



***NORTHEASTERN WORKFORCE DEVELOPMENT AREA
ONE STOP OPERATOR***

REQUEST FOR PROPOSAL (RFP)

PERFORMANCE PERIOD: July 7, 2017 – July 1, 2019

Northeastern Workforce Development Board
C/O Joanna Russell
26 Franklin Street
Bangor, ME 04401

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS
STATED IN THIS REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS
REQUIREMENT**

REQUEST FOR PROPOSALS

Issue Date: May 25, 2017

**RFP Title: Workforce Innovation and Opportunity Act (WIOA)
Northeastern Workforce Development Area
(Aroostook, Washington, Penobscot, Piscataquis, and Hancock Counties)
One Stop Operator**

All inquiries should be directed to:

Joanna Russell

Phone: 207-992-0770

Email: jrussell@northeasternwdb.org

Sealed proposals will be received until June 23, 2017 at 12:00 p.m. (DST)

Proposals are to be mailed or hand-delivered directly to the issuing entity listed above or electronically submitted to jrussell@northeasternwdb.org. Any proposal received after the time and date specified above will be returned unopened to the sender.

Issuing Entity

The Northeastern Workforce Development Board is a local organization dedicated to bringing together employers and employees in Aroostook, Hancock, Penobscot, Piscataquis, and Washington counties in Maine to promote a healthy economy in the region. We seek to provide citizens with access to training and educational opportunities and the necessary support to obtain sustainable employment that leads to a livable wage as defined by the Maine State Workforce Board and provide employers with a skilled workforce.

The Northeastern Workforce Development Board will direct the use of employment resources for the benefit of our citizens and current and future employers by:

- Nurturing partnerships.
- Working in conjunction with local economic development initiatives.
- Being mindful of the needs of the local economy.

The NWDB effectively identifies and responds to the workforce development changes and needs of businesses and workers alike as they strive to create and expand economic opportunities within the region's high-wage, high-growth industries.

The Board cultivates, convenes, manages and participates in successful partnerships that bring traditional and non-traditional, public and private partners together to address economic and workforce challenges.

The Board approaches the building of these partnerships with the view that we can accomplish our mutual goals more effectively—and that the region will be more successful—by working together.

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Background and Overview

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law. WIOA is designed to help job seekers access employment, education and support services to compete in the labor market and to fulfill employers' need for skilled workers. WIOA supersedes the Workforce Investment Act (WIA) of 1998 and took effect on July 1, 2015. The programs under WIA helped job seekers connect to good jobs and acquire the skills and credentials needed to obtain them. WIOA enhances the American Job Center system and ensures it is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supports system-wide collaboration that aligns workforce development activities and resources with larger regional economic development areas and available resources, to provide coordinated and efficient services to job seekers and employers.

The purpose of the workforce system is to provide workforce development activities to customers that will increase employment retention and earnings of participants, and increase occupational skill level attainment by participants. As a result, these activities will improve the quality of the northeastern workforce area, reduce welfare dependency, and enhance the productivity and competitiveness of the State of Maine and the Nation. WIOA defines the required activities authorized for One-Stop Operators. In the Northeastern area the successful bidder and One Stop Operator will serve as a support to the partners and workforce system in collaboration with the NWDB staff.

Bidders are encouraged to read the WIOA to understand the scope of authorized activities.

One-Stop Operator (OSO) or OSO Consortium Role and Prohibited Functions:

The basic role of a one-stop operator is to coordinate **integration of the service delivery** of participating required one-stop partners and service providers. The one-stop operator will do the following:

- Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with training service providers or other service providers, including but not limited to, career services providers;
- In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- Comply with all Federal regulations relating to funding.
- The one-stop operator or consortium will serve as one or more of the providers or partner of provider(s) of services within the center; possibly providing some of the services within the center; and will be responsible for coordinating all required WIOA service

providers within the center and across the one-stop system; and **coordinating** service delivery in a multi-center area, which may include affiliated sites. The OSO will perform these tasks in collaboration with the NWDB and its staff. The NWDB will serve as a support and guide to the OSO as needed.

One-Stop Operators may not perform the following functions:

- Convene system stakeholders to assist in the development of the local plan;
- Prepare and submit local plans (as required under WIOA sec.107)
- Be responsible for oversight of itself
- Manage or significantly participate in the competitive selection process for one-stop operators
- Select or terminate one-stop operators, career service providers, and youth providers
- Negotiate local performance accountability measures
- Develop and submit budgets for activities of the Local WDB in the Local Area.

When the entity serving as the one-stop operator is also serving in a different role within the one-stop delivery system (as, for example, when a Local WDB serves as the one-stop operator), the one-stop operator may perform some or all of these functions, but only if it has established sufficient firewalls and conflict of interest policies and procedures.

To that end, the Northeastern Workforce Development Board (NWDB) is seeking proposals from an entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area. Entities selected and serving as one-stop operators are sub recipients of a Federal award and thus are required to follow the Uniform Guidance.

One-Stop Operator or Consortium (includes three or more of required WIOA partners)

Eligible Entities

WIOA sec. 3(41) defines one-stop operator as one or more entities designated or certified under WIOA sec. 121(d). Such designation or certification must be selected through a competitive process. The one-stop operator must be an entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area. Entities selected and serving as one-stop operators are sub recipients of a Federal award and thus are required to follow the Uniform Guidance.

Such entities may include the following:

- Government agencies or governmental units, such as: local or county governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;

- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as “Indian Tribes”);
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a one-stop operator);
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2).

Scope of Service

The One Stop Operator or One Stop Operator Consortium will be responsible for coordinating integrated services, information, resources and access to the **One Stop CareerCenter Offices** (A One Stop CareerCenter housing WIOA Title 1, Wagner Peyser, and VR) located in Machias and Bangor. The OSO will conduct the scope of work described in this RFP and in tandem with the NWDB staff as appropriate. The NWDB does not see the OSO as a full-time position but a support to the already existing One Stop Partner activities within the five counties. The Operator or the OSO consortium will be expected to convene, inform the mandatory partners in order to successfully administer the One Stop Partner MOU. The Operator will track and report to the board on the progress of service delivery integration and administration of the One Stop Partner MOU. The selected One Stop Operator or the One Stop Operator Consortium will also provide a broad range of services to meet the needs of businesses and employers through a high-quality business services. The engagement strategy should deploy a variety of ways to utilize and deploy resources and services to all extension sites in the five counties (i.e. the use of technology like Zoom and Dropbox) and to encourage and receive WIOA partner input, including in-person interviews and focus groups.

Although the NWDB will not be providing the OSO services, the NWDB may assist by providing workshops, seminars, and informational sessions to the partners including businesses and job seekers. The NWDB will provide leadership, guidance, professional development, technical assistance, monitoring and any other activities to support the OSO contractor.

The One Stop Operator entity or consortium, will be responsible for:

- Coordinate in partnership with the NWDB staff the one-stop delivery system integration and ensure all required services are accessible and being effectively delivered in the local area

- Ensure universal access to career and training services
- Provide data, information, and analysis of appropriate labor market data
- Support and establish relationships and networks with large and small employers and their intermediaries and other community based organization to boost and build the system and support the one stop
- Assist in the development, writing and execution of the One Stop Partners (OSP) Memorandum of Understanding (MOU)
- Collect and report on shared cost within the one stop career centers and using the report template provided by the NWDB report to the NWDB quarterly.

Duties will include:

1. In collaboration with the NWDB staff develop, plan and facilitate One Stop Partner meetings.
2. Through consensus at One Stop Partner meetings establish regular method of communications with all partners and front-line staff.
3. Develop meeting agendas in consultation with the NWDB staff.
4. In collaboration with the NWDB, develop the One Stop CareerCenter certification process. The NWDB staff on behalf of the NWDB will evaluate the two One Stop CareerCenters to determine certification
5. Convene the One Stop Partners (OSP) as many times as needed to complete the OSP MOU.
6. In collaboration with the OSP's recommend policy changes and activities to ensure continuous improvement.
7. Notify the NWDB of any service or resource needs within the five counties.
8. Assure that basic services are available and operable: technology, resource equipment, phones, etc.
9. Provide reports to the NWDB quarterly.

The bidder will be expected to:

- Review and understand the existing NWDB Strategic Plan found at <http://www.northeasternwdb.org/resources/strategic-planning/>
- Design, in collaboration with NWDB staff, a multifaceted approach to ensure broad, authentic stakeholder engagement in the development of service delivery at the **One Stop Career Centers as well as all extension sites located in the five counties**. The OSO will provide services to all extension sites in the five counties and to encourage and receive WIOA partner input, including in-person interviews and focus groups.

Timeline

Release of Revised RFP	May 25, 2017
Deadline for Submission of Questions	June 9, 2017
Deadline for Proposals	June 23, 2017 12:00PM (DST)
Proposal Review Period	June 23, 2017 – June 30, 2017
Tentative Date for Awarding RFP	July 7, 2017
Contract Period	July 7, 2017– July 1, 2019

Questions

Questions regarding the contents of this RFP must be submitted in writing via email or mail to Joanna Russell, jrussell@northeasternwdb.org no later than June 9, 2017. No questions will be answered by phone.

Period of Performance/Funding

The contract period will be for a two-year (2) period beginning on July 7, 2017 through June 30, 2019. Funding could be up to \$10,000.00 per year and will be based on the proposed services and availability of funds.

Evaluation Process

General

Responses will be subject to a review and evaluation process developed by the NWDB, which includes:

- Minimum Bidder Requirements
- Technical Proposal
- Cost Proposal/Workplan Evaluation
- Reference Check

Evaluation Criteria

Initial Review (Pass/Fail)-All responses will be initially evaluated as follows to determine if they are eligible to be considered and evaluated:

- The responses must be complete, in the required format, and comply with all RFP requirements.
- Responses must meet all RFP requirements. Failure to meet all of these requirements will result in a non-responsive response that will be rejected with no further evaluation or

consideration. No responses shall be rejected, however, if it contains a minor irregularity, defect or variation and if the irregularity, defect or variation is considered by the NWDB to be immaterial or inconsequential, the NWDB may choose to accept the response. In such cases the Bidder will be notified of the deficiency in the response and given an opportunity to correct the irregularity, defect or variation or the NWDB may elect to waive the deficiency and accept the response.

Technical Proposal (70 points)

- A detailed statement that the Bidder has a demonstrated capacity to perform the required scope of services; must cover all Bidder Requirements.
- A statement on the number of years the Bidder has been in business under the present business name, as well as related prior business names.
- Statement that the Bidder does not have any commitments or potential commitments that may impact the Bidder's ability to perform this Agreement.
- A statement of Bidder's experience providing consulting services to WIBs/WDBs in developing strategic plans and leading board retreats and planning sessions.
- A statement of Bidder's familiarity and experience with the Workforce Innovation and Opportunity Act regulations and strategic planning requirements.
- A statement including the names of comparable agencies the Bidder has developed new or updated existing strategic plans.
- A statement of Bidder's practices or techniques used to engage WIBs/WDBs in the development and updating of strategic planning strategies.

Cost Proposal/Workplan Evaluation (21 points)

- The primary consideration will be the effectiveness of the agency or organization (or consortium) to deliver the services based on demonstrated performance. Other factors considered will be the work that is proposed or the track record to effectively coordinate the required WIOA partners in the past.
- Bidder must provide a flat rate cost based on a deliverable work plan. The flat rate cost should consider the time involved in coordinating services and partners at the one stop centers through conference calls, meetings, and office supplies. Bidders must include a cost breakdown for the NWDB One Stop Operator services as noted in the Scope of Service. No additional costs outside of the established flat rate cost will be considered.

Reference Letters (9 points) – A minimum of two and a maximum of four, reference letters should be included with the proposal.

Total possible score for narrative questions and budget submission is 100 points.

General Information

- Submission of a response indicates that the Bidder has read and understands the entire RFP, to include all attachments.
- All aspects of the RFP, including cost, have been determined independently, without consultation with any other bidder or competitor for the purpose of restricting competition.
- All proposals must be submitted either by mail to address found on page 1 or electronically to jrussell@northeasternwdb.org by 12:00 pm DST, on June 23, 2017; the proposal shall include signatures in blue ink scanned and attached to the proposal. All proposals must be submitted in accordance with the standards and specifications contained within this RFP.
- NWDB reserves the right to waive, at its discretion, any irregularity, which NWDB deems reasonably correctable or otherwise not warranting rejection of the proposal.
- NWDB shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.
- Any bidder who wishes to make modifications prior to the submittal deadline to a proposal already received by NWDB must withdraw his/her first proposal in order to make the modifications. All modifications request must be made via email to jrussell@northeasternwdb.org, properly initialed by bidder's authorized representative, executed, and submitted in accordance with the terms and conditions of this solicitation in hard copy. It is the responsibility of the bidder to ensure that modified proposals are resubmitted before the RFP submittal deadline. Bidders may withdraw their proposals at any time prior to the due date and time by submitting notification of withdrawal signed by the bidder's authorized agent.
- Responses and/or declarations in the RFP and attachments are true and shall constitute a warranty, and the falsity of which will entitle the NWDB to pursue any remedy by the law if there are damages or legal suits to the NWDB by the bidder.
- This RFP does not commit the NWDB to award a contract. The NWDB reserves the right to accept or reject any or all received RFP's if the NWDB determines it is in the best interest of the NWDB to do so. The NWDB will notify all Bidders in writing if the NWDB rejects all RFP's. The NWDB also reserves the right to terminate this RFP process at any time.
- RFP's shall remain open, valid and subject to acceptance anytime within one hundred eighty (180) days after the RFP opening and up to the end of the agreement period. The NWDB reserves the right to reject any or all RFP's.
- Cost is an important factor in the evaluation process, but the NWDB is not obligated to accept the lowest cost proposal. The NWDB will assess strategies to effectively reduce time commitments and cost to the partners whenever possible i.e. the use of Zoom and or Dropbox etc. At the NWDB's discretion, considerations other than price may factor into a decision as to which services (and product, if applicable, i.e. the use of technology and resources) provide the best value to the NWDB and its partners.

Such considerations may include:

- Qualifications of key staff
- Relevant project experience
- Past performance
- Value added services and use of technology
- Any other relevant factors listed in the RFP
- **Modifications – the NWDB reserves the right to issue addenda or amendments to this RFP if the NWDB considers that additional clarifications are needed.**
- Negotiations – the NWDB may require the potential Bidder(s) selected to participate in negotiations. This may include cost, technical, contractual, or other clarifications.
- Use of Responses Received – all responses received shall become the property of the NWDB. If Bidder submits information it believes to be confidential or proprietary it shall specifically identify such information and separate it from the other information provided.
- The NWDB reserves the right to reject all responses or portions of RFP or alternates received by reasons of this request, to negotiate separately with any source whatsoever in any manner necessary to serve its interests.
- The NWDB requires awarded bidders to be registered with the Maine Secretary of State in accordance with the Maine Corporations Code. Evidence of a copy of current Certificate of Status from the Maine Secretary of State will be required to be provided to the NWDB prior to execution of any agreements.
- WIOA was signed into law on July 1, 2014 with effective date of the new law on July 1, 2015.
- Bidders submitting a proposal must be legally organized to conduct business in Maine and be in good standing with the Internal Revenue Service and the State of Maine. A W-9 taxpayer identification number request form must be submitted at time of contract execution for filing with the office of the County Auditor-Controller.

Required Format for RFP

- All responses must be submitted on 8 ½ x 11 paper, neatly typed, with normal (1-inch) margins and single-spaced. **The proposal narrative must be no more than 10 pages.** Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page. Signatures in blue ink are required on all attachments, and must be scanned and emailed with proposal at time of ELECTRONIC submission.
- Response to this RFP must be in the form of a proposal package, which must be submitted in the following format:
 - Cover Page – (Attachment A) is to be used as the cover page. This form must be fully completed and signed by an authorized officer of the Bidder.
 - Table of Contents – All pages of the response, including the attachments, must be clearly and consecutively numbered and correspond to the Table of Contents in the RFP.
 - Technical Proposal – (Attachment B) Bidder must provide responses with adequate detail to address each question)
 - Cost Proposal/Workplan – (Attachment C) the cost proposal must be based on a flat rate cost with a proposed deliverable work plan.

- Letters of Reference – (Attachment D) A minimum of two and a maximum of four letters of reference should be included with the proposal.
- Required Attachments – Must be signed in **blue ink** and must be submitted with proposal.

Disputes Relating to Request for Proposal (RFP) Process and Award

In the event a dispute arises concerning the response process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing within five (5) business days of award notification and NWDB shall issue a written decision within (5) days of when the protest or appeal was filed. The filing must contain at least the following information:

- Date of appeal.
- The name, address and telephone number of the protester.
- The signature of the protester.
- The bid name and date of bid closing.
- A statement of the legal and/or factual grounds on which the protest or appeal is based, including copies of information relevant to the bid.

Protests or appeals may be delivered in person or via courier to the following address:

Joanna Russell, NWDB Executive Director
 26 Franklin Street
 Bangor, ME 04401

The envelope should be clearly marked, “**NOTICE OF APPEAL.**” Any personally delivered document must be date stamped by NWDB staff. The Executive Director of Workforce Development, or designee, will respond within five (5) business days after the protest or appeal has been filed.

ATTACHMENT A
BIDDER INFORMATION
(COVER PAGE)

By submitting and signing this RFP, the Bidder acknowledges that:

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program and Bidder desires to provide services under WIOA which must comply with federal, state and county regulatory requirements.

As an authorized representative of the Bidder, I hereby certify that all information provided herein and by attachment is true and correct to the best of my knowledge.

Bidder: _____ Date Submitted: _____
 (Signature)

Print Name and Title: _____

ORGANIZATION TYPE

INSTRUCTIONS: When marked with *, attach a copy of your certificate of incorporation, certifications from other federal or state agencies, or other proof of legal status when applicable.

The Bidder is: [Check all that apply]

- Private for-profit corporation* State of incorporation: Date:
- Not-for-profit corporation* State of incorporation: Date:
- Individual or Sole Proprietorship
- Partnership
- Public Agency
- Women-Owned Business
- Minority Business Enterprise*
- Community-Based Organization (CBO)
- Faith-Based Organization

TAX INFORMATION

Provide the following tax identification numbers as applicable:

State Tax Identification No.:

Federal Employer Identification No.:

Social Security No.:

PRESENT GOVERNMENT DEBTS

Do you presently owe any debt to the government? No Yes [Explain]

Does any person or entity associated with this RFP appear on the federal debarment list?

No Yes [Explain] _____

ATTACHMENT B
PROPOSAL

ATTACHMENT C
COST PROPOSAL/WORKPLAN

ATTACHMENT D
LETTERS OF REFERENCE

ATTACHMENT F
CERTIFICATION REGARDING DRUG-FREE WORKPLACE

The certification set out below is a material representation of fact upon which reliance will be placed when NWDB awards a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contracts, or government-wide suspension or debarment.

CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988, 41 (U.S.C. 701 et seq.), the Bidder attests and certifies that the Bidder will provide a drug-free workplace by:

- A. Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Bidder's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Bidder's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of any contract from NWDB be given a copy of the Statement required by paragraph (A).
- D. Notifying the employee in the Statement required by paragraph (A) that, as a condition of employment under the contract, the employee will:
 - 1. Abide by the terms of the Statement; and
 - 2. 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 (5) calendar days after such conviction.
- E. Notifying NWDB in writing within ten (10) calendar days after receiving notice under subparagraph (D) (2) from an employee or otherwise receiving actual notice of such conviction. The notice shall include the identification of each affected contract;
- F. Taking one of the following actions, within 30 calendar days after receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
 - 1. 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

- 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Bidder, if an individual or the Bidder's authorized representative executing this application declares, under penalty of perjury under the laws of the United States, the laws of the State of Maine and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Bidder: _____
(SIGNATURE)

Print Name: _____

Print Title: _____

Date Submitted: _____

ATTACHMENT I
CERTIFICATION REGARDING NON-DISCRIMINATION

The Bidder recognizes that the NWDB cannot contract with any organization that does not comply with the following assurances and certifications.

CERTIFICATION

The Bidder certifies that it does and will continue to comply with the prohibitions against discrimination:

- A. as provided by the provisions of Workforce Investment Act of 1998, 29 CFR Part 37.1;
- B. on the basis of age under the Age Discrimination Act of 1975;
- C. on the basis of disability under section 504 of the Rehabilitation Act of 1973;
- D. on the basis of sex under title IC of the Education Amendments of 1972;
- E. on the basis of race, color, or national origin under title VI, of the Civil Rights Act of 1964;
- F. on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief;
- G. on the basis of any disability under the Americans with Disabilities Act of 1990; and
- H. on the basis of any other characteristic or status prohibited by the laws of the United States, the State of Maine, and the NWDB.

Bidder: _____
(SIGNATURE)

Print Name: _____

Print Title: _____

Date Submitted: _____

ATTACHMENT J
CERTIFICATION OF CHILD SUPPORT COMPLIANCE

The Bidder recognizes that the NWDB cannot contract with any organization that does not comply with the following assurances and certifications.

CERTIFICATION

The Bidder certifies that in accordance with the Child Support Enforcement Act, it does recognize and acknowledge:

- A. the importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in USC Title 42, Ch. 7, Part D; and
- B. that to the best of its knowledge is fully complying with the earning assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the Bureau of Employment Services (BES).

Bidder: _____
(SIGNATURE)

Print Name: _____

Print Title: _____

Date Submitted: _____