



workforce **CONNECTIONS**
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Notice: Request for Proposals

Youth Employment and Training Services

(WIA Year-Round, Healthcare, Green Economy, and Tri-County Coalition – Rural)

*workforce***CONNECTIONS** (wC) is seeking proposals to provide employment and training services under the Workforce Investment Act Youth Programs (CFDA No. 17.259)

Submission deadline

April 18, 2011 12:00 PM PST

*workforce***CONNECTIONS** Request for Proposals
Equal Opportunity Employer/Program

Auxiliary aids & services available upon request for individuals with disabilities

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SECTION I - RFP DESCRIPTION

A. Introduction

*workforce***CONNECTIONS** (wC) is a public agency that provides a variety of workforce development services to Southern Nevada's residents, businesses and education and training providers. These funds are made available through the U.S. Department of Labor's (DOL) Workforce Investment Act (WIA) and are designated for employment and training activities, including supportive services for Youth with priority given to low-income individuals.

wC is soliciting proposals from applicants with experience and expertise in providing employment, training and placement services as well as assisting youth with earning a high school diploma or GED. Our intent is to procure a qualified provider (or providers) to enter into a one year contract to provide services for Youth in the Southern Nevada Service Delivery (the counties of Clark, Nye, Esmeralda, and Lincoln and the cities of Las Vegas, North Las Vegas, Boulder City, and Henderson), with the option to reissue the contract(s) for up to two (2) additional one-year periods based on need, performance, and funding availability.

wC is seeking innovative ways to increase the educational attainment and employability of the youth in Southern Nevada to provide employers with appropriately trained and skilled employees. Special consideration will be given to those organizations that focus on high growth job sectors within Southern Nevada and showcase innovative customized training, preparation for post-secondary education opportunities, strong community partnerships, mentoring, and fiscal responsibility. We encourage applications from qualified applicants from established community based organizations, faith-based organizations, private for-profit organizations, non-profit organizations, educational institutions, consortiums, and public agencies.

This Request for Proposal and all required wC forms are also available on our website <http://nvworkforceconnections.org/?p=513>.

B. Funds Available

wC estimates an amount not to exceed \$3,300,000 in funding will be available to serve Youth in Southern Nevada as designated below. Bidders are permitted to propose for funding for more than one program.

Program	Amount not to Exceed
WIA Year-Round Youth	\$2,000,000
Healthcare Sector	\$500,000
Green Economy Sector	\$500,000
Tri-County Coalition (rural counties)	\$300,000

C. Funding Period

The initial funding period is from **July 1, 2011** through **June 30, 2012**.

D. Technical Requirements

1. Letter of Intent

To better anticipate and prepare for a thorough and equitable review of all proposals submitted, wC is requiring all organizations who intend to submit a proposal to fax or e-mail a letter of intent prior to **April 4, 2011**. The letter of intent is included in this solicitation package.

2. Submitting a Proposal

Please submit ONE ORIGINAL, six (6) unbound copies, and one electronic copy of each proposal, in a sealed envelope with the name of your organization and the name of which program the application is proposing clearly written on the outside. All proposals must be received in the administration office of wC on or before **April 18, 2011 at 12PM**, regardless of the delivery method utilized. All proposals will be marked with a time and date stamp when received. Persons who hand-deliver proposals will be issued a written receipt. Timely submission of proposals is the sole responsibility of the proposer. Mail delivery should be addressed to:

Suzanne Potter, Program Support Specialist
workforceCONNECTIONS
7251 West Lake Mead, Suite 200
Las Vegas, Nevada 89128

3. Proposal Format

Each respondent is requested to submit their proposal in a format that is easy to read and navigate. They should avoid repetitious material. The proposal(s) should clearly demonstrate the respondent's ability to effectively manage and operate a program under the Workforce Investment Act and provide the services requested. In order to simplify the review process and obtain the maximum degree of comparability, proposals shall follow the order of the questions asked in the Proposal Narrative section of the RFP and include section headings that correspond to the questions asked (i.e.: A. Abstract or Summary, B. Program Management, C. Problem Statement/Needs Assessment, etc.)

4. Page Limits

Executive Summary – 1 page

Proposal Content – 8 pages

No other page limits are in effect. wC will remove any excess pages from proposals exceeding these limits before the proposals are distributed for review. The attachment section including organizational charts, budget pages, project organization chart, and resumes or job descriptions, are not subject to the page limits.

5. Layout Requirements

Font size: 12 point Times New Roman, Margins: One inch minimum, Text: Single-spaced, Pages: Single-sided, Footer: The name of the submitting organization at the bottom of each page, Page numbering: Consecutively numbered at the bottom of each page. (Prefer 1 of 6, 2 of 6, etc.)

SECTION II - GENERAL RFP INFORMATION

A. Solicitation Process

This RFP does not commit wC to accept any proposal submitted, nor is wC responsible for any costs incurred in the preparation of responses to this RFP. wC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award the contract in whole or in part as is deemed to be in the best interest of wC. wC may negotiate separate proposal components (i.e. RFP Narrative, Budget Detail and Budget Narrative, etc.). wC reserves the right to cancel, delay, amend, or reissue the RFP at any time.

B. Questions about this Solicitation

Questions regarding this RFP may be submitted in writing prior to the Bidder's Conference. Questions may also be asked or presented in writing at the bidder's conference. Written responses to questions received by WC will be posted on the website www.snwib.org within 7 days following the bidder's conference. The responses may also be obtained at WC administration office. Written questions should be directed to Sylvia Spencer via facsimile (702) 638-8774, or via e-mail to youthrfp@snvwc.org. No questions will be accepted or technical assistance provided after **April 8, 2011 by 5:00 PM.**

C. Eligibility and Qualifications

Community-Based Organizations (CBO); Public Agencies; Private For-Profit Businesses; Private Non-Profit Organizations; Educational Entities; Faith-Based Organizations and Consortiums are eligible to apply. Consortiums must be lead by a qualifying agency responsible for ensuring compliance with all terms and conditions of the contract and for administering the programmatic and fiscal elements of the contract. As such, they will ultimately be held accountable for program and performance results. Applicants shall have a minimum two (2) years of documented, successful experience within the last five (5) years in providing skills-based workforce development services to adults, or demonstrate sufficient capacity within the organization to perform as indicated in the proposal and meet federal performance standards.

D. Selection Process

The selection process will be conducted utilizing a fair and objective process that adheres to wC and state procurement policy. Proposals will first undergo a Technical Review to determine that the respondent has met all the technical requirements of the RFP. Proposals that fail the technical review will **not** be forwarded to the Proposal Review Committee for further consideration.

Proposals that pass the Technical Review will undergo an evaluation by a Proposal Review Committee. Proposals will be selected for funding based on a favorable evaluation and/or the need for services offered. Priority may be given to those proposals that illustrate the most comprehensive and broadest range of services for a reasonable cost while complying with established guidelines for achieving required performance measurements.

wC may select a service provider based on the initial proposal received without modification; however, wC reserves the right to request additional data, conduct oral discussions, or review documentation in support of

the proposal before making an award. Respondents may also be asked to make an oral presentation to wC. wC staff will schedule the time and location for these presentations if necessary.

All proposals submitted in response to the RFP shall become the property of wC and wC retains proprietary rights to all submitted proposals. Copies of the Executive Summary will be made available to the general public during the scheduled wC meeting for award announcement.

E. Award of Contract

1. Each respondent submitting a proposal will be notified in writing or via e-mail of wC's decision concerning their proposal. Formal notification to award a contract, and the actual execution of a contract are subject to the following conditions:
 - Receipt of WIA funds from federal and state administering agencies;
 - Results of negotiations between selected service providers and wC administrative staff;
 - Continued availability of wC WIA funds, and;
 - Approval by Youth Council and full wC Board.
2. All awards are contingent upon the results of a more thorough pre-award review including an assessment of the Statement of Qualifications (SOQ). If the results of the review indicate, in the opinion of wC, that the proposed service provider may not be able to fulfill contract expectations, **wC reserves the right not to enter into contract with the organization, regardless of the ranking and/or approval of the respondent's proposal if additional concerns arise during the contract negotiations.**
3. wC may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations.
4. wC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of wC, the services proposed are not needed, the goals of the proposal do not align with goals of wC, or the costs are higher than WC finds reasonable in relation to the overall funds available.
5. Any changes to the WIA program, the State of Nevada and/or wC WIA Plan, may result in a change in contract terms. wC 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, wC will not be held liable for provisions in the RFP package that become invalid.
6. Additional funds received by wC may be used to expand existing contracts, or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of wC.

F. Protests/Disputes/Grievance/Appeals Process and Procedures:

1. Respondents that are not funded have the right to dispute any provision of the awarded contract(s). While contracted service delivery will continue, disputes shall be promptly processed as outlined. For more information on this process please refer to wC policy 5.3r#1 Grievances/Complaints.

G. Program Period

The initial funding period is from July 1, 2011 through June 30, 2012, wC reserves the right to renew, extend, reissue or renegotiate contracts for up to two additional years based on funding availability and contractor performance. Excellent performance by a contractor does not necessarily bind wC to extend an existing contract.

H. Type of Contract

1. wC will enter into a **cost reimbursable contract** with any entity receiving funding. Contractors shall be reimbursed for the actual expenses incurred based on the approved line item budget. The contractor's expenditures under this award may not exceed (except at contractor's risk) the total funding available unless wC agrees to amend the contract to provide additional funds.
2. wC may extend or modify a contract if it appears to be in the best interest of the WIA Title I program and is agreeable with the contractor. The number of participants served and/or associated services and costs may be modified at any time during a contract period by executing a contract modification agreement signed by both parties.
3. If any part of the work included in the proposal is to be subgranted, the grantee shall identify the services they intend to subcontract and the procurement process used to obtain those services. Service providers must follow wC procurement policies to ensure the process provides open and free competition. Copies of any subgrant agreements must be submitted to wC prior to the execution of the final contract, however; if the subgrantee organization has been a "partner" in the development of the application prior to the grant award, and if the partner's absence would lead to non-performance or failure, no further procurement process is required. Partner activities must be specified in the original Statement of Work.

I. Contractor Requirements

1. Respondents selected for funding must comply with applicable U.S. DOL Regulations: 20 CFR Part 652, Office of Management and Budget Circulars A-21, A-87, A-110, A-122, A-133, or 48 CFR Part 31, whichever is applicable. (Available at <http://www.whitehouse.gov/omb/circulars/index.html>)
2. All service providers must adhere to the federal WIA provisions and all applicable federal regulations, (<http://www.doleta.gov/usworkforce/wia/act.cfm>) the State of Nevada WIA Compliance policies (http://www.nvdetr.org/wia/wia_pol.htm) and wC policies and procedures (<http://www.snwib.org/policies.html>).
3. Service providers are required to collect, verify, and submit monthly reports and reimbursement invoices to wC.
4. All service providers must ensure equal opportunity to all individuals. No individual in the Southern Nevada Workforce Investment Area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

5. Service providers must accept liability for all aspects of any WIA program conducted under contract with wC. Service providers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
6. Any contract resulting from this solicitation process may be reduced or cancelled during the contract period if a service provider fails to meet outcome goals specified in the contract and/or if anticipated funds are not forthcoming from the federal or state governments.
7. Service providers must allow access to all WIA records, program materials, staff, and participants to local, state, and federal representatives. In addition, service providers are required to maintain all WIA records for at least three years, beginning on the last day of the program year.

J. Request for Proposals Calendar*

RFP Announcement Advertisement	March 18, 2011
RFP Available for Pick-Up or Download from Internet	March 18, 2011
<u>Mandatory</u> Bidders Conference	March 29, 2011 1:30PM to 3:30PM
Letter of Intent and Statement of Qualifications Deadline	April 4, 2011 by 5PM
Q&A Deadline	April 8, 2011
Proposal Submittal Deadline	April 18, 2011 by 12PM
Technical Proposal Review	April 18, 2011
Review Committee Final Review & Scoring	April 25, 2011
Contract Recommendations to Youth Council	May 11, 2011
Approval by Full WC board	May 24, 2011
Contract/Budget Negotiations	May 24, 2011 – June 24, 2011
Project Start Date	July 1, 2011

* Subject to change

K. Bidder’s Conference

A proposers’ conference for all organizations or agencies intending to submit proposals will be held on **March 29, 2011 from 1:30PM to 3:30PM** in the **Dallas Ballroom** of the **Texas Station Casino** located at **2101 Texas Start Lane, N Las Vegas, NV 89032** (telephone number 702-631-8292).

L. Request for Qualifications

All potential bidders must submit a “Statement of Qualifications” (SOQ) and be approved before any proposals are submitted. To submit a Statement of Qualifications, respondents should complete the Statement of Qualifications (SOQ) package in the appendix of this proposal or download it from the wC

website: <http://nvworkforceconnections.org/?p=513>, complete the required information and return it to the contact person below by **April 4, 2011 by 5:00 PM**. Once the SOQ has been reviewed and approved, the agency is cleared for a potential award of contract.

Please submit the completed Statement of Qualifications to:

Tameca Ulmer
workforceCONNECTIONS
7251 W Lake Mead Blvd Ste 200
Las Vegas, NV 89128

M. Ex Parte Communication

It is the policy of WC to prohibit ex parte communication regarding proposals with any member of WC board or WC staff. Ex parte communication means an oral or written off-the-record communication made to decision-making personnel either directly or through a third party, without required notice to the parties, to influence or attempt to influence the merits or outcome of a future decision related to this solicitation. Written and oral communications with regard to proposals should not be neither solicited nor received by individual wC staff and/or board members. Violation of this policy may disqualify an agency from consideration. This policy, however, does not preclude proposers, WC board, WC staff, or proposal evaluators from requesting clarification on parts of the solicitation process.

N. Complete Proposal Checklist

Those agencies or organizations wishing to submit proposals should verify that each of the following components is included: (Total Points Possible = 90 Points for WIA Year-Round & Tri-County Coalition (rural) proposals OR 100 Points Possible for Green Economy & Healthcare Proposals)

- Cover Page (signed and dated)
- Executive Summary (one page)
- Narrative Section (no more than 8 pages)
- Budget Detail and Budget Narrative

Additional Mandatory Items to be included in the Appendix

- Resumes of key personnel and/or job descriptions of positions to be filled associated with the proposed program.
- Agreements and Letters of Support from partners, potential subcontractors, or other organizations associated with the proposed program (if indicated in your proposal).
- Organization Chart
- Timeline of major program activities (from proposal)

Optional Items: Include additional material you would like the Review Committee to consider (no more than 5 pages).

Associated Documentation: Completed Statement of Qualifications (SOQ) in response to the Request for Qualifications (RFQ). The SOQ must be submitted by **5:00 PM on April 4, 2011**. **No contracts will be issued until SOQ has been submitted and approved.**

**SECTION III - RFP NARRATIVE (50 Points for WIA Year-Round/Tri-County Coalition
OR 60 Points for Healthcare/Green Economy Sectors)**

A. Demonstrated Performance (28 Points)

- 1) **Provide a description of the organization's history and its years of experience providing WIA services or other related training and employment services: 4 POINTS**
*Evaluators will determine if the bidder provides a clear description of the organization's history and years of experience delivering WIA Adult and Dislocated Worker or comparable training and employment services in the community. The description demonstrates the experience and ability of the bidder to provide high quality employment and training services.
- 2) **Provide a description of the organization's experience working with at risk youth populations including high school dropouts, pregnant and parenting youth, former foster care youth, homeless youth, ex-offenders, individuals with disabilities and individuals with significant barriers to employment: 4 POINTS**
*Evaluators will determine if the bidder demonstrates experience with working with the above named target groups.
- 3) **Describe the organization's capability to conduct and administer federally funded programs, including your ability to collect and report financial and participant data: 4 POINTS**
*Evaluators will determine if the bidder demonstrated the organization's capability to conduct and administer federally funded programs, including the collection and reporting of fiscal, participant and performance data.
- 4) **Provide a detailed description of the organization's history working with and meeting the workforce needs of local businesses: 4 POINTS**
*The evaluators will determine if the organization demonstrates effective Business Services strategy that includes business outreach, business and employer feedback.
- 5) **Describe your organization's infrastructure and proposed staffing levels for the proposed program, which demonstrates your ability to achieve the program goals and staff's experience working with all targeted groups. Include an organization chart of the entire organization, as well as the proposed program: 4 POINTS**
* Evaluators will review staffing plans to determine whether perspective plans are adequate to achieve program goals and that staff has the experience to work with targeted groups.
*Staffing plans including Certified Workforce Development Professional (CWDP) will be viewed favorably.
- 6) **Describe your organization's ability to form and sustain partner collaborations and leverage partner resources that increase available resources: 4 POINTS**
* Evaluators will determine if the bidder demonstrates its ability to sustain partner collaborations and leverage partner resources. Organizations that can demonstrate an existing consortium of leveraged partnerships will be viewed favorably.
- 7) **Provide evidence of past performance for the program years 2009-2010. Please list the contact person(s), including e-mail addresses and telephone numbers, who can verify performance information. If your organization does not have performance for the period requested; provide all available performance: 4 POINTS**
* The evaluator will determine if the bidder's performance for the last two program years demonstrate the bidder's ability to meet contractual performance standards. Bidders should provide convincing evidence of past performance.

B. *Delivery of Services* (22 Points)

The successful bidder is responsible for determining WIA eligibility, documenting and tracking all services provided, and attaining mandated performance.

- 8) **Statement of need: Describe the geographic area(s) to be served, the proposed target groups, the customer’s needs and proposed strategies to address the needs: 4 POINTS**
 * The evaluators will be able to clearly ascertain the geographic area to be served and the description of the proposed customer, the customer’s needs, and proposed strategies to address the customer’s needs.
- 9) **Clearly describe your delivery of the required program services for Youth and complete the chart below: 6 POINTS**
 * The evaluators will be able to identify specific and concise statements regarding the delivery of required program services to Adults and Dislocated Workers.

Performance Measures	Total Planned Participants	Bidder’s Planned Performance Rates %
Literacy & Numeracy		
Attainment of a certificate or Diploma		
Placement in employment/Post-Secondary Education or Training		

- 10) **Describe your agency’s management structure, including a Board, top officials, the proposed project manager, and how internal project oversight and monitoring will occur. How will you ensure that performance goals are met, fiscal and programmatic rules are complied with and that cost effectiveness and quality services are assured? 8 POINTS**
 * Evaluators will determine that the internal process used to oversee, evaluate and monitor the organization’s program is clearly described.
- 11) **Describe Memorandums of Understanding (MOU) with current partners or explain the experience the bidder has had in creating partnerships, to include stakeholder consortiums. Describe how the needs of both the job seeker and business customer will be met by a collaborative partnership. The bidder must provide specific examples of partner roles and responsibilities: 4 POINTS**
 * The evaluator will determine that the bidder’s collaborative leveraging and employer partner resources are established or are clear and achievable.

C. *Sector* (10 Points)

(Note: This section only needs to be completed if you are applying for Green Economy Sector or Healthcare Sector funding).

- 12) **Describe your organization’s knowledge and/or level of involvement in the sector industry on which you will focus: 5 POINTS**
 * The evaluators will determine the level of knowledge and/or involvement your organization has in the sector industry your organization has selected to target.

13) Describe how your organization will target the sector industry employers for which you wish to target your project. Provide evidence-based data to support the availability of jobs in the areas in which your organization will focus: 5 POINTS

* The evaluator will be able to determine that the bidder has a clear outreach strategy to relevant industry stakeholders and/or has a detailed outreach method described. The ability to show strong existing employer/industry partnerships will be viewed favorably.

SECTION IV – BUDGET DETAIL AND BUDGET NARRATIVE (40 Points)

I. *Fiscal Plan* (12 Points)

- 1) **Briefly describe the elements of the organization’s internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds. 5 POINTS**

* The evaluators will determine that the fiscal infrastructure of the organization is clearly and concisely described and demonstrates sufficient capacity to manage Federal funds.

- 2) **Describe the experience of the fiscal staff employed by the organization have in administering Federal funds. 3 POINTS**

* The evaluators will determine the level of knowledge fiscal staff members of the organization have in administering Federal funds.

- 3) **Describe the organization’s process for self-monitoring of financial and budgetary performance and compliance ensuring effective fiscal quality control. 4 POINTS**

* The evaluators will determine if the organization’s internal monitoring and oversight processes are sufficient to ensure compliance with the contract’s fiscal requirements.

II. *Project Budget* (28 Points)

Each bidder is required to submit a project budget using the workforceCONNECTIONS Excel budget template. It is available for download on the wC website <http://nvworkforceconnections.org/?p=513>. Complete one budget form for each Adult/Dislocated Worker or Youth proposal being submitted. Each budget has a summary page and 11 budget detail pages that require line item detail, for a total of 12 pages. There are lines identified at the bottom of each budget detail page for a concise narrative, and each line item is required to have narrative description. Each budget detail section is formatted for and should only be one page. There are detailed instructions contained in the budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

The budget will be scored based on the criteria below:

Participant costs, direct staff, and overhead costs are clear and correctly categorized with appropriate narrative descriptions.	3 POINTS
The budget demonstrates overall cost effectiveness and matching resources that will leverage operating costs.	4 POINTS
The project's proposed budget supports the stated objectives and activities in the project narrative.	3 POINTS
Funds are allocated to minimize overhead costs and maximize direct services to participants, e.g. training and supportive services.	5 POINTS
<p>The majority of funds are budgeted for direct participant services.</p> <p>8 pts – 55% or more of the funds allocated to participant services 6 pts – 50-54.9% allocated to participant services 4 pts – 45-49.9% allocated to participant services 2 pts – 40-44.9% allocated to participant services 0 pts – 39% or less allocated to participant services</p>	8 POINTS
<p>Indirect costs are minimized to allow for more direct participant services.</p> <p>5 pts – 3.0% and less indirect costs 4 pts – 3.1 – 3.4% and less indirect costs 3 pts – 3.5-3.9% indirect costs 2 pts – 4.0-4.4% indirect costs 1 pt – 4.5-4.9% indirect costs 0 pts – 5.0% or greater indirect costs</p>	5 POINTS

APPENDIX

Proposal Cover Sheet

Statement of Compliance

Letter of Intent to Submit a Proposal

Statement of Qualifications

WIA Program and Sector Descriptions

Technical Review/Required Document Checklist

Proposal Cover Sheet

1. Agency Information:

Organization Name: _____

Mailing Address: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____ E-Mail: _____

2. Area(s) to be Served (Pleased check all that apply)

<input type="checkbox"/> Clark County	<input type="checkbox"/> Esmeralda County	<input type="checkbox"/> Lincoln County
<input type="checkbox"/> Boulder City	<input type="checkbox"/> Dyer	<input type="checkbox"/> Caliente/Pioche/Panaca
<input type="checkbox"/> Henderson	<input type="checkbox"/> Goldfield	<input type="checkbox"/> Alamo
<input type="checkbox"/> Las Vegas	<input type="checkbox"/> Nye County	<input type="checkbox"/> Other
<input type="checkbox"/> Laughlin/Searchlight	<input type="checkbox"/> Amargosa Valley/Beatty	<input type="checkbox"/> _____
<input type="checkbox"/> Mesquite	<input type="checkbox"/> Manhattan/Round Mtn.	<input type="checkbox"/> _____
<input type="checkbox"/> Moapa/Logandale/Overton	<input type="checkbox"/> Pahrump	<input type="checkbox"/> _____
<input type="checkbox"/> North Las Vegas	<input type="checkbox"/> Tonopah/Goldfield	<input type="checkbox"/> _____

3. Amount Requested

Categories	Amount
a. Total WIA Funds Requested from Workforce Connections	\$ _____
b. Total Number of Clients Proposed	_____
c. Average Cost Per Client Served (a ÷ b)	\$ _____

4. Please check the appropriate box for proposal being submitted. Please note, separate proposals must be submitted for each program request for funding.

Program
<input type="checkbox"/> WIA Year-Round Youth
<input type="checkbox"/> Healthcare Sector - Youth
<input type="checkbox"/> Green Energy Sector- Youth
<input type="checkbox"/> Tri-County Coalition – Youth (rural counties)

5. Affirmation and Certification:

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP), and that my agency/organization is prepared to implement the proposed activities as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my agency/organization. I also understand that by signing any contract initiated as a result this proposal, my agency/organization is responsible for meeting each performance measure set forth in this RFP and/or established by federal, state and local WIA regulations. I fully affirm and understand that failure to meet the performance measures set forth in this RFP may result in my organization’s contract being terminated.

Name (Print) _____ Title _____

Authorized Signature _____ Date _____

Statement of Compliance

As the authorized signatory official for: _____
(Proposing Agency/Organization)

I hereby certify:

That the above-named proposer is duly approved to submit this application requesting funding under the Workforce Investment Act (P. L. 105-220).

That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act (P. L. 105-220) and Workforce Connections policies and guidelines, and other administrative requirements issued by the Governor of the State of Nevada. The service provider shall notify Workforce Connections within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and

That the above named proposer will undertake special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

That the above named proposer has reviewed and is in agreement with Workforce Connections performance standards criteria for the Program Year for which funds are sought; and

That this application represents a firm request to deliver adult and dislocated worker employment and training services under the Workforce Investment Act; and

That the above named proposer is in agreement that Workforce Connections reserves the right to accept or reject any proposal for funding; and

That the above named proposer waives any right to claims against the members and staff of Workforce Connections in their individual capacities; and

That the contents of the application are truthful and accurate.

Authorized Representative Signature

Date

Typed Name and Title

Date

2011 Youth WIA Request for Proposals

LETTER OF INTENT TO SUBMIT A PROPOSAL

Workforce Connections must receive prospective applicants' "Letter of Intent to Submit a Proposal" by Friday April 1, 2011. Letters may be faxed or e-mailed as noted below.

Date: _____

To: Sylvia Spencer, Programs Manager
Via E-mail: sspencer@snnwc.org
Via Fax: 702-638-8774

RE: Submission of a 2011 Youth WIA Proposal

This is to advise you that _____ (name of lead agency) intends to submit a proposal under the 2011 Youth WIA Services Program as designated below (check all that apply):

Program
<input type="checkbox"/> WIA Year-Round Youth
<input type="checkbox"/> Healthcare Sector
<input type="checkbox"/> Green Energy Sector
<input type="checkbox"/> Tri-County Coalition – Youth (rural counties)

Our project (s) will provide employment and training services for Youth in the following counties/cities:

We understand that this Letter of Intent can be rescinded at any time before the submission due date of *Friday April 1, 2011*. We will advise Workforce Connections if we decide not to compete for this funding.

Signature of Lead Agency Representative

Name and Title of Lead Agency Representative

Address

Telephone Number(s)

Email Address

*workforce***CONNECTIONS**
WIA PROGRAM AND SECTOR

*workforce***CONNECTIONS** Request for Proposals
Equal Opportunity Employer/Program
Auxiliary aids & services available upon request for individuals with disabilities

DESCRIPTIONS AND GUIDELINES

The over all purpose of WIA youth programs is to provide effective and comprehensive activities to eligible youth seeking assistance in achieving academic and employment success. WIA youth programs provide effective connections to employers, opportunities for training to eligible youth, and ensure ongoing mentoring opportunities in the work place and the community. workforceCONNECTIONS is requesting five (5) different proposals for the following WIA Youth Services Programs.

WIA YEAR-ROUND YOUTH SERVICES PROGRAM, proposed funding will not exceed \$2,000,000.

Respondents to this proposal must plan to operate a Year-Round Program, which includes the provision of education and employment services to WIA eligible in-school and out-of-school youth. Providers must determine which program elements will be provided to each youth participant based on the participant's objective assessment and Individual Service Strategy.

TRI-COUNTY COALITION, funding will not exceed \$300,000

Respondents to this proposal will follow the same guidelines as the WIA Year-Round Youth Services Program stated above except the focus will be on youth residing in Lincoln, Nye, and Esmeralda counties. Note: the place of business for this respondent must be in the one or more of these rural counties.

HEALTHCARE YOUTH SERVICES PROGRAM (SECTOR) , proposed funding will not exceed \$500,000

Respondents to this proposal must demonstrate a commitment to improve high school graduation rates and future employment opportunities for Nevada's youth. They must exhibit their in-depth knowledge of the healthcare industry and identify partners to provide "hands-on" learning opportunities for youth ages 16-21, address barriers to employment, and provide pathways to employment in the healthcare industry. This proposal must also offer curriculum with clear milestones, have embedded certificates (when possible) and be willing to commit to working with wC as a part of ongoing evaluation. This may require contractor's participation and interaction with identified outside consultants or agencies that are funded through wC.

GREEN ECONOMY YOUTH SERVICES PROGRAM, funding will not exceed \$500,000.

Respondents to this proposal must focus on developing, preparing, and placing youth in the green energy labor market. Funding shall be directed to Green Energy workforce development partnerships that establish community collaborations and partnerships; expose youth to a variety of "green" occupations; involve service learning opportunities; and target under-represented groups. This proposal must also offer curriculum with clear milestones, have embedded certificates (when possible) and be willing to commit to working with wC as a part of ongoing evaluation. This may require contractor's participation and interaction with identified outside consultants or agencies that are funded through wC.



workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

REQUEST FOR PROPOSALS

TECHNICAL REVIEW/REQUIRED DOCUMENT CHECKLIST

Those agencies or organizations wishing to submit proposals are advised to check each document in accordance with the documents checklist provided below. **Please use this checklist as a tool for ensuring proposals are properly prepared and submitted:**

- 1. Attend Mandatory Bidder's Conference on **March 29, 2011 at 1:30 PM** – Texas Station (note: proposals will only be accepted from organizations represented at this mandatory meeting)
- 2. Complete and submit Letter of Intent and the Statement of Qualifications by **5PM on April 4, 2011**
- 3. Submit any questions (the last day to do this is **April 8, 2011**).
- 4. Complete and submit
- 5. Proposal was received by the deadline: **April 18, 2011 by 12:00PM**. (note: late proposals will not be accepted)
- 6. Submitted proposal included the following:
 - Signed and dated Cover Page
 - Executive Summary (1 page maximum)
 - Correct Format
 - 12 Point Times New Roman
 - Margins: One-inch minimum (this applies to all margins)
 - Spacing : Single
 - Pages: Single Sided
 - Footer: The name of the organization submitted the proposal and the page number
 - Narrative Section (8 page maximum)
 - Budget Detail and Budget Narrative
 - Mandatory Appendix
 - Resumes of key personnel
 - Job descriptions of positions to filled associated with the proposed program
 - Agreements and Letters of Support from partners, potential subcontractors, or other organizations associated with the proposed program (if indicated in your proposal).
 - Organization Chart
 - Timeline of major program activities
 - One original, six unbound copies, and on electronic copy of each proposal in a sealed envelope with the name of your organization, and the name of which program the proposing clearly written on the outside. (note: proposals not following these instructions will not be reviewed).

workforceCONNECTIONS Request for Proposals
Equal Opportunity Employer/Program

Auxiliary aids & services available upon request for individuals with disabilities

Annual Statement of Qualifications (SOQ) For Bidders List

workforceCONNECTIONS

7251 West Lake Mead, Suite 200, Las Vegas, Nevada 89128

1. **Date of Statement:** _____ **New** **Update**
(Print)

2. **Name of Organization:** _____
(Print)

3. **Primary Address:** _____
(Print)

4. **Contact Person:** _____ **Title:** _____
(Print) (Print)

5. **E-mail Address:** _____ **Phone:** _____

6. **Authorized Signatory:** _____

The signatory above must be authorized by the organization's governing body as indicated in the attached "SIGNATURE CERTIFICATION" to obligate and bind the organization to the provisions of any contracts or agreements executed between the organization workforceCONNECTIONS.

7. **Legal Status: (Check one)**

For-Profit Corporation: Date Incorporated: _____ State: _____

Not-for-Profit Corporation: Date incorporated: _____ State: _____

Date of IRS Determination Letter: _____

(Note: Attachment: Please attach your most recent IRS Form 990 (Parts I to IV only)

State, Local or Indian Tribal Government (Name): _____

Post-secondary Educational Institution (Name): _____

Faith/Community Based Organization (Name): _____

Other (Specify) _____

8. **Tax Identification Number:** _____

(Internal Revenue Service (IRS) Employer's Number (EIN) Or (TIN)

DUNS Number: _____

13. Performance History

- a. Please list any contracts your organization has had within the past five (5) years providing services similar to those you will propose under the Workforce Investment Act. (Attach additional sheets if necessary.)

Program Name	Purpose of Contract	Contracting Agency	Contract Amount	Start/End Dates

- b. In the past five (5) years, has your organization been involved in a lawsuit on a matter related to payment to subcontractors, work performance, or employment-related litigation that proceeded to court? If yes, please attach an explanation of the circumstances surrounding each instance. Yes No
- c. In the past five (5) years, has your organization or any of its owners, partners or officers ever been investigated, cited, assessed any penalties, or have been found to have violated any laws, rules or regulations enforced or administered by any governmental entity? If yes, please attach an explanation of the circumstances surrounding each instance. (For this question, “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation.) Yes No
- d. Is your organization now, or has it ever been at any time in the past five (5) years, the debtor in a bankruptcy case? If yes, please attach an explanation of the circumstances. Yes No
- e. Is your organization in the process of, or in negotiations toward, being sold? If yes, please attach an explanation of the circumstances surrounding the sale. Yes No
- f. In the past three (3) years, has a governmental or private entity or individual **terminated** your organization’s contract prior to completion of the contract, withheld funding pending the resolution of issues associated with fulfilling the terms of the contract and/or placed your agency under “High Risk” status at any time. ? Yes No If yes to any of the referenced questions, please attach an explanation of the circumstances surrounding each instance and its current status.

- g. In the past three (3) years, has your firm been debarred from receiving federal funds or determined to be a non-responsible bidder or contractor? Yes No If yes, please attach an explanation of the circumstances surrounding each instance.
- h. In the past three (3) years, has your organization used any subcontractor on a government contract that had previously been debarred by a governmental entity? Yes No If yes, please attach an explanation of the circumstances surrounding the debarment, as well as the subcontractor's current status. Please indicate in the explanation when your agency became aware of the debarment.

14. Disallowed Costs

Identify any expenditure(s) that have been disallowed under any government contract during the past three (3) years. Include disallowances that are still not resolved and indicate the status. Use additional sheets if necessary.

Grantor	Date of Disallowance	Amount	Date Repaid

15. Insurance

Requirements:

- All WIA contractors are required to carry general public liability insurance in the amount of \$500,000 single limit coverage prior to entering into any contract with the wC. All insurance coverage must list the workforceCONNECTIONS as an additional insured.
- Contractors using motor vehicles in conducting program activities shall provide automobile insurance which clearly specifies that the wC, and/or staff are held harmless against claims arising from ownership, maintenance, or use of said vehicle. The wC requires a minimum coverage of \$100,000 per person and \$300,000 per accident for bodily injury and \$25,000 per accident for property damage.
- Contractors that place trainees in work based activities are required to carry workman's compensation coverage for any incidents arising out of those activities.
- Contractors serving youth shall provide sexual misconduct insurance that clearly specifies that the wC, and/or staff are held harmless against claims arising from sexual misconduct on the part of the contractor or contractor's employees.

a. Does your organization currently have **General Liability** insurance? Yes No

If yes, please provide the following information and attach proof of insurance from carrier:

Insurance Carrier Name: _____

Address: _____

Policy #: _____ Amount: _____

If no, your agency must obtain and provide documentation of the policy which indicates the required coverage prior to entering into a contract with this agency.

b. Does your organization currently provide **Automobile** insurance for employees performing official business? Yes No

If yes, please provide the following information and attach proof of insurance from carrier:

Insurance Carrier Name: _____

Address: _____

Policy #: _____ Amount: _____

If no, your agency must obtain the required coverage prior to entering into a contract with this agency.

c. Does your organization currently have **Nevada Workman’s Compensation** insurance for participants enrolled in a paid Work Experience, Internship, and/or other subsidized training programs? Yes No

If yes, please provide the Policy #: _____

If no, your agency must obtain the required coverage prior to entering into a contract with this agency

d. Does your organization propose to serve minor youth? Yes No

If so, do you have **Sexual Misconduct** insurance coverage? Yes No

If yes, please provide the following:

Insurance Carrier Name: _____

(Print)

Address: _____

(Print)

Policy #: _____ Amount: _____

If no, your agency must obtain the required coverage prior to entering into a contract with this agency.

Note: Contractors who are state agencies or political subdivisions of the State of Nevada are exempt from the liability insurance requirement as referenced above but must have and provide documentation of their Self Insured in accordance with the limitations of NRS 41.0305-41.039.

16. Program Management

Requirements: WIA contractors are required to establish internal control program management system procedures to: 1) ensure compliance with applicable sections of the Workforce Investment Act; 2) to enable monitors to review program progress; 3) prevent fraud, waste and abuse; 4) ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIA participants; and, 5) confirm adherence to specific program requirements and limitations.

Please identify the staff member responsible for ensuring all program management requirements are met.

Name of Program Manager: _____
(Print)

Position Title: _____ Phone #: _____

17. Financial Management

Requirements:

WIA contractors are required to conduct internal financial, and overall operations quality assurance for compliance with: 1) the Workforce Investment Act and applicable regulations; 2) State and WC policies and procedures; 3) accepted financial management and accounting practices; and, 4) Applicable OMB Circulars and Federal CFRs. Internal financial management procedures must be sufficient to: 1) ensure maintenance of auditable records; 3) ensure adherence to applicable fiscal policies and procedures; 4) prevent fraud and abuse;

Please identify the staff member responsible for managing accounts, maintaining financial records, monitoring fiscal activities for contractual compliance, assisting monitors/auditors during on-site visits and during all financial requirements are met.

Name of Financial Manager: _____
(Print)

Position Title: _____ Phone #: _____
(Print)

18. Financial Information

Requirements: All potential WIA subcontractors must provide the following information:

- A copy of your organization's current budget (please attach).
- A copy of your organization's most recent audited financial statement (please attach) OR an unaudited financial statement along with a letter from the treasurer stating the statements have been reviewed and approved by the board and the date of board approval.

Note: A site visit by WC staff to evaluate administrative back office systems may be a component of qualifying as a bidder. Qualified bidders may be asked to provide further details and information based on the needs of a specific project.

19. Cost Allocation Plan

Does your organization utilize a cost allocation plan? Yes No If yes, please attach a copy.

(Note: All WC Service Providers are required to develop and comply with an internal cost allocation plan)

20. Indirect Cost Rate

Does your organization have a federally approved Indirect Cost Rate? If yes, please attach a copy and indicate the federal approving agency. Yes No

Cognizant Federal Agency: _____ Rate: % _____ of: _____

21. Equal Employment Opportunity (EEO)

Requirements: All WIA “Contractors” must comply with: 1) Section 188 of the Workforce Investment Act as amended; 2) Age Discrimination Act of 1975; 3) Section 504 of the Rehabilitation Act of 1973; 4) the American with Disabilities Act of 1990; and 5) Title VI of the Civil Rights Act of 1964.

All WIA contractors must: 1) develop and adhere to affirmative action policies; and, 2) process all allegations of discrimination, violations of the WIA, or criminal fraud, abuse or misconduct according to the WC Grievance/Complaint Procedures. All employees and participants must be informed of EEO policies and guidelines and be given the name of the EEO Officer. Please identify the staff member responsible for ensuring all Equal Employment Opportunity requirements are met.

Name of EEO Officer: _____

(Print)

Position Title: _____ Phone #: _____

(Print)

22. Technology System Requirements

Requirements: At a minimum, WIA contractors must have: 1) computers capable of using the WC’s data management system (Windows 98, 2000, ME, NT or XP, Internet Explorer 6.0.2600 or above, and Microsoft Word 97, 2000 or 2002); 2) Adobe Acrobat Reader; 3) Internet access (broadband capability recommended); and, 4) Individual E-mail accounts for staff working on the project. Please identify the staff member responsible for ensuring all technology system requirements are met.

Name of Information Technology Contact: _____

(Print)

Position Title: _____ Phone #: _____

(Print)

Signature Certification

Name _____ requests consideration for

(Print Your organization name)

placement on the Qualified Agencies List (QAL) of workforceCONNECTIONS, In submitting this Statement, applicant certifies that it is true and accurate to the best knowledge of the signatory. Applicant certifies that personnel policies are on file at their agency for inspection.

Applicant also certifies that the workforceCONNECTIONS, (WC) formerly known as the SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD, is authorized to examine administrative and fiscal systems for compliance with minimum requirements to be on the Qualified Agencies List. It is understood that WC reserves the right to request additional information regarding administrative, financial, and legal status, and to visit the facilities at normal and reasonable hours.

I certify that I am authorized to submit this Statement on behalf of the above named organization. If any information changes significantly, I will notify WC within 30 days of date of change. I certify that the contents of this document are true and correct.

Signature: _____ Title: _____ Date: _____

(Print Title)

_____ Address: _____

Print Name

Print Address

(Please attach governing board resolution or other certification of signature authority.)

Other Authorized Representatives: _____

List the name, title, and other information of individual(s) authorized (if different than signatory above) to sign proposals and contracts on behalf of applicant. (Provide address, if different than address listed above.)

Name	Title	Address	Phone No.	E-mail

Please attach governing board resolution or other certification of signature authority for other individual(s) listed above.

Alternate Contact Person:

Name: _____ Title: _____

Address: _____ Telephone: _____

E-mail: _____

Assurances and Certifications

General Assurances

1. The Program Applicant (hereinafter referred to as the “**Contractor**”) assures that it will fully comply with the requirements of the Workforce Investment Act (Public Law 105-220) and its regulations, and the WC Local Area Plan as approved by the WC board and the Southern Nevada Chief Elected Official for the Workforce Development System.
2. The Contractor assures that it will administer its services under the WIA in full compliance with safeguards against fraud and abuse as set forth in the WIA regulations; that no portion of its service will in any way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief; that it will target employment and training services to those most in need of them.
3. The Contractor assures that it will administer services funded under the WIA in accordance with these provisions: (1) a trainee will receive no payments for training activities in which the trainee fails to participate without good cause; (2) on-the-job training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable State Minimum Wage Law; and (3) participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law, or the prevailing rates of pay for individuals employed in similar occupations by the same employer.
4. The Contractor assures that it will administer its services under the WIA in full compliance with health and safety standards established under State and Federal law and those conditions of employment and training is necessary, reasonable, and directly related to such factors as the type of work, geographical area and skill sets of the participant.
5. The Contractor assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by workers compensation benefits in accordance with State law; that enrollees in WIA work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program; and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.
6. The Contractor assures that no funds available under the WIA will be used for contributions on behalf of any enrollee to retirement systems or plans; to impair existing conditions for services or collective bargaining agreements; to assist, promote, or deter union organization; and to displace any currently employed worker.
7. The Contractor assures that no enrollee will be employed or fill a job opening when any other individual is on layoff status from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its work force with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.
8. The Contractor assures compliance with all federal rules and regulations which prohibit the use of WIA funds to lobby the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. If lobbying has occurred utilizing other than Federal appropriated funds, the contractor agrees to file a disclosure report if applicable.

9. The Contractor assures and certifies that it is in compliance with federal rules and regulations, Debarment and Suspension, 29 CFR Part 98 and is not presently debarred, suspended, for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal department or agency.
10. The Contractor assures and certifies that an established grievance procedure is in place and shall be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and subcontractors and other interested parties.
11. The Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
12. The Contractor will comply with applicable provisions of the Hatch Act which limits the political activity of certain State and local government employees.
13. The Contractor assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency's List of Violating Facilities. Contracts and subcontracts in excess of \$100,000, or circumstances where the State of Nevada has determined that orders under an indefinite quantity financial agreement in any year will not exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the Environmental Protection Agency (PA) or is not otherwise exempt, the Contractor assures that: (1) no facility to be utilized in the performance of the grant has been listed on the EPA List of Violating Facilities; and (2) it will notify the WC, prior to award of the receipt of any communication from the Director of Federal Activities, U.S.E.P.A., indicating that a facility to be utilized for a contract is under consideration to be listed on the EPA List of Violating Facilities.
14. The Contractor assures and certifies that it, and all of its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:
 - The Drug Free Workplace Act
 - The Davis-Bacon Act
 - The Immigration Reform Act
 - Child Labor Laws
 - The American's with Disabilities Act
 - The Fair Labor Standards Act
15. The Contract assures to immediately report to the WC any interruption and/or discontinuance of any services set forth in its statement of work or contract for any period in excess of one regular workday during the contract period.

Signature of Authorized Representative

Date

Print Name

Print Title

Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions

Contractor Agency/Organization: _____

(Print Name of Agency/Organization)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

(Before completing, please read the below referenced "Instructions" for Certification)

(1) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Organization/Agency: _____

(Please Print)

Name and Title of Authorized Representative: _____

(Please Print)

Signature: _____ Date: _____

(Before completing, please read the below referenced "Instructions" for Certification)

Instructions For Certification-Lower Tier Transactions

1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. The prospective recipient of federal assistance funds agrees, by submitting this proposal, it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. The prospective recipient of federal assistance funds agrees in a covered transaction, that they may rely upon a certification of a prospective organization in a lower tier covered transaction that it is not debarred, suspended, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. An organization may decide the method and frequency by which it determines the eligibility of its principals. Each organization may, but is not required, check the List of parties Excluded from Procurement or Non-procurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if an organization in a covered transaction knowingly enters into a lower tier covered transaction with an organization who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.