



## RFP RESPONSE PACKAGE

Proposal: #21-507

**The Southwestern Oregon Workforce Investment Board (SOWIB) is an equal opportunity employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities.**

## GENERAL PREPARATION INSTRUCTIONS

The RFP response is divided into the following components:

Section	Format	Page Limit
1. Cover Page	Form	1
2. Proposal Checklist	Form	1
3. Executive Summary	Narrative	1
4. Organizational Capacity	Narrative	5
5. Youth Program Services	Narrative	10
6. Program Cost and Budget	Form	2
7. Statement of Compliance Form	Form	1
8. Certification Regarding Debarment	Form	1
9. Certification Regarding Lobbying	Form	1

The questions to be answered for each section are provided below. In a separate document, please answer each question in sections 4-5 as thoroughly and directly as possible, while remaining within the page limits for that section.

For section 1, please create a cover page that includes the information requested on page 3 of this packet below.

For sections 2 and 6-9, please complete the appropriate forms and include them in your proposal package upon submission.

Please print on only one side of the page and use 12-point type, 1-inch margins and single spacing.

If submitting a proposal as part of a consortium of partners, please be sure that all partner roles and responsibilities are clearly defined.

## 1. PROPOSAL COVER PAGE

Please provide a cover page to your proposal that includes the following information:

- Organization Name
- Organization Mailing Address
- Primary Point of Contact
- Organization Phone, Fax, and Email Address
- Whether the proposer is a single entity or consortium of partners

## 2. PROPOSAL CHECKLIST

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be disqualified.

Before submitting your proposal, check the following:

- ☐ One (1) original copy of the proposal and required documents, mailed to:  
SOWIB, Attn: Program Manager - 846 SE Pine St., Roseburg, OR 97470
- ☐ One (1) electronic copy emailed to: [RFP@sowib.org](mailto:RFP@sowib.org)

### Proposal Response Package Requirements

- ☐ 1. Proposal Cover Page
- ☐ 2. Proposal Checklist
- ☐ 3. Executive Summary
- ☐ 4. Organizational Capacity
- ☐ 5. Youth Program Services
- ☐ 6. Program Cost and Budgets
  - Out-of-School Budget
  - In-school Budget
- ☐ 7. Statement of Compliance Form
- ☐ 8. Certification Regarding Debarment
- ☐ 9. Certification Regarding Lobbying
  
- ☐ Copy of your approved indirect rate from your cognizant agency (if applicable)
- ☐ One copy each of the last two years' audited financial statements (if audited statements are not available, please submit a brief explanation why and submit unaudited financial statements)
- ☐ One copy of your business license (if applicable)
- ☐ Signed letters of commitment from partners with whom you will have a contractual relationship or will play a critical role in delivering your services
- ☐ Optional Attachments: No more than three attachments (maximum six pages) of the proposer's choice

### **3. EXECUTIVE SUMMARY (NOT SCORED; MAXIMUM 1 PAGE)**

Please provide an executive summary of your proposal.

### **4. ORGANIZATIONAL CAPACITY (50 POINTS; MAXIMUM 5 PAGES)**

A. Please describe your organization's prior experience developing, implementing and overseeing federal youth programs and/or those related to youth workforce development.

B. Please describe the qualifications and experience of your organization's key executive/administrative staff.

#### **Out-of-school Specific**

C. Please describe past examples of your organization's ability and willingness to partner and how it leads to better outcomes for business, education and job seeker customers.

D. Please describe the level of staffing that will be dedicated to program oversight and management of the out-of-school youth program.

E. Please describe any other cash or in-kind resources that your organization will use to supplement the funding received from SOWIB for the services outlined in your proposal.

#### **In-school Specific**

F. Please describe past examples of your organization's ability and willingness to partner and how it leads to better outcomes for business, education and job seeker customers.

G. Please describe the level of staffing that will be dedicated to program oversight and management of the in-school youth program.

H. Please describe any other cash or in-kind resources that your organization will use to supplement the funding received from SOWIB for the services outlined in your proposal.

### **5. YOUTH PROGRAM SERVICES (100 POINTS; MAXIMUM 10 PAGES)**

Describe in a maximum of ten (10) pages, how the proposal, funded under this RFP, will operate Out-of-School and In-School Youth programs that deliver the comprehensive WIOA Program Elements to eligible individuals in Coos, Curry and Douglas Counties. The Program Provider should be able to serve eligible OSY and ISY that reside in the SOWIB region. The focus of the WIOA Youth program is to prepare youth/young adults to be the future of the workforce through high school completion/GED attainment, academic and occupational skill development, postsecondary training or certification, and employment.

**30% of the total Out-of-School Youth funds must be for youth work attachment and associated costs.**

A. Please describe the qualifications and experience of your organization's key program staff who will be working directly with Youth customers. Please describe their ability to utilize multiple data management systems.

B. Please describe how your organization plans to provide all required elements of Youth program services under WIOA.

C. Please describe how your organization serves populations with barriers to employment (including, but not limited to: youth with disabilities, youth with basic skills deficiencies, youth currently pregnant and/or parenting, youth currently in or transitioning out of foster care, homeless youth, and youth involved in or transitioning out of the juvenile justice system).

D. Please describe what efforts your organization will take to promote program services to eligible out-of-school and in-school Youth customers in the area; please provide specific details regarding planned activities to engage those you are proposing to serve.

### **Out-of-school Specific**

E. Please describe how your organization will ensure services to business and out-of-school youth customers are integrated and aligned so as to build a talent pipeline that will address the anticipated future workforce needs of our area.

F. Please describe the efforts your organization will use to ensure the services that are provided to out-of-school youth are linked to SOWIB's targeted sectors (Healthcare, Trade & Transportation, Manufacturing, Construction, Childcare and Tourism & Hospitality).

G. Please describe how your proposal to serve out-of-school youth customers is innovative; please be specific in providing strategies and services utilized and how they will lead to positive outcomes for youth/young adults.

- What will your out-of-school delivery method be?

H. Identify technical solutions you would use to engage youth in either face to face or virtual environments.

### **In-school Specific**

I. Please describe how your organization will ensure services to in-school youth customers are integrated and aligned with the needs of our regional businesses so as to build a talent pipeline that will address the anticipated future workforce needs of our area.

J. Please describe how your proposal to serve in-school youth customers is innovative; please be specific in providing strategies and services utilized and how they will lead to positive outcomes for youth/young adults.

- How will you coordinate with school districts to ensure staff are present in local high schools providing integrated services?

K. Identify technical solutions you would use to engage students in either face to face or virtual environments.

L. Please describe both your organizational and key staff relationships with the school districts and local high schools, and how these relationships can benefit the in-school youth program.

M. Please describe your approach and ability to provide in-school youth with information and engagement with a variety of potential careers.

## **6. PROGRAM COST AND BUDGET (50 POINTS)**

Please complete and submit one Budget form for each target population (in-school/out-of-school) that is included in this proposal.

The Budget form can be downloaded from RFP page of the SOWIB website ([www.sowib.org](http://www.sowib.org)).

Proposed budgets will be scored in the manner outlined in the RFP Overview & Instructions packet.



## 7. STATEMENT OF COMPLIANCE

As the authorized signatory official for \_\_\_\_\_, I hereby certify that:

- The above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (the legal signatory for the organization applying);
- The above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Oregon Employment and Training issuances, SOWIB policies and guidelines, and other administrative requirements issued by the Governor of the State of Oregon. The vendor shall notify the SOWIB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- The above-named proposer will ensure 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
- The contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the SOWIB reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the Workforce Development Board.

### PRINTED NAME, TITLE, AND SIGNATURE:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 8. CERTIFICATION REGARDING DEBARMENT

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

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

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS, WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this document, 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.

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Proposer Name and Title

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Signature

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Date

[\(Instructions on following page\)](#)

### Instructions for Debarment Certification

1. By signing and submitting this document, 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 terms “covered transaction,” “debarred,” “suspended,” “Ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this document 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.
6. The prospective recipient of Federal assistance funds further agrees by submitting this document that 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.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement and Nonprocurement Programs.
8. 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.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person 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.

## 9. CERTIFICATION REGARDING LOBBYING

### **CERTIFICATION REGARDING LOBBYING**

#### **Certification regarding Lobbying**

#### **Lower Tie Covered Transactions**

This certification is required by the regulations implementing The Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 90, Section 319 of which amended Title 31, United States Code by adding a new section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions." The regulations were published as Part III of the February 26, 1990 Federal Register (pages 6736-6756).

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal grant, contract, loan, or cooperative agreement funding this contract, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards to all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Proposer Name and Title

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Signature