



**Request for Proposals  
RFP #WIOA-BS-02-01-2016**

**BUSINESS SERVICES**

*Release Date  
February 1, 2016*

*Due Date  
March 14, 2016*

*Subaward Period  
July 1, 2016 - June 30, 2018*

**3650 South Cedar Street  
Tacoma, WA 98409**

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WorkForce Central is an equal opportunity employer and provider of employment and training services.

Free auxiliary aids and services are available upon request for individuals with disabilities.

Washington Relay Service – 711

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**BUSINESS SERVICES**

**SECTION I: OVERVIEW / PURPOSE**

**A. The RFP Purpose: Business Services**

The purpose of this Request for Proposal (RFP) is for the Pierce County Workforce Development Council (WDC), through its administrative entity Workforce Central (WFC), to identify and select a qualified subrecipient for Department of Labor (DOL) federal dollars to provide direct business services in Pierce County under the Workforce Innovation and Opportunity Act (Public Law No: 113-128 (WIOA)).

The role of the Business Services subrecipient is to offer and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. These services should be responsive to their workforce needs by connecting employment opportunities to jobseeker customers, hosting business introductions and hiring events and assisting employers with hiring jobseekers. The subrecipient will coordinate with WFC and its partners that conduct business services to minimize duplication and promote seamless business service delivery that is in alignment with the Washington State Workforce Plan “Talent and Prosperity for All”.

The successful proposer awarded a subaward as a result of this RFP must be prepared to assume responsibility for the direct services portion of Business Services as soon as May 1, 2016 or no later than July 1, 2016.

- **Target Businesses:** Small, medium and large businesses in need of workforce development services with an emphasis on small and medium size businesses.
- **Geographic Area:** Pierce County, Washington.
- **Subaward Start Date:** July 1, 2016 unless arrangements are made for earlier date.
- **Initial Subaward End Date:** June 30, 2018.
- **Type of Subaward:** Cost-Reimbursement Subaward.
- **Option to Extend:** WFC may extend the subaward for an additional two (2) years or increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of Pierce County community.
- **Funding:** The proposed services will be funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) and a Washington State Department of Social and Health Services (DSHS) grant for services through the Resources to Initial Successful Employment (RISE) program. For planning purposes proposers should estimate funding for the first and second year of **\$445,000 (\$400,000 WIOA and \$45,000 RISE)**. The total estimated funding for the two-year period (July 1, 2016 – June 30, 2018) is **\$890,000**.

## **B. WIOA and RISE Overview**

The proposed services will be funded under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014. WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skill needs of current employees, job seekers, and employers.

A brief overview of RISE can be found in Exhibit C. The RISE grant has additional specific performance requirements and measures. More information related to this additional funding will be provided to the successful subrecipient.

## **C. Subrecipient Designation**

The awardee of this award will be a subrecipient. A governmental entity may pass federal grant funds to another entity. The second entity, known as the “subrecipient” of the grant funds, may be another governmental entity, a non-profit or for profit organization and must comply with all applicable uniform administrative requirements, cost principles and audit requirements. In this situation, the pass through agency of the funds has a responsibility to monitor the subrecipient to ensure the grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations.

In consideration of the importance assigned to this activity, it is imperative that subrecipients possess a keen understanding of the requirements of the services requested, the customer service groups, and appropriate service strategies required. Subrecipients must demonstrate their capacity to address the demands identified in this RFP through their responses to the RFP instructions.

For more information see: 2 CFR Part 200; 2 CFR Part 2900; and ESD Policy 5250 Subrecipient/Contractor Pass-Through Entity Determination Requirements.

*Subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. (2CFR §200.93 Subrecipient)

## **SECTION II: INTRODUCTION**

### **A. Workforce Innovation and Opportunity Act (WIOA)**

On July 22, 2014 President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). The WIOA supersedes the Workforce Investment Act (WIA) of 1998. The WIOA

is designed to improve and streamline access to federally funded employment, education, training and support services. This is the first legislative reform of the public workforce system in more than 15 years. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA has six main purposes:

1. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
2. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improve the quality and labor market relevance of workforce investment, education and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase the prosperity of workers and employers.
6. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

WIOA took effect July 1, 2015, the first full year after enactment, and supersedes WIA. The terms and conditions of this RFP may change based on WIOA final regulations and/or guidance letters issued by the US Department of Labor. The successful proposer to this RFP will be expected to remain informed on and comply with all WIOA regulations and requirements.

If all general Terms and Conditions changes to include final WIOA regulations and guidance as well as 2 CFR 2900 and Super Circular 2 CFR 200 guidance have not been issued at the time the subaward is executed, a modification will be issued when new terms and conditions are issued.

For more information on WIOA visit <http://www.doleta.gov/WIOA>.

For more information on uniform guidance 2CFR200 and 2CFR2900 visit:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=c06a1188a93bfb07af7dafd692ee9204&node=2:1.1.2.2.1&rgn=div5#2:1.1.2.2.1.1.28.1>

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## **B. Washington State Strategic Workforce Plan “Talent and Prosperity for All”**

Soon after the passage of WIOA, Governor Jay Inslee directed the Workforce Training and Education Coordinating Board (Workforce Board) to work with the system’s stakeholders to shape Washington State’s Workforce Plan “Talent and Prosperity for All” toward three goals to maximize the workforce system’s impact:

- Help more people find and keep jobs that lead to economic self-sufficiency, with a focus on disadvantaged populations.
- Close skill gaps for employers with a focus on in-demand industry sectors and occupations, including through apprenticeships.
- Work together as a single, seamless team to make this happen.

The following key strategic priorities were adopted by the Workforce Board and serve as the organizing principles around which Washington State’s workforce plan and the 12 local workforce plans are structured:

1. Customer Receive Integrated Services that Lead to Employment and Careers: Customers need to be able to find and navigate the workforce development pathway that is best for them. Customers should also understand they have continuous access to the workforce development system throughout their working lives.
2. Increase Business Engagement with a Clearly Defined Workforce Value Stream: Businesses need simple paths to the workforce system and a better understanding of the benefits, whether it’s filling open positions with qualified applicants or shaping training programs to ensure workers have industry-specific skills.
3. Universal Accessibility to the System through Technology and other Barrier Removal: Barrier removal and universal accessibility of workforce development services - both physical and programmatic is a core priority.
4. Next Generation Performance Accountability System that Shows Outcomes and Identifies Gaps: The measurement system needs to measure results when many of the participants are served by multiple programs.

For more information about the State of Washington’s draft plan Talent and Prosperity for All: The strategic a Plan for Unlocking Washington’s Workforce Potential see the Washington State’s Workforce and Educational Training Coordinating Board’s website at:

<http://wtb.wa.gov/default.asp>.

### **C. Pierce County Workforce Development Council (WDC)**

Pierce County Workforce Development Council (WDC) members are appointed by the chief local elected officials, who are certified by the Governor, and work in partnership to locally implement WIOA. In Pierce County, the chief local elected officials serve on the WorkForce Central's Executive Board, which is comprised of Tacoma Mayor Strickland, Pierce County Executive McCarthy, Pierce County Councilman Talbert, and Tacoma City Councilman Lonergan. In addition, the Chair of the WDC serves on the Executive Board. WorkForce Central has been designated as the administrative and fiscal entity for WIOA and the WDC. The Chief Executive Officer (CEO) of Workforce Central reports to the Executive Board and provides staff support to the WDC and its committees.

In partnership with the Executive Board, the WDC is established as the trustee body of the workforce development system to strategically plan, invest in, and oversee full implementation of WIOA. The WDC is business led and is comprised of leaders from local businesses, labor organizations, economic development, education, public agencies and other stakeholders interested in workforce development issues. The local service delivery area encompasses incorporated and unincorporated Pierce County.

The WDC works on behalf of and in coordination with the local elected officials in Pierce County. The Council represents a broad cross section of the local community. Below is a list of the major responsibilities of the WDC and its administrative entity WorkForce Central (WFC):

- Develop a 4 year regional unified plan.
- Conduct and disseminate workforce research and regional labor market analysis.
- Convene, broker and leverage public/private/philanthropic partnerships, resources, and assets.
- Lead employer engagement.
- Lead career pathways development and implementation with secondary and post secondary partners.
- Lead efforts to identify and promote proven and promising practices.
- Develop technology based strategies for service access, engagement and delivery.
- Oversee the local service delivery system, programs policies and performance.
- Negotiate local performance accountability with the State Board.
- Select one-stop system operator(s) and provider(s).
- Select youth provider(s).
- Identify eligible training providers.
- Ensure consumer choice.
- Coordinate with education providers.
- Develop and oversee the WIOA budget and ensure full compliance with the Act.



## **D. Workforce Development Council Committees**

**Workforce System WIOA Mandated Partners Committee (Core 6):** The Core 6 Partners meet regularly to set and support an aspirational vision for the Pierce County workforce development system, building on current strengths and addressing new and unfulfilled opportunities. The Core 6 partners set the strategic direction for priority changes/improvements to the workforce development system.

The Core 6 Partners will codify business relationships (Memorandum of Understanding), alignment and provision of resources (Resource Sharing Agreement) and set priorities for implementation of changes to the workforce development system in Pierce County. Utilizing high-level direction from the WorkForce Central Executive Board and the Workforce Development Council (WDC), the Core 6 Partners will coordinate and direct the development of the local strategic plan, working as appropriate with existing Committees and specifically-established work groups (if any).

The Core 6's Vision is: The transformed workforce development system is customer-focused, providing comprehensive solutions based on the individual circumstances of each customer—whether job seeker, worker, or business. The system is based on building long-term relationships with customers, not just transactions. The customer's overall experience and success are our highest priority. WorkSource Pierce partners in all locations operate as a united team, providing exceptional customer service to assist businesses to find well-qualified, enthusiastic workers, and helping people find good jobs that lead to career growth. Key elements are:

- Customer focus.
- Simple, easy to use system.
- Partnership.

**Business Services Committee:** The purpose of the Business Services Committee is to provide the Pierce County Workforce Development Council with assistance in the planning, implementation, and performance of employer engagement and economic development in the WIOA workforce development system. The chair of this committee is a member of the WDC and is appointed by the WDC chair. The Business Services Committee meets Fourth Monday of each month - 8:00-9:30 a.m. The successful proposer will be expected to actively participate in the Business Services Committee as a subrecipient of WFC.

The Business Services Committee Duties & Responsibilities are:

- Assist the WDC Coordinating Committee in activities related to employer engagement and economic development activities.
- Select a vice chair from within the committee.

- Follow progress of the State WTECB Board for relevant planning, information and guidance.
- Provide leadership and business/labor representation in developing the local workforce development plan related to employer engagement and economic development.
- Share, collect and review workforce data and best practices for data-driven and evidence-based recommendations and decision making.
- Provide input on career pathways, sector strategies, incumbent worker training, work-based learning.
- Represent the various industries sectors within our community.
- Provide ongoing input into the implementation and performance of the local plan activities.
- Provide updates to the WDC Coordinating Committee.
- Assist with other activities as requested by the WDC Coordinating Committee.
- Create task forces or sub-committees as needed.

**One-Stop Committee & Workforce System Partners:** WIOA identifies mandated and optional workforce system partners. Many of these Pierce County partners serve on the WDC One-Stop Operator(s) and Systems Partners Committee.

For more information about the Pierce County WDC's organizational structure see Exhibit A.

For more information about workforce partners in Washington State see the performance audit conduction by the Washington State Auditor's Office: *Workforce Development System: Identifying Overlap, Duplication and Fragmentation*; August 31, 2015; <http://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1014148&isFinding=false&sp=false>

## **E. WorkForce Central (WFC): The Administrative Entity**

WFC is the designated administrative entity under WIOA. During Program Year July 1, 2015 - June 30, 2016, WFC will transition from being a direct service provider and one-stop operator partner to focusing primarily on the strategic planning and oversight of the one-stop service delivery system and its partners and services, in keeping with a change in federal law.

WFC will work with the chief local elected officials and the WDC to ensure successful implementation of WIOA and, through competitive procurement processes, WorkForce Central is releasing three separate RFPs: 1) career and training services to adults and dislocated workers; 2) one-stop operator for the Pierce County One-Stop Career Center and system; and 3) business services. The first two are being released in February 2016 and the One-Stop Career Operator will be released at a date to-be-determined. A full transition of WIOA direct services will occur.

WFC has been providing Business Services and Adult Career Services through its own WFC staff. Beginning July 1, 2016, these direct services will be provided through subrecipients. As of

July 1, 2016, the role and responsibilities of WFC includes but is not limited to administering the responsibilities of the WDC.

#### **F. Business Services Subrecipient**

The roles, responsibilities and performance outcomes expected of the Business Services subrecipient may be found in Section IV.

### **SECTION III: SOLICITATION AND GENERAL INFORMATION**

#### **A. Solicitation Timetable:**

Request for Proposal (RFP) Release:	Monday, February 1, 2016
1 <sup>st</sup> Proposer Conference*:	Friday, February 12, 2016; 1:00 PM PST (video conferencing available)
2 <sup>nd</sup> Proposer Conference*:	Wednesday, February 17, 2016; 1:00 PM PST (video conferencing available)
Deadline for Written Questions:	Monday, February 22, 2016; 5:00 PM PST (Emailed with RFP number in title to: procurement@workforce-central.org)
WFC Question Answers Posted to WEBS and WFC Website:	Friday, March 4, 2016
Proposal Package Due:	Monday, March 14, 2016, 5:00PM PST (Emailed with RFP number in title to: procurement@workforce-central.org)
Technical Review:	March 15-March 21, 2016
Proposal Evaluations & Oral Presentations:	March 22-April 8, 2016
Announcement of Award:	April 18-April 22, 2016
Subaward Negotiations and Development:	April 25-May 13, 2016
Subaward Starts:	July 1, 2016 unless arrangements are made for an earlier date.

\*Proposer Conference Location: 3650 S Cedar St, Classroom 1, Tacoma, WA

## **B. Eligible Entities**

WorkForce Central (WFC) is soliciting proposals from qualified organizations to direct federal Department of Labor (DOL) WIOA Title I funds towards business services using evidenced-based practices and/or demonstrated successful performance history. Eligible entities may include:

- Private / for profit entity.
- Non-profit entity.
- Public agencies.

A collaboration of these organizations can be submitted provided that at least one organization is designated as the lead agency and primary subrecipient.

Every reasonable course of action will be taken by the selected subrecipient in order to maintain the integrity of subaward expenditures and to avoid any favoritism or illegal conduct. The subaward from this RFP will be administered in an impartial manner, free from improper personal, financial, or political gain.

## **C. Minimum Threshold Requirements**

Proposals failing to meet minimum threshold requirements below will be disqualified.

- Proposers must have a principal place of business in Washington State and no less than five (5) years of experience in providing business services as outlined in this RFP. They must also have significant experience in program management delivering Workforce Investment Act (WIA) and/or Workforce Innovation and Opportunity Act (WIOA) services and successful performance; or if no direct experience, must have managed other federal, state or local funds with similar services and activities.
- The agency must have an established financial management system in place to ensure effective control and accountability of subaward funds and other assets. WorkForce Central fiscal staff may visit on-site to determine compliance with this requirement for all new proposers. The agency's financial management system must be in accordance with GAAP standards.
- The agency shall not have any unresolved audit findings. To alleviate the question as to whether the proposing agency has any unresolved audit findings, the proposing agency must include as part of the proposal package the most recent completed audit. If the proposing agency is a newly-created entity, the proposal package must include all current financial statements, list of board of directors, and a business plan as a substitution for the audit requirement.
- The agency or its principals shall not be convicted of any crime which indicates the agency's mismanagement or fraudulent use of funds or the agency's insolvency.

- The agency must provide or agree to obtain from its cognizant agency an indirect cost plan and relevant Cost Allocation Plan(s).
- The agency must have or agree to establish the following:
  1. Accounting System policies and procedures.
  2. Small Purchase procedures.
  3. Regular audit of accounts.
  4. Policies and procedures covering supportive services, incentives or stipends, paid and unpaid internships and work experience and training.
  5. Record retention policy.
  6. Personnel policies.
  7. Grievance procedures for staff and participants.
  8. Payroll procedures and time sheets for staff.
  9. WIOA property inventory system.
  10. Travel policies.
  11. Fidelity with a minimum coverage of \$100,000 or the amount of funds to be received during the subaward period, whichever is higher.
  12. Internal controls. (2 CFR 200.303)
  13. Payment. (2 CFR 200.302(6) and 305)
  14. Procurement. (2 CFR 200.318)
  15. Competition. (2 CFR 200.319)
  16. Method for evaluation and selection. (2 CFR 200.320)
  17. Allowable costs. (2 CFR 200.302(7) in accordance with Subpart E)
  18. Compensation (2 CFR 200.430)
  19. Fringe benefits. (2 CFR 200.431)
  20. Employee relocation costs. (2 CFR 200.464)
  21. Travel costs. (2 CFR 200.474)
  22. Conflict of interest. (2 CFR 200.112)
  23. Highly recommended policies and procedures. (Handout 2)

WFC will be available to provide technical assistance.

The proposing agency or its principals:

1. May not be debarred, suspended, declared ineligible, or voluntarily excluded from participation in procurement or non-procurement transactions by a federal or state department or agency.
2. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Must not be presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in #1 & #2 above.
4. Have not within a three (3) year period preceding this proposal had any public transactions terminated for cause or default.

5. Each subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and subawards.

#### **D. Submission Instructions**

All proposals must be received at WorkForce Central electronically (via email) by Monday, March 14, 2016 at 5:00 PM. Proposals not submitted by this date and time will be automatically disqualified. **Please submit proposals by email and include the RFP number in the title of the email. Email proposal to: [procurement@workforce-central.org](mailto:procurement@workforce-central.org).**

#### **E. Written Questions**

Questions related to this Request for Proposal should be emailed to [procurement@workforce-central.org](mailto:procurement@workforce-central.org) by Wednesday, February 22, 2016; 5:00 PM PST. Any additional information that may come out after this Request for Proposal release will be posted on the Workforce Central website: [www.workforce-central.org](http://www.workforce-central.org).

#### **F. Incurred Proposal Costs**

The entire cost for the preparation and delivery of the proposal or any related communication shall be at the expense of the proposer.

#### **G. Withdrawal**

A submitted proposal may be withdrawn by a written request to [procurement@workforce-central.org](mailto:procurement@workforce-central.org).

#### **H. Right to Cancel**

WFC may revise any part of the RFP if necessary. These revisions will become addendums to the RFP and will be posted on WFC's website. Proposers are responsible for checking the website frequently to remain informed about the procurement process. Each proposer must insert the information indicated in the RFP package. Failure to acknowledge any addendum will result in disqualification of the proposal.

#### **I. Termination Due to Non-Availability of Funds**

When funds are not appropriated or otherwise made available to the Pierce County Workforce Development Area to support continuation of the RFP or any subaward(s) herein, they shall be cancelled as of the effective date set forth in the termination notice.

## **J. Negotiation/Discussion**

WFC and the chief local elected officials/WDC reserve the right to conduct discussions with proposers in order to ensure a full understanding of the proposal. Selection of an organization as a subrecipient does not constitute approval of the subaward proposal as submitted. Before the subaward is awarded, WFC may enter into negotiations about such items to include, but not be limited to program components, allowable activities, staffing, funding levels and administrative systems in place to support program implementation. If the negotiations do not result in a mutually acceptable submission, WFC reserves the right to terminate the negotiations and decline to fund the proposal. Proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

## **K. Misrepresentation**

If in the course of the RFP process it is determined that the proposer has made a false statement of misrepresentation or that inaccurate information has been provided, the proposer may be terminated from the RFP process.

## **L. Disallowed Costs**

The subrecipient (s) selected as a result of this RFP must have sufficient funds available to reimburse any determined disallowed costs that occur during the subaward period.

## **M. Monitoring**

Successful proposers awarded a subaward will be monitored by WFC. Subrecipient will also be required to develop internal monitoring procedures to ensure that program operations and accounting processes are conducted in compliance with WIOA Final Rules and Regulations, 2 CFR 2900 and “Super Circular” 2 CRF 200 guidance. The subrecipient will be responsible for monitoring any subawards it may make.

## **N. Assurances and Certifications**

The subrecipient(s) selected from this RFP must comply with all federal, state and local requirements under WIOA and separate from WIOA.

## **O. Reports**

Routine monthly reports and quarterly written programmatic reports will be required. Specific required reports will be negotiated during the negotiation process. Subrecipients must have the

capability of generating and/or providing required reports. Other reports may be required during the subaward period.

#### **P. Conflict of Interest**

Every reasonable course of action will be taken by the selected subrecipient in order to maintain the integrity of subaward expenditures and to avoid any favoritism or illegal conduct. The subaward from this RFP will be administered in an impartial manner, free from improper personal, financial, or political gain.

#### **Q. Disclaimer**

WIOA Federal Regulations are currently being drafted by the US Department of Labor (USDOL) and not yet finalized. This request for proposal, any proposals submitted and any subawards negotiated as a result of this proposal are subject to final regulations by USDOL. The RFP and/or subawards may be changed at any time in order to come into compliance with USDOL regulations and/or guidance. Proposers to the RFP are encouraged to refer to the US Department of Labor WIOA resource page for latest updates at <http://www.doleta.gov/WIOA>.

### **SECTION IV: PROGRAM DESCRIPTION**

#### **A. Business Services**

As summarized in Section I: Overview/Purpose, under the direction and guidance of the Director of Business Services and Sector Strategies, the awardee will provide direct business services to Pierce County businesses. In addition, the awardee is expected to actively engage with the local one-stop system and its partners to provide opportunities for job seekers and workers to access family wage jobs.

The following is a summary of the Business Services that this solicitation is seeking to be provided locally:

- Coordinate delivery of services to business/employers among partners in the One-Stop System and Center, affiliate sites, WIOA Core partners (Adult, Dislocated Workers, Youth, Adult Education and Literacy, Wagner-Peyser, and Vocational Rehabilitation), and other One-Stop partners to achieve WIOA Business Services outcomes.
- Connect employers to the One-Stop system, gather business intelligence and assist in the development of a Regional Workforce/Economic Development partnership by developing relationships with local and regional businesses and other business focused organizations.



- Provide Strategic Industry Sector Services to the following sectors. Primary focus of business services must be focused on these sectors while providing services to sectors not identified. Sector related partnerships are expected to be staffed by the subrecipient.
  - Healthcare.
  - Advanced Manufacturing.
  - Trade/Deep Sea/ Transportation /Warehouse Logistics.
  - Construction.
  - Information Technology/Cyber Security.
  - Military/Defense.
- Provide services to the businesses in Pierce County and the region.
- Understand the needs of businesses and align workforce development solutions in the local and regional economy.
- Promote career pathways communicating the benefits to employers of creating a talent pipeline through work-based learning opportunities.
- Deliver presentations to business and trade organizations regarding workforce related topics and services.
- Evaluate the workforce development and hiring/recruitment needs of businesses, and develop solutions based strategies to meet those needs, including hiring events, career fairs and targeted position placements.
- Convene and participate in layoff aversion activities in conjunction with Employment Security Department, organized labor and appropriate agencies in Pierce County to convene and provide Rapid Response Services to employees of businesses issuing WARN notices, including work to match employers that might be hiring with those employees who will be laid off.
- Assist employers in utilizing all features of the Employment Security Department's Job-Match system to effectively recruit and select employees. Help employers post job orders as needed and use the system to find and/or screen applicants.
- Participate in job fairs, career fairs, and other opportunities for both employers and applicants to exchange information about jobs.
- Record all activity with businesses/employers in Employment Security Department's WorkSource Washington on a regular and continual basis.
- On a monthly basis attend and participate in at least three business and industry group meetings as recommended by the WorkForce Central.
- Convene on-going meetings with program partners including WIOA Adult, Dislocated Worker and Youth service providers to design and align high quality service delivery to both the business and job seeker customer.
- Each month, provide a summary report of activity, deliverables and milestones to the Director of Business Services and Sector Strategies. The content, format and due dates of this document will be determined by WorkForce Central.

- Conduct outreach and collaboration that will result in successful work based learning opportunities for WIOA participants.
- Provide access to labor market data, demographic updates and job trends plus related information.
- Work with businesses to identify incumbent worker training opportunities, and obtain approval from WorkForce Central before proceeding.
- Participate in WIOA committees at the direction of WorkForce Central.
- Other WFC approved business services as requested.

## **B. Performance Measure Expectations for July 1, 2016 to June 30, 2017**

The following is a list of performance measures at this time. This may be updated by changes in subaward funding requirements, funding amounts, etc:

- Serve 250 unique employers.
- Discover 700 career/job opportunities and fill 350 of those positions.
- Convene 6 employer educational sessions in collaboration with One-Stop partners.

## **SECTION V: PROPOSAL REQUIREMENTS**

In order to simplify the review process and obtain maximum degree of comparison the proposal must be organized as follows:

### **A. Proposal Content Requirements**

1. Proposal Cover Sheet – Appendix A **(Required)**
2. Table of Contents – with Page Numbers **(Required)**
3. Proposal Narrative **(Required) – Total 100 Points**
  - A. Business Services Activities – **Worth 40 Points** – Max. Eight (8) Pages
  - B. Demonstrated Ability / Past Performance – **Worth 35 Points** – Max. Eight (8) Pages
  - C. Conflict of Interest – **Worth 5 Points** – Max. Two (2) Pages
  - D. Budget – **Worth 20 Points**
    - Budget Narrative **(Required)**
    - Budget Worksheet **(Contents Required; Appendix B Optional)**
    - WIOA Staff – Appendix C **(Required)**
  - E. WFC Assurances and Certification – Appendix D **(Required)**
  - F. WIOA Assurances and Certification – Appendix E **(Required)**
  - G. Miscellaneous – Max. Five (5) Pages **(Optional)**

## **B. Proposal Format Requirements**

Font: 12 point – Times New Roman  
Spacing: Double Spaced  
Pages: Single sided and numbered (Do not number the title page and table of contents)  
Margins: 1 inch  
Paper: 8 ½ x 11

## **SECTION VI: PROPOSAL NARRATIVE AND BUDGET**

### **A. Business Services – Worth 40 Points (Max of 8 Pages)**

The proposer should thoroughly describe how they will deliver Business Services customers that have been identified in Section IV.B. Please provide the question/request before each answer.

The Proposer should describe the following:

#### **1. Approach:**

- Describe how your program design will meet or exceed the ten (10) business services categories described in Section IV.B. All ten should be addressed in the description.
- Describe how your program will work closely with the WFC Director of Business Services and Sector Strategies and the WDC Business Services committee.
- Describe how your plan will coordinate with the one-stop service delivery system partners to maximize services and avoid duplications to serve the Business community.
- Describe what relevant partnerships you already have established a strong relationship with, and how you plan to partner with all one-stop service delivery system stakeholders. Please list Memorandum of Understandings with partner agencies.
- Describe what your program's unique and innovative approaches are to providing workforce services to the local business community and increase the number of filled job openings with local residents.

#### **2. Program Staffing:**

- Provide your program staffing structure from CEO to front-line staff, the roles of each position, and the knowledge/education/experience of each staff member who will be engaged in this subaward.
- Provide your staff to customer ratio.
- Describe how you will ensure that front-line staff will have sufficient time and support to provide the highest quality of services.

- Describe your organization's staff training and customer service commitment. All staff funded in whole or in part must have customer service training.
3. Outreach and Assessment:
    - Describe your outreach and assessment of businesses' workforce issues and needs.
    - Describe your process for assessing, developing business solutions, deployment of solutions, and oversight to ensure customer satisfaction.
    - Describe how staff will be trained.
  4. Performance Management:
    - Describe the methods that will be employed to manage performance.
    - Describe the corrective action plan strategy to ensure required performance measures are achieved.
  5. Training and Work-Based Learning Activities:
    - Describe your approach toward offering or referring participants to a wide range of training services, such as occupational skills training and on-the-job training, which will result in positive outcomes. For work-based activities such as OJT, work experience, and incumbent worker training, how will you collaborate with WFC's Adult and Dislocated Workers Services subrecipient, community colleges and other training organizations to align and coordinate contact with employers.
    - Describe how you will identify which participants are appropriate for internships or work experience and training services (if made available).
    - Describe how you would collaborate with members of Pierce County's Rapid Response team to respond to permanent closures or mass layoffs or a natural or other disaster that results in mass job dislocation. Identify how services would be coordinated with other community resources and offered to those impacted by a business closure or mass layoff.
  6. Performance Management:
    - Describe the methods that will be employed to manage performance as a participant progresses through the program from enrollment, employment, and retention.
    - Describe your exit strategy to ensure participants will achieve required performance measures.
  7. Employer Effectiveness:
    - Describe how you will identify and maintain relationships with employers which will result in positive outcomes for employment, retention, and employer satisfaction. Include how you will coordinate with WFC Adult and Dislocated Workers Services subrecipient and WFC staff.

## **B. Demonstrated Ability and Past Performance – Worth 35 Points (Max of 8 Pages)**

Proposers must describe demonstrated ability for the past five years in the following areas, clearly articulating the measurable outcomes including the roles of specific partners involved in achieving program goals. Please provide the question/request before each answer.

1. Describe how you have operated and managed a workforce development program of similar size and scope to the one proposed, and how you addressed businesses' workforce development needs.
2. Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.
3. Summarize the relevant qualification, experience, and expertise of the proposing agency in managing federal funds and operating federally funded programs/activities.

### **C. Conflict of Interest – Worth 5 Points (Max of 2 Pages)**

Exhibit B contains the WDC's Conflict Of Interest. Please explain how you will comply with conflict of interest and specifically address items 1, 8, and 9 listed below as it relates to your organization.

- Item #1: Each subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA subawards.
- Item #8: Subrecipient must disclose any potential conflicts of interest arising from relationships with training providers and other service providers. (WIOA Section 121 (d) (4))
- Item #9: Any organization that has been selected or otherwise designated to perform more than one function related to WIOA must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office of Management and Budget circulars, and this conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed to by both the WDC and the Executive Board.

### **D. Budget Section Requirements – Worth 20 points**

#### **Part I: Budget Narrative**

1. Describe the organization's experience with managing federal funds and experience the fiscal staff employed by the organization have in administering federal funds.
2. Describe the organization's familiarity with federal financial management standards and discuss how the organization ensures compliance with those standards.
3. Describe any leveraged community and partner resources.
4. Summary of total WIOA funds requested.
5. Summary of total leveraged funds. State the sources and specifics of purposed leveraged funds.
6. Total WIOA funds requested plus leveraged funds.

7. How many direct service staff are included in your budget? (FTEs)
8. How many non-direct service staff or administrative are included in your budget. (FTEs)
9. Have you included an indirect rate (does not include shared or allocated costs) in your proposed budget? (Y/N): If yes, attach a copy of your current indirect cost rate approval letter.
10. Are you a current service provider for the WDC? (Y/N): If no, please include a copy of your most recent audit report. If you do not have annual audits, attach a copy of your most recent financial statements.

## Part II: Budget Worksheet

Proposer is required to submit a budget worksheet. You may use Appendix B or submit your own budget worksheet. If submitting your budget sheet, please include the items listed on Appendix B. State that all cost included are reasonable, allowable, necessary and allocable among the cost categories using cost principles from 2 CFR 200 and 2 CFR 2900 as appropriate. The budget narrative must offer sufficient details to allow an assessment of cost reasonableness.

Please use Appendix C for WIOA staff. For facility cost, include total square feet available and cost per square foot. Proposers should offer exact calculations on how each line item cost is derived as well as a detailed justification of why the line item is necessary for the operation of the program.

Sample non-salary budget items include, but are not limited to, the following:

- Fringe benefits - Social Security, employee insurance, pension plans, worker's compensation, unemployment insurance, etc.
- Advertising.
- Audit.
- Copying/printing.
- Equipment.
- Facility rental/maintenance.
- General liability insurance.
- Postage.
- Staff travel.
- Telephone/communication.
- Utilities.
- Renovations.
- Contractual-third party agreements.
- Indirect cost - include costs incurred for a common or joint purpose benefiting more than one cost objective. Show indirect costs if the proposing agency has an approved indirect cost plan.
- Miscellaneous costs - provide details.

## **SECTION VII: PROPOSAL REVIEW AND EVALUATION**

### **A. Technical Review**

The Technical Review Team will conduct a review to ensure that all technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation Committee for review. Those proposals that fail any requirement of the technical review will not be forwarded to the Evaluation Committee for further consideration.

### **B. Selection Process**

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WFC's Procurement Policy and all other applicable state and federal regulations.

All proposals will be evaluated by impartial evaluators and scored using a scoring rubric. Proposals will be score based on an assessment by the Evaluation Committee. Proposals determined to be most advantageous to the local workforce development area per the discretion of WFC's Chief Executive Officer, as well as overall costs and other factors, may be considered in this determination. Priority may be given to those proposals that illustrate the most comprehensive range of services for the target population.

### **C. Evaluation Scoring**

<b><u>Section</u></b>	<b><u>Point Range</u></b>
Business Services	0-40
Demonstrated Ability & Past Performance	0-35
Conflict of Interest	0-5
Budget	0-20
Total Points Possible:	100

WFC may select a proposal based on the initial information received without modification; however, WFC reserves the right to request additional data, conduct oral interviews, and/or conduct a WFC management review of the evaluation process prior to making a recommendation of an award to the WDC and Executive Board. Proposers whose proposals score 75 points or above may be requested to participate in oral presentations. WFC staff will schedule the time and location for these interviews. The objectives of the oral interviews are to address areas of the proposal that may need additional clarification and/or to ensure that the proposer has the requisite ability, capacity, etc.

Proposers will also be evaluated on their demonstrated ability to provide services for the targeted population as indicated in this RFP as well as:

- The ability to successfully pass the review process to determine the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.
- The ability to participate in an oral interview if deemed appropriate by WFC. The results of the oral interview may be considered when determining final funding recommendations.
- The ability to submit to a site inspection and/or telephone conference if deemed appropriate by WFC.

Note: Any bid may be rejected if it is determined to be in the best interest of the Pierce County Workforce Development Area.

#### **D. Award Process**

Each proposer submitting a proposal will be notified in writing of WFC's decision concerning their proposal. Formal notification to award subawards and the actual execution of a subaward are subject to the following conditions:

- Approval by the WDC and the Executive Board.
- Receipt of WIOA funds from federal and state administering agencies.
- Continued availability of WIOA funds.

If the results of the review indicate, in the opinion of WFC, that the proposed service provider may not be able to fulfill subaward expectations, WFC reserves the right not to enter into the subaward with the organization, regardless of the ranking and/or approval of the applicant's proposal.

WFC may require selected service providers to participate in negotiations and modify their proposals based on the outcome of those negotiations. WFC may decide not to fund part or all of the proposal, even though it is found to be in the competitive range, if in the opinion of WFC the services proposed are not needed, the goals of the proposal do not align with goals of WFC, or the costs are higher than WFC finds reasonable in relation to the overall funds available.

WFC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, WFC will not be held liable for provisions of the RFP package that becomes invalid.

Additional funds received by WFC may be used to expand existing subawards or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of WFC.



Proposers are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing their program designs. The activities and services described in the proposals can be provided by a lead agency or through partnerships.

#### **E. Debriefing of Unsuccessful Proposers**

Upon request, a debriefing conference will be scheduled with an unsuccessful proposer. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Notification of Unsuccessful Proposal letter is e-mailed to the proposer. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting proposer's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

#### **F. Protest Procedure**

This procedure is available to proposers who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the proposer is allowed three (3) business days to file a protest of the acquisition with the RFP Coordinator. Protests shall be submitted by email.

Proposers protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to proposers under this procurement.

All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or agency policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) An evaluator's professional judgment on the

quality of a proposal, or 2) agency's assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by the agency. The agency director or an employee delegated by the director who was not involved in the proposal, will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another consultant that submitted a proposal, such consultant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the agency's action.
- Find only technical or harmless errors in the agency's acquisition process and determine the agency to be in substantial compliance and reject the protest.
- Find merit in the protest and provide the agency options which may include:
  - Correct the errors and re-evaluate all proposals.
  - Reissue the solicitation document and begin a new process.
  - Make other findings and determine other courses of action as appropriate.

If the agency determines that the protest is without merit, the agency will enter into a subaward with the apparently successful subrecipient. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## **SECTION VIII: DISCLAIMERS AND GENERAL PROVISIONS**

The following are disclaimers and general provisions of the Workforce Development Council of Pierce County / WorkForce Central.

1. This RFP does not commit the Pierce County Workforce Development Council (WDC) or WorkForce Central to award a subaward.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a subaward for services or supplies under Workforce Innovation and Opportunity Act.
3. All data, material, and documentation originated and prepared by the proposer pursuant to the subaward shall belong exclusively to the WDC and WFC and be subjected to disclosure under the Freedom of Information Act.
4. Proposals should follow the format set forth in RFP and adhere to the minimum threshold requirements specified therein.
5. Formal notification to award a subaward and the actual execution of a subaward are subject to the following: receipt of Workforce Innovation and Opportunity Act, results of negotiations between selected proposers and WFC; and continued availability of Workforce

Innovation and Opportunity Act funds.

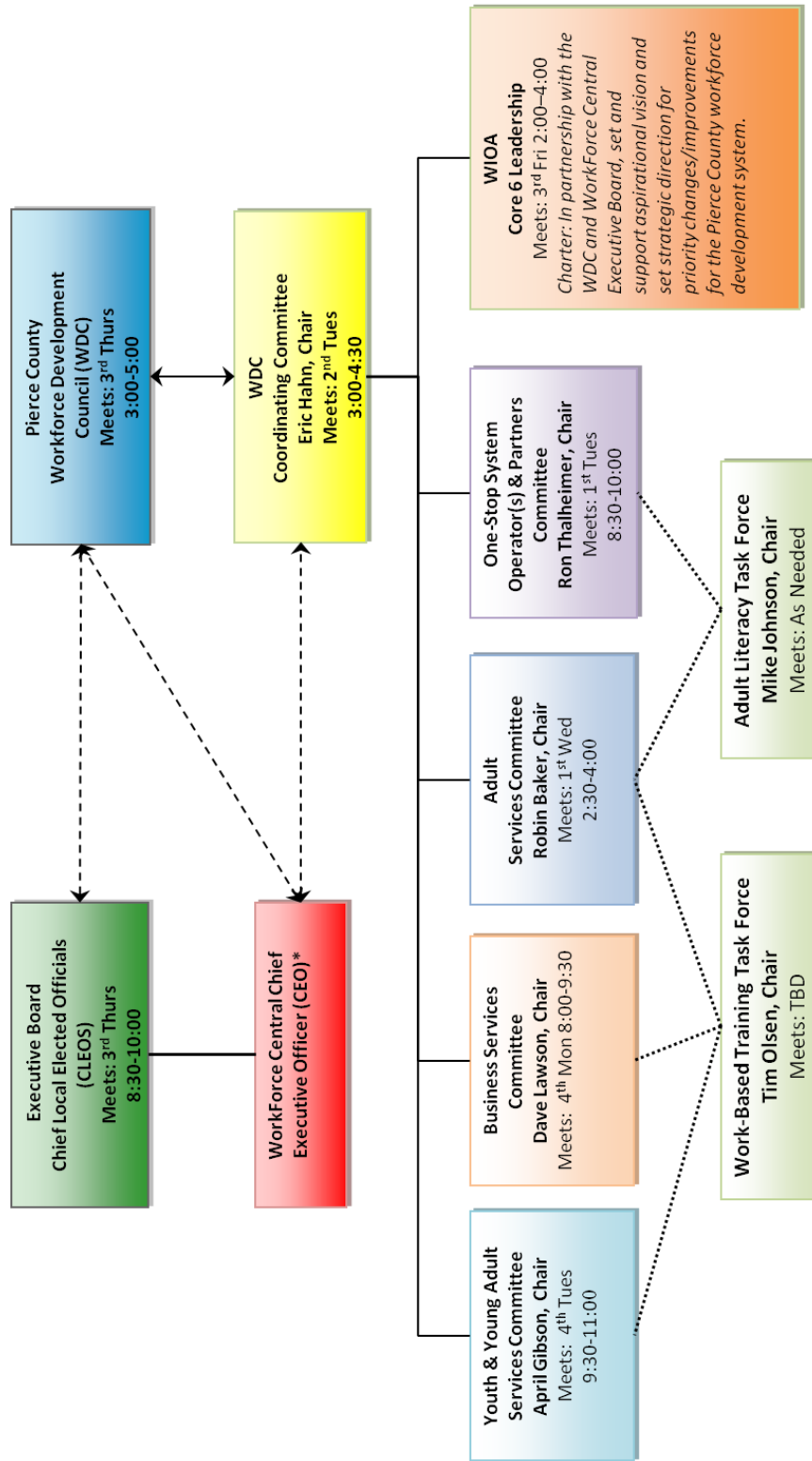
6. Any changes to the Workforce Innovation and Opportunity Act regulations and guidance, funding level or board direction may result in a change in contracting. In such instances, the WDC and WFC will not be held liable for what is in the proposer's proposal or this Request for Proposals package.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the Federal Workforce Innovation and Opportunity Act legislation, all applicable federal regulations, State of Washington policies and laws, and WDC policies and procedures.
8. Proposers selected for funding must also ensure compliance with the following, as applicable: U.S. DOL proposed regulations 29 CFR Parts 93, 37, 2 and 98; and Office of Management and Budget (OMB) 2 CFR 200 and 2 CFR 2900.
9. The WDC/WFC may require selected proposers to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during subaward negotiations.
10. Additional funds received by the WDC/WFC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the WDC/WFC.
11. The WDC/WFC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the WDC/WFC, the services proposed are not needed, or the costs are higher than the WDC/WFC finds reasonable in relation to the overall funds available, or if past management concerns lead the WDC/WFC to believe that the proposer has undertaken services that it cannot successfully carry out.
12. The WDC/WFC may choose not to award a subaward to the proposers with lowest cost or highest rating when taking into account other factors such as balancing services to customers.
13. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the WFC. This site visit will establish, to the WDC's/WFC's satisfaction, whether the proposer is capable of conducting and carrying out the provisions of the proposed subaward. If the results of the site visit indicate, in the opinion of the WDC/WFC, that the proposer may not be able to fulfill subaward expectations, the WDC/WFC reserves the right not to enter into subaward with the organization, regardless of WDC/WFC approval of the proposer's proposal.
14. The WDC/WFC is required to abide by all Workforce Innovation and Opportunity Act legislation and regulations. Therefore, the WDC/WFC reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
15. Proposers will be expected to adhere to WDC/WFC procedures to collect and verify data and submit required monthly reports as well as invoices to the WFC.
16. The funding decisions resulting from this RFP are final. The WDC/WFC will not give proposal feedback to successful or unsuccessful proposers.

17. All formal grievances arising out of Workforce Innovation and Opportunity Act or this RFP must be filed according to the WDC's established grievance procedures.
18. All proposers must ensure equal opportunity to all individuals. No individual in the Pierce County local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation or belief.
19. All proposers must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
20. Proposers must accept liability for all aspects of any Workforce Innovation and Opportunity Act program conducted under subaward with the WFC. Proposers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
21. Reductions in the funding level of any subaward resulting from this solicitation process may be considered during the subaward period should a proposer fail to meet expenditure, participant, and/or outcome goals specified in the subaward or when anticipated funding is not forthcoming from federal or state governments.
22. Subrecipients will allow local, state, and federal representatives access to all its records and financial statements, Workforce Innovation and Opportunity Act records, program materials, staff, and participants. In addition, subrecipients are required to maintain all Workforce Innovation and Opportunity Act records for three years, beginning on the last day of the program year. (2 CFR 200.333-337).
23. The subaward award will not be final until the WFC and the successful proposer have executed a mutually satisfactory contractual agreement. WFC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WFC Executive Board approval of the award and execution of a contractual agreement between the successful proposer and WFC.
24. The WFC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
25. The WDC/WFC reserves the right to determine both the number and the funding levels of subawards finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.

# EXHIBITS



Pierce County Workforce Development  
WIOA Organizational Structure



\* WorkForce Central CEO is the Chief staff to the WDC and ensures appropriate staffing of the WDC and its committees

Approved by Executive Board 12/17/2015

## EXHIBIT B



### Workforce Innovation and Opportunity Act Policies and Procedures

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#### **CODE OF CONDUCT and CONFLICT OF INTEREST POLICY**

**Policy Number: 3006**

**Effective Date: 07-01-2015**

**SUPERSEDES:** Conflict of Interest Policy # 42-52-1212, effective December 6, 2012

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#### **PURPOSE:**

The Pierce County Workforce Development Council (WDC) is committed to maintaining the highest of standards of ethical conduct and to guard against problems arising from real, perceived, or potential conflict of interest. All partners at all levels of participation in the WorkSource System funded by the Workforce Innovation and Opportunity Act (WIOA) are expected to read, understand and apply this policy to ensure system integrity and effective oversight of the WorkSource System.

Standards of conduct covering conflicts of interest governing the performance of WorkForce Central employees may be found in WorkForce Central's Personnel Rules and Regulations, Article 11.

#### **BACKGROUND**

Grantees, subrecipients and contractors funded under WIOA must implement codes of conduct and conflict of interest policies and procedures as stipulated in WIOA law, regulations and guidance; Office of Management and Budget (OMB) Circulars; State regulations; and State WIOA policies. A conflict of interest policy is required to ensure that individuals or representatives of organizations entrusted with public funds will not personally or professionally benefit from the award, administration, or expenditure of such funds.

In addition, the Pierce County WDC recognizes that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. Therefore, it is essential for the WDC members to be sensitive and err on the side of caution when potential or real conflict or fairness matters occur.

To accomplish these purposes, the WDC establishes the following definitions, actions, and guidelines for interpretation.

### **Code of Conduct:**

During the performance of duties, your actions are a reflection upon the Pierce County WDC as well as a reflection upon you. It is extremely important that all WDC and committee members, including sub-recipients, contractors and WorkSource Partners act in a courteous, friendly, helpful and prompt manner in dealing with the public, customers and officials.

### **Ethical Principles:**

- **Compliance with the Law:** It is the WDC's policy to be knowledgeable of and comply with all applicable laws and regulations of the United States and the State of Washington in a manner that will reflect a high standard of ethics. Compliance does not comprise one's entire ethical responsibility; rather it is a minimum, and an essential condition for adherence to mission and duties.
- **Professional Standards:** It is the WDC's policy that its representatives be knowledgeable of emerging issues and professional standards in the field and conduct themselves with professional competence, fairness, efficiency and effectiveness.

### **Guidelines for Interpretation:**

Areas of concern are those actions or lack of actions which may lead to conflict of interest or the appearance of conflict of interest or to a perception of unfairness related to WDC business outside Council and Committee meetings. Specific areas which may pose problems include but are not limited to, comments made in public, information sharing, and disclosure of associations.

**Comments Made in Public:** WDC and committee members are encouraged to act in a public relations capacity for the Pierce County WDC. This includes public speaking engagements and comments in a public forum. Because there is interest in WDC actions, members should differentiate between descriptive comments, which relate to actions already taken by the Council, and statements, which imply future WDC decision-making, or the ability to influence decision-making.

**Information Sharing:** WDC and committee members are encouraged to share information with the community about WDC activities. To the extent possible, access to information regarding procurement of services should be available at the same time and under the same circumstances to all parties. Such information includes the Operations Plan, request for proposals, notice of meetings, meeting minutes, and policies.

**Disclosure of Associations:** WDC and committee members have professional and personal associations throughout the community. Such associations have been and will continue to be of



significant benefit to the WDC. Where a direct or indirect financial conflict of interest exists, a WDC or committee member may not vote or serve on a rating team. When associations raise appearance of fairness as an issue, WDC and committee members should qualify statements in public by disclosing the association and minutes of the meeting should reflect the disclosure.

#### **CONFLICT OF INTEREST POLICY:**

1. Each grant recipient and subrecipient must maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA contracts and sub grants.
2. No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent, or potential) is involved. This includes decisions involving the selection, award, or administration of a sub grant or contract supported by Workforce Innovation and Opportunity Act (WIOA) or any other federal funds.
3. A WDC member or a member of a WDC committee cannot cast a vote or participate in any decision-making about providing services by such member (or by any organization that member directly represents) or on any matter that would provide any direct financial benefit to the member or to the member's organization.
4. Before any public discussions regarding the release of a Request for Proposal, or any matter regarding the release of funding or the provision of services, a WDC member or a member of a WDC committee must disclose any real, implied, apparent, or potential conflicts of interest before engaging in the discussion. The minutes of the meeting should reflect the disclosure.
5. WDC members or a member of a WDC committee or agents of the agencies making awards cannot solicit or accept gratuities, favors, or anything of monetary value from awardees, potential awardees, or other parties to agreements. However, the WDC allows for situations where the gift is an unsolicited item of nominal value worth \$50.00 or less.
6. Disciplinary actions may be taken up to and including termination of board membership for violation of this policy by any individual. The WDC Coordinating Committee may evaluate any violations of these provisions on a case-by-case basis and recommend to the Executive Board, if and what penalties, sanctions or other disciplinary action are appropriate.
7. Individuals shall not use for their personal gain, for the gain of others, or for other than officially designated purposes, any information obtained as a result of their committee, board or working relationships with the WDC where that information is not available to the public at large, or divulge such information in advance of the time decided by the WDC for its release.
8. One Stop Operators must disclose any potential conflicts of interest arising from relationships with training providers and other service providers. [WIOA Section 121 (d)(4)]

9. Any organization that has been selected or otherwise designated to perform more than one function related to WIOA must develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office of Management and Budget circulars, and this conflict of interest policy. This plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, and develop appropriate firewalls within that single entity performing multiple functions. The plan must be agreed to by both the WDC and the Executive Board.
10. Membership on the WDC, or being a recipient of WIOA funds to provide training or other services, is not itself a violation of conflict of interest provisions of WIOA or corresponding regulations.

### **DEFINITIONS:**

Conflict of Interest - Conflict between the official responsibilities and the private interests of a person or entity that is in a position of trust. A conflict of interest would arise when an individual or organization has a financial or other interest in or participates in the selection or award of funding for an organization. Financial or other interest can be established either through ownership or employment.

Immediate Family - Immediate Family consists of the individuals' parents (including step-parents), spouse, domestic partner, children (including step-children), siblings, grandchildren, grandparents, and any relative by marriage (an "in-law")

Individual - (1) an individual; i.e., officer, or agent, or (2) any member of the individual's immediate family (spouse, partner, child, or sibling), or (3) the individual's business partner.

Organization - A for-profit or not-for-profit entity that employs, or has offered a job to, an individual defined above. An entity can be a partnership, association, trust, estate, joint stock company, insurance company, or corporation, whether domestic or foreign, or a sole proprietor.

### **REFERENCES:**

- Public Law 113-128 Section 101(f) - State Board Conflict of Interest
- Public Law 113-128 Section 102(b) (2) (E) - State Plan Conflict of Interest Assurance
- Public Law 113-128 Section 107(h) - Local Board Conflict of Interest
- Public Law 113-128 Section 121(d) (4) - One-Stop Operators
- Proposed 20 CFR 679.430 Proposed 679.130(f) (1) through (3) - Criteria to certify One Stops
- Proposed 20 CFR 679.410(a) (3) and (c) - Local board must avoid inherent conflict of interest
- Proposed 20 CFR 679.430 - Entities performing multiple functions

- Proposed 20 CFR 683.200(c) (5) - Administrative Rules, Costs, Limitations – Title I WIOA and Wagner-Peyser
- 29 CFR 97.36(3)
- 2 CFR Part 200.112 and 200.318 and Part 2900 - Office of Management and Budget Uniform Guidance on administrative, cost, and audit provisions for federal grants
- Revised Code of Washington (RCW) 42.20.070 - Misappropriation and falsification of accounts by a public officer; RCW 42.20.080 – Other violations by officers
- RCW 42.52.160 – Use of persons, money or property for private gain

## **EXHIBIT C**

### **RISE Program for Low Income**

#### **Launched in October 2015 (3 year research project)**

The RISE Project has been designed to fill the gap currently experienced by BFET participants who face multiple barriers and lack the needed work experience to obtain employment resulting in self-sufficiency. The pilot will emphasize barrier reduction through the following services:

- A standardized approach to case management leading to self-sufficiency.
- Provide opportunities to sharpen personal skills through Strategies for Success training.
- The opportunity for employment and training to offer SNAP recipients work-based learning activities.

Eligible participants include Basic Food Recipients who meet the following requirements:

- Work Registrants.
- Homeless.
- Limited English Proficiency.
- Long-term unemployed (12 months or longer)/
- Non-custodial parents owing arrears/
- Veterans.
- Reside in the pilot counties (King, Pierce, Spokane, and Yakima).
- Have RISE approved barriers.

# APPENDICES

# Cover Sheet

**Organization Name:****Mailing Address:****Contact Person(s):**

**Title of Contact Person(s):**

**Telephone Number(s):****Email Address(s):****Federal ID#:**

**Check the box that most appropriately describes your organization:**

- ☐ Unit of Local Government    ☐ Private Non-Profit Organization  
☐ For Profit Organization    ☐ Other

The following proposal is hereby submitted in response to the RFP name and number above.

**CERTIFICATION:** I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed WIOA employment, training and services program activities described herein. I acknowledge that I have read and understand the requirements of the RFP and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating there from on behalf of the entity submitting the proposal.

\_\_\_\_\_/\_\_\_\_\_  
(SIGNATURE and DATE of Signatory Official) Date

\_\_\_\_\_/\_\_\_\_\_  
(Typed or Printed NAME and JOB TITLE of Signatory Official)

**APPENDIX B**  
**Budget Worksheet - Business Services**

**Submitted By:**

	July 1, 2016 to June 30, 2017	July 1, 2017 to June 30, 2018
<b>PROGRAM PERSONNEL EXPENSES*</b>	\$	\$
Salaries & Wages	\$	\$
Taxes & Benefits	\$	\$
<b>ADMINISTRATION EXPENSES**</b>	\$	\$
Personnel	\$	\$
Operational	\$	\$
<b>PROGRAM OPERATING EXPENSES*</b>	\$	\$
Supplies	\$	\$
Staff Travel	\$	\$
Occupancy (Rent & Utilities, Maintenance & Janitorial)	\$	\$
Equipment Rental & Maintenance	\$	\$
Equipment Purchase (Add approval requirement information)	\$	\$
Staff Training	\$	\$
Insurance	\$	\$
<b>PARTICIPANT EXPENSES*</b>	\$	\$
Training	\$	\$
Paid WEX/OJT/Internship	\$	\$
Support Services	\$	\$
<b>TOTAL</b>	\$	\$

\* Total expense allocations using projections assuming full funding.

\*\* 10% of the total amount awarded may be used for administrative expenses.

**APPENDIX C**  
**SUBRECIPIENT STAFF**  
**JOB DESCRIPTIONS**

Using this format, complete a separate Job Description for each Position/Job Classification that will provide WIOA services under the terms of this agreement, whether funded in full, in part, or not at all, with WIOA funds from this program. Please identify the following:

1. Job Title and Program
2. Describe actual job duties or tasks to be performed in relation to the above named WIOA program and job title (or attach job description).
3. Minimum education, experience, and qualifications of the person to perform the above job duties.
4. What is the anticipated amount of time this staff person will provide WIOA-funded services:
  - a. \_\_\_\_\_ hours per day
  - b. \_\_\_\_\_ hours per week
  - c. \_\_\_\_\_ office location(s)
5. What is the anticipated amount of time this staff person will provide WIOA-funded services:
  - a. \_\_\_\_\_ Adult
  - b. \_\_\_\_\_ Dislocated Workers
6. Name of Immediate Supervisor: (If position needs to be filled, indicate this.)
7. Will the staff person(s) assigned to this position work in other sections/departments with the agency? If so, please describe.



## APPENDIX D

### **WORKFORCE CENTRAL** **ASSURANCES AND CERTIFICATIONS**

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related subaward(s):
2. I/we declare that all answers and statements made in the proposal are true and correct.
3. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
4. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by WorkForce Central without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
5. In preparing this proposal, I/we have not been assisted by any current or former employee of the State of Washington whose duties relate (or did relate) to this proposal or prospective subaward, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
6. I/we understand that the WorkForce Central will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the WFC, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
7. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other proposer or to any competitor.
8. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample subaward and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
9. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
10. I/we grant the WorkForce Central the right to contact references and others, who may have pertinent information regarding the proposer's prior experience and ability to perform the services contemplated in this procurement.
11. I/we accept and will abide by WorkForce Central's Code of Conduct and Conflict of Interest as provided in Exhibit B.

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Signature of Proposer

Title

Date

## **APPENDIX E**

### **WIOA ASSURANCES AND CERTIFICATIONS**

As an agency requesting WIOA funding, we assure and certify that our agency will comply with the following provisions:

1. That it will exclusively use the statewide/regional brand name for the Pierce County workforce development system in lieu of traditional workforce development language and organizational names in the marketing and delivery of services and programs; furthermore, that it will credit the Pierce County Workforce Development Council and WorkForce Central for funding on all marketing and other collateral.
2. That it will consistently identify individual programs and activities in user-friendly terms.
3. That it will designate appropriate job titles for staff who work with WIOA customers and detailed job descriptions will be available for each job title. These job titles will consistently be used with external customers.
4. That it will maintain customer files according to local area policies and guidance and adhere to data validation expectations.
5. That it will fully comply with the requirements of the WIOA; all federal regulations issued pursuant to the Act; the Washington State Strategic Plan; the WDC Strategic Plan; and Pierce County Workforce Development Area.
6. That it will administer the program in full compliance with safeguards against fraud and abuse as set forth in the law and regulations; that no portion of its program will in any way discriminate against, deny benefits or employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, sexual orientation, or political affiliation, or any other non-relevant factor.
7. That it will house all WIOA service provider staff at the career center to the greatest extent possible for which it receives a subaward and will accept all associated workforce roles and responsibilities.
8. That it will operate the program in full compliance with health and safety standards established under state and federal law and that conditions of employment and training will be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the customers.
9. That ineligible applicants will be referred to other appropriate services, including career services available at the career center.
10. That other resources will be exhausted prior to using WIOA funds.
11. That all WIOA customers participating in on-the-job training activities or individuals employed in other activities under WIOA be compensated at the same rates, including periodic increases and working conditions, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills and such rates shall be accordance with applicable law. In no event shall the wage be less than the applicable state or local minimum wage law.
12. That no customer will be employed to fill a job opening when any other person is on layoff from same or equivalent job, or when employer terminates the employment of any regular

employee or otherwise reduces its workforce with the intention of filling vacancies with WIOA participants.

13. That no WIOA funds will be used for contributions on behalf of any customers to retirement systems or plans; to impair existing subawards for services for collective bargaining agreements; to assist, promote, or deter union activities; or to displace any currently employed worker.
14. That reports to the WFC or its staff will be provided in a timely fashion, as requested.
15. That all customer information will be keyed into the client management information system, WorkSource Integrated Technology, in accordance with state and local policy, both in terms of content and timeframe expectations.
16. That eligibility verification will be completed and documented in accordance with federal, state, and local policy.
17. That customer loans will not be made from WIOA funds.
18. That total project costs will not exceed the amount agreed upon during subaward negotiations and included in subawards.
19. That it will coordinate training site visits by WFC staff and WDC members on request and will fully cooperate with monitoring reviews and other site visits by any representative of the WIOA.
20. That it will, in carrying out the subaward, refrain from activities involving either actual or the appearance of conflict of interest according to WFC Code of Conduct and Conflict of Interest Policy.
21. That it will adhere to the Washington State records retention policy and all WIOA financial and programmatic records (including customer files) will be maintained by each service provider for a minimum of five years from the date the program year audit is completed.
22. That it will have an annual single audit performed in accordance with current federal regulations and that upon receipt of completed audit, subrecipient will submit a copy to the WFC/WDC within thirty days (30) unless a longer period is agreed to.
23. That it will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352).
24. That it will comply with the nepotism provisions as they relate to federally funded programs;
25. That it will comply with the Immigration Reform and Control Act of 1986 by completing and maintaining on file an I-9 form for each customer receiving WIOA wages.
26. That it will comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (PL 91-646) which requires fair and equitable treatment of persons displaced as a result of federally assisted programs.
27. That the organization is not debarred, suspended, proposed for debarment, or declared ineligible from participation in this project.
28. That it does not use federal funds for lobbying purposes. If lobbying has occurred utilizing funds other than federal funds, the subrecipient agrees to file a disclosure report, if applicable.
29. That no funds will be used to develop or implement education curricula for school systems in the state as referenced.
30. That no WIOA funding will be used for sectarian activities and that employees paid from WIOA funds will not participate in sectarian religious activities in the execution of their job duties.
31. That no WIOA funds will be used to encourage or induce the relocation of a business.

32. That no WIOA funds will be used for customized or skill training and related activities after the relocation of a business until after 120 days.
33. That no WIOA funds will be used for foreign travel.
34. That no WIOA funds will be used to duplicate services available in the area.
35. That customers will not be charged fees for placements or referrals.
36. That no WIOA financial assistance will be provided to any program that involves political activities and the subrecipient agrees to comply with the provisions of the Hatch Act which limits the political activity of certain state and local government employees and enrollees in federally funded programs.
37. That all WIOA customers and WIOA funded staff are aware of grievance procedures and the subrecipient assures and certifies that the subrecipient has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, subrecipients and other interested parties.
38. The subrecipient will comply with Washington State Statutes, which prohibits public officials and employees from having a personal interest in any subaward to which s/he is also a party in an official capacity.
39. The subrecipient assures and certifies that it will comply with applicable provisions of the following laws as they relate to employment and training procedures:

The Drug Free Workplace Act	The Davis-Bacon Act
The Immigration Reform Act	Child Labor Laws
The American's with Disabilities Act	The Fair Labor Standards Act

Note: If all general Terms and Conditions changes, to include official WIOA guidance as well as 2 CRF 2900 and Super Circular 2 CFR 200 guidance have not been issued at the time the subaward is executed, a modification will be issued when new terms and conditions are issued.

For more information on WIOA visit <http://www.doleta.gov/WIOA>.

This is to certify that all specifications contained in the RFP have been read, understood, and addressed in the proposal; that the required format has been followed; that all of the information contained in this proposal is true and correct; that the subrecipient organization will comply with all of the above assurances; and that this proposal has been duly authorized by the governing body of the subrecipient organization.

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Signature of Authorized Representative

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Date