



REQUEST FOR PROPOSALS FOR

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

Local Workforce Area 12
Butler ▪ Clermont ▪ Warren Counties

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1. INTRODUCTION AND PURPOSE

1.1 Introduction

Under the auspices of the Workforce Innovation and Opportunity Act (WIOA), the Workforce Investment Board | Butler ▪ Clermont ▪ Warren (also known as the “WIBBCW”, Local Workforce Area 12) works in partnership with the Chief Elected Officials of Butler, Clermont, and Warren Counties to set the workforce policies for Local Workforce Area 12. Per the Area’s Intergovernmental Agreement, the Warren County Board of Commissioners is designated as the fiscal agent and administrative entity and therefore will be entering into an agreement with the chosen respondent on behalf of WIBBCW.

Through the Workforce Innovation and Opportunity Act of 2014 (WIOA), title I, Public Law 113-128 and Ohio’s Comprehensive Case Management and Employment Program (CCME), WIBBCW is committed to preparing the local area’s at-risk and needy youth for real job opportunities. As such, WIBBCW is committed to the development and oversight of a youth program that focuses on an areawide seamless approach in serving Butler, Clermont and Warren County youth (ages 14-24) who are high school drop-outs; youth who have received a secondary school diploma or its equivalent, but are basic skills deficient; homeless, runaway, or foster children; pregnant or parenting youth; youth subject to juvenile or adult justice system; and/or youth with a disability.

1.2 Purpose

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

2. TIMELINE

RFP Milestone	Completion Date
RFP is issued	March 1, 2019
Deadline for Receiving RFP Questions	March 15, 2019
Deadline for Registering for the RFP Process	March 22, 2019
Deadline for Proposals Received	April 5, 2019
Selection of Provider	May 3, 2019
Start Date of Agreement	July 1, 2019

3. SCOPE OF SERVICES

3.1 Agreement Period/Type

This will be a two-year sub-recipient agreement beginning July 1, 2019 and ending June 30, 2021. The agreement has the option to extend for one additional year at the discretion of WIBBCW and the CEO Consortium. The agreement will be a current needs or cost reimbursement sub-recipient agreement.

3.2 Geographical Area

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

3.3 Summary of Services

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

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

1. Pre-enrollment activities such as recruitment, intake, initial assessment, eligibility determination (Attachment 4) and referrals to other programs, as appropriate.
2. Youth engagement activities.
3. Framework activities such as objective assessment, development of the Individual Service Strategy and case management.
4. Access to the WIOA Required 14 Service Elements: tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies; alternative secondary school services; paid and unpaid work experiences that have as a component academic and occupational education, which may include summer employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities; occupational skill training; education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; leadership development opportunities; supportive services; adult mentoring; follow-up services for not less than 12 months; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and activities that help youth prepare for and transition to postsecondary education and training.
5. Advance partnerships with CCMEP TANF Lead Agencies to co-enroll eligible clients.
6. Ensure and monitor that 25% of agreement funds will be used for work experience programs.
7. Meeting the WIOA Youth performance measures.
8. Developing procedures to continually monitor data to ensure positive outcomes.
9. Ensure that a minimum of 80% of the funds will be spent on Out-of-School Youth.
10. Ensure that all state and local WIOA polices are followed.
(http://jfs.ohio.gov/owd/WorkforceProf/policy_info.stm)

WIOA service providers must complete their own data entry through the system chosen by the

State of Ohio. The Ohio Workforce Case Management System (OWCMS) is the current program in which CCMEP eligibility is determined. Client cases are managed and performance outcomes are reported through OWCMS. The selected WIOA Youth Provider for Area 12 will need to develop a referral system with the appropriate Butler, Clermont and Warren OMJ Centers, CCMEP TANF lead agencies and other partners for eligible youth. If a potential WIOA eligible youth wishes to receive other services, the Provider must coordinate the referrals with OMJ partners.

4. AGREEMENT FUNDING

4.1 Availability of Funds

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

If additional funding becomes available during the term of the agreement, and at WIBBCW’s discretion, a selected provider’s agreement may be revised to increase the agreement value.

4.2 Agreement Amounts

The funds available for services solicited by this proposal are appropriated under Title I of the Workforce Innovation and Opportunity Act. The exact funding that will be available for the chosen Youth Services Provider will not be known until the State of Ohio releases its Program Year WIOA allocations. For this purpose of this RFP, Respondents should base their annual budget on the following information:

Year	In-School	Out-of-School
PY19 Projection	\$223,279.60	\$893,118.40

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

The above projected PY19 figures are estimated by averaging the past three-year allocation amounts. The total expenses of the Respondent’s line-item budget (Attachment 3) for the first year of services beginning July 1, 2019 must be less than or equal to the estimated PY19 Projection amounts presented above. Levels of funding shall not be considered final. The funding amount may increase or decrease during each year of operation based available funding. The two-year agreement will be amended each year based on the new allocation amount and sub-recipient performance.

4.3 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by the WIBBCW that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process. A copy of the Respondent's indirect cost plan must be included along with the proposal.

4.4 Profit/Management Fee

Only commercial for-profit organizations may incorporate profit or a management fee into their budget. Profit must be contained in a single line item on the budget.

Note for all Respondents: The maximum for profit is 8% of the total funding requested.

4.5 Agreement Funding Disclosure

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

WIBBCW may decide not to fund part or all of a proposal even though it is found to be in the competitive range. The WIBBCW may choose not to award an agreement to the Respondent(s) with lowest cost or highest rating when taking into account other factors in balancing services to customers.

Timely investment of funds in the local area is of key importance to the WIBBCW. Therefore, the selected Respondent(s) will be required to comply with the WIBBCW policy regarding funding obligations and expenditures. As summarized, this policy requires:

- 80% of funds must be obligated or spent within 12 months of receipt;
- 100% of funds must be obligated or spent within 18 months of receipt; and
- 100% of funds must be expended within 21 months of receipt

4.6 Cost of Developing Proposal

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

5. RFP REQUIREMENTS

5.1 Eligible Respondents

The WIBBCW will accept and consider proposals from for-profit entities and non-profit organizations, including but not limited to governmental entities, community agencies, educational institutions, and faith-based organizations. A consortium of organizations may also submit a proposal. Under this scenario, the consortium's proposal must clearly delineate the lead

organization and the roles and functions it will provide.

5.2 RFP Questions

All questions related to this RFP and the bid process must be sent via e-mail **prior to the deadline** to receive questions. Requests for technical assistance will not be available by phone. All questions must be directed to: Amy Pond, Operations Administrator, at Amy.Pond@jfs.ohio.gov.

5.3 Prohibited Contacts

The integrity of the RFP process is very important to the WIBBCW and Warren County in the administration of our business affairs, in our responsibility to the residents of our communities, and to the Respondents who participate in the process in good faith.

Behavior by Respondents which violates or attempts to manipulate the RFP process in any way is taken very seriously. Neither a Respondent nor their representatives should communicate with individuals associated with the RFP process. If a Respondent attempts any unauthorized communication, the Respondent's proposal is subject to rejection. Individuals associated with this program include, but are not limited to the following:

1. Public officials, including but not limited to the Butler, Clermont and Warren County Commissioners;
2. WIBBCW Board members and employees; and
3. Any WIBBCW current service providers and Job and Family Services employees.

Examples of unauthorized communications are:

1. Prior to the award being made, telephone calls, letters and faxes regarding the RFP process, interested Respondents, the program or its evaluation made to anyone other than the RFP Contact Person as listed in Section 5.2;
2. Visits in person or through a third party attempting to obtain information regarding the RFP; and
3. E-mail except to the RFP Contact Person, as listed in Section 5.2.

5.4 Notice of Intent to Propose

An intent to propose must be emailed to: Amy Pond, Operations Administrator, at Amy.Pond@jfs.ohio.gov, no later than March 22, 2019. The intent to propose must contain the organization's name, contact person, address, and fax number.

5.5 Public Record

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

5.6 Policy and Regulations

Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies. It is the Respondents' responsibility to familiarize themselves with all applicable laws, regulations and policies.

Respondents should use the relevant information available at the following website and clicking on About WIOA: <http://www.doleta.gov/WIOA> - U.S. Department of Labor's Employment and Training Administration (ETA) resource page with guidance and technical assistance tools.

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

During the proposal process WIBBCW may modify this RFP by the issuance of one or more addenda, up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the agreement document. Any addenda issued for this RFP will be posted on the WIBBCW website.

5.7 Civil Rights Compliance

All Respondents must ensure equal opportunity to all individuals. No individual in the WIBBCW region area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, gender, sexual orientation, national origin, age, disability, or political affiliation or belief.

5.8 Proposal Submission

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

5.8.1 Submittal Deadline

To be considered valid, the entire proposal must be delivered by hand or mail delivery service and received by the WIBBCW no later than 4PM Eastern on April 5, 2019. Failure to submit an Intent to Propose by the specified deadline will disqualify the bidder from consideration, even if the bidder later submits a proposal.

5.8.2 Submittal Location

Submission must be hand delivered or via mail delivery service and received no later than April 5, 2019 to the following address:

Amy Pond, Operations Administrator
Workforce Investment Board | Butler ▪ Clermont ▪ Warren
406 Justice Dr, Suite 301
Lebanon, Ohio 45036

5.9 Proposal Withdrawal

Respondents may withdraw their proposal(s) at any time before the WIBBCW makes its selection of provider(s) by providing written notice to the WIBBCW. Withdrawal of a proposal after the selection exposes a Respondent to legal liability for sanctions, including costs for re-procurement, or may result in an agreement being awarded to the next selected Respondent.

5.10 False or Misleading Statements

If, in the opinion of the WIBBC, information included within Respondent's proposal was intended to mislead the WIBBCW in its evaluation of the proposal, the proposal will be rejected.

6. PROPOSAL EVALUATION

6.1 Evaluation Process

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

Step 1: Preliminary Review

All responses received by the required due date will be reviewed to ensure the Respondent submitted all required proposal documents and attachments as specified in the RFP. Proposals missing any of the required paperwork will not be considered. Additionally, proposals that offer services for only one or two counties will not be considered. Moreover, proposals that were not received at the designated location by the specified due date will not be considered.

Step 2: Evaluation Committee Review

Proposals will be evaluated and rated by a Review Committee established by the WIBBCW. All Proposal Evaluations completed by the Review Committee will be maintained on file by the WIBBCW. To be considered for award, Respondents must achieve a minimum acceptable score of 75% of the point total within each evaluation category.

Step 3: Other Information

Review Committee members will determine if additional information is required to complete the evaluation process. Any information obtained during Step 3 will be evaluated using the scale set forth in the Step 2 Evaluation Committee Review and incorporated into the overall rating for the proposal. The Review Committee may request information from sources other than the written proposal to evaluate a Respondent's programs or to clarify its proposal. Examples of other information may include but are not limited to the following:

1. Written responses from Respondent to clarify questions posed by Review Committee. Such information requests by Review Committee and Respondent's responses must always be in writing.
2. Oral presentations to ensure the WIBBCW's interests or concerns are adequately addressed. Such presentations must include the Respondent's key program personnel.
3. Site visits to review the location(s) where the services will be provided.

Step 4: Recommendation to the Board

The Review Committee will make its recommendation to the WIBBCW. It is anticipated that the recommendation will occur at the regularly scheduled Board meeting on May 3, 2019.

6.2 Proposal Selection

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

1. A Review Committee will review proposals and present their recommendation to WIBBCW.

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

7. PROVIDER PROPOSAL

7.1 Narrative Proposal

Respondents must include responses to the following items. Use the category titles and listed numbering schemes and include each question/statement prior to the response. Please list "n/a" for any item that is not applicable to the Respondent's proposal.

7.1.1 Demonstrated Ability - 38 POINTS

1. Provide a brief history of your organization.
2. Describe your agency's experience operating WIOA Youth Programs. If your organization does not have previous WIOA experience, describe your experience with youth workforce development programming.
3. Provide the number of youth served, enrollments, and the outcomes within the last year.
4. Provide two organizational charts as attachments to the original proposal: (1) the Respondent's overall organizational structure that indicates owners, members, or officers and (2) the Respondent's proposed management structure between staff and WIBBCW.
5. Explain how you will notify WIBBCW when staffing changes occur.
6. Indicate any potential conflict of interest. Examples include: owners, members or officers that reside on the WIBBCW, are employed by an organization currently participating in any workforce development service or OMJ Center or are related to such individuals. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any proposed subcontractor(s) or subrecipients.
7. Include resumes and job descriptions for key personnel as attachments to the original proposal. Stress knowledge, skills, and experience of staff related to the requirements of this RFP. Any substitutions in staff or material changes in the amount of staff time to be devoted to the project, including specific program elements, may not be made without prior written authorization.
8. Provide three (3) references as an attachment to the original proposal for current or past projects that are similar in scope and size to the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone) and a brief description of services provided.
9. Describe a 60-day transition plan for your organization to begin services on July 1, 2019. Include items such as staffing, logistics, customer caseloads, etc. Include any past experience with similar transitions.
10. All quality programs should have a strategy for continuous improvement. Describe the

- process your agency will utilize to execute regular cycles of youth program evaluation.
11. Provide information detailing your organization's safety and security policies and procedures.

7.1.2 WIOA Youth Program Design - 38 POINTS

1. Provide a description of the populations you intend to serve and why.
2. Identify the projected number of in-school and out-of-school youth you plan to serve each year.
3. Describe how you will ensure that while this will be one agreement for three counties, client services will be provided fairly and tracked in each county.
4. WIBBCW greatly values innovation. Describe innovative approaches and methods that will be used to recruit eligible youth and maintain their engagement within the program.
5. Provide details on how your program will increase employment and post-secondary opportunities for the targeted population.
6. Describe how the voices of youth participants will be incorporated into the program design.
7. Describe any types of services that will be provided to individuals who don't qualify for WIOA funded training services.
8. List any types of assessment tools that will be used to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.
9. Provide innovative approaches your staff will utilize to assist youth in identifying their career passions and goals.
10. Describe state-of-the-art workshops that will be provided and plans for delivering these workshops.
11. Describe how customer feedback will be captured and reported.

7.1.3 Required Elements - 47 POINTS

1. Describe the process staff plan to utilize to enroll youth in services. This includes how staff will determine eligibility.
2. Describe in detail how your organization will ensure that each of the WIOA 14 Elements are available to participants.
3. Identify a projected number of ITA (Individual Training Account) enrollments for each year.
4. Describe how a customer's need for supportive services will be identified.
5. Describe how resources from other community organizations may be leveraged (WIOA Element 7).
6. Explain any innovative approaches staff will use to keep youth engaged and provide continued services during Follow-Up (WIOA Element #9).
7. Describe innovative and successful partnerships that your agency has established to ensure the delivery of each of the fourteen elements.
8. Describe any applicable past or current experience participating in pre-apprenticeship or apprenticeship programs, including the specific occupations or sectors that targeted Youth Services to customers.
9. Describe how your organization plans to develop relationships with business customers and to promote work experience programs.
10. Explain how your organization will use OhioMeansJobs.com, career exploration and labor exchange technology in your provision of services.
11. Describe how your organization will utilize technology to enhance and improve services.

12. Describe your organization's approach to offering a wide range of training services to participants.
13. Describe how your organization will partner and collaborate with CCMEP TANF Lead Agencies, including processes to collaborate so that eligible clients can be co-enrolled.
14. WIBBCW requires that at least 25 percent of the youth formula funds be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing. Describe how your organization will emphasize work experience while incorporating academic and occupational education components.

7.1.4 Performance - 35 POINTS

1. Describe in detail the processes you will use to track performance and ensure that each of the performance measures are met.
2. Describe how you will meet your minimum enrollment numbers while having exits that are relatively close to the number of new registrations in a program year.
3. Discuss your organization's abilities to use OWCMS. Describe goals and plans to implement improving performance results in year two.
4. Reference anytime your organization did not meet WIOA performance measures.
5. Explain the process steps that you will take to address and remedy any negative performance measures.
6. Provide details on how you will track the requirement that 25% of funds are spent on work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing.
7. Explain how your organization will monitor how you will follow the WIBBCW requirement that 80% of funds be spent on out-of-school youth programming.
8. Describe how Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliance will be ensured.
9. Explain how your organization will ensure that federal and state confidentiality laws and regulations as well as local data security procedures are followed.
10. Pursuant to section 502 of WIOA, explain how your organization will comply with sections 8301 through 8303 of the Buy American Act.

7.2 Cost Proposal - 47 POINTS

Respondents must include responses to the following items. Use the category titles and listed numbering schemes and include each question/statement prior to the response. Please list "n/a" for any item that is not applicable to the Respondent's proposal.

7.2.1 Budget Forms and Narrative

1. Use the Budget Forms included in this RFP to provide a Cost Proposal for the services proposed in the Narrative Proposal.
2. Provide a narrative which describes each line item within the budget which includes: Salaries, Fringe Benefits, Occupancy Costs, Communication, Equipment, Office Supplies, Dues & Subscriptions, Staff Travel, Individual Training Accounts, On-the-Job Training, Work Experience and Supportive Services. Include a description of the how costs were calculated.
3. Provide a narrative explaining any indirect costs (section 4.3) and/or profit costs (section

- 4.4) for a profit entity that are incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization.
4. If applicable, provide an indirect cost plan.
 5. Discuss your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis.
 6. Discuss how your organization's fiscal control and accounting procedures are in accordance with generally accepted accounting procedures.
 7. Describe your organization's experience with managing federal funds, including the experience that fiscal staff employed by the organization have in administering federal funds, and how the organization ensures compliance with federal financial management.
 8. Describe the type of accounting system your organization uses.
 9. Describe what internal controls are in place to compare actual expenditures with the agreement budget and to ensure required expenditure levels are met.
 10. Describe how your organization will handle costs that may be disallowed.
 11. Describe how WIOA funds will not supplant other state or federal funds.
 12. If applicable, list all other federally funded programs, including funding levels, that your organization has administered since January 1, 2016. Briefly state whether all funds were spent in a timely manner and in accordance with program purposes and requirements.
 13. Discuss any time your organization was unable to spend any sub-agreement, contracted or federal/state allocated amounts and had to return unspent federal or state funds.
 14. Describe any alternative or leveraged resources or in-kind contributions that your organization will commit to for WIBBCW services. Include the source and the dollar value.

7.3 System and Administration Components - 18 POINTS

7.3.1 Insurance Certification

The Respondent must provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees.

Prior to the effective date of the agreement, selected Respondent shall give the County and the WIBBCW the certificate(s) of insurance completed by Respondent's duly authorized insurance representative, with effective dates of coverage at or prior to the effective date of the agreement, certifying that at least the minimum coverage required is in effect; specifying the form that the liability coverages are written on; and, confirming liability coverages shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice. Waiver of subrogation shall be maintained by the chosen Respondent for all insurance policies applicable to this agreement, as required by ORC 2744.05.

During the agreement period and for such additional time as may be required, the selected Respondent shall provide, pay for, and maintain in full force and effect the insurance specified in the agreement. The coverage must not be less than the prescribed minimum limits covering the activities of the chosen Respondent, any subrecipients and anyone directly or indirectly employed by the chosen Respondent.

7.3.2 Audits

Respondents must include a copy of its two (2) most recent independent annual audit reports, most recent single audits, if applicable, and the most recent Form 990s (Federal Tax Return of Organization Exempt Form Income Tax). For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year-end balance sheet and income statement.

7.3.3 Assurances and Certifications

The Respondent shall agree to the items listed in in **Attachment 2** of this RFP - Assurances and Certifications. This Assurances and Certifications document shall be signed and dated and attached to the Respondent's proposal as indicated.

7.3.4. Sub-agreements and/or Subrecipient, Consortium Arrangements

The hiring or use of outside services, subrecipient, or consultants or the use of consortium arrangements in connection with the work presented within this RFP shall be specifically described. Each entity's roles and responsibilities must be clearly listed. The lead organization must be identified. A youth program provider is subject to the same federal, state, and local procurement rules, regulations, and policies to which WIBBCW is subject to under WIOA and the Uniform Guidance. Therefore, the youth program provider must enlist a competitive process to procure any subgrantees or subrecipients. Respondents planning to subgrant services must describe in detail the competitive process which they plan to follow. Respondents must also describe how they will comply with the Uniform Guidelines required in the monitoring of subrecipients.

7.3.5 Existing or Pending Legal Action Disclosures

Respondent must disclose any existing or pending or threatened court actions and/or claims against the Respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may cause the proposal and/or agreement to be rejected.

7.3.6 General Copy Requirements

Accepted proposals must follow the following guidelines:

1. Proposals must be typed on 8 1/2" x 11" paper, with a 12-point font.
2. Pages must be consecutively numbered.
3. Proposals must include a cover page and index.
4. The overall maximum page limit of proposal is 60 single-sided pages excluding all attachments and amendments exhibits, position descriptions, résumés, and references.
5. Respondents must submit one (1) original proposal and seven (7) exact copies of the original proposal. The original proposal must be marked "Original" on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal.
Note: Only one copy of the Respondent's previous two years audited financial statements is required. This copy should be attached to the original proposal.
6. Electronic Requirements: An original proposal on a CD or flash drive in a pdf format with the pages numbered must be included.

7.4. Proposal Summary Chart

Proposal Summary	
Cover Page	Cover Page form is provided as Attachment 1 . Must be signed and dated.
Table of Contents	Description of the information contained in proposal and the related page number.
Proposal Narrative	Responses to the items included in Section 7. Proposal Narrative. Must include each question and a response. If certain services are not being applied for, then include “n/a” as the response.
Budget	Budget forms included in Attachment 3 .
Required Attachments	<p>Organizational Charts</p> <ul style="list-style-type: none"> • Resumes of Key Personnel • Job Descriptions • List of Three References <p>Required attachments as outlined in Section 7.3. System and Fiscal Administration Components:</p> <ul style="list-style-type: none"> • Insurance Requirements • Assurances and Certifications – Attachment 2 • Indirect Cost Plan, as applicable • Identification, description and detail of any planned or current sub-agreements, subrecipient and/or consortium arrangements, as applicable-Section 7.3.4 • Copies of Previous Two Years’ Audits • Disclosure of any existing or pending or threatened court actions and/or claims against the Respondent, parent company, or subsidiaries – Section 7.3.5