REQUEST FOR PROPOSALS

ADULT

OR

YOUTH

RE-ENTRY MODEL PROGRAMS

IMPORTANT DATES:

RFP Release: March 7, 2012
Mandatory Bidders’ Conference: March 13, 2012, 10:00am
Notification of Intent to Apply: March 20, 2012, 4:00pm
Statement of Qualifications: March 20, 2012, 4:00pm
Proposals Due: April 20, 2012, 12:00pm

NO LATE APPLICATIONS WILL BE ACCEPTED

workforceCONNECTIONS is an
Equal Opportunity Employer/Program
Auxiliary aids & services available upon request for individuals with disabilities
TTY (800) 326-6888 or Nevada Relay 711
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I. INTRODUCTION

workforceCONNECTIONS (wC) is a public agency that provides a variety of workforce development services to Southern Nevada’s residents and businesses. The funds to provide these services are made available to wC through the U.S. Department of Labor’s (DOL) Workforce Investment Act (WIA) and are designated for employment and training activities, including when appropriate, supportive services for adults, dislocated workers and youth with priority given to recipients of public assistance and other low-income individuals.

wC is currently soliciting proposals from respondents who have the experience and expertise to provide workforce development services for residents who have been incarcerated and may be in need of meaningful training and employment services as they re-entry and transition into the community. wC’s intent is to procure a qualified provider (or providers) to enter into a one-year contract with wC to provide re-entry services to adults, dislocated workers, and youth with the option to reissue the contract(s) for up to three (3) additional years based on need, performance, and funding availability.

wC encourages qualified applicants from for-profit organizations, non-profit organizations, consortiums, and public agencies that reflect an entrepreneurial spirit, with an emphasis on results, and measurable outcomes, to apply.

A. Background
The Second Chance Act (SCA) was signed into Public Law 110-199 on April 8, 2008. The Act encourages practices that will reduce recidivism, and lead to the successful reintegration of incarcerated individuals into their communities. Furthermore, the SCA mandates strategic plans that incorporate significant roles for community partners and workforce development stakeholders to collaborate to ensure positive outcomes of the re-entry process.

Evidential data indicates that Nevada has a significant population of individuals, both Adult and Youth who could benefit from Re-Entry Services, i.e., employment and training, counseling (such as life skills, substance abuse, career, etc.), high school/GED, and work readiness. Moreover, studies reflect that incarcerated individuals transitioning back into their communities with little assistance are more likely to re-offend.

B. Building on a Foundation of Success
During the past year, wC operated two (2) “in-house” re-entry programs, one for Adult Services and one for Youth Services. These experiences provided wC with invaluable information regarding the many issues and challenges ex-incarcerated residents face as they re-enter into the community. The experience of having to operate a program also enabled wC staff to gain invaluable knowledge regarding the type of Re-Entry Model Program that can now be successfully sustained. Additionally, this experience assisted wC staff in acquiring a more thorough understanding of the importance of the inclusion of community partnerships in Re-Entry Model programs. These factors were the primary rationale in wC’s decision to publish and solicit Request For Proposals (RFP) to provide employment and training services to ex-incarcerated Adults or Youth. It is important to note that the successful bidder(s) will inherit the “in-house” programs.
C. Summary and Overview of the Re-Entry Model Programs

Individuals that are released from incarceration face a myriad of challenges that contribute to their return to criminal activity, leading to re-arrest and re-incarceration. Joblessness and a lack of education among the ex-incarcerated have been linked to an increase in recidivism rates. Statistics indicate that even before incarceration, many adult prisoners have had little or no participation in the workforce, while approximately 5% of juvenile offenders have attained a secondary credential. As a result, employment rates and earnings history of people in prisons and jails are often low before incarceration. Furthermore, low skill levels and the prevalence of physical and mental health problems that exacerbates these challenges with statistics indicating nearly a third offenders commit their offenses under the influence of drugs.

In order to successfully reintegrate into the community, it is essential that ex-offenders possess the skills and support necessary to enter and compete for jobs in the labor market. For this reason, grantees must provide comprehensive and coordinated services to ex-offenders.

After a thorough and fair review of proposals, the workforceCONNECTIONS’ (wC) Adult & Dislocated Worker (ADW) Committee and Youth Council have the responsibility of recommending to wC’s full board, funding to respondents that demonstrate this ability to manage high-quality workforce development services for adults and comprehensive programming for youth who are considered ex-offenders.

D. An Important Note on Funding

As of the release of this Request for Proposals (RFP), the total WIA funding for both the Adult Re-Entry Program and the Youth Re-Entry Program for the first year shall be an amount of $1,000,000.00. Respondents who decide to respond to both proposals, Adult and Youth, must submit two (2) separate proposals – one for each.
• Increase exposure to high-priority growth sectors in the southern Nevada economy (according to the most recent Brookings Report), including, but not limited to the following:

  ➢ Tourism, Gaming, and Entertainment
  ➢ Health and Medical Services
  ➢ Logistics and Operations
  ➢ Information Technology and Business Ecosystems
  ➢ Renewable Energy

### III. PROGRAM MODEL REQUIREMENTS 20 POINTS

Successful respondents must demonstrate a commitment to improve employment for ex-offenders in southern Nevada. Program specifications will be evaluated to ensure they match and adhere to required program elements (as cited below) within the proposed program model. Also, the respondents must exhibit how the elements (activities/services) will be delivered or performed; how the necessities for such are determined; and, how the objectives of each will be attained.

Given the goal to reduce recidivism rates, all program models must include specific components of the following: Recruitment and Enrollment (including *eligibility of individuals for services), Case Management, Training, Employment Opportunities, Mentoring.

*Eligibility*

All enrolled participants will be required to meet program eligibility requirements as well as provide source documentation demonstrating that they meet the following eligibility requirements per *wC Eligibility for WIA Title I Services* policy, Number: 3.0.

**Performance Measures**

The Workforce Investment Act (WIA) and Final Regulations embody seven key principles, one of which is increased accountability. This principle is applicable for all those who are funded and empowered to implement the stated goals of the Act and the final regulations. Consistent with this goal, the Act identifies core indicators of performance that State and local entities managing the workforce investment system, must meet or suffer sanctions. [Reference 20 CFR Final Regulations WIA Principles]. Respondent’s Model must exhibit how they will meet the following required core indicators of performance for the Adult and/or Youth programs, which currently are:
Adult Measures are:
- Entered into Employment 63%
- Retention (2nd/3rd qtr. after exit) 70%
- Average Earnings (2nd/3rd qtr. after exit) 11,500

Youth Measures are:
- Literacy and Numeracy 29%
- Entered into Employment/Postsecondary Education 40%
- Attainment of Degree or Certificate 40%

IV. PROGRAM MODEL DESCRIPTIONS 60 POINTS

wC is requesting descriptions of proposals for the following two re-entry service models:

**Adult** – Re-entry adult programs provide the opportunity for adult offenders who are transitioning back into the community after incarceration to build practical skills that will lead to employment and self-sufficiency. Participants engage in structured activities, i.e., job search workshops and OJTs as well as learning that builds career awareness, support networks, and the ways to address incarceration, providing evidence of rehabilitation. Adult re-entry programs must have employer and community partnerships that will provide participants with livable wage employment.

**Youth** – Re-entry youth programs address the issues that youth face exiting incarceration, including meeting basic needs and taking advantage of community resources, setting realistic occupational goals and taking the “long view” on career management. Youth re-entry programs also should have a strong emphasis on academic achievement and the attainment of postsecondary credentials/certificates that lead to meaningful employment.

The respondent must describe their proposed program model(s) as outlined in the following manner.

**ADULT RE-ENTRY PROGRAM MODEL**

1. Organizational Capacity and Relevant Experience (15 points)

a) Provide a profile of the applicant organization (including brief history, mission, programs and services, populations served, major funding sources).

b) Provide information on your organization’s experience providing quality services to adult offenders, experience in operating re-entry programs, capacity to serve the proposed number of adult offenders, and specific quantitative outcomes from adult offender programs over the last five years. How have these outcomes been used to improve program performance?
c) Describe the staffing plan for this program. Include each staff position, the responsibilities of that position, and the characteristics you will look for in the staff to fulfill those roles. How does this program and staffing structure fit within the overarching structure of the organization?

2. Program Components (25 points)

a) Describe your adult ex-offender recruitment plan including methods and, to the extent possible, specific dates and locations. Describe how you will assess adult ex-offender interests prior to enrollment to ensure that they are a good match for the program. Who do you plan to serve?

b) Detail your enrollment and orientation process. How will you ensure that participants are aware of what is expected of them and prepared for participation in the program?

c) Describe the program’s retention strategy. Beyond wages, what strategies will the program use to keep adult offenders engaged for the duration of the program?

d) Describe in detail the proposed adult re-entry model program. Be sure to include:

   i. Pre-interview and employment training. How will the program prepare adult ex-offenders for their experience prior to the interview and start of the job?

   ii. Learning goals and professional development. What types of workshops will you deliver to address the three required content areas: career exploration and assessment, work readiness skills, and job keeping and coping skills? What specific content will the workshops deliver and what methods will be used to deliver them? What are the workshop’s specific learning goals? How will you determine that the participants have attained the skills?

   iii. Present a schedule for a typical week in the program, as well as a schedule that includes major program milestones (the schedule document does not count toward page limit; include as an attachment).

3. Partnerships (15 points)

a) Please list the partnerships, if any, you have developed to deliver the program, i.e.,

   ABC Company, Behavioral Health Services
   XYZ Company, Substance Abuse Counseling
   LMN Company, Job Preparedness Services

b) If the program has already identified potential employers, what process will you implement to ensure that identified employers meet WC definition of employment? If you have yet to identify sites, what process will you use to accomplish the same?
c) Please describe the roles, responsibilities, and commitments of each partner. (Include a letter of commitment (not a letter of support) from each organization that has already committed to the program, on organization letterhead, identifying roles, responsibilities, and commitments.)

d) List any other funders – public or private – who are supporting this program or to whom you have applied for support (Include letters from committed funders documenting their support).

4. Assessment and Evaluation  
   (5 points)

a) How will you evaluate the effectiveness of the program? (Will you collect information beyond WC mandated outcomes?) Describe the specific outcomes to be achieved by the proposed project and the measures that will be used to determine the degree to which the outcomes are being accomplished.

b) How will you ensure that all data is submitted to WC in an accurate and timely manner (including satisfaction surveys)? Who in the program will be responsible for data and reporting?

**YOUTH RE-ENTRY PROGRAM MODEL**

1. Organizational Capacity and Relevant Experience  
   (15 points)

   a) Provide a profile of the applicant organization (including brief history, mission, programs and services, populations served, major funding sources).

   b) Provide information on your organization’s experience providing quality services to youth offenders, experience in operating re-entry programs, capacity to serve the proposed number of youth offenders, and specific quantitative outcomes from youth offender programs over the last five years. How have these outcomes been used to improve program performance?

   c) Describe the staffing plan for this program. Include each staff position, the responsibilities of that position, and the characteristics you will look for in the staff to fulfill those roles. How does this program and staffing structure fit within the overarching structure of the organization?

2. Program Components  
   (25 points)

   a) Describe your ex-offender recruitment plan including methods and, to the extent possible, specific dates and locations. Describe how you will assess youth ex-offender interests prior to enrollment to ensure that they are a good match for the program. Who do you plan to serve?

   b) Detail your enrollment and orientation process. How will you ensure that participants are aware of what is expected of them and prepared for participation in the program?
c) Describe the program’s retention strategy. Beyond wages, what strategies will the program use to keep youth offenders engaged for the duration of the program?

d) Describe in detail the proposed re-entry youth program model. Be sure to include:

i. Pre-interview and employment training. How will the program prepare youth ex-offenders for their experiences prior to the interview and start of the job?

ii. Learning goals and professional development. What types of workshops will you deliver to address the three required content areas: career exploration and assessment, postsecondary readiness, and work readiness skills? What specific content will the workshops deliver and what methods will be used to deliver them? What are the workshop’s specific learning goals?

iii. Present a schedule for a typical week in the program, as well as a schedule that includes major program milestones (the schedule document does not count toward page limit; include as attachment).

3. Partnerships (15 points)

a) Please list the partnerships, if any, you have developed to deliver the program, i.e.,

   ABC Company, Behavioral Health Services
   XYZ Company, Substance Abuse Counseling
   LMN Company, Job Preparedness Services

b) If the program has already identified potential worksites, what process will you implement to ensure that identified worksites meet Worksite Quality Criteria laid out in the appendix? If you have yet to identify sites, what process will you use to accomplish the same?

c) Please describe the roles, responsibilities, and commitments of each partner. (Include a letter of commitment from each organization that has already committed to the program, on organization letterhead, identifying roles, responsibilities, and commitments.)

d) List any other funders – public or private – who are supporting this program or to whom you have applied for support (Include letters from committed funders documenting their support).

4. Assessment and Evaluation (5 points)

a) How will you evaluate the effectiveness of the program? (Will you collect information beyond mandated outcomes?) Describe the specific outcomes to be achieved by the proposed project and the measures that will be used to determine the degree to which the outcomes are being accomplished.
b) How will you ensure that all data is submitted to wC in an accurate and timely manner (including pre/post assessments and satisfaction surveys)? Who in the program will be responsible for data and reporting?

V. GENERAL APPLICATION INFORMATION AND 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 reserves the right to negotiate separate proposal components after the proposal(s) are reviewed, if such action is deemed to be in the best interest of wC. wC reserves the right to cancel, delay, amend, or reissue the RFP at any time.

Questions may be asked or presented in writing at the mandatory Bidder’s Conference. Written responses to questions received by wC will be posted on the website, www.nvworkforceconnections.org within 7 days following the mandatory Bidder’s Conference. The responses may also be obtained at wC administration office, 7251 W. Lake Mead Blvd., Suite 250, Las Vegas, Nevada, 89128. Written questions regarding the Adult Re-Entry Proposal should be directed to adultreentryrfp@snvwc.org. Written questions regarding the Youth Re-Entry Proposal should be directed to youthreentryrfp@snvwc.org. No questions will be accepted or technical assistance provided after April 19, 2012, 12:00p.m.

A. Submitting a Proposal

Please submit ONE BOUND ORIGINAL, six (6) unbound copies and one electronic copy (flash drive or CD) of each proposal, in a sealed envelope with the name of your organization and “Re-Entry-Adult”, or “Re-Entry-Youth clearly written on the outside. All proposals must be received in the administration office of wC on or before April 20, 2012, 12:00 p.m., regardless of the delivery method utilized. All proposals will be marked with a time and date stamp when received. Written receipts will be provided to persons who hand-deliver proposals. Timely submission of proposals is the sole responsibility of the proposer. Mail delivery should be addressed to:

Re-Entry RFP
Workforce Connections
7251 West Lake Mead, Suite 250
Las Vegas, Nevada 89128

B. Proposal Response 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 wC’s review and evaluation, the response to the proposal should be submitted in the following order: (i.e., A. Program Model Descriptions B. Program Model Requirements, C. Program Budget)
C. Layout Requirements
The submitted proposal must address and meet the following specifications:

- Formatted using 1” margins and a 12-point font, Times New Roman
- Include table of contents
- Cannot exceed 10 pages, single-sided, double-spaced
- Pages should be numbered and include a footer identifying the respondent’s name
- Label each section and subsection

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.

D. Statement of Qualifications
All awards are contingent upon the results of a thorough pre-award review including an assessment of the Statement of Qualifications (SOQ).

All potential funded partners must submit a “Statement of Qualifications” (SOQ) prior to any proposals being reviewed. To submit an SOQ, respondents should download the Request for Qualifications (RFQ) package that is available on the wC website: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org), and complete the required information and submit it to wC on or before March 20, 2012, 4:00 p.m. in a separate envelope. Once the SOQ has been reviewed and approved, the agency is cleared for a review of their proposal. This document must be received and pass the review or the respondent’s proposal(s) will not be considered.

E. Proposal Review Process
The selection process will be conducted utilizing a fair and objective process that adheres to wC’s Procurement policy. [Reference: wC Policy 2.2] 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 SOQ and/or the technical review will not be forwarded to the Proposal Evaluation Committee for further consideration. Proposals that pass the SOQ and the Technical Review will undergo an evaluation by an independent 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. The proposal areas and assignment of categorical points are:
F. Award of Contract

Each respondent submitting a proposal will be notified in writing or via e-mail of wC decision concerning their proposal. Formal notification to award a contract, and the actual execution of a contract are subject to the following conditions:

- Approval by ADW Committee, Youth Council and full wC Board.
- Receipt of WIA funds from federal and state administering agencies;
- Results of negotiations between selected service between selected service providers and wC administrative staff; and
- Continued availability of wC WIA funds.

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. wC may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations.

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.

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.

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.

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

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 in wC Procurement Grievance policy, Number: 5.3.

All protests, grievances and complaints shall be presented to the Executive Director for review. All protests, grievances and complaints shall be assessed by the Executive Director to determine
their merit. If protests, grievances or complaints are found to have merit, they will be promptly processed as outlined in wC Procurement Grievance policy, Number: 5.3

Appeals may not dispute a particular score received by the petitioning agency, or the scores assigned to a competing agency. The scores awarded are final based on the “best business judgment” of the review panel and are not subject to question. An appealing agency may appeal the award denial, if it can show that any substantial portion of the published RFP was not followed.

All appeals must be submitted in writing and addressed to the wC Executive Director within five (5) working days of the notification of refusal or denial of an award. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered. Once reviewed for merit, the appeal will be evaluated first by the appropriate wC committee (i.e., ADW, Youth Council), and then, by the full wC board.

Appeals received after the established deadline will not be accepted. The funding decisions made by the full wC board will be final.

H. Type of Contract

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.

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 that is mutually agreed to by both parties.

If any part of the work included in the proposal is to be sub-granted, the respondent shall identify the services they intend to subcontract and the process used to procure those services. Funded partners must follow wC procurement policies to ensure the process provides open and free competition. Copies of any sub-grant agreements must be submitted to wC prior to the execution of the final contract. However, if the sub-grantee organization has been designated as a “partner” in the development of the application prior to the grant award, the procurement process used to select the partner and the partner activities must be specified in the original Statement of Work.

I. Contractor Requirements

All funded partners 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).

Funded partners are required to collect, verify, and submit monthly reports and reimbursement invoices to wC.

All funded partners must be able to operate with a Letter of Intent during the Budget Negotiations and Contract Development period.

All funded partners 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.

Funded partners must accept liability for all aspects of any WIA program conducted under contract with wC. Funded partners will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Any contract resulting from this solicitation process may be reduced or cancelled during the contract period if a funded partner fails to meet outcome goals specified in the contract and/or if anticipated funds are not forthcoming from the federal or state governments.

Funded partners will 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. Bidder’s Conference**

A mandatory Bidders’ Conference will be held on March 13, 2012, 10:00 a.m. at the Texas Station for individuals and entities that intend to submit proposals.

**K. Request for Proposals Calendar***

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<td>SOQs &amp; RFPs available for Pick-Up or Download from Internet</td>
<td>March 7, 2012</td>
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<td>Bidders Conference</td>
<td>March 13, 2012, 10:00 a.m.</td>
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<td>Statement of Qualifications &amp; Notification of Intent to Apply</td>
<td>March 20, 2012, 4:00 p.m.</td>
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<td>Proposal Submittal Deadline</td>
<td>April 20, 2012, 12:00 p.m.</td>
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<td>Proposal Technical Review</td>
<td>April 20, 2012, 2:00 p.m.</td>
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<td>Independent Proposal Review</td>
<td>April 23, 2012</td>
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<td>Review Committee Final Review</td>
<td>May 4, 2012</td>
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<td>Recommendation(s) to Full wC board</td>
<td>May 24, 2012</td>
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<td>Contract/Budget Negotiations</td>
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<td>Project Start Date</td>
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* Subject to change

**L. Ex Parte Communication**

It is the policy of wC to prohibit ex parte communication regarding proposals with any member of the 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. Written and oral communications with regard to proposals are neither solicited nor received by individual wC 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.

**M. Program Period**

The initial funding period is from July 1, 2012 through June 30, 2013. wC reserves the right to renew, extend, reissue or renegotiate contracts for up to two additional years based on funding availability and contractor performance. Nothing in this solicitation shall be construed as giving the respondent any guarantee of future contracts. All decisions on contract renewals shall be at the sole discretion of wC. Excellent performance by a contractor does not necessarily bind wC to extend an existing contract.
VI. BUDGET INFORMATION

**BUDGET AND BUDGET NARRATIVE**

**Budget Template**
A budget template in Excel format may be accessed on the wC website: [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org) under the RFP link on the home page. The budget template contains the following budget forms: Budget Summary (auto populates); Forms A-J; Match/Leveraged Resources. The budget packet is a total of 12 pages.

Please provide a detailed budget showing the cost of each component of the program as an individual line item. Describe any matching funds to be utilized in your proposed program in the same manner. Indicate whether the matching funds are in-kind or cash and identify their source.

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. On the Budget Summary form, identify the name and contact information for the staff person who prepared the budget and may be contacted with any questions regarding your budget submission. The Budget Summary form also requires an approval signature.

**Budget Period and Amount**
This line-item budget should identify all proposed costs for the program for the initial funding period of one year from July 2012 through June 2013. Funding amounts are listed in the Introduction section of this RFP.

**Budget Narrative**
Provide a brief narrative describing and justifying the need for each line item identified in the budget in the narrative lines at the bottom of each budget page. Each Budget Form A-J and the Match/Leveraged Resources Form has designated space for a budget justification/narrative of the respective line items. It is not necessary to prepare a separate budget narrative. The budget narrative lines should justify the need for all costs built into each budget form. Each line should have at least a brief narrative. Personnel cost narrative should include staff positions and their responsibilities. Non-personnel costs should be adequately described. Sub-contractor costs should identify the service to be provided and the cost structure. Each budget detail section should not exceed one page.

**Allocated Costs**
Respondents are required to describe their “Allocation Base,” or the driver that determines this contract’s share, for any allocated costs listed on Budget Detail forms H, I, and J. An allocation base may be direct staff hours worked, square footage usage, an approved indirect cost rate from a state or federal cognizant agency, or any other allowable allocation base as described in section II-8 of the “One Stop Technical Assistance Guide” issued by the Department of Labor and available online.

If a contract awardee has an approved indirect cost rate, wC reserves the right to negotiate down the amount of allocated costs billed, at an amount not to exceed the approved rate. wC does not have the authority to issue indirect cost rates directly, but will honor those that have been awarded by another agency.
If an awardee does not have an approved indirect cost rate, then the organization must have or develop a written cost allocation plan that describes how shared costs are distributed to different projects or programs. The cost allocation plan must use an allowable base or bases for the expenses allocated to any contract awarded as a result of this RFP. Budgets, or any other allocation base that does not represent some measure of actual activity, are not acceptable allocation bases under WIA.

**Indirect Cost Limits**
The extent to which a respondent can meet performance objectives while minimizing indirect and profit costs will be a factor in the evaluation process. Profit line items will only be accepted for organizations that are registered as for-profit entities and may be negotiated.
ATTACHMENT 1

NOTIFICATION OF INTENT TO APPLY

THIS PAGE IS DUE ON OR BEFORE MARCH 20, 2012, 4:00 PM

SEND TO:

Name of Organization:
Address of Organization:
Street Address:
City, State, Zip

Contact Person: (Any information relating to this RFP will be sent to the person listed below.)

Name:
Title:
Phone:
Fax:
E-mail:

Please indicate which program model you intend to submit under:

Adult Re-Entry Program
Youth Re-Entry Program

Area(s) to be Served (Please check all that apply)

- □ Clark County
- □ Esmeralda County
- □ Lincoln County
- □ Boulder City
- □ Dyer
- □ Caliente/Pioche/Panaca
- □ Henderson
- □ Goldfield
- □ Alamo
- □ Las Vegas
- □ Nye County
- □ Other
- □ Laughlin/Searchlight
- □ Amargosa Valley/Beatty
- □ Mesquite
- □ Manhattan/Round Mountain
- □ Moapa/Logandale/Overton
- □ Pahrump
- □ North Las Vegas
- □ Tonopah/Goldfield
ATTACHMENT 2

## PROPOSAL CHECKLIST

*Since proposals with incomplete or missing sections will not be considered for funding, please take the time to complete this checklist to ensure that all of the following information is included in your proposal package.*

Each copy of the proposal must include the following, in the order listed.

- **Cover sheets:** Attachment 3, all pages must be fully completed and signed by the authorized agency representative.

- **Narrative of Program Model Requirements and Program Model Description:** Maximum of 10 pages, single-sided and double-spaced; formatted using 1” margins and 12 pt. font; addressing model’s relevant sub-sections listed in Model Requirement and Model Description

- **Program Schedules:** Typical weekly schedule; and program schedule.

- **Contractor’s Certification and Budget Information (Attachment 3, signed by authorized agency representative).**

- **Budget Forms:** Completed forms.

- **Letters from collaborating organizations:** If applicable, describing their specific role(s).

- **Letters from other funders:** If applicable, documenting their commitment to support the proposed activities.

### PACKAGE INCLUDES:

- **Hard copy:** One unbound original

- **Electronic copy:** One flash drive with electronic copies of all materials, including audit and 990, IRS letter, and proof of insurance. **INCLUDE:** Cover sheets (Attachment 3), Program Model Description, Program Schedule, Contractor’s Certification and Budget and Budget Information (including forms and narratives), letters from collaborating organizations, and letters from other funders.

- **Audit and 990:** Two copies of the past year’s organizational audit, including the accompanying financial statements and management letter. Two copies of most recent IRS Form 990.

- **Proof of Legal Status:** IRS Letter of Determination or other

- **Proof of Insurance (Commercial Package Only)**
Name of Organization (applicant):

Title of Proposed Program:

Application category (choose one):  □ Adult Re-Entry  □ Youth Re-Entry

Area(s) to be Served (Please check all that apply)

□ Clark County  □ Esmeralda County  □ Lincoln County
□ Boulder City  □ Dyer  □ Caliente/Pioche/Panaca
□ Henderson  □ Goldfield  □ Alamo
□ Las Vegas  □ Nye County  □ Other
□ Laughlin/Searchlight  □ Amargosa Valley/Beatty  □ ___________________
□ Mesquite  □ Manhattan/Round Mountain  □ ___________________
□ Moapa/Logan dale/Overton  □ Pahrump  □ ___________________
□ North Las Vegas  □ Tonopah/Goldfield  □ ___________________

Amount Requested

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<tr>
<td>b. Total Number of Clients Proposed</td>
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<tr>
<td>c. Average Cost Per Client Served (a + b)</td>
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Executive Summary of Program

2,000 characters maximum. Please include: (1) brief description of program, (2) industry sectors targeted, if any, and, if relevant, (3) any other special features of your program. If funded, this description will be used to provide a description of your program to the general public.

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 ___________________
**Name of organization** (applicant):

Street address:

City, State, Zip:

**Authorized Representative:**
(*person who can legally sign contracts for organization – signature required, below)

Name:

Title

Phone:

Fax:

E-mail:

**ORGANIZATION CONTACT**
(for questions about agency or application in general)

Name:

Title

Phone:

Fax:

E-mail:

**PROGRAM CONTACT**
(for questions about the proposed program operation)

Name:

Title

Phone:

Fax:

E-mail:

**FISCAL CONTACT**
(for questions about the budget)

Name:

Title

Phone:

Fax:

E-mail:

**TECHNOLOGY/COMPUTER CONTACT**
(for questions about electronic during its operation)

Name:

Title

Phone:

Fax:

E-mail:

**Signature of Authorized Representative * (required)**

X_____________________________________________
CONTRACTOR’S CERTIFICATION AND BUDGET INFORMATION

In addition to the required Budget Form and Narrative, an Authorized Representative of the applicant organization must sign this Contractor Certification form. Successful Bidders may be required to submit more detailed budget information at the time of contract award as well.

CONTRACTOR’S BUDGET CERTIFICATION

I certify that all the information provided in this budget is both complete and accurate to the best of my knowledge. Additionally, this form will be revised and re-submitted at a later date should unforeseen cost factors necessitate changes. I also understand that if selected as a contractor, I may be required to submit further detailed budget information.

Authorized Representative Signature: ______________________________________________
Name: _________________________________________________________________________
Title: _________________________________________________________________________
Date: _________________________________________________________________________

Please sign this form and include it in the application in front of the Budget & Budget Narratives.

Budget: Remember to include this on the flash drive when submitting the proposal.

Budget Narrative: The Budget Narrative should briefly explain the costs associated with each budget item.