Farmworkers (NFJP – Wagner- Peyser)
- Grants to States for Unemployment Compensation Administration (UI)

NHES operates numerous other grants, such as the state funded Granite State Jobs Act of 2019, which includes the WorkInvestNH program, WorkNowNH program and the Reentry Program.

All 12 NH Works Centers are located within the NH Employment Security offices, which are accessible throughout the state. For more information on NHES go to [www.nhes.nh.gov](http://www.nhes.nh.gov).

The NH Department of Business and Economic Affairs (BEA) is the designated state entity for carrying out responsibilities under WIOA Title I, which includes being the grant recipient for Adult, Dislocated Worker and Youth funds, as well as serving as staff to the State Workforce Innovation Board. BEA, through a Memorandum of Understanding (MOU), works with NHES to oversee the delivery of Adult and Dislocated Worker Services, and with the NH Department of Education for the delivery of WIOA Youth services. The MOU between BEA and NHES designates NHES as the subrecipient of WIOA Title I Adult and Dislocated Workers funds for the delivery of statewide services. Integrating the delivery of Title I Dislocated Worker services with the services offered through Wagner-Peyser, WIOA Trade Act and the Reemployment Services and Eligibility Assessment (RESEA) programs operated by NHES, removes duplication of service and aligns program services to facilitate direct and comprehensive access to related services for the worker. Procurement for WIOA Adult services shall continue through an RFP issued through NHES no less than once every four years.
SECTION III: SOLICITATION AND GENERAL INFORMATION

A. Solicitation Timetable

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<td>Request for Proposal (RFP) release:</td>
<td>Thursday, August 27, 2020</td>
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<td>Deadline for Written Questions:</td>
<td>Tuesday, September 8, 2020</td>
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<td>(Emailed with RFP number in the subject line to <a href="mailto:Bonnie.j.St.Jean@livefree.nh.gov">Bonnie.j.St.Jean@livefree.nh.gov</a>)</td>
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<tr>
<td>Answers to Questions Posted to NH Works website:</td>
<td>Friday, September 11, 2020</td>
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<td>(<a href="http://www.nhworks.org">www.nhworks.org</a>)</td>
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<tr>
<td>Proposal Package Due:</td>
<td>Thursday, September 24, 2020</td>
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<td>(Emailed with RFP number in the subject line to <a href="mailto:Bonnie.j.St.Jean@livefree.nh.gov">Bonnie.j.St.Jean@livefree.nh.gov</a>)</td>
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<td>Technical Review:</td>
<td>September 26 –September 28, 2020</td>
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<td>October 1 -3 2020</td>
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B. Eligible Entities

BEA and NHES are soliciting proposals from qualified organizations to direct federal Department of Labor (DOL) WIOA Title I funds towards career and training services using evidenced-based practices and/or demonstrated successful performance history for like programs. Eligible entities may include:

- Non-profit organizations
- Public agencies
- Business associations
- Private for profit businesses

C. BEA/NHES Procurement

BEA/NHES conducts all procurements in a manner providing full and open competition as required under 2 CFR 200, other federal and state laws and regulations and agency Procurement policy. This RFP identifies all relevant requirements, evaluation factors, the technical review process and the scoring point range applied to the review process. Technical, financial and organizational evaluations will be made of all proposals received on time and found to be responsive to the RFP.

BEA/NHES reserves the right to revise any part of the RFP at any time before the submission deadline date if necessary. These revisions will be addendums to the RFP and posted on the NH Works website: www.nhworks.org. Bidders are responsible for checking the website frequently to remain informed about the procurement process. Each Bidder must amend its RFP package as necessary. Failure to acknowledge any addendum will result in disqualification of the proposal.
D. Proposal Submission and Minimum Requirements

Proposals selected for review, must follow the instructions in the RFP, provide the information required in the response package and include all of the required attachments (signed and dated) by the organization’s representative with legal authority to submit a proposal on behalf of the organization.

The successful bidder will be required to agree to the General Terms and Conditions contained in the State of New Hampshire contract (NHES) and comply with all applicable federal and state laws and policies established by NHES, the SWIB and/or the NH Works Consortium.

E. Submission Instructions

- Proposals must be received at BEA electronically (via email) by Thursday, September 24, 2020 at 4:00 PM Eastern Standard Time.
- Proposals received later than this date and time will automatically be disqualified.
- All proposals must be submitted by email and include the RFP number RFP #WIOA-ADULT-01-08-26-2020 in the subject line of the email.
- Email proposal to: Bonnie St. Jean at Bonnie.j.St.Jean@livefree.nh.gov

F. RFP Inquiries, Written Questions and Answers

- Communication between BEA and/or NHES and potential bidders is limited to questions and answers posted to www.nhworks.org.
- Beginning August 26, 2020, interested parties may download the Request for Proposals from the www.nhworks.org website.
- Questions related to this Request for Proposal must be emailed to Bonnie.j.St.Jean@livefree.nh.gov by 4 pm on August 31, 2020.
- Answers will be posted to the www.nhworks.org website on September 3, 2020
- Additional information related to the Request for Proposal will be posted on the www.nhworks.org website.

G. Incurred Proposal Costs

The entire cost for the preparation and delivery of the proposal or any related communication shall be at the expense of the Bidder.

H. Withdrawal

A submitted proposal may be withdrawn prior to the proposal due date by submitting a written request to Bonnie.j.St.Jean@livefree.nh.gov. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of BEA and may be subject to public disclosure according to the state disclosure policies.
I. Termination Due to Non-Availability of Funds

BEA reserves the right to cancel this RFP at any time, in the event that WIOA Title I Adult funds are not appropriated, or otherwise made available to the State, to support the continuation of the RFP as set forth in this document.

J. Negotiation/Discussion

BEA/NHES and/or the SWIB reserve the right to conduct discussions with Bidders in order to ensure a full understanding of the proposal. Selection of an organization as a sub-recipient does not constitute approval of the proposal as submitted. Before the Subrecipient is awarded a contract, NHES may enter into negotiations about such items to include, but not be limited to, program components, allowable activities, staffing, salary restrictions, funding levels and administrative systems in place to support program implementation. If the negotiations do not result in a mutually acceptable submission, BEA/NHES reserves the right to terminate the negotiations and decline to fund the proposal. Bidders will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

K. Limitation on Compensation for Salaries/Required Work Schedule

Federal law states that no funds available under Title I of WIOA or the Wagner-Peyser Act may be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of the annual rate of basic pay prescribed for level II of the Executive Schedule under 5 U.S.C. 5313, which can be found at https://www.opm.gov/.

In addition, the SWIB is committed to ensure staff supported with WIOA funds (state employees and others) receive equitably compensation for similar work relative to their education and experience. The SWIB also requires WIOA funded staff to maintain the work schedule set by the state. Therefore, staff salaries proposed, as part of the required budget submission for this RFP, shall be compensated a rate consistent with the salary requirements established by the state for same/similar positions. (Please see NH Department of Administrative Services for details). The duties of staff hired to perform Adult services shall align with the accountabilities, education and experience requirements as those in the State Standard Job Description for same/similar positons (as determined by NHES). In addition, staff supported with WIOA funds shall be required to work 37.5 hours per week to align with the work schedule of the State and the NH Works Centers.

Management staff funded with WIOA, but not working in BEA/NHES office, may work less hours. However, their level of reimbursable compensation will be adjusted to reflect reduced hours to align their compensation for the same/similar position with that of management in the state system reimbursed on a 37.5 hours per week work schedule.

L. Minimum Training Expenditures

No less than 50% of the Adult funds awarded to the selected bidder, minus the 10% of funds allocated for program administration, must be reserved to support participant-training costs.
Training costs include direct payments for ITA, OJT and other WIOA defined training activities. It does not include support services or staff costs associated with arranging and/or support of training.

The current cap for direct training costs per participant is $5,500. However, for planning purposes the bidder should assume $6,500 per participant in anticipation of SWIB approval to raise the cap within the first year of the contract period.

**M. Misrepresentation**

If in the course of the RFP process it is determined that, the Bidder has made a false statement, misrepresentation, or that inaccurate information has been provided, the Bidder may be terminated from the RFP process.

**N. Disallowed Costs**

The sub-recipient(s) selected in response to this RFP must have sufficient funds available to reimburse NHES for disallowed costs uncovered during the Subrecipient award period. The US DOL or NHES may determine disallowed costs during compliance monitoring.

**O. Monitoring**

Successful Bidders awarded a Subrecipient award will be monitored by NHES no less than annually, to ensure that program operations and accounting processes are conducted in compliance with WIOA Final Rules and Regulations, 2 CFR 200 and 2 CFR 2900, the staff and enrollment plans approved by NHES and all other conditions set forth in the subrecipient agreement.

**P. Assurances and Certifications**

The sub-recipient(s) selected from this RFP must certify and make assurances as defined in the contract issued by NHES to comply with all federal, state and SWIB policy requirements/applicable WIOA regulations.

**Q. Reports**

Routine monthly reports and quarterly written performance updates will be required. Reporting formats and timelines will be negotiated during the subrecipient award process. Sub-recipients must develop the capability of generating and/or providing required reports through the state’s WIOA case management system (JMS/GSI). Other reports may be required during the Subrecipient award period.

**R. Conflict of Interest**

The selected provider shall comply with the State/SWIB conflict of interest policy, which can be found www.nhworks.org (State Board/State Plan Policies). Every reasonable course of action will be taken by the selected provider in order to maintain the integrity of WIOA expenditures and
to avoid any favoritism or illegal conduct. NHES will administer a sub-award agreement in an impartial manner, free from improper personal, financial, or political gain.

SECTION IV: PROGRAM DESCRIPTION

A. Adult Program Services Roles and Responsibilities

Bidders responding to this RFP must offer, in collaboration with the NH Works Consortium Partners, Basic Career Services, Individualized Career Services, Training Services, Follow Up Services and offer Support Services to eligible Adults per WIOA Section 134 (c) (2) (A).

Basic Career Services must be accessible at each of the twelve NH Works Centers and include the following activities:

**Basic Career Services**

- Eligibility determination for Title I Adult program services.
- Outreach, intake, and orientation to the information and other services available through the one-stop delivery system
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities, and supportive service needs.
- Labor exchange services including job search and placement assistance
- Referrals to and coordination of activities with other programs and services within the one-stop delivery system.
- Provision of workforce and labor market information
- Provision of performance and program cost information
- Provision of information on support services including referrals to those services
- Provision of information and assistance regarding filing claims for unemployment compensation
- Assistance in establishing eligibility for programs of financial aid assistance.

Bidders must employ staff with the skills necessary to provide eligible Adults with Individualized Career Services. Staff shall offer Individualized Career Services, which includes the following activities, when appropriate for an individual to obtain or retain employment.

**Individualized Career Services**

- Comprehensive and specialized assessments of the skill levels and service needs
- Development of an individual employment plan
- Career planning and individual and group counseling
- Short-term pre-vocational services
- Internships and work experiences that are linked to careers
- Workforce preparation
- Financial literacy services
- Access to internships, work experience, On-the-Job Training (OJT)
• Out of area job search
• English language acquisition and integrated education and training programs

Training Services

As stated early, 50% of local expenditures are reserved for training activities. Staff may determine training is appropriate regardless of whether the individual has received basic or individualized career services first. Training services may be provided when after an interview, evaluation or assessment, and career planning, it is determined that the individual:

• Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
• Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
• Has the skills and qualifications to succeed in the selected program of training services.
• Is unable to obtain grant assistance from other sources to pay the costs of such training, including such sources as State-funded training funds or Federal Pell Grants established under title IV of the Higher Education Act of 1965, or requires WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (20 CFR 680.230 and WIOA sec. 134(c)(3)(B) contain provisions relating to fund coordination)
• Is determined eligible in accordance with the State priority system in effect for adults under WIOA sec. 134(c)(3)(E)

Utilizing the NSCITE Eligible Training Provider List is required. The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations as defined by the SWIB, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance (see WIOA sec. 134(c)(3)).

Access to Training services is through either an Individual Training Account (ITA) or an On-Job-Training training contract.

• Individual Training Accounts (ITA) comprise the majority of training provided for Adults. ITA’s are training accounts awarded to WIOA eligible individuals, which provide educational/occupational skill training services, with maximum funding limits set by the SWIB approval ($6,500 per participant for planning purposes). Postsecondary education institutions and private training entities which offer instruction leading to generally recognized certification in high demand, high growth, and high wage occupational skills and other institutions providing similar educational services are among the entities approved to receive WIOA funding. Registration on the State’s ETPL is mandatory.

• On-the-Job Training (OJT) enables employers to hire new employees and train them at their place of business while being reimbursed a percentage of the new employee's wages during training. The current reimbursement rate for an OJT is 50% of wages, and the cap on total cost is set at $5,500 (may be changed to $6,500 in first year of services) consistent with ITAs. OJT employers are not required to be registered on the State’s ETPL list, and
credential attainment is not required. OJTs do need to be in occupations on the State’s High Demand Occupations list.

Please note that NHES may later negotiate other training activities allowable under WIOA, if deemed appropriate to the service model.

Support Services

In general, no more than 10-12% of the program funds (i.e., award minus administrative funds) may be budgeted for support service costs. The provision of support services must be coordinated with other entities to ensure the highest quality, most comprehensive service provision possible; prevent duplication of resources and services; and establish limits on the amount and duration of these services. To the extent possible, WIOA funds are used to pay supportive services only when these services are not available through other agencies and that the services are necessary for the individual to participate in Title I activities. All eligible individuals participating in Title I career or training services may receive support services as deemed necessary. Supportive Services may include, but are not limited to the following categories:

- Transportation;
- Child Care or Dependent Care;
- Housing and/or Utility expenses;
- Work supports, such as tools and/or clothing

Follow up Services

The WIOA requires that follow-up services must be made available to Adult participants for a period up to 12 months following exit from the program. The goal of follow-up services is to ensure job retention, wage gains and career progress for participants who have entered unsubsidized employment.

More details for each of the training activities outlined above is available on the DOL ETA website.

B. Enrollment Requirements

Eligible WIOA Adults must be enrolled and considered a customer for performance purpose when seeking services from staff. Any staff involvement which includes an assessment of customer’s skills, education, or career objective as it related to job search, job referral, assessing personal barriers to employment, training and related services is defined as significant staff enrollment and will require enrollment.

As set forth in more detail in section 677.150 (or 34 CFR § 463.150, as applicable), the following individuals are not participants:

- Individuals who only use the self-service system; and
- Individuals who receive information-only services or activities, which provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.
The provider selected for contract will be required to establish a minimum monthly enrollment plan for NHES approval at the time of contract.

Adults must be enrolled through the states WIOA case management system and certified eligible, prior to expending any WIOA funds. Costs incurred prior to enrollment and/or for individuals not certified eligible for services, shall be disallowed costs.

In addition, outreach and enrollment efforts should focus on achieving the following results.

- Provide integrated services that combine local resources to help an individual find and keep the right job and continued support to advance their career.
- Leverage non-WIOA resources and coalitions that result in innovative, responsive and cohesive services.
- Align education opportunities that lead to industry-recognized qualifications, skills, and academic credentials in the priority sectors identified by the state - manufacturing, health care, construction, tech talent and hospitality.
- Focus on key populations with barriers who face significant challenges in obtaining living-wage jobs.

C. Adult Eligibility Criteria, Priority of Service

Eligibility for the Title I WIOA Adult Program basic career services consists of the following two criterion –

- U.S. citizen or otherwise legally entitled to work in the U.S.
- Age 18 years of age or older
- Selective Service Registration (males who are 18 or older and born on or after January 1, 1960) unless an exception is justified.

However, WIOA mandates a priority system for individualized career and training services, regardless of funding, for individuals documented as eligible based on one of the following conditions.

- Public assistance recipients that are veterans and/or other covered persons
- Public assistance recipients
- Low-income individuals that are veterans and/or other covered persons
- Low-income individuals
- Individuals who are basic skills deficient and a veteran and/or other covered persons
- Individual who are basic skills deficient

Veterans and other covered persons otherwise eligible for the WIOA Adult program are given priority for services according to the Jobs for Veterans Act (JVA 2002) (20 CFR 1010).)

The SWIB Priority of Service policy can be found on the NH Works website – www.nh.works.org.
D. Required Program Design Elements

This proposal is seeking a fresh approach to the delivery of Adult services that recognizes the need for continued access to services through the one-stop system delivery model, as required under WIOA, yet offers to bring renewed energy to the process with a focus on effectively serving underserved target populations i.e., those not already being served with similar resources. This approach does not exclude working with our partner agencies to co-enroll participants, but rather seeks to expand beyond that core base to include a greater number of individuals from within the priority of service groups that are not currently receiving services.

The WIOA Case Management system, the NHES Job Match system and Workforce Connect are integrated systems as of September 1, 2020. With this integration, JMS and Workforce Connect registration will be automatic. The system will likely identify individuals as having received basic core services and in some cases, individualized career services, through NHES prior to contact with a WIOA case manager. This represents a significant change that will affect how WIOA Adult staff serve customers, moving the focus of services to in-depth counseling services that, at a minimum, will require staff to possess the competencies listed below. In addition, a working knowledge of the Apprenticeship training model will be required. Currently the Community College System provides Apprenticeship services. Strong and ongoing partnership with the Apprenticeship program will be required. Staff grounded in the concept and working procedures specific to pre-apprenticeship and apprenticeship-training approaches are desired.

Career Navigators (Case Managers) hired to provide services to WIOA Title I Adults must have demonstrated competency in the following areas:

- Proficiency in the use of career assessments (basic skills, occupational, academic) and the ability to interpret results to assist participants in career decision-making. (No specific tools are in place at this time, but it is likely the TABE will be required in the near future)
- Proficiency in the use current and detailed labor market information to assist participants in employment/career decision-making; including the ability to teach participants how to use LMI information in the future. To be effective, a case manager must at a minimum have a strong knowledge of the local economy and the use of the ONET database.
- A comprehensive understanding of Career Pathways approaches to workforce development, which includes education and training steps between occupations in an industry sector, combined with support services, to enable individuals to enter and exit at various levels and to advance over time to higher skills, recognized credentials, and better jobs with higher pay.
- Proficiency in guiding participants regarding training opportunities, which includes a working knowledge of the various training opportunities available through the ETPL, identifying the best type of training (e.g., ITA, OJT, Pre-Apprenticeship, Apprenticeship and non-WIOA resources) for the participant, and how to identify and select appropriate training providers using the performance data.
- Proficiency in the use of technology; staff must have technology skills sufficient to be able to quickly learn and navigate the WIOA case management system. Failure to hire staff with this ability will delay services and will negatively affect program and performance outcomes.
Working knowledge of WIOA performance measures, and how the work performed affects outcomes, and the impact performance measures have on the NH Works system as whole.

Specific Workforce Activities include but are not limited to the following tasks:

- Determine program eligibility and ensure adequate documentation to support determination.
- Develop an Employability Plan with each customer that identifies appropriate objectives and services for the customer to achieve their career goals.
- Conduct ongoing and timely data entry using the WIOA case management system.
- Provide uninterrupted active case management for customers.
- Conduct assessment activities, using state approved tools.
- Maintain a strong industry focus in the provision of services, working directly with NHES Business Services staff, Sector Advisors, Department of Economic Development staff an others on program design and training components.
- Assist in job placement for participants exiting the program to ensure in-demand job placements, training-related placements, and/or placements in targeted occupations.
- Coordination of resources, which may include co-enrollment; include BEA/NHES and other community partners that are already providing similar and/or related services.

E. Adult Program Performance Measures

All WIOA funding is in part, based on achieving US Department of Labor’s performance measures regarding employment and training. The selected sub-recipient will be responsible for meeting all performance measures as laid out by the US Department of Labor. See chart below for current measures. Negotiations with DOL for PY2022 and PY2023 will begin in PY2022. Definitions for each measure listed are provided on the DOL website (www.dol.gov/agencies/eta/performance)

<table>
<thead>
<tr>
<th>WIOA Performance Measures</th>
<th>WIOA Title I – Adult Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PY 2020</td>
</tr>
<tr>
<td>Employment (Second Quarter after Exit)</td>
<td>79.0%</td>
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<tr>
<td>Employment (Fourth Quarter after Exit)</td>
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<tr>
<td>Median Earnings (Second Quarter after Exit)</td>
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<tr>
<td>Credential Attainment Rate</td>
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</tr>
<tr>
<td>Measurable Skill Gains</td>
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</tr>
</tbody>
</table>

State goals will include but not be limited to, enrollment, training and expenditures. The State will set the goals, in consultation with the subrecipient, and stipulate goals in the contract document.

The SWIB may establish additional goals for the NH Works system that will apply to the WIOA Title I Adult program service provider. NHES will modify existing contract documents to address new requirements in and when approved by the SWIB.
F. Performance and Case Management Tracking:

The state-managed database (i.e., JMS) will support statewide employment and training data tracking through the integration of employment and training program services and WIOA. The database provides customer tracking and enables the State of NH to report on federal and state-mandated WIOA reporting requirements to the US Department of Labor (DOL). This system will also allow the state to track program performance by service provider.

The successful Bidder will be required to use this system to record and track all client activities and program services. Reports generated from this system will determine program performance, which is shared with the SWIB at quarterly meetings, and other key State level stakeholders on a regular basis. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. NHES staff will provide initial system training, the sub-recipient shall be responsible for ensuring on-going staff training to develop and maintain staff competence.

SECTION V: PROPOSAL REQUIREMENTS

The items contained in this section must be included in the contractor’s proposal to meet the minimum requirements for evaluation. The sections must be in the order described and written in a straightforward and concise manner.

Respondents must carefully examine all requirements stipulated in this RFP and respond to each requirement in their proposal.

Letters of support are not required.

Please note that NHES cannot enter into contract negotiations with an organization that is not legally permitted to conduct business within the State of New Hampshire or is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

A. Proposal Content Requirements

<table>
<thead>
<tr>
<th>1. Proposal Cover Sheet</th>
<th>Appendix A</th>
<th>Required</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Table of Contents</td>
<td>with Page Numbers</td>
<td>Required</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100 Point Total</td>
</tr>
<tr>
<td>3. Proposal Narrative</td>
<td></td>
<td></td>
<td>60 Point Total</td>
</tr>
<tr>
<td>A. Adult Program Services</td>
<td>Max. Eight (8) Pages</td>
<td>Required</td>
<td>35 Points (of 60)</td>
</tr>
<tr>
<td>B. Demonstrated Ability / Past Performance</td>
<td>Max. Eight (8) Pages</td>
<td>Required</td>
<td>20 Points (of 60)</td>
</tr>
<tr>
<td>C. Conflict of Interest</td>
<td>Max. Two (2) Pages</td>
<td>Required</td>
<td>5 Points (of 60)</td>
</tr>
<tr>
<td>4. Proposal Budget</td>
<td></td>
<td></td>
<td>40 Point Total</td>
</tr>
<tr>
<td>A. Budget Narrative</td>
<td>Max. Four (4) Pages</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>B. Budget Worksheet</td>
<td>Appendix B</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>5. Staff Job Descriptions</td>
<td>Appendix C</td>
<td>Required</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>6. State Assurances and Certification</td>
<td>Appendix D</td>
<td>Required</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>
B. Proposal Format Requirements

Font: 12 point – Times New Roman
Spacing: Optional (single spaced or greater)
Pages: Numbered (exclusive of title page, table of content and miscellaneous pages)
Margins: 1 inch
Paper: 8 ½ x 11
Email: PDF format – drop box and/or similar tools not allowed.

SECTION VI: PROPOSAL NARRATIVE AND BUDGET

Adult Program Career & Training Services – Worth 35 Points (Max of 8 Pages)

In detail, using the guidance outlined below, describe the proposed plan for delivering Career and Training Services to eligible populations, including how proposed services will lead to employment for customers. Bidders are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing their program design.

Please state the question/request before each answer to ensure reviewers can follow your responses

Approach:

- Describe how your program design will provide comprehensive programmatic services for customers - include the progression from recruitment and enrollment through exit to follow-up.
- Describe your programs unique and innovative approaches to service delivery will benefit the customer and support the vision and goals set forth in NH’s WIOA Combined State plan. In your response, please include your plan to collaborate with other system partners in providing services. Please list Memorandum of Understandings with partner organizations, if applicable.
- Describe how you plan to provide services to targeted populations. (WIOA Sec 3 (26) and priority groups identified in the OWO Priority of Service Policy). How will you ensure that those customers receive services that address their barriers to employment?

Program Staffing and Case Management Strategy:

- Provide your program staffing structure from CEO to front-line staff, the roles of each position, and the knowledge/education/experience of each staff member who will be engaged in this program.
- Provide your proposed staff to customer ratio.
- Describe how you will ensure that front-line staff will have sufficient time and support to provide the highest quality programmatic services.
- Describe how you will ensure staff trained in WIOA policy and procedure, the delivery of effective case management services and customer service training.
- Describe your agencies policy for salary increases, vacation and sick leave procedures. [Please note that federal grants do not pay out bonuses and/or cover costs for any vacation time not accrued during the grant period.]

Outreach:

- Describe how you will provide targeted outreach and engagement to eligible Adults, including any initiatives to serve those mandated by WIOA to receive priority of service. Include methods to reach out to eligible individuals who lack a high school diploma or GED and barriers to employment as described in WIOA Sec 3 (26).

Individual Employment Plan (IEP):

- Describe your strategy, including customer input, for developing the IEP including how you will address barriers to their employment, including establishing specific and realistic objectives and follow-up.
- Describe how you will determine supportive service needs and specifically how you will work with other BEA/NHES partners and community organizations to identify and refer customers to supportive services.

Training and Work-Based Learning Activities:

- Describe your approach toward offering or referring customers to a wide range of training services, such as occupational skills training, work-based learning and on-the-job training (OJT), which will result in positive outcomes. For work-based activities such as OJT, the provider will collaborate with NHES’s Business Services to align and coordinate contact with employers, and to coordinate with community and technical colleges and other training organizations for advanced training and apprenticeships.

Performance Management:

- Describe the methods that will be employed to manage performance as a customer progresses through the program from enrollment, employment, and retention.
- Describe your exit strategy to ensure customers will achieve required performance measures and your understanding of common exit strategies.
- Describe how you will ensure continuous quality improvement of your services and outcomes to meet federal goals; understanding that USDOL factors in NH’s economic conditions and serving hard to serve populations when goals are set. (i.e., the subrecipient is accountable for achieving performance).
Demonstrated Ability and Past Performance – Worth 20 Points (Max of 8 Pages)

Bidders must describe demonstrated ability in the following areas, clearly articulating years of experience and measurable outcomes, including the roles of specific partners involved in achieving program goals. Please state the question/request before each answer.

- Describe the organization and fiscal staff experience with managing and administering federal funds.
- Please note that WIOA does require the use of accrual accounting; however, accrual reporting is required and accruals must be included on all invoices for reimbursement. Please describe your experience in managing accrual reports.
- Describe the organization’s familiarity with federal financial management standards and discuss how the organization ensures compliance with those standards.
- Please provide a copy of your most recent audit report. If you do not have annual audits, attach a copy of your most recent financial statements.
- Describe your organization’s mission, services provided, current customer base, funding sources, and funding stability. Describe how your proposal to serve WIOA eligible Adults aligns with your organization’s goals.
- If applicable, explain if you have operated and managed a workforce development program of similar size and scope to the one proposed, and how you addressed customers’ employment and training needs.
- Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.
- If you have operated a WIOA Adult program, please give the performance measures outcomes (annual) for last two years. If not, provide similar performance information, if available.
- Summarize the relevant qualification, experience, and expertise of the proposing agency in managing federal funds and operating federally funded programs/activities.

Conflict Of Interest – Worth 5 Points (Max of 2 Pages)

Please explain your plan to comply with potential Conflict of Interest issues by specifically addressing the areas listed below as it relates to your organization.
Each sub-recipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA funds.

Sub-recipient must disclose any potential conflicts of interest arising from relationships with state leadership, SWIB members, training providers and other service providers. [WIOA Section 121 (d)(4)]

Any organization that has been selected, or otherwise designated to perform more than one function related to any WIOA program (Titles I, II, III, IV or V) and/or similar federally funded workforce program must develop a written plan. The plan must clarify how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office of Management and Budget circulars, and conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, certify that WIOA funded staff will not be assigned to work outside of WIOA deliverables as defined under contract, and demonstrate that there are appropriate firewalls within that single entity performing multiple functions.

**Budget Section Requirements – Worth 20 points**

**Part I: Budget Narrative**

The Budget Narrative is where the bidder provides an itemized budget breakdown and narrative for each budget category listed on the Budget Worksheet. Describe any leveraged community and partner resources, if any and the source of funding.

In responding to this RFP, the bidder should plan for an annual (July 1 – June 30) budget cycle. For each of the four years to be included in the contract awarded in response to this RFP, NHES will negotiate a annual line-item budget.

The budget narrative must offer sufficient details to allow an assessment of cost reasonableness for costs identified in the Budget Worksheet described below.

**Personnel**

- Provide the title and duties of each position to be compensated under this project and the importance of each position to the success of the project.
- Provide the salary for each position under this project.
- Provide the amount of time (such as hours or percentage of time) to be spent by each position on this project.
- Provide the basis for cost estimates or computations.
- How many direct service staff are included in your budget? (FTEs)
- How many non-direct service staff or administrative are included in your budget? (FTEs)

**Fringe Benefits**

- Give the fringe benefit percentages of all personnel included under Personnel.
• Provide the rate and base on which fringe benefits are calculated.
• Do not include fringe benefits for salaries and wages that are treated as part of the indirect cost.

Travel (In-State)
• Explain the purpose of travel explain how it aligns to the project goals and objectives, and identify who will travel.
• Provide specifics on how travel expenses are calculated.
• Provide information on allowed mileage reimbursement costs.
• Mileage reimbursement may not exceed the federal rate, which can be found at GSA.gov.
• Travel for consultants should be included under Contractual (line 6).
• Out of state travel is restricted and requires prior approval from by NHES (most training opportunities are now available on-line).

Equipment
• In general equipment costs are not allowed for this program.
• However, the State considers all purchases of $250 or more to be treated as equipment that must be maintained on inventory and remain property of the program/state. Such purchases require prior approval from NHES.
• The provider shall return all equipment/furniture purchased with federal funds to NHES upon the termination of contract.

Supplies
• Supplies purchased with grant funds should directly benefit the project and be necessary for achieving project goals.
• Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Provide an estimate of supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
• Explain anticipated need for supplies and how they relate to project success.
• Provide the basis for cost estimates or computations.

Facility Costs (not included in indirect costs)
• For facility cost, include estimated total square feet available and cost per square foot. [Do not include costs for the NH Works MOU IFA/Space costs for staff located in a NH Works Office. NHES will manage those costs at the state level.]

Contractual
• Please note that this RFP does not include a provision for sub-contracts. However, if the bidder is proposing a service design that includes contractual agreements the following information must be provided.
  o Describe the products to be acquired, and/or the professional services to be provided.
  o Provide the purpose of the product(s) and/or services and their relation to project success.
  o Provide the projected cost per contractor and basis for cost estimates.
For professional services contracts, provide the amount of time to be devoted to the project, including the proposed costs to the grant award.

Construction
- Not applicable.

Other
- Provide the purpose for the expenditures and their relation to the proposed strategy during the project period.
- Costs associated with professional development, if applicable.

Total Direct Costs
- The sum total of all direct expenditures, per budget category.

Indirect Costs
- Describe your indirect costs rate – include the percentage and what is included in your base cost for determine you indirect cost rate. If the bidder does not have an approved indirect cost rate, they must use the 10% De Minimis rate.

Administration Costs
- Administration costs are limited to 10% of the contract award.
- Indirect costs are included in the administration costs.
- In general, most cost associated with this program will fall into the direct and indirect costs category.
- Please see WIOA guidance on the administrate cost definition for WIOA

Training Expenses (50% of funds, minus administration costs)
- Individual Training Accounts (ITA)-Estimated funds for ITAs. Include number of people to train and the estimated cost per person. ITA costs include tuition costs, and books, fees and training related costs that are included in the ITA package. Do not include estimated support service costs. Support service costs are tracked separately
- On-the-Job Training Contracts – estimated cost for OJTs based on number of people enrolled in an OJT and the estimated cost per participant.
- For both the ITA and OJT costs estimates assume a cap of $6,500 per person.

Support Services
- Describe how funding will be used for support services and how costs were calculated.
- Explain in detail if funds exceed the assumed limit of 10-12% of program costs.

Total Costs
- Sum total of direct costs, indirect costs, and training costs.
- Please provide total costs for the year.
Part II: Budget Worksheet

Bidder is required to submit a budget worksheet using Appendix B. All costs included must be reasonable, allowable, necessary and allocable among the cost categories using cost principles from 2 CFR 200 and 2 CFR 2900, as appropriate.

The budget narrative provided must offer sufficient details to allow an assessment of cost reasonableness.

In addition, please use Appendix C for job description of WIOA funded staff included in the personal costs on the budget worksheet.

SECTION VII: PROPOSAL REVIEW AND EVALUATION

The proposal review and evaluation process is conducted utilizing a fair and objective process that adheres to the State’s Procurement Policy and all other applicable state and federal regulations.

All proposals passed by the review committee will be evaluated by impartial evaluators and scored using a uniform scoring guide.

A. Technical Review

BEA program administrators will serve as the Technical Review Team. The team will conduct a review of each proposal received for compliance with technical requirements as follows:

1. evaluate each proposal for acceptability, based on completeness and responsiveness to requisite program criteria,
2. confirm the proposal was submitted in accordance with the specified timeline,
3. confirm all of the requested information and documentation is included in the application package, and
4. verify that the proposal is complete and signed by an individual legally authorized to act on behalf of the bidder.

Proposals assessed as failing to meet the required minimal standards will be returned to the bidder.

Proposals passing the technical review will be forwarded to the Selection Committee for content evaluation and scoring.

B. Selection Process

- No less than four (4) SWIB members shall serve as the Selection Committee for this RFP.
- Proposals that meet the minimum criteria will be reviewed and ranked by the Selection Committee.
- Each reviewer will complete a score sheet for each proposal received from the Technical Review team.
- Proposals will be ranked based on the merits of the proposal using the Evaluation Scoring process outlined in the section below.
- Rankings will be used as a guide for discussion and final selection of a provider.
C. Evaluation Scoring

<table>
<thead>
<tr>
<th>Section Headings</th>
<th>Range of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Services</td>
<td>0-35</td>
</tr>
<tr>
<td>Demonstrated Ability &amp; Past Performance</td>
<td>0-20</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>0-05</td>
</tr>
<tr>
<td>Budget</td>
<td>0-40</td>
</tr>
<tr>
<td>Total Points Possible:</td>
<td>100</td>
</tr>
</tbody>
</table>

- The Selection Committee retains the right to request additional information from any applicant or request an oral presentation.

- Bids submitted that exceed the maximum amount of WIOA Adult funds specified for this RFP will be rejected.

- If all responses fail to address the elements of RFP as presented, the Selection committee may declare a failed competition and request a re-release of the RFP. Conversely, in the event that a single response is submitted, and that response is deemed adequate, the committee may move that proposal forward for final selection.

D. Award Process

Scores submitted from the Selection Committee will result in the initial selection of a provider that most closely meets the requirements established by the SWIB as determined by NHES and/or BEA.

- Each Bidder submitting a proposal will be notified in writing regarding the decision concerning their proposal.

- Formal notification to the selected bidder are subject to Review and Approval by the SWIB and NHES/BEA.

- If the results of the review indicate, in the opinion of NHES/BEA, that the bidder may not be able to fulfill service delivery expectations, BEA/NHES reserves the right to decide to not enter into a contract with the organization, regardless of the ranking and/or approval of the applicant’s proposal.

- BEA/NHES may require the selected service provider to participate in negotiations and modify their proposals based on the outcome of those negotiations. BEA/NHES may decide not to fund part or the entire proposal, even though it is found to be competitive. Such decisions will be made based on the opinion of BEA/NHES that the services proposed are not needed, the goals of the proposal do not align with goals of the SWIB, or the costs are higher than BEA/NHES finds reasonable in relation to the overall funds available.
- BEA/NHES reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, BEA/NHES will not be held liable for provisions of the RFP package that become invalid.

- Additional funds received by BEA/NHES may be used to expand services with existing subrecipients or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of BEA/NHES.

- NHES will initiate and negotiate a contract award pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and/or the successful completion of contract negotiations.

- The NH Governor and Council must approve the final contract between NHES and the selected bidder prior to enactment.

E. Debriefing of Unsuccessful Bidders

Unsuccessful bidders may request a debriefing conference. A written request for a debriefing conference must be emailed to Bonnie St. Jean at Bonnie.j.St.Jean@livefree.nh.gov within three (3) business days after the Notification of Unsuccessful Proposal letter is e-mailed to the Bidder. BEA will acknowledge receipt of debriefing request within three (3) business days.

Discussion will be limited to a critique of the requesting Bidder’s proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

F. Protest Procedure

This procedure is available to Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed three (3) business days to file a protest of the acquisition with the SWIB Selection Committee. Protests shall be submitted by email to Bonnie.j.St.Jean@livefree.nh.gov

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

- All protests must be in writing and signed by the protesting party or an authorized agent.
- The protest must state the grounds for the protest with facts and complete statements of the action(s) being protested.
- A description of the relief or corrective action requested should also be included.
- Only protests identifying an issue of fact concerning the following subjects shall be considered:
  - A matter of bias, discrimination or conflict of interest on the part of the Selection Committee.
  - Non-compliance with procedures described in the RFP document.
• Protests not based on the above will not be considered.
• Protests will be rejected as without merit if they address issues such as:
  1) An evaluator’s professional judgment on the quality of a proposal, or
  2) NHES/BEA assessment of its own and/or other agencies’ needs or requirements.

Upon receipt of a protest, a protest review will be held by the Chair of the SWIB or his designee that will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Bidder, such Bidder will be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

1. Find the protest lacking in merit and uphold the agency’s action.
2. Find only technical or harmless errors in the agency’s acquisition process and determine the agency to be in substantial compliance and reject the protest.
3. Find merit in the protest and provide the agency options which may include:
   a. Correct the errors and re-evaluate all proposals.
   b. Reissue the solicitation document and begin a new process.
   c. Make other findings and determine other courses of action as appropriate.

If the agency determines that the protest is without merit, the agency will enter into a subrecipient contract with the successful bidder. If the protest is determined to have merit, BEA/NHES will proceed with respect to the SWIBs decision to take one or more of the alternative actions noted in the preceding paragraph.

G. Public Disclosure

Pursuant to RSA 21-G:37, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of proposals, the Agency will post the number of responses received with no further information. No later than five (5) business days prior to submission of a contract to the Department of Administrative Services pursuant to this RFP, the Agency will post the name, rank or score of each proposer.

The content of each Proposer’s Proposal shall become public information upon the award of any resulting Contract. Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (http://www.nh.gov/transparentnh/). However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as “CONFIDENTIAL”. A designation by the Proposer of information it
believes exempt does not have the effect of making such information exempt. The Agency will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The Agency will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential.

If a request is made to the Agency to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Agency will notify the Proposer of the request and of the date the Agency plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Agency may release the requested information on the date specified in the Agency’s notice without any liability to the Proposers.

SECTION VIII: DISCLAIMERS AND GENERAL PROVISIONS

The following are disclaimers and general provisions under NHES, BEA and/or the SWIB. The Bidder shall review each statement below to ensure capacity for compliance before submitting a proposal for consideration. Items listed below may be repetitive of provisions cited earlier in this RFP.

- The RFP is effective for maximum for four years. Prior to the end of PY 2023, NHES will release an RFP for Title I WIOA Adult services effective PY 2026 – PY2028.
- This RFP does not commit NHES or BEA to award a sub-recipient contract.
- Funding provided through this RFP process does not allow for any expenses related to preparing a proposal under Workforce Innovation and Opportunity Act.
- NHES/BEA reserves the right to waiver informalities and minor irregularities in offers received.
- The SWIB reserves the right to re-release this RFP in the absence of qualified proposals, and/or due to funding restrictions, reallocations, or any other funding/program-related issues at the state or federal level.
- The selected Bidder shall not subcontract in whole or any part any responsibilities or duties assigned in the contractual agreement between the Bidder and NHES without the written prior approval from NHES.
- All data, material, and documentation originated and prepared by the Bidder pursuant to the RFP shall belong exclusively to the BEA/NHES and be subjected to disclosure under the Freedom of Information Act.
- Formal notification to award a sub-recipient contract and the actual execution of a contract are subject to the results of negotiations between the selected Bidder and NHES and continued availability of Workforce Innovation and Opportunity Act funds.
- Any changes to the Workforce Innovation and Opportunity Act regulations and guidance, funding level or SWIB direction may result in a change in the sub-recipient contract. In such instances, BEA and/or NHES are not liable for what is in the Bidder’s proposal or this RFP package.
- Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal Workforce Innovation and Opportunity Act legislation, all
applicable federal regulations, State of New Hampshire policies and laws, and BEA/NHES policies and procedures.

- The Bidder 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 or 46 CFR part 31, whichever is applicable

- Post RFP, additional funds received by the BEA/NHES may be included in a contract with the selected Bidder to expand existing programs; or by consideration of proposals not initially funded under this RFP, if such proposals rated in the competitive range. These decisions shall be at the discretion of the BEA/NHES.

- BEA/NHES may decide not to fund part or all of a proposal even though it is in the competitive range. If, in the opinion of the BEA/NHES, the services proposed are unnecessary, or the costs are higher than BEA/NHES finds reasonable in relation to the overall funds available, or if past management concerns lead the BEA/NHES to believe that the Bidder has undertaken services Ensure cannot successfully carry out, changes are allowed.

- The Selection Committee is not required to award bids to the lowest Bidder or to the highest scoring proposal. The Committee may use discretion in considering all factors to select the best overall proposal. These factors include, but are not limited to, price, technical qualifications, and demonstrated experience.

- Any proposal approved for funding may be contingent on the results of a pre-award site visit conducted by NHES. This site visit will establish, to NHES’s satisfaction, whether the Bidder is capable of conducting and carrying out the provisions of the RFP. If the results of the site visit indicate, in the opinion of NHES, that the Bidder may not be able to fulfill service delivery expectations, NHES reserves the right not to enter into contract with the organization, regardless of the Selection Committee’s approval of the Bidder’s proposal.

- NHES is required to abide by all Workforce Innovation and Opportunity Act legislation and regulations. Therefore, the NHES 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.

- The Bidder shall to adhere to NHES procedures to collect and verify data and submit required monthly reports as well as invoices to NHES.

- 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 Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, gender, national origin, age, disability, sexual preference, English proficiency, or political affiliation or belief.

- All Bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

- Bidders must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under contract with NHES. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

- The funding awarded in a contract resulting from this solicitation are subject to a reduction at any time during the contracting period should a Bidder fail to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
The bidder awarded a contract as a result of this RFP, will allow state and federal representatives access to all related records and financial statements, Workforce Innovation and Opportunity Act records, program materials, staff, and customers.

The bidder awarded a contract (in response to this RFP), is required to maintain all Workforce Innovation and Opportunity Act records for three years, beginning on the last day of the program year. (2 CFR 200.333-337).

The RFP period will not be final until NHES and the successful Bidder have executed a mutually satisfactory contractual agreement. NHES reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final NHES approval of the award and execution of a contractual agreement between the successful Bidder and NHES.

NHES 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.

NHES reserves the right to determine both the number of participants to enroll and the funding level for the final contract. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

The Review Team will reject any bid submitted that is over the maximum amount of WIOA Title I Adult funds specified for this RFP.

Registration with the New Hampshire Secretary of State as a Vendor is required. Bidders must provide a current copy of such certification or a copy of the submitted application for certification. The bidder may contact the NH Secretary of State at 603-271-3262 or 3266 for information on vendor registration.
## APPENDIX A - Proposal Cover Sheet

**RFP #WIOA-ADULT-01-08-26-2020**  
**BEA/NHES ADULT PROGRAM CAREER AND TRAINING SERVICES**

<table>
<thead>
<tr>
<th>Organizations Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Person(s):</td>
<td></td>
</tr>
<tr>
<td>Title of Contact Person(s):</td>
<td></td>
</tr>
<tr>
<td>Telephone Number(s):</td>
<td></td>
</tr>
<tr>
<td>Email Address(s):</td>
<td></td>
</tr>
</tbody>
</table>

**Check the box that most appropriately describes your organization:**

- [ ] Unit of Local Government
- [ ] Private Non-Profit Organization
- [ ] For Profit Organization
- [ ] Business Association
- [ ] Other:

**CERTIFICATION:** I certify that the information contained in this proposal, fairly represents the entity named above and its capacity to conduct the proposed delivery of WIOA Adult services as described herein. I acknowledge that I have read and understand the requirements of the RFP and that this entity is prepared to implement the proposed activities if selected for contract. I further certify, by my signature below, my authority to sign this proposal and any contractual agreement emanating therefrom on behalf of the entity submitting the proposal.

/__________________________________________/________ |

(SIGNATURE of Authorized Official)  
(Date)

/__________________________________________/________ |

(Printed NAME and JOB TITLE of Authorized Official)  
(Date)
### APPENDIX B – Budget Worksheet

Name of Organization: ________________________________
Prepared by: ______________________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>Administration</th>
<th>Program</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROGRAM OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Travel</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities (direct charges for Rent &amp; Utilities, Maintenance &amp; Janitorial)</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications (phones, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Rental &amp; Maintenance</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase (add approval requirement information)</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Training</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td></td>
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<tr>
<td><strong>INDIRECT COSTS (% = )</strong></td>
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<tr>
<td><strong>Participant EXPENSES</strong></td>
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<tr>
<td>Individual Training Accounts (ITA)</td>
<td>$</td>
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<tr>
<td>On the Job Training (OJT)</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Services</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Costs: $________

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BEA/NHES Request for Proposal for WIOA
Adult Career and Training Services
Page 37 of 42
APPENDIX C – Staff Job Descriptions

Using this format, complete a separate Job Description for each Position/Job Classification that will provide WIOA services under the terms of this agreement, whether funded in full or in part, with WIOA Adult funds.

Please identify the following:

1. Job Title

2. Describe actual job duties or tasks performed in relation to the WIOA Adult program and job title (or attach job description and then continue to answer questions below).

3. Minimum education, experience, and qualifications of the person to perform the above job duties.

4. What is the anticipated amount of time this staff person will provide WIOA-funded services:
   a. _____ hours per day
   b. _____ hours per week
   c. _____ office location(s)

5. What is the anticipated amount of time this staff person will provide WIOA-funded services:
   Adult ____________ Other ____________

6. Name of Immediate Supervisor: (If position needs to be filled, indicate this.)

7. Share information on any staff assigned to this position that going to work in other sections/departments of the agency. Please describe.
APPENDIX D – Assurances & Certifications

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related Subrecipient(s):
   a. I/we declare that all answers and statements made in the proposal are true and correct.
   b. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for restricting competition. However, I/we may freely join with other persons or organizations for presenting a single proposal.
   c. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by BEA/NHES without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
   d. In preparing this proposal, I/we have not been assisted by any current or former employee of BEA/NHES whose duties relate (or did relate) to this proposal or prospective sub-award, and who was assisting in other than his or her official, public capacity.
   e. I/we understand that BEA/NHES will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of BEA/NHES, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
   f. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Bidder or to any competitor.
   g. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
   h. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal for restricting competition.
   i. I/we grant BEA/NHES the right to contact references and others, who may have pertinent information regarding the Bidder’s prior experience and ability to perform the services contemplated in this procurement.
   j. I/we accept and will abide by State of New Hampshire’s Code of Conduct and Conflict of Interest Policy

<table>
<thead>
<tr>
<th>Signature of Bidder</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>
APPENDIX E – WIOA Assurances & Certifications

As an organization requesting WIOA funding, we assure and certify that our organization will comply with the following provisions:

1) Exclusive use of the statewide/regional brand name for the NH Works development system in lieu of traditional workforce development language and organizational names in the marketing and delivery of services and programs; furthermore, Ensure will credit the SWIB and BEA/NHES for funding on all marketing and other collateral.

2) Consistently identify individual programs and activities in user-friendly terms.

3) Designate appropriate job titles for staff who work with WIOA customers and detailed job descriptions will be available for each job title. These job titles will consistently be used with external customers.

4) Maintain customer files according to NH Works policies and guidance and adhere to data validation expectations.

5) Fully comply with the requirements of the WIOA; all Federal regulations issued pursuant to the Act; the NH WIOA State Plan; NHES NH Works Directives; and policies issued by the SWIB.

6) Administer the program in full compliance with safeguards against fraud and abuse as set forth in the law and regulations.

7) Ensure that the program does not discriminate against, deny benefits or employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, sexual orientation, or political affiliation, or any other non-relevant factor.

8) House all WIOA service provider staff at the NH Works Job Center to the greatest extent possible and will accept all associated workforce roles and responsibilities.

9) Operate the program in full compliance with health and safety standards established under State and Federal law and that condition of employment and training will be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the customers.

10) Refer ineligible applicants to other appropriate services, including career services available at the NH Works Job Centers.

11) Exhaust other resources for support and training prior to using WIOA funds.

12) Ensure that all WIOA customers participating in on-the-job training activities or individuals employed in other activities under WIOA be compensated at the same rates, including periodic increases and working conditions, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Moreover, that such rate shall be accordance with applicable law. In no event shall the wage be less than the applicable state or local minimum wage law.

13) Ensure that no customer is employed to fill a job opening when any other person is on layoff from same or equivalent job, or when employer terminates the employment of any regular employee or otherwise reduces its workforce with the intention of filling vacancies with WIOA customers.
14) Ensure no WIOA funds will be used for contributions on behalf of any customers to retirement systems or plans; to impair existing Subrecipients for services for collective bargaining agreements; to assist, promote, or deter union activities; or to displace any currently employed worker.

15) Ensure reports to the NHES or its staff will be provided in a timely fashion, as requested.

16) Ensure all customer information will be keyed into the client management information system, JMS/GSI WIOA, in accordance with state and local policy, both in terms of content and timeframe expectations.

17) Ensure eligibility verification will be completed and documented in accordance with Federal, State, and local policy.

18) Ensure WIOA funds are not used for customer loans.

19) Ensure the total project costs will not exceed the amount awarded in the subrecipient contract for services.

20) Ensure coordination of training site visits by NHES staff and federal staff on request and will fully cooperate with monitoring reviews and other site visits by any representative of the WIOA.

21) Ensure will, in carrying out the Subrecipient, refrain from activities involving either actual or the appearance of conflict of interest according to Code of Conduct and Conflict of Interest.

22) Ensure will adhere to the BEA/NHES records retention policy and all WIOA financial and programmatic records (including customer files) stored by each service provider for a minimum of three years from the date the program year audit is completed.

23) Ensure an annual single audit performed in accordance with current Federal regulations and that upon receipt of completed audit, sub-recipient will submit a copy to the BEA/NHES within thirty days (30) unless approved for a longer period.

24) Ensure will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352).

25) Ensure will comply with the nepotism provisions as they relate to federally funded programs.

26) Ensure will comply with the Immigration Reform and Control Act of 1986 by completing and maintaining on file an I-9 form for each customer receiving WIOA wages.

27) Ensure will comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, (PL 91-646) which requires fair and equitable treatment of persons displaced as a result of federally assisted programs.

28) Confirm that the organization is not debarred, suspended, proposed for debarment, or declared ineligible from participation in this project.

29) Ensure does not use federal funds for lobbying purposes. If lobbying has occurred utilizing funds other than federal funds, the sub-recipient agrees to file a disclosure report, if applicable.

30) That no WIOA funding will be used for sectarian activities and that employees paid from WIOA funds will not participate in sectarian religious activities in the execution of their job duties.

31) That no WIOA funds will be used to encourage or induce the relocation of a business.

32) That no WIOA funds will be used for customized or skill training and related activities after the relocation of a business until after 120 days.

33) That no WIOA funds will be used for foreign travel.

34) That no WIOA funds will be used to duplicate services available in the area.
35) Ensure that customers will not be charged fees for placements or referrals.

36) Ensure WIOA financial assistance is not provided to any program that involves political activities and the sub-recipient agrees to comply with the provisions of the Hatch Act, which limits the political activity of certain state and local government employees and enrollees in federally funded programs.

37) That all WIOA customers and WIOA funded staff are aware of grievance procedures and the sub-recipient assures and certifies that the sub-recipient has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from customers/enrollees, sub-recipients and other interested parties.

38) The sub-recipient will comply with New Hampshire statues, which prohibits public officials and employees from having a personal interest in any Subrecipient to which s/he is also a party in an official capacity.

39) The sub-recipient assures and certifies that it will comply with applicable provisions of the following laws as they relate to employment and training procedures: The Drug Free Workplace Act, the Immigration Reform Act, the Davis-Bacon Act, and Child Labor Laws.

For more information on WIOA assurances visit http://www.doleta.gov/WIOA.

I/we certify I/we read, understand and addressed in our proposal submitted on behalf of our organization all specifications contained in the RFP. That the required format has been followed and that all of the information contained in this proposal is true and correct. I further certify that our organization will comply with all of the above assurances, and that the governing body of our organization has duly authorized this proposal.

__________________________________________  ______________________________
Signature of Authorized Representative                  Date