



ADMINISTRATIVE OFFICE

Area Community Services
Employment & Training Council
1550 Leonard NE
Grand Rapids, MI 49505
(616) 336-4100

SERVICE CENTERS

Allegan County

3255 122nd Ave
Allegan, MI 49010
(269) 686-5079

220 East Main St
Fennville, MI 49408
(269) 561-2001

Barry County

130 E State St
Hastings, MI 49058
(616) 649-9850

Ionia County

301 W Main St
Ionia, MI 48846
(616) 389-8525

Kent County

121 Franklin SE
Grand Rapids, MI 49507
(616) 336-4040

215 Straight Ave NW
Grand Rapids, MI 49504
(616) 336-4460

10075 Northland Dr NE
Rockford, MI 49341
(616) 228-6724

Montcalm County

114 S Greenville W Dr
Greenville, MI 48838
(616) 754-3611

Muskegon County

316 Morris Ave
Muskegon, MI 49440
(231) 724-6381

Ottawa County

121 Clover St
Holland, MI 49423
(616) 396-2154

April 21, 2021

Dear Bidders,

Thank you for your interest in bidding on the Workforce Innovation and Opportunity Act (WIOA), Out-of-School Youth Contract for Kent County. The Request for Proposals (RFP) is attached.

Due to the urgent need to engage youth to create the future pipeline for the region's employers, West Michigan Works! (WMW) is seeking collaborative and innovative partners to serve the greatest number of disconnected youth, while still meeting local, state, and federal policies and performance measures. Based on recent WMW organizational changes which includes some direct youth service delivery, we are seeking partners who will coordinate and collaborate with WMW to deliver youth services in Kent County and who will bring high quality and impactful performance to the system.

Rather than hosting a mandatory Bidder's Conference for this procurement, WMW requires the submission of a signed Intent to Bid form by May 3, 2021. All prospective bidders must submit the Intent to Bid form by the deadline to be considered.

During the proposal process, all questions must be submitted to Stacy Bush, Procurement Manager at sbush@westmiworks.org. Responses to all questions will be posted at www.westmiworks.org, up to one week prior to the proposal deadline.

West Michigan Works! ensures this process is open, competitive, and fair, which will ultimately result in meeting the employer and talent needs of our region. We look forward to reading your proposals and continuing to prepare our Kent County youth for the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacob Maas".

Jacob Maas
Chief Executive Officer



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RFP 21-003

**REQUEST FOR PROPOSALS FOR
OUT-OF-SCHOOL PROGRAM SERVICES
FOR KENT COUNTY**

Proposals are due:

Tuesday, May 18, 2021

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I. STATEMENT OF NEED

The Area Community Services Employment and Training Council (ACSET), on behalf of its West Michigan Works! (WMW) division, is currently soliciting proposals from organizations interested in operating employment and training projects for its Out-of-School Youth Programs in Kent County. This document presents background information on the proposal solicitation process and presents the format for the proposals to be submitted.

The funding for these projects is authorized under Title I of the Workforce Innovation and Opportunity Act of 2014 (P.L. 113-128), Subtitle B, Chapter 2-Youth Workforce Investment Activities, and obligated through the State of Michigan, Department of Labor and Economic Opportunity.

This RFP includes information, instructions, and forms that must be submitted by an organization to be considered as a potential provider of Youth Programs for ACSET. **Attachment XII of this RFP is an Intent to Bid form that is required to be signed and returned, no later than 4:00 p.m. Monday May 3, 2021. The signed Intent to Bid is mandatory for those organizations that intend to submit a proposal to operate WIOA Youth services.**

All questions must be submitted by email to Stacy Bush, Procurement Manager at sbush@westmiworks.org. All questions and answers will be posted on our website, <https://www.westmiworks.org/public-info/> at least one week prior to the RFP submission due date.

To be considered for funding, proposals must be received by ACSET no later than 4:00 p.m. on Tuesday, May 18, 2021. Proposals must be emailed to Stacy Bush, Procurement Manager, at sbush@westmiworks.org. Proposals will not be accepted after this date and time.

II. BACKGROUND

The Area Community Services Employment and Training Council (ACSET) is a Michigan Council formed under the Urban Cooperation Act and is currently acting as the Michigan Works! system Grant Subrecipient and fiscal agent under the Workforce Innovation and Opportunity Act (WIOA) (P. L. 113-128) for Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties, and the City of Grand Rapids pursuant to an Interlocal Agreement signed by these entities.

ACSET provides services through its employment and training programs at the following locations:

- 121 Franklin SE, Grand Rapids, MI 48507
- 215 Straight Ave. NW, Grand Rapids, MI 49504
- 3255 122nd Ave., Allegan, MI 49010
- 220 E. Main St., Fennville, MI 49408
- 114 South Greenville West Dr., Greenville, MI 48838
- 121 Clover St., Holland, MI 49423
- 316 Morris Ave., Muskegon, MI 49440
- 301 West Main Street, Ionia, MI 48846
- 136 E. State Street, Hastings, MI 49508
- 10075 Northland Dr. NE, Rockford, MI 49341

III. PROGRAM INFORMATION

The selected bidder(s) must provide services for clients in the Youth Program pursuant to Subtitle B, Chapter 2-Youth Workforce Investment Activities, of the Workforce Innovation and Opportunity Act (WIOA) P. L. 113-128 and any regulations and policies adopted thereunder, and any other applicable federal or State legislation. *Requirements described in this RFP may be subject to change based upon new regulations, including WIOA regulations. Additional WIOA guidance may be forthcoming, and any contracts resulting from this RFP will be subject to change based upon changes.*

The relevant Federal and State Agencies, as well as the Workforce Development Board through its staff or agents will be monitoring, auditing, and evaluating services provided under this Request for Proposals throughout the contract period. Contractors must allow these entities full access to all files and records relating directly to Agency funds, participant case files, accounting files and records, and to any related files and records associated with proper accounting of such funds and participants.

IV. FUNDING PARAMETERS

It is estimated that \$586,950.00 will be available to fund projects in Kent County for the Program Year 2021.

Given the number of youth to be served, along with the significant challenges in serving the Out-of-School Youth population, WMW will be providing Out-of-School Youth services directly in Kent County and is seeking innovative proposers who can collaboratively and effectively serve youth within WMW's Youth Solutions program design and brand to reach the greatest number of youth possible.

The Workforce Development Board will only fund contracts for year-round youth programs. Proposers may elect to submit a collaborative proposal, including more than one agency to provide youth services; however, ACSET will issue a contract to only one agency of the consortium or collaborative. The proposal must clearly identify one agency to serve as the fiscal agent. The fiscal agent will be responsible for reimbursement to the partner agencies and will be held responsible for the repayment of any disallowed costs.

ACSET's obligation to a successful proposer that is awarded a contract will be contingent upon the availability of funds to ACSET from its funding agency

V. DELIVERABLES

A. Purpose and Scope of Services

WMW/ACSET seeks innovative proposals that reflect a clear approach to delivering a comprehensive and collaborative system of services to out-of-school, disconnected youth in Kent County. Proposals should address how youth services will be integrated and coordinated with the variety of other employment-related services provided by WMW, which are required activities or partners through American Job Centers. Proposals should be based on youth development principles and best practices that support, motivate, and prepare youth for continuing educational achievements, successful transition into adulthood and long-term success in employment. The proposed service design and implementation must be age-appropriate and provide a unique customized mix of services that address the individual educational and career goals and needs of the youth. The services must lead to successful performance measures for

youth. Information regarding remote capabilities for recruitment, enrollment and service delivery should be included as a viable option when extenuating circumstances exist (such as COVID-19).

This procurement and youth system is not business as usual; rather it is an opportunity for unique, innovative, and collaborative services that assist in linking youth to careers in high growth, high demand industries in the WMW region.

B. Youth Eligibility

a. General WIOA Eligibility:

- Authorized to work in the United States; **and**
- Registered for Selective Service, if applicable

b. Out-of-School Eligibility:

- Not attending any school (secondary or credit bearing post-secondary); **and**
- Not younger than 16 or older than 24 at enrollment; **and**
- One or more of the following barriers:
 - A school dropout
 - A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English Language Learner
 - An individual who is subject to the juvenile or adult justice system
 - A homeless individual
 - An individual who is pregnant or parenting
 - A youth who is an individual with a disability
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (defined by WMW local policy)

C. Program Services

http://www.michigan.gov/documents/wda/WIOA_Manual_Chapter_3_Youth_661394_7.doc
x

Outreach, Recruitment and Orientation: Outreach and recruitment includes, but is not limited to, identifying potentially eligible youth, working with the youth, parents and/or guardians to secure necessary documentation and working closely with other governmental or community-based organizations and school systems to identify and recruit youth. As part of orientation, all youth must receive information on all 14 program elements available, intentions of the program and the expected commitments of the youth. Outreach and recruitment strategies coordinated with the WMW will help to ensure expansion to recruit more youth, minimize duplication of efforts and avoid confusion regarding youth program services among the Kent County partner organizations, including WMW.

Branding and Marketing: Contractors will help to ensure consistent youth service messaging throughout Kent County by coordinated marketing and branding of youth program services with WMW. Universal branding will promote a unified system of high-quality services throughout the WMW region and minimize confusion for youth and partner organizations.

Intake, Eligibility Determination and Registration: Contractors will be responsible for determining WIOA eligibility of all youth applicants recruited into the program, determining the youth's suitability for program services and collecting and verifying all necessary source documents to support both data validation elements and eligibility.

Assessments and Referral: Contractors must conduct an objective assessment of the academic and skill levels, in addition to the service needs of each youth or young adult. This will include a review of basic skills, occupational skills, prior work experience, employability, prior education and achievements, interests, aptitudes, supportive service and development needs, and goals. The purpose is to accurately evaluate each youth to develop an appropriate service strategy to meet their individual needs.

For those youth who are assessed as basic skills deficient, remediation must be provided. Post-assessments that measure documented academic, technical, occupational, or other forms of interim progress toward remediation, a credential or employment must be provided.

Eligible youth who do not enroll and non-eligible youth will be provided with information regarding other applicable and appropriate service available through other programs.

Individual Service Strategy (ISS): Contractors are expected to use the results of the youth's objective assessments to develop the ISS with the youth. The ISS is an age-appropriate, individualized, written plan of short and long-term goals that includes career pathways, education and employment goals, educational and occupational history, barriers, involvement in WIOA youth program elements and support services. The ISS will clearly connect the services to be provided to each youth, identifying the outcomes to be achieved from WIOA enrollment through exit and follow up. The ISS must directly link to one or more indicators of performance outcomes.

Career Coaching: This is the infrastructure for delivering effective services that will facilitate career pathway exploration, decisions and connections to educational and career goals. The process begins at enrollment and continues through follow up. Career assessments and exploration activities are included, with structured opportunities to explore a range of career options in specific industries or occupations. The career coach motivates the youth and coordinates services and information to prepare youth for graduation, post-secondary or occupational training opportunities, and/or employment, as appropriate.

Access to Required Program Elements: WIOA requires the availability of **all** 14 WIOA youth program elements to enrolled youth, upon need or request. If a contractor does not directly provide one of the program elements, the contractor must demonstrate the ability to make seamless referrals to appropriate providers of such services through a memorandum of understanding or agreement. The contractor will have primary responsibility for ensuring that

each youth receives the full continuum of services. Potential providers need to identify the referral source as part of the RFP submission.

Educational Services: Services must include instructional approaches that offer a continuum of skill, grade-level and developmentally appropriate educational options that provide high school, or its equivalent, completion and connect youth to career pathways. WIOA educational activities include:

- Tutoring
- Study Skills Training
- Instructions Leading to Secondary School Completion
- Alternate Secondary School Offerings
- Dropout Prevention/Recover Strategies
- Education Concurrent with Work Prep
- Financial Literacy
- Individual Training Accounts/Occupation Skills Training

Career Pathways/Career Portfolio: WIOA places a strong emphasis on career pathways defined as a combination of rigorous and high-quality education, training and other services that:

- Include counseling to support individuals in achieving education and career goals;
- Include, as appropriate, education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster;
- Organize education, training and other services to meet the particular needs of an individual in a manner that accelerates the education and career advancement of the individual to the extent practicable; and
- Help the individual enter or advance within a specific occupation or occupation cluster.

Career portfolios are aligned with the youth's Individual Service Strategy elements to ensure seamless delivery of service and documentation.

Occupational Training/Individual Training Accounts: WIOA allows and encourages occupational training for youth. Education beyond a high school credential also aligns with Governor Whitmer's statewide post-secondary goal: 60% of Michigan residents complete a post-secondary certificate or degree by 2030. To help ensure youth are provided career pathway guidance beyond their high school credential, occupational training/individual training accounts must be included in the service delivery model proposed.

Work Experiences: WIOA requires that not less than 20% of funds allocated must be spent on activities supporting paid and unpaid work experiences that have as a component, academic and occupational education. This may include summer employment and other employment opportunities available throughout the year. This program element also includes work-based learning options such as pre-apprenticeships, apprenticeships, internships, job shadowing and on-the-job training opportunities. Providers will coordinate work experience activities with the WMW Business Solutions team to help ensure a variety of high demand industry/occupational opportunities.

Additional Support for Youth: WIOA encourages the availability of a variety of holistic services and activities to ensure the success of enrolled youth. These services include the following direct or referred supports:

- Linkages to Community Services
- Assistance with Transportation Needs
- Assistance with Child/Dependent Care Needs
- Assistance with Housing Needs
- Referral to Medical Services
- Assistance with Work-Related Needs
- Adult Mentoring
- Comprehensive Guidance/Counseling (which may include drug and alcohol abuse counseling and referral primarily provided to assist a youth in achieving employment related success)
- LMI/Employment Information
- Post-Secondary Education/Training Prep
- Exposure to Post-Secondary Education Opportunities

Leadership Development: Positive youth development is important to incorporate into the program design to give youth opportunities to grow and lead in their communities. Youth development activities include:

- Social Behavior and Employability Skills
- Decision Making
- Teamwork
- Providing Mentoring
- Community and Service-learning Projects
- Peer Centered Activities
- Citizenship Activities

Follow-Up Services: 12 months of follow-up services are required to be offered to all youth who have exited the WIOA program. The contractor will provide the appropriate, allowable services or activities to enhance the youth's academic or occupations progress to ensure long term success. The type and intensity of follow-up services may differ for each youth; however, follow-up services must include more than only an attempted contact for securing documentation to report a performance outcome. Allowable follow-up services include, (1) supportive services; (2) adult mentoring; (3) financial literacy education; (4) services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and (5) activities that help youth prepare for and transition to post-secondary education and training.

Partnerships: Contractors are expected to demonstrate local partnerships with youth serving systems including, but not limited to, local secondary schools, higher education institutions, law enforcement, juvenile and adult justice systems, community-based agencies, Department of Health and Human Service Agency, Michigan Rehabilitation Services, employers, and other organizations that serve youth.

D. PERFORMANCE OUTCOMES

Contractors will be required to demonstrate how their programs are able to help enrolled youth achieve the outcomes measure by WIOA and the Key Performance Indicators, measured by WMW:

WIOA YOUTH PERFORMANCE MEASURE	DEFINITION	PY16 RATES
Placement in Employment, Education or Training – 2 nd Quarter	Percentage of program participants who are in unsubsidized employment, education or training activities during the 2 nd quarter after program exit.	78.6%
Placement in Employment, Education or Training – 4 th Quarter	Percentage of program participants who are in unsubsidized employment, education or training activities during the 4 th quarter after program exit.	79.0%
Credential Rate	Percentage of participants in training or education who obtain a post-secondary credential or a *secondary school diploma or its recognized equivalent, during participation in or, within 1 year after program exit.	59.7%
Median Earnings	Median earnings of program participants who are in unsubsidized employment during the 2 nd quarter after program exit.	\$3,354
Measurable Skills Gain	Percentage of program participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment who are achieving measurable skill gains toward such a credential or employment.	32.5%

*Secondary school diploma/equivalent counts **only** if the participant is employed or enrolled in a training program leading to a recognized post-secondary credential within one year (365 days) after exit from program.

Youth Key Performance Indicators (KPIs) – WMW recognizes that benchmarking positive outcomes is a key component of performance management and is a proven method for setting goals to drive high performance results. To achieve this, WMW has developed the following process measures to ensure successful performance. WMW staff will monitor measures regularly and reports will be provided to the contractor.

WMW KEY PERFORMANCE INDICATOR	GOAL
WMW WIOA Performance Measures	90%
Enrollment into GED/HS Completion or Post-Secondary Training	Minimum 50% of caseload enrolled in GED/HS completion. 25% or more of caseload enrolled with a high school credential
GED/HS Credential Achievement	25% of those in GED/HS Completion Activity
Increase in Basic Skills Deficiencies (BSD)	20% of those identified as BSD

*Enrollment into Work Experience	25% of Caseload
*Successful Completion of Work Experience	90%

*Modifications to this may be necessary depending on future COVID-19 restriction. A comprehensive virtual program with stipends may be considered, it/when necessary; however, will not count towards work experience goals or expenditures.

E. REQUIRED PROGRAM COMPONENTS

The following contains a list of program components that must be provided. All programs must:

- Conduct creative outreach and recruitment activities to identify and engage participants;
- Complete a thorough intake interview and collect eligibility and data validation documentation for enrollment (including remote capabilities);
- Conduct comprehensive individual assessments;
- Provide academic skills remediation for youth who test below 8th grade in reading and/or math;
- Provide pre- and post-assessments that measure documented academic, technical, occupational or other forms of interim progress toward the credential or employment;
- Administer a career interest assessment and conduct career exploration activities with structured opportunities to explore a range of career options in specific industries or occupations, thereby developing work-readiness and industry-relevant competencies;
- Develop an ISS that addresses the needs identified through comprehensive assessment, in a manner that is appropriate to the individual, developmental needs of each youth and follows clear timelines in which to be complete;
- Provide supportive services, as appropriate and identified in the youth's ISS;
- Define the terms of participant success for each service delivered;
- Work in coordination with the WMW Business Solutions Unit to work with employers in the development and structure of work experiences to ensure the needs of both youth and employers are met. These full or part-time employment opportunities should provide opportunities for career advancements;
- Develop and coordinate effective community partnerships that will support the service delivery needs of the youth, as identified in the ISS;
- Maintain contact and active engagement with youth to ensure there are no gaps in service;
- Maintain current progress of participant activities using OSMIS within the defined data entry standards;
- Utilize resources and partnerships, including WMW, to effectively deliver services to youth;
- Provide follow-up services for a minimum of 12 months after exit to help ensure successful outcomes throughout four quarters following program exit;
- Participate in quarterly meetings with WMW to discuss performance, disseminate and/or obtain information relevant to the youth program, discuss policy and related requirements with the selected WIOA youth providers;
- Participate in other youth-focused community events.

The successful proposer shall also endeavor to achieve goals for the enrollment of target groups only through means permitted by law, unless it is granted a waiver during the funding recommendation process. Target groups of Kent County have been identified to ensure equitable services and are derived from the Quick Facts, Vintage Year (V2019) from the U.S. Census.

Target Group Goal	Kent County
Females	51%
Black	11%
Hispanic	11%
Asian	3%
American Indian	1%
Pacific Islander	0.1%
Persons With Disabilities	8%

VI. GENERAL PROPOSAL CONDITIONS

- A. **Organizational Eligibility:** Private for-profit, private non-profit and public organizations are eligible and encouraged to submit proposals in response to this solicitation package. The proposals may be submitted by single organizations and/or by two or more organizations, which have joined together to form a cooperative venture. ACSET reserves the right to approve subcontractors for any proposal submitted.

Proposers who intend to subcontract with another organization must follow the procurement procedure outlined in LEO Policy Issuance 19-30:

https://www.michigan.gov/documents/leo/PI-19-30_Procurement_669923_7.pdf

The procurement procedure must also comply with 2 CFR Part 200, Subpart D.

- B. **Contract Award:** ACSET reserves the right to award contract(s) in a manner deemed to be in the best interest of ACSET. This RFP does not commit ACSET to award a contract or to contract for services. ACSET reserves the right to accept or reject any or all proposals received as a result of this solicitation or to negotiate with all qualified sources if it is in the best interest of ACSET to do so. ACSET may require the proposing agency to participate in negotiations and to submit any price, technical, or other revisions of their proposals as may result from negotiations.
- C. **Term:** This program will run from July 1, 2021 through June 30, 2022. If a contractor's performance, responses to requests for information and the completion of required reports is satisfactory during the program year, the program activities remain the same and sufficient funding is available, then ACSET reserves the right to renegotiate the contract for three additional years.
- D. **Amendment or Cancellation of the RFP:** ACSET reserves the right to cancel, amend, modify or otherwise change this RFP at any time, if deemed in the best interest of ACSET to do so. Further, ACSET, at its option, may seek the retraction and/or clarification of any discrepancy or contradiction that may be discovered during the proposal review process.

- E. **Proposer Demonstration of Proposed Services and/or Products:** At the discretion of ACSET, Proposers may be required to submit additional information and/or evidence to demonstrate their ability to provide the proposed services requested in this RFP. This additional information must be provided without cost to ACSET.
- F. **Erroneous Awards:** ACSET reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the awarding of a contract, and subsequently awarding said contract to another Proposer. Such action on the part of ACSET shall not constitute a breach of contract.
- G. **Indemnification:** Organizations or agencies submitting a proposal must be willing to sign a contract which will require the organization or agency to provide full indemnification for, and hold ACSET and its governing body, officers and employees harmless of, any liability arising from services provided, or the failure to provide services, by the contract agency. The contract will require the contracting agency to reimburse ACSET for any costs or expenditures which are disallowed in an audit, or for any other claims which might be made against the program operator by a customer or other interested party that arise from the contract.
- H. **Termination for Convenience (TFC):** ACSET may terminate any contract(s) awarded pursuant to this RFP for convenience (TFC), which is an express termination right, in whole or in part, if ACSET determines, in its sole discretion, that cancellation is in ACSET's best interest. ACSET will not be liable for any anticipatory profit or any other incidental, consequential or special damages in the event of a TFC.
 - a. Any such termination shall be instituted by delivery to the Contractor/Vendor of a written notice specifying the extent to which performance of the work under the contract is terminated and the effective date of termination.
- I. **Proposal Expenses:** Proposers are responsible for all costs and expenses incurred in the preparation and/or presentation of proposals.
- J. **Ownership of Proposals:** All proposals shall become the sole property of ACSET and will not be returned. All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA), Section 15.231 et seq. of the Michigan Compiled Laws. In accordance with FOIA, proposals maintained or kept on file by ACSET are public records and, after the deadline for submission of bids, every person has a right to inspect such records and receive a copy of such records, except as exempted under other applicable federal or state laws.
- K. **Final Decision:** Any decision made by ACSET, including the selection of a proposal, shall be final.
- L. **Insurance:** The Proposer must have in effect, or agree to purchase, prior to the commencement of services, and maintain for the duration of any agreement that ACSET and the Proposer may enter into, insurance at a minimum of:
 - 1. **Workers' Compensation and Employers' Liability**

Workers' Compensation Limits	Michigan Statutory
Employers' Liability Limits	\$500,000 Each Accident

\$500,000 Each Employee, Injury by Disease
\$500,000 Policy Limit, Injury by Disease

2. **Commercial General Liability**

Limit of Liability	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

There shall be no Products/Completed Operations or Contractual Liability exclusion. ACSET is to be named as an additional insured on a primary and non-contributory basis, and this additional insured status shall NOT terminate upon completion of the project/work.

3. **Automobile**

Residual Liability Limit	\$1,000,000 Each Accident
Personal Injury Protection	Michigan Statutory
Property Protection Insurance	Michigan Statutory

Coverage shall apply to any auto, including owned, non-owned, and hired. There shall be no Contractual Liability exclusion.

4. **Cancellation Notice**

All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: ACSET, 1550 Leonard NE, Grand Rapids, MI 49505, Attn: Stacy Bush [or any successor organization as indicated].

5. **Proof of Insurance Coverage**

The Proposer shall provide, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Proposer shall deliver renewal certificates and endorsements to ACSET at least ten (10) days prior to the expiration date.

M. **Conflict of Interest:** The Proposer may not be awarded this RFP if a real or apparent conflict of interest would be created. Such a *potential* conflict would be created when Proposer is an “immediate family” member of an ACSET employee or board member OR has an agency relationship with which an ACSET employee or board member is associated. “An agency relationship with which an ACSET employee or board member is associated” means “any agency of which the employee/board member or a member of the employee’s/board member’s household is a director, officer, board member, employee, or which is a client of the ACSET employee/board member. “Agency” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity. “Immediate Family” includes one party with any of the following relationships to another party:

1. Spouse, and parents thereof;
2. Children, and spouses thereof;
3. Parents, and spouses thereof;
4. Siblings, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners of any individual in 2 through 5 of this definition; and
7. Any individual related by blood or affinity whose close association with the officer or agent is the equivalent of a family relationship.

In your proposal, please describe the extent to which a *potential* real or apparent conflict of interest would be created by the Proposer's RFP.

N. Supplemental Agency Information and Certifications: Prior to contracting with any organization, ACSET requires pre-certification of the Proposer's ability to comply with State and Federal regulations in the following areas:

1. Financial Accounting System: All proposers must include in the Proposal a copy of the last audit of the agency including the single audit and management letter, or in the absence of an audit, a statement from a CPA firm that the agency's /organization's accounting system and internal control procedures are adequate for the purpose of accounting for and reporting of Federal revenues and expenditures in compliance with generally accepted accounting procedures and Federal requirements. Also, if funded, your agency/organization may be required to obtain a single audit pursuant with the Federal Office of Management and Budget. Additionally, does your organization have any outstanding disallowed costs from any state or federally-funded program that you have operated? Yes ___ No ___ If "Yes" state what it is and give current status.
2. Equal Opportunity Pre-Award Compliance Statement: All proposers must sign the statement contained in Attachment III regarding Equal Opportunity.
3. Debarment and Lobbying: All proposers must complete the certifications on Debarment and Lobbying found in Attachments IV and V.
4. Drug-Free Workplace Certification: All proposers must complete the certification of Drug-Free Workplace Personnel System found in Attachment VI.
5. Iran Economic Sanctions Act Certification: All proposers must complete the certification found in Attachment VII.
6. Legal Status: All Proposers must include the following information in the proposal.
 - a. Corporations (Profit or Non-Profit)
 - i. Articles of incorporation, together with any amendments.
 - ii. Current bylaws.
 - iii. Other documents of legal status such as license for training institution and Internal Revenue Service forms for tax status.

- b. Limited Liability Company (LLC)
 - i. Articles of Organization
 - ii. Current bylaws
 - iii. Evidence of authority to execute contracts
- c. Co-partnership
 - i. Partnership Agreement
 - ii. Evidence of authority to execute contracts
- d. Limited Partnership
 - i. Certificate of limited partnership
 - ii. Evidence of authority to execute contracts
- e. School Districts
 - i. An indication of what class of school district it is (e.g., intermediate, first class, general powers, etc.)
 - ii. That portion of its bylaws dealing with the execution of contracts.

VII. PROPOSAL FORMAT

To be considered complete, a proposal must contain all of the required sections and attachments and all questions must be answered in the order in which they are asked. All pages in proposals must be numbered and must include the following elements in the order listed below.

- A. Proposal Cover Sheet
- B. Program Design Summary
- C. Proposal Work Statement
- D. Organizational Structure and Staffing Chart
- E. Supplemental Agency Information (Section VI. M.) & Certifications (Attachments III-VIII)
- E. Organizational Experience and Demonstrated Effectiveness
- F. Project Budget

A. Proposal Submission

Attachment I, *Proposal Cover Sheet* must be prepared as the first page of the proposal and all following pages must be numbered. Do not include a cover letter and do not put the proposal in a notebook or binder. An individual who can legally bind the proposer to a contract with ACSET must sign the *Proposal Cover Sheet*.

To be considered for funding, a completed proposal, bearing an original signature of the principal officer of the organization, must be received by ACSET by 4:00 p.m. on Tuesday, May 18, 2021. Proposals should be emailed to Stacy Bush, Procurement Manager, at sbush@westmiworks.org. **Proposals will not be accepted by ACSET after this specified date and time.**

B. Program Design Summary

A one page statement that concisely provides the proposed youth program design and delivery

shall be included in the proposal. The proposer should provide sufficient information that represents the overall proposed youth program. Specifics of the program design and delivery will be further explained within the Work Statement section of the proposal. The summary is limited to one page and should provide a clear and concise youth program model for the reviewer.

C. Proposal Work Statement

The Work Statement must include all aspects of the proposed program design, provide a clear description of the services to be provided and state how performance measures will be met. The work statement should not be redundant or include matters which are already covered in the RFP boilerplate. It should use the active voice and must use affirmative language “will or shall” so that proposals may be easily converted to contract form.

The contractor shall describe their proposed program design and integration with WMW, to provide the activities referenced in sections 129 through 130 of the Workforce Innovation Opportunity Act (WIOA) of 2014 to carry out activities for eligible out-of-school youth (OSY). The Proposer must demonstrate a thorough understanding of the range of WIOA programs and services to be offered. The Proposer must describe the overall innovative approach, design and strategies it will utilize to effectively deliver services and manage resources, provide quality customer services, collaborate with community partners, support the mission and vision of WMW, contribute to the achievement of the Board’s strategic goals, meet/exceed performance measures and work to continuously improve performance and services. The proposal must address the following:

1. System and Performance Management

- Describe specific strategies in response to WIOA which will result in creating and implementing a seamless, collaborative youth system that is realistic and appropriate to meet performance goals and will result in a career path, credential attainment, and productive employment for youth served.
- Describe how the proposed program will fit into your organization’s mission or goals.
- Describe the process and sources for benchmarking performance and expenditure results and explain how the benchmarking process will ensure performance and expenditure standards/levels that meet or exceed required WMW outcomes.
- Describe methods to manage performance as a youth progresses through the program from enrollment, training and employment placement through program follow-up.
- Describe your exit strategy to ensure youth will achieve required performance measures.
- Describe what self-monitoring systems will be in place to ensure the program is operating efficiently and cost-effectively, while complying with Federal, State, and local employment laws, rules, and regulations.
- How will reports be used to implement improvement strategies for performance and services?
- Describe what processes will be in place to ensure timely data management and data integrity.
- Describe how you will help to identify, develop, and collaborate relationships with employers and other partners through WMW Business Solutions team, which will result in positive outcomes for employment and retention.

2. Outreach and Recruitment

- Describe your outreach strategies for this population of disconnected youth.
- Describe use of technology/social media to solicit potential eligible OSY.
- Describe the integration of WMW branding of youth services to help promote a unified delivery system of youth services.
- How will you provide outreach to school dropouts and other eligible categories of OSY?
- Describe any existing partnerships that may be utilized for OSY outreach.
- Describe how outreach and recruitment will be coordinated with WMW in Kent County to ensure a wide reach to enroll those most in need and minimize duplication of efforts.
- Provide details of the target population proposed for services and primary geographic area(S) to be served. Include any considerations given to specific neighborhoods, such as Kent County's Essential Needs Task Force's "Neighborhoods of Focus" or other geographic areas. What are the characteristics of your target population such as number of youth to be serviced, demographics, age, grade level, basic skills function levels, their barriers to completing education or training and placement in a demand occupation; and the competencies they will attain etc.
- Describe what criteria will be used, including suitability, to select youth to be enrolled into the program.
- Describe your methods for orientation and any planned innovations to meet enrollment and outcome goals.

3. Intake and Eligibility Determination

- Indicate how you will facilitate youth participating in the program, understanding the WIOA eligibility process, documenting eligibility determination and data validation elements.
- Describe how technology may be utilized for intake and eligibility screening and documentation collection. How will youth not eligible for WIOA youth services be referred to other community partners for services? Please be specific regarding resources.

4. Comprehensive Assessment of Eligible Youth-ISS Development

- Describe the comprehensive assessment process for youth, including academic levels, skill levels, and service needs, how assessment results will be used in the development of an ISS and include the provision of supportive services.
 - *NOTE: Applicant must use the Comprehensive Adult Student Assessment Systems (CASAS) as the academic assessment, as approved by WMW.*
- Describe how the youth will be involved in the development of the ISS and how individual goals will be developed, evaluated, updated and coordinated to ensure a living document.
- Describe how your program will help youth build sustainable career pathways that focus on long-term career goals and upward mobility and not just short-term employment goals.

5. Program Elements

- Describe how the proposer will provide each of the required youth program elements

(see Attachment II). Identify any leveraged resources your program will use to support and enhance the delivery of these elements.

- Describe a detailed follow-up plan that provides a full range of follow-up services that can fill gaps in the educational or employment frameworks that may be missing to support the youth in long-term success.
- If your program will not be providing an element directly, describe how you will provide it through partnerships and/or subcontract relationships. Describe how you will coordinate services to ensure continuity of contact with the youth and ensure performance towards program goals.

6. Academic Opportunities

- Describe the types of educational opportunities that will be offered to youth who enroll without a high school diploma.
- Describe how youth who are basic skills deficient will be assisted in increasing their skills and post-tested each year.
- Explain how youth will prepare for high growth/high demand occupations and the overall approach to re-connecting youth through unique community and employer partnerships.
- Describe your WIOA youth strategy that illustrates a connection between learning and work.
- Describe how recruitment and enrollment strategies will impact your approach towards offering a wide range of training services to youth, such as ITA/occupational trainings, which will result in positive outcomes. How will you ensure a percentage of the contract will be expended on occupational training for youth?

7. Career Pathways Development and Employment Opportunities

- Describe the career assessment survey or tool that will be administered to youth to assess their occupational interests/abilities.
- Describe your strategies to meet the required minimum of 20% on work experience opportunities that will help youth obtain employment and exposure to career pathways. This may include apprenticeships, job shadowing, internships, paid and unpaid work experiences.
- Describe how these activities will be coordinated with the WMW Business Solutions team to ensure a wide range of work experience and/or employment opportunities, including Talent Tours
- Describe how work experiences will be linked to learning objectives and how the bidder will ensure that employer-defined skills and labor market information are used to guide career development choices.
- Describe current linkages with employers and the WMW Business Solutions team.

8. Outcomes

- Describe your plan to meet performance objectives.
- Provide the proposed planned outcomes on Attachment III.
- Include performance levels of specified outcomes-including WIOA and KPI measures, and the methods and/or tools used to manage outcomes. Provide initial, intermediate, and long-

term outcomes.

- Link program activities for each outcome.
- What interim indicator will be used to ensure progress towards the proposed outcomes?
- Describe any additional outcomes that will be included in your program.
- Describe how the program will be evaluated for effectiveness on an on-going basis.

D. Organizational Structure and Conflict of Interest Inquiry

Describe the organizational structure (include an organizational chart) and staff, including a job description for each position that will be funded through your proposal and the qualifications of the person holding each position.

E. Organizational Experience and Demonstrated Effectiveness

Provide information that indicates your organization's (and subcontractor's, if applicable) capacity to carry out the services it proposes to provide. Also, include a description of any similar experience in administration of programs of this type.

Answer only one of the following questions:

1. Describe the experience your organization has had in operating a WIA/WIOA Youth program. Include quantifiable accomplishments, including references, which can establish your organization's past effectiveness.
2. If your organization has not operated a **WIOA program**, describe how the organization has operated any other programs that worked with unemployed, underemployed or economically disadvantaged persons of any age. Include any quantifiable accomplishments including references, which prove past effectiveness in operating such programs.
3. If your organization has not operated a youth program or other programs for economically disadvantaged persons, describe your organization's past experience that demonstrates the organization's potential for operating a youth program. Include any quantifiable accomplishments including references, which prove past effectiveness in operating such programs.

F. Budget

Complete and include the following budget forms.

- Budget Summary
- Budget Narrative – Include a budget narrative providing an explanation as deemed necessary to support the Budget Summary.
- Leveraged Funds Narrative – include a leveraged funds narrative providing information on what funds will be leveraged to operate this program.

If your organization is submitting a collaborative proposal, including more than one organization to provide services, a Budget Form must be submitted for each organization.

A maximum of up to 10% of the total amount of program funding requested may be expended on administrative costs. See Attachment IX for instructions on completing the required budget forms and definitions of selected line items.

G. Questions

Any questions regarding this proposal may be directed to Stacy Bush, Procurement Specialist, via e-mail at sbush@acset.org until *Wednesday, May 12, 2021*. *Questions will not be answered after that date.*

All addenda and answers to any questions to this proposal will be posted on our website, <https://www.westmiworks.org/public-info/>. Be sure to check the website before sending your proposal for any additional information that may have been posted.

VIII. PROPOSAL RATING CRITERIA

Proposals will be reviewed and rated according to Attachment XII (Proposal Rating Criteria). Each proposal will be evaluated for acceptability with emphasis on compliance with submission factors, program design or scope of work, organizational capabilities, specific program requirements, and cost effectiveness or budget, assigning to that factor a numerical weight.

IX. PROPOSAL SELECTION

- The proposals will be reviewed, evaluated and rated by a Review Committee and forwarded to the Workforce Development Board for approval.
- All proposers will be notified of the final funding award, after which, the contracting process and implementation of programs/elements begins.

X. APPEAL PROCESS

A. A party who has submitted a proposal in response to this RFP may appeal the decisions of the West Michigan Works Workforce Development Board (WDB) and the ACSET Governing Board with respect to funding proposals to the RFP. An appeal must be in writing, signed by the person who signed the RFP and be received by the Chief Executive Officer of ACSET within three (3) business days after the appealing party received notice of the funding decisions of the WDB and the Governing Board. The notice of the funding decision shall be presumed to have been received three (3) days after the regular day for delivery of mail after the day on which they were mailed. All appeals are to be addressed to:

Jacob Maas
Chief Executive Officer of ACSET
1550 Leonard NE
Grand Rapids, MI 49505

- B. An appeal must state a factual and/or legal basis for the appeal and not merely subjective opinions. An appeal that includes information not contained in the appealing party's original proposal will not be considered; provided, that an appeal may allege that a successful proposer has made a false certification regarding debarment, suspension, ineligibility, voluntary exclusion, or lobbying, or has had a grant or contract terminated by, or been sanctioned by, a public funding agency.
- C. ACSET may summarily dismiss an appeal, which does not comply with sections A or B, and

shall send the appealing party written notice thereof within 5 business days of its receipt of the appeal. Such a summary dismissal is final.

- D. ACSET shall notify the successful proposer in writing that an appeal has been filed within three (3) business days of its receipt of the appeal, unless it is dismissed pursuant to section C. If an appeal contains allegations concerning the successful proposer as described in section B, ACSET shall also send a copy thereof to the successful proposer with notice that it may send ACSET a written response to such allegations within 5 business days.
- E. A Protest Review Committee, consisting of members of the West Michigan Works! Workforce Development Board and the ACSET Governing Board, shall consider the appeal within 15 business days of ACSETs receipt of the appeal and make its decision on the appeal. ACSET shall provide the appealing party and the successful proposer with copies of the decision of Protest Review Committee within 5 business days. The decision of the Protest Review Committee shall be final.

XII ATTACHMENTS

ATTACHMENT I	Proposal Cover Sheet
ATTACHMENT II	Program Design Summary
ATTACHMENT III	WIOA Required Program Element Delivery Plan
ATTACHMENT IV	Proposed Planned Outcomes
ATTACHMENT V	Equal Opportunity Pre-Award Compliance Statement
ATTACHMENT VI	Lobbying Certification Attachment
ATTACHMENT VII	Drug-free Workplace Certification
ATTACHMENT VIII	Iran Economic Sanctions Act
ATTACHMENT IX	Budget Forms A – Budget Summary B – Budget Narrative C – Leverage Funds Narrative
ATTACHMENT X	Definitions of Key Terms
ATTACHMENT XI	Proposal Rating Criteria
ATTACHMENT XII	Intent to Bid Form

ATTACHMENT II
Program Design Summary

ATTACHMENT III
WIOA Required Program Element Delivery Plan

ORGANIZATION: _____

If a provider does not directly provide the services listed below, it must demonstrate through a formal agreement, the ability to make seamless referrals to appropriate providers of such services. The grantee will have the primary responsibility for ensure that each participant receives the full continuum of service.

ELEMENT	Indicate YES or NO if your agency is directly providing this element.	If your agency is NOT directly providing this element, identify the partner agency that will provide this required element. (Include organization, address and contact person)	Indicate YES or NO if a formal agreement is in place.
1. Tutoring, student skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized post-secondary credential. (In-school youth)			
2. Alternative secondary school services or dropout recovery services, as appropriate.			
3. Paid/unpaid work experiences that have an academic and occupational education which may include summer employment, pre-apprenticeship programs, internships and job shadowing and on-the-job training.		This element must be coordinated with WMW.	
4. Occupational skills training which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the region.			

5. Leadership development opportunities including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.	
6. Support services	
7. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.	
8. Follow-up services for not less than 12 months after the completion of participation. Appropriate services/activities will be provided to enhance the youth's potential for long-term success.	
9. Comprehensive guidance and counseling, which may include drug and alcohol abuse, mental health or domestic violence counseling.	
10. Financial literacy education.	
11. Entrepreneurial skills training.	
12. Services that provide labor market and employment information about the targeted industry sectors or occupations available within the local area, such as career awareness, career counseling and career exploration services.	This element must be coordinated with West Michigan Works!
13. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	
14. Activities that help youth prepare for and transition to post-secondary education and training.	

ATTACHMENT IV
Proposed Planned Outcomes

Name of Agency/Organization: _____

Benchmark	Number
Proposed total youth to serve	
Proposed number of youth obtaining a high school diploma/equivalent	
Proposed number of youth attaining an industry recognized credential	
Proposed number of youth participating in work experience	
Proposed number of youth entering post-secondary education	
Proposed number of youth placed in unsubsidized employment	
Overall cost per total youth served (requested amount/total youth served)	\$

ATTACHMENT V

Equal Opportunity Pre-Award Compliance Statement

Date: _____

Agency: _____

Address: _____

City, State, Zip: _____

It is the policy of ACSET to assure equitable treatment of all persons in the opportunity for employment and services without discrimination based on religion, race, color, national origin, age, sex, height, weight, genetic information, marital status, arrest without conviction, disability, or political affiliation or belief, and with respect to participants, citizenship or participant status.

As a Proposer, I understand that for Equal Opportunity (EO) purposes, the agency must comply with ACSET's Contractor EO Certification Procedures, ACSET's EO Policy Statements, all contractual requirements related to EO and Equal Employment Opportunity (EEO) laws and regulations. I understand that the agency may be required to develop and submit EO/EEO and personnel materials including but not limited to an EO policy statement, affirmative action plan (if required by law), various EEO personnel policies, job classification and compensation plans, accessibility of programs and facilities, and other relevant materials. The agency is willing to work in good faith to correct any EO/EEO deficiencies, which may be identified by ACSET.

As a Proposer, I assure ACSET that my agency will take affirmative steps to utilize minority business enterprises and labor surplus area firms in the performance of any contract with ACSET when possible. State law defines a "minority business enterprise" as a business enterprise that is owned or controlled solely by 1 or more socially or economically disadvantaged persons. The disadvantage may arise from cultural, racial, gender, chronic economic circumstances or background, or other similar cause.

The Proposer assures that if it is awarded a contract, it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I--financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- The proposing agency also assures that if it is awarded a contract with ACSET, it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the operation of any WIOA Title I-financially assisted program or activity, and to all agreements that ACSET makes to carry out the WIOA Title I-financially assisted program or activity. The proposing agency understands that the United States has the right to seek judicial enforcement of this assurance.

The Agency's EO Officer or individual responsible for EO/EEO issues is:

Name: _____

Title: _____

Address: _____

Telephone: _____

Have any administrative complaints or lawsuits been filed against your agency alleging discrimination on any of the above grounds within the past two years prior to the date of this proposal?

Yes No

If yes, please provide the following information:

1. Names of the parties to each complaint or action and the relevant case number(s)
2. The forum in which each complaint was filed
3. The results of each proceeding or, if still pending, indicate "pending"

Proposer's Printed Name:

Proposer's Signature:

Date: _____

ATTACHMENT VI
**Certification Regarding Lobbying for Contracts, Grants, Loans
and Cooperative Agreements**

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 the 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 influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, 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 at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients 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.

Name of Certifying Official Signature

Date

Proposer/Proposer Organization

ATTACHMENT VII
**Certification Regarding Drug-Free Workplace Requirements
Alternative I-For (Grantees Other Than Individuals)**

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform, employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
 4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under paragraph 4 b. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph 4b., with respect to any employee who is so convicted—
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here.

Street Address	City	County	State	Zip Code
----------------	------	--------	-------	----------

Street Address	City	County	State	Zip Code
----------------	------	--------	-------	----------

Name

Signature

Date

Organization

Program/Project Title

Instructions for Certification-Drug Free Workplace

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, ACSET, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Certification Form for Alternative I applies.
4. For grantees who are individuals, Certification Form for Alternative II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to ACSET changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - a. Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);
 - b. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
 - c. Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
 - d. Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

ATTACHMENT VIII

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012; MCL 129.311 et. seq.

The undersigned, the owner or authorized officer of the below-named Bidder, hereby certifies, represents, and warrants that the Bidder (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Bidder is awarded a contract, the Bidder will not become an “Iran linked business” at any time during the course of performing any services under the contract.

The Act defines an “Iran linked business” as either of the following:

- (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran,
- (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

PROPOSER: _____
Printed Name of Proposer

By: _____ (Name)

Its: _____

Date: _____

ATTACHMENT IX

Budget

A Budget Form as a separate Excel file can be found on the West Michigan Works! website <https://www.westmiworks.org/wp-content/uploads/2021/04/Out-of-School-Budget-Summary.xlsx> Fill out, print, and attach this form to the original proposal being submitted. There are also (2) Narratives following this page to be filled out as part of the Budget packet.

ATTACHMENT IX-B
BUDGET NARRATIVE

ATTACHMENT IX-C
BUDGET
LEVERAGED FUNDS NARRATIVE

ATTACHMENT X
Definitions of Key Terms

Act – Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014.

Applicant – any individual who applies for available workforce services. For specifically funded programs, applicant remains an applicant (or reportable individual) until the provisions for enrollment/participant have been met.

Alternative Secondary Schools – An alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs. Youth attending an alternative school at the time of enrollment are considered to be in-school.

Attending School – An individual is considered to be attending school if the individual is enrolled in secondary or credit-bearing post-secondary school.

Basic Skills Deficient – the individual computes or solves problems, reads, writes or speaks English at or below the eighth-grade level or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

Basic Skills Goal – only applies to youth who have been deemed basic skills deficient. To meet the goal, at post-test, there must be an educational gain from the starting level measured on entry into the program (pre-test).

Bidder/Proposer – denotes the interested party, the audience for this RFP and the probable respondent to the solicitation.

Intent to Bid – a signed document associated with the RFP process to notify the procuring organization of the bidder organization's intention to submit a program proposal. The document is mandatory for proposal consideration.

Credential – a nationally recognized degree or certificate or state/local recognized credential. Credentials include, but are not limited to, a high school diploma, GED or other recognized equivalent, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates designed to equip individuals to enter or re-enter employment, retain employment or advance into better employment. (See TEG 17-05).

Contractor – refers to an entity, which receives financial assistance from the Board for the purpose of administering Board programs, projects or parts thereof. A contract establishes a legal obligation to perform the services specified for agreed upon costs.

Customer – an employer or job seeker that has requested assistance or determined to be eligible for a program.

Date of Exit – the last day on which the individual received a service funded by the program or a partner program.

Date of Participation – the first day, following a determination of eligibility, that the individual begins receiving a service funded by the program.

Diploma – any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate and bachelor's degrees.

Exit – program exit means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The exit date is the last date of services.

Incentives – WIOA allows incentive payments to youth for recognition and achievement directly tied to training activities and work experiences. WIOA requires that incentive payments be related to the goals of the specific youth program and must be provided in accordance with the requirements in 2 CFR 200, which states that Federal funds may not be spent on entertainment costs.

Internship – a paid/unpaid internship is an opportunity created by an employer to provide an on-the-job practice. Internships are typically for short periods of time and are developed to provide guidance, supervision and evaluation of the youth's work as an intern.

Individual Training Account (ITA) – training service for eligible individual are typically provided by training providers who receive payment for their services through an Individual Training Account (ITA). The ITA is a payment agreement established on behalf of a participant with a training provider.

Job Shadow – an unpaid, short-term activity offered by an employer who agrees to engage a student to follow or "shadow" them throughout their workday, providing insight on the duties and skills of the position and information on career tracks.

Participant – an individual who is determined eligible to participate in a funded program and receives a service funded by the program.

Post-Test – a way to measure post-program skill level to determine whether a youth has gained knowledge or skills as a result of training, as compared to the level of knowledge or skill measured before training, at the pre-test.

Pre-Test – A test used to assess a participant's basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

School Dropout – In WIOA, the term means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Per TEGL 08- 15, an individual who has dropped out of postsecondary education is NOT a school dropout.

Supportive Services – refers to services following an individual's assessment which are determined to be necessary to enable an individual to participate in program services under WIOA, but who cannot afford to pay for such services. Supportive services may include transportation, clothing, childcare, etc. and are defined in WMW local policy.

Unsubsidized Employment – Full or part-time permanent employment not financed with state or federal funds, which could include placement into the military or employment in a registered apprenticeship.

ATTACHMENT XI
PROPOSAL RATING CRITERIA

RFP 21-003 RATING SHEET

The award shall be made to the bidder whose proposal is responsive to the solicitation and is most advantageous to ACSET with respect to price, quality, and other relevant factors.

Evaluation of each proposal will be based on the following criteria:

Responsive to the RFP

Item	0=Fails 5=Meets 10=Exceeds	Wt.	Total (100 points possible)
Proper format & all major points addressed	0 1 2 3 4 5 6 7 8 9 10	3	
Meets budget requirements, performance standards and target group goals or has requested a waiver	0 1 2 3 4 5 6 7 8 9 10	4	
Meets RFP Certification Requirements	0 1 2 3 4 5 6 7 8 9 10	3	
• Equal Employment Opportunity			
• Lobbying			
• Iran Economic Sanctions Act certification			
• Legal Status			
• Accounting System			

Quality of program

Item	0=Fails 5=Meets 10=Exceeds	Wt.	Total (300 points possible)
Proposer's Proposed Plan Aligns with WMW Strategic Plan	0 1 2 3 4 5 6 7 8 9 10	10	
<i>Program Design/Scope of Work</i>	0 1 2 3 4 5 6 7 8 9 10	5	
<i>Specific Program Requirements</i>	0 1 2 3 4 5 6 7 8 9 10	10	
<i>Program Elements</i>	0 1 2 3 4 5 6 7 8 9 10	5	

Organizational Experience and Demonstrated Effectiveness

Item	0=Fails 5=Meets 10=Exceeds	Wt.	Total (500points possible)
Experience operating WIOA Youth Program	0 1 2 3 4 5 6 7 8 9 10	30	
<i>Experience Similar to operating a WIOA Youth Program</i>	0 1 2 3 4 5 6 7 8 9 10	10	
<i>Adequately Trained Staff</i>	0 1 2 3 4 5 6 7 8 9 10	10	

Budget/Costs

Item	0=Fails 5=Meets 10=Exceeds	Wt.	Total (200) points possible)
<i>Cost Effectiveness</i>	0 1 2 3 4 5 6 7 8 9 10	20	
Total Weighted Score (1100 possible):			

ATTACHMENT XII
Intent to Bid Form

We acknowledge receipt of RFP 21-003 Out-of-School Youth Program Services for Kent County. We have read the document and advise that **we intend to submit** a proposal **on or before Tuesday, May 18, 2021 at 4:00 p.m.**

Proposer's contact info is as follows:

Agency/Organization Name:	
Name and Title of Point of Contact for Proposal:	
Email Address for Point of Contact:	
Signature:	
Date:	

This form must be emailed to Stacy Bush, Procurement Manager, at sbush@westmiworks.org **on or before Monday, May 3, 2021 at 4:00 p.m. This is mandatory in order to submit a proposal for this RFP.**