



***MAINE'S NORTHEASTERN WORKFORCE DEVELOPMENT
AREA
WORKFORCE INNOVATION OPPORTUNITY ACT FUNDING
COMBINED ONE STOP OPERATOR &
ADULT AND DISLOCATED WORKER SERVICES***

REQUEST FOR PROPOSAL (RFP)

RESPONSES DUE: 4:00PM EST MARCH 6, 2020

PERFORMANCE PERIOD: JULY 1, 2020 – JUNE 30, 2022

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 REQUIRED**

TABLE OF CONTENTS

ISSUING ENTITY	3
PURPOSE OF THIS RFP	4
OVERVIEW: WIOA, ONE-STOP CENTERS, ADULT AND DISLOCATED WORKER SERVICES	4
WIOA	4
Northeastern Local Area	5
NWDB’s Local One-Stop Network	5
Population to Be Served	6
Program Dates	6
Anticipated Award	6
Funding Streams	6
PROGRAM COST REIMBURSEMENT	6
HOW CAN YOU PARTNER WITH US?	7
AWARD DURATION	7
WHO CAN APPLY?	7
STATEMENT OF WORK	8
PROPOSAL REQUIREMENTS	11
REQUIRED ATTACHMENTS	12
PROPOSAL EVALUATION	13
RIGHT TO APPEAL	15
ATTACHMENTS	17

This section provides general and background information needed to understand the regulatory and programmatic context of this RFP. This section also describes important details regarding the services and stakeholders related to this RFP, as well as characteristics of any agreements that may result from this RFP.

The Northeastern Workforce Development Board, (NWDB), seeks a service contractor or consortium of providers to serve as the One-Stop Operator as well as administer and operate the Workforce Innovation Opportunity Act, (WIOA) Title 1B services for Adults and Dislocated Workers Programs as described herein.

ISSUING ENTITY

The NWDB 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. The NWDB seeks to provide residents with access to training and educational opportunities as well as necessary support to obtain sustainable employment that leads to a livable wage and provide employers with a skilled workforce.

The NWDB will direct the use of employment resources for the benefit of residents 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 mutual goals can be accomplished more effectively—and that the region will be more successful—by working together.

The NWDB has high performance expectations and has a history of exceeding negotiated performance measures.

All bidders are strongly encouraged to review the NWDB's website at www.northeasternwdb.org where the most current approved strategic plan, a listing of board and committee members, partners and stakeholders, as well as board and committee meeting minutes can be found.

In order to be fiscally responsible, the NWDB will award one contract to the successful bidder. Bidders can apply as a consortium, but one bidder must take on the role of lead contract recipient and serve as the lead agency for contract and administrative purposes. The lead program and fiscal service provider will be responsible for submitting all WIOA fiscal and program outcomes and reports to the NWDB; the additional providers are responsible to report to the lead service provider named in the contract.

PURPOSE OF THIS RFP

NWDB is issuing this RFP to identify a service provider of WIOA Adult and Dislocated Worker Services to support and serve the One-Stop Career System and to serve as the One-Stop Operator for the northeastern region. The workforce system serves Aroostook, Hancock, Penobscot, Piscataquis, and Washington counties in accordance with WIOA, including but not limited to career services, supportive services, training services, and business services. The period of performance will include a base contract year that begins **July 1, 2020** and ends on **June 30, 2021**.

The selected applicant(s) will implement a proven WIOA model with a dual-customer focus on employers and job seekers that aligns with the NWDB vision of the workforce development system. The system should be designed to serve a diverse range of customers with diverse needs and is a vital link in connecting job seekers and employers.

OVERVIEW: WIOA, ONE-STOP CENTERS, ADULT AND DISLOCATED WORKER SERVICES

WIOA - The purposes of this Act are the following:

- (1)** To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- (2)** To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- (3)** To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4)** To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.

(5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States and the global competitiveness of the United States.

(6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

Through this RFP, the NWDB intends on selecting one provider of Adult and Dislocated Worker Services who also can serve as the One-Stop Operator within the local area. The service contractor will be required to deliver the broad range of career, training, and related services defined by this RFP in close coordination with partner agencies established and required by WIOA, as well as additional partners whose services and resources may benefit The Adult and Dislocated Worker Programs. These services are defined by Title IB of WIOA, which is why providers of Adult and Dislocated Worker Services are often called Title IB providers. The term “Title IB provider” is used interchangeably throughout this RFP with “Adult and Dislocated Worker service provider.”

Northeastern Local Area

NWDB oversees five counties—Aroostook, Hancock, Penobscot, Piscataquis, and Washington County. The NWDB has designated one comprehensive One-Stop CareerCenter, located in Bangor, Maine. The Bangor One-Stop CareerCenter offers a full range of services which exist to provide accessible, seamless, customer-driven services to job seekers, employers, and other stakeholders by working together in a professional, timely, and efficient manner. The NWDB expects the one-stop center and all other affiliate sites to be welcoming facilities that offer exceptional customer service and valuable workforce opportunities to a broad range of businesses and job seekers in all five counties. The One-Stop CareerCenter and all affiliate sites provide help and guidance to individuals of all skill levels and work experience, utilizing services for a variety of reasons related to their job search. Some users engage solely in self-directed activities with the help of technological tools and informational resources while others may participate in more comprehensive, individualized career and training services. Whatever the need may be, all individuals are welcome.

NWDB’S Local One-Stop Network

The NWDB One Stop-Network is comprised of the comprehensive One-Stop CareerCenter in Bangor and affiliate sites in Presque Isle, Houlton, Calais, Machias, Ellsworth, Dover Foxcroft, and East Millinocket. The NWDB expects to maintain at minimum one comprehensive One-Stop CareerCenter and affiliate sites to properly serve the region as needed. Customers must be able to access all WIOA required partner services from the comprehensive one-stop, however, the NWDB would like to work toward ability to access as many of the regional partner services as possible through affiliate sites as well. The NWDB recognizes that utilizing technology will expand the capacity of the partners’ ability to bring this about.

Population to be Served

The one-stop service delivery system is designed to provide all job seekers and businesses with access to a broad range of information, services and career opportunities. As such, a diverse range of stakeholders utilize the Bangor CareerCenter to pursue positive educational and employment outcomes. Job seekers come to the Bangor CareerCenter with differing levels of experience, skills, abilities, and barriers to employment seeking career opportunities in various occupations. The selected applicant(s) will have demonstrated experience in delivering workforce development services to a similarly diverse population on a comparable scale. All bidders can review and analyze the NWDB demographics on the Center for Workforce Research Information website: <https://www.maine.gov/labor/cwri/>.

Program Dates

Anticipated Program Dates and Contract Periods

Base Year	Starts July 1, 2020	Ends June 30, 2021	
Year 2	Starts July 1, 2021	Ends June 30, 2022	

Anticipated Award

(ESTIMATE BASED ON PROGRAM YEAR 2019 ALLOCATIONS)

PY19 Adult Program total: \$554,082

PY19 Dislocated Worker total: \$496,718

Funding Streams

Allocations below are from Program Year 2019 and may change for Program Year 2020.

Program Year 2019	Adult	Dislocated Worker	Total
Aroostook County	\$154,141	\$84,388	\$238,529
Hancock County	\$84,557	\$114,349	\$198,906
Penobscot County	\$202,222	\$246,262	\$448,484
Piscataquis County	\$31,878	\$15,013	\$46,891
Washington County	\$81,284	\$36,706	\$117,990

PROGRAM COST REIMBURSEMENT

Payment related to any agreement resulting from this RFP will be made on a cost reimbursement basis. The organization receiving the award must have the financial capacity to fund program expenditures, however, accrued costs may also be requested on a weekly basis. The NWDB will require an invoice, proof of expenses, and required documentation to process a reimbursement.

The NWDB will only reimburse the provider for actual and accrued expenses incurred during the effective dates of the contract. The reimbursement timeline will be finalized during the contract negotiation. Allowable costs will be determined by all applicable federal, state and local regulations, including but not limited to the Uniform Guidance and WIOA regulations.

HOW CAN YOU PARTNER WITH US?

As a Workforce Development Board, the NWDB is primarily responsible for the management, oversight, and performance of the one-stop career system in Aroostook, Hancock, Piscataquis, Penobscot, and Washington counties, along with local elected officials and WIOA partner organizations. Through this RFP, the NWDB seeks to identify a qualified agency to act as the primary provider of WIOA Adult and Dislocated Worker services within the local one-stop career system – Bangor Career Center and affiliate sites. The selected applicant will deliver high quality Adult and Dislocated Worker Services in accordance with WIOA that create opportunities for economic and career success and connect jobseekers with employer-driven placement, education, and training options. The NWDB encourages potential applicants to consider ideas for collaboration with, or integration of, additional programs and services delivered or overseen by the NWDB, including any other programs and services for which the NWDB is currently seeking proposals.

AWARD DURATION

The award duration for activities solicited in this RFP will be twenty-four (24) consecutive months from July 1, 2020 – June 30, 2022. The NWDB reserves the right to extend this award for a second and third program year at its sole discretion. Awards may be extended through June 30, 2024 or may be terminated as early as June 30, 2021. Contract provisions also provide for early termination for a variety of factors including noncompliance and convenience. The NWDB reserves the right to cancel the contract at any point if performance criteria are not met, after written notification and a 90-day period for opportunity for corrective action. Any award is subject to the availability of federal funds via the U.S. Department of Labor and MDOL, Bureau of Employment Services. Should the availability of such funding decrease following any award to the contractor, the award will be revised. In addition, if awarded, the contractor shall be required to alter program design based upon subsequent direction provided by NWDB, the State or U.S. DOL.

WHO CAN APPLY?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, quasi-governmental agency, or the NWDB are ineligible to apply.

A group of two or more applicants may apply as a consortium BUT the NWDB will award only ONE CONTRACT to the lead applicant/fiscal agent. In this scenario, the NWDB will contract with one lead organization. All entities, whether directly contracted or subcontracted via the lead applicant/fiscal agent, will be held to the requirements of federal, state, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent. All selected applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP. Providers will be expected to ground their organization within the communities they serve with staff focused on providing culturally competent services and a history of successful workforce development programming.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities/capacity, professional staff, financial resources and stability, as well as administrative and fiscal systems to carry out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. The NWDB requires assurance that the selected applicant’s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy, and one-stop center operations. Applicants are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. If the NWDB determines, (at its sole discretion), that the selected applicant is not responsible or that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

STATEMENT OF WORK (32 pages)- FOR ADMINISTRATION AND DELIVERY OF TITLE 1B ADULT AND DISLOCATED WORKER SERVICES AND ONE-STOP OPERATOR FUNCTIONS

The selected applicant will implement an innovative and proven workforce development model, driven by the needs of employers through delivery of services to adults and dislocated workers in collaboration with required and additional partners. The proposed model must align with the principles and requirements of WIOA and the Northeastern Workforce Development Board’s vision of a workforce, ready to compete in a world class workforce system. The primary goal is to match the labor demands of employers with the skills and talents of job seekers, helping businesses thrive and create viable career pathways for residents of the five counties. Work performed under any agreement resulting from this RFP will include but is not limited to delivery of Adult and Dislocated Worker Services as defined by the WIOA and all its implementing guidelines and regulations. The services described in this RFP will be delivered from One Comprehensive One-Stop CareerCenter and all affiliate sites in the five counties.

As the primary provider of WIOA Title 1 Adult and Dislocated Worker Services in the five counties, the selected applicant will actively participate with the NWDB in shaping and informing the local workforce development system. As such, the selected applicant will assist in the development and will maintain current knowledge of and expertise in:

- Federal, state, and local policies including WIOA and its implementing guidance;

- Evidence-based workforce development practices and viable career pathways;
- Local workforce development programs, social service agencies, and related resources; and,
- Local labor market information including workforce and employer dynamics.

Successful delivery of services solicited by this RFP will require the service provider's ability to perform the services and functions of what is described in the following: Workforce Innovation Opportunity Act and key Training and Employment Guidance Letters (TEGL) from the U.S. Department of Labor including, but not limited to, the following:

- 20 CFR Parts 675,677,678,680, and 683;
- TEGL 4-15: Vision for the One-Stop Delivery System;
- TEGL 10-16: Performance Accountability Guidance for WIOA;
- TEGL 16-16: One-Stop Operations Guidance for the American Job Center Network; and,
- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs.

The bidder's proposal must describe how the agency will:

- Coordinate the services of and leverage the resources of multiple agencies and funding;
- Ensure full access to a broad and diverse range of stakeholders on behalf of individuals with barriers to employment and dislocated workers;
- Engage employers to determine human capital needs, articulate career pathways within their industries, and partner to provide training to workforce participants;
- Conduct comprehensive outreach and recruitment strategies to engage a diverse range of job seekers in both rural and urban areas;
- Incorporate best practices and career pathways to enhance service delivery to job seekers;
- Manage and record service delivery for adult and dislocated workers;
- Leverage technology to support efficient service delivery, innovation, and continuous improvement;
- Demonstrate the capacity to navigate case management systems that document career and training services, participant information, and performance outcomes. The NWDB uses the Maine Job Link (MJL) system. MJL is provided by America's Job Link Alliance; to review: <https://www.ajla.net/servicelink/Content/Tutorials/UserGuides.htm>;
- Generate strategies and policy recommendations that can shape the work of the one-stop centers including tracking and communication of job seeker behavior, employer needs, challenges, and opportunities;
- Ensure partners comply with the One-Stop Partners (OSP) Memorandum of Understanding (MOU);
- Demonstrate the administrative capacity to conduct the work of this RFP including fiscal and technical competence, and financial and administrative systems;
- Implement the transition between incoming and outgoing Title 1B providers to ensure a smooth transition and minimize disruptions to the job seekers and employers. The

transition plan must ensure staff are knowledgeable of program requirements and case management systems within the first quarter of services.

In addition, the agency will be responsible to submit a program service plan budget using the templates provided in the RFP attachments which should address the cost of the following:

1. Outreach
2. System, service, and resource access
3. Enrollment and orientation
4. Career services (Basic, Individualized, Follow-up)
5. Workshops
6. Additional services if deemed appropriate
7. Training services (Classroom, On-the-Job Training, Work Experience)
8. Support Services
9. Partnership and referrals
10. Business Services
11. Case management, fiscal and performance reporting

The One-Stop Operator will be responsible for the following tasks. Explain plans to do the following:

- Coordinate in partnership with the NWDB staff the one-stop delivery system integration and ensure all required partner 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 the regional labor market;
- 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).

The NWDB supports customer participation, (Job Seekers and Employers), in multiple programs and services, referred to as “co-enrollment”, when such participation provides an added value to the customer and complies with applicable rules and regulations. Co-enrollment is not supported when participation in multiple programs services results in duplication of efforts or inefficient use of resources. The selected applicant will encourage and facilitate co-enrollment for customers in cases when the services and resources of programs are complimentary, efficiently delivered, and add value to the customer’s progress toward program goals. Co-enrollment is especially encouraged among required partner programs of the one-stop system defined by WIOA.

As a core partner of the NWDB workforce system and lead provider of WIOA Title 1 Adult and Dislocated Worker Services, the selected applicant will be asked by the NWDB to participate in

special projects and initiatives within the scope of work defined by this RFP and related to the selected applicant's primary role within the one-stop system.

PROPOSAL REQUIREMENTS

1. Proposals must be consistent with the WIOA and applicable State and Federal regulations.
2. Keep the proposal as concise as possible. The Narrative 'Work Statement' must not exceed 32 pages, 12 font, 1" margins, and 1.5 spacing between sentences. Do not send reports, brochures, or similar attachments.
3. 100% of the funds made available to bidders are Program dollars and must be spent on allowable program costs.
4. These funds may not be used to supplant funds or pay for services that are available through other funding sources.
5. Proposers must make services available in all five counties. Providers are encouraged to enter partnership with other providers to deliver services.
6. If any portion of these funds are to be subcontracted, they must be identified in the proposal. All sub-contracts require NWDB approval and must meet the State and Federal procurement policies and procedures.
7. One electronic copy and five hard copies of the proposal must be received at the NWDB office located at 26 Franklin Street, Bangor, Maine no later than 4:00pm (EST) March 6, 2020. **Proposals should be addressed to: Northeastern Workforce Development Board, 26 Franklin Street, Bangor, ME 04402-0737. Please provide the electronic copy on a flash drive and deliver with five hard copy proposals.**
8. **Proposals not meeting all the requirements, not conforming to the application format, or missing the submission deadline will be eliminated from funding consideration.**
9. **Budget Narrative- (Maximum 8 pages- please attach to the budget template when submitting the proposal- the budget narrative will NOT count towards the statement of work narrative):** Provide a budget narrative to accompany the budget. Describe the purpose of each cost, explain how all costs were estimated, and justify the need for all costs in meeting contract requirements. In the budget narrative, be sure to clearly communicate the calculation for staff, support services, space, equipment, general operations, technology, administrative, indirect costs, and any other costs necessary to perform the services described in this RFP. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading your proposal.

NWDB is not liable for any costs incurred by organizations prior to awarding the contract. Moreover, the submission of a complete full proposal does not commit NWDB to award a contract. NWDB reserves the right to accept or reject any or all proposals submitted under this RFP, to negotiate with any or all qualified bidders, and/or to cancel part or all of this solicitation. NWDB also may require the successful bidder to participate in negotiations and submit proposal revisions as needed.

Any changes to specifications will be posted on NWDB’s website www.northeasternwdb.org under “RFP,” and all attendees at the Pre-Bidder’s Conference and Pre-Bidders who email questions electronically will receive written notification by February 18, 2020 prior to the date full proposals are due March 6, 2020, no later than 4:00p.m. EST.

REQUIRED ATTACHMENTS

Each of the following attachments must be fully completed in order to be eligible for funding consideration:

- Cover Sheet (p. 17)
 - Assurances & Certifications (p. 18 – 24)
 - Staffing Plan (p. 25)
 - Budget Form and Implementation Plan Summary (p. 26 – 28)
 - Budget Narrative (Attach to Budget Form and Implementation Plan)
 - Fiscal Questionnaire (p. 29 – 31)
 - Transition Schedule (p. 32)
 - Most recent COMPLETED financial audit report for the bidder’s organization or company
 - A copy, or copies, of the bidder’s Adult and Dislocated Worker Program Year 2018 WIOA review report.
- { All **WIOA youth program review(s)** conducted by the State of Maine and all other states. }

In addition, please provide:

i. References

Include the following letters of reference with the proposal from entities with whom there has been a collaboration in the past five years and for a period of at least three years:

- At least one financial reference that attests to the organization’s financial management competencies;
- One letter from a funding organization that can attest to a responsible use of resources;
- One letter from a project partner which can attest to the organization’s ability to collaborate; and,
- One letter from a sub-contractor which can attest to the ability to develop and implement contractual relationships.

ii. Staff Resumes /Job Descriptions

Please provide staff resumes for existing staff who will be supported with WIOA funds, and job descriptions for all new (or unfilled) positions to be supported with WIOA funds.

iii. Organizational Chart

Provide an organizational chart of the proposed operational structure for this project. The lead entity of a collaborative bid should show how the operational structure involves the partners.

iv. Supplementary Information (if applicable)

Information included in this section may only relate to the following conditions (no other supplementary information should be included or will be accepted):

- Supplementary audit information as requested, *FINANCIAL COMPONENT* of this RFP;
- Explanatory information as required by any responses to questions in the Bidder Background section of the required attachment, “Fiscal Questionnaire.”

PROPOSAL EVALUATION

Proposal packages submitted in response to this RFP will NOT be considered if they:

- Are received after 4:00 p.m. EST, March 6, 2020; or
- Fail to meet the evaluation criteria of this RFP.

Failure to meet the evaluation criteria can include, but is not limited to: omission of required attachments; failure to clearly address all areas in the narrative and financial components of the proposal; failure to demonstrate the organizational capacity to effectively coordinate and provide for WIOA service delivery in the Northeastern local region; and/or failure to demonstrate the fiscal competencies required by NWDB, SWIB and MDOL.

Proposals will be evaluated and rated based on the following criteria:

i. Cover Sheet

The cover sheet must be completed and signed by the Authorized Representative (individual with the authority to negotiate and bind the respondent to the contract). No other cover page or letters will be accepted.

ii. Assurances and Certifications

The Assurances and Certifications document must be signed and included in the proposal package.

iii. Table of Contents

A Table of Contents with page numbers clearly delineating the Narrative Component, Financial Component, and Required Attachments must be included.

iv. Narrative Component (up to 32 pages)

Each of the sub-sections below, clearly labeled A. – E. must be included.

A. One Stop Operator Narrative (15%)

As the WIOA Title 1B Adult and Dislocated Worker Service Provider, describe how the requirements, activities, and tasks of the One-Stop Operator will be addressed. Describe relevant experience, knowledge, and expertise in weaving together and integrating WIOA services, resources and system requirements.

B. Program Management Experience (15%)

Demonstrated experience and success in providing WIOA services for adults and dislocated workers; demonstrated experience and success in

working collaboratively with other organizations; knowledge, expertise, and experience of the Northeastern region (or of similar regions).

C. Organizational Capacity (10%)

Adequate and reasonable organizational structure, staffing plan and organizational systems to provide the scope of WIOA services covered in this RFP.

D. Services Implementation Plan (15%)

Demonstrated ability to sustain and strengthen current WIOA adult and dislocated worker services delivery configuration; innovative approaches to identifying and recruiting eligible adults and dislocated workers; demonstrated competence in using assessment tools; an implementation plan that clearly demonstrates how WIOA performance standards for adults and dislocated workers will be met and, preferably, exceeded; appropriate follow-up and evaluation activities designed to foster an organizational culture of continuous improvement; an adequate and reasonable transition plan that includes meeting the needs of carry-over customers.

E. Performance & Reporting (15%)

Demonstration of adequate electronic data collection system(s); ability to meet all program and financial reporting necessary per NWDB, state and federal requirements.

F. Financial Component [up to 8 pages] (30%)

Demonstrated financial stability; adequate financial background and procedures, fiscal controls, and audit experience; transparency and integrity in its fiscal reporting and budget systems; ability to manage and account for WIOA funds separately; proposed budget clearly supports the services delivery strategy and program design; costs are reasonable and a detailed explanation of each cost is provided in the budget narrative.

G. Attachments

All required attachments are included.

The NWDB expects that a decision for this RFP will be made by no later than March 27, 2020. The successful bidder and other RFP respondents will be officially notified through email and the U.S. Postal mail of NWDB's decision by no later than close of business day March 27, 2020.

RIGHT TO APPEAL

Only an aggrieved person/organization may request a Stay of Award or an Appeal. An aggrieved person/organization is any person who bids on a contract and who is adversely affected financially, professionally, or personally by that contract award decision. The RFP appeal process begins the date the award notification letters are sent March 27, 2020 and appeal letters must be received by April 3, 2020 no later than 4:00 p.m. EDT. They must be submitted in writing to:

Seth E. Libby, Appeal Board Chairman

Gilbert Greif, P.A.

82 Columbia Street

P.O. Box 2339

Bangor, Maine 04402-2339

Bangor number: 207-947-2223 / Toll Free: 1-800-427-2293

info@yourlawpartner.com

The appeal letter must detail the following:

- How the award violates the law;
- How the award represents an irregularity, creating a fundamental unfairness; and/or,
- How the award is arbitrary or capricious.

The Appeal Board will be made up of individuals for whom this review would not constitute a conflict of interest. Every appeal will be granted a hearing, unless:

- The petitioner does not represent an aggrieved organization;
- The request is received after 4:00 p.m. EDT on April 3, 2020; or
- The request is capricious, frivolous, or without merit.

The Appeal Board review either will validate or invalidate the award decision made by NWDB's Proposal Review Committee. The Appeal Board cannot change or modify the award. If the award decision is invalidated, the RFP will be re-issued.

If there is an appeal of a decision made through the bidding appeal process the petitioner must show by clear and convincing evidence that the decision was (1) in violation of the law; (2) contained irregularities that created an unfairness; or, (3) was arbitrary or capricious. This standard is set forth at 5 MRSA §§ 1825-D and 1825-E Chapter 120 of the rules for Appeals of Contract and Grant Awards.

The clear and convincing standard requires that any Appeal Board be convinced that the truth of the assertions on appeal is highly probable, as opposed to more probable as not. The Appeal Board may only decide whether to validate or invalidate the award decision that is under appeal. In determining whether an award is arbitrary or capricious, the Appeal Board must not substitute its judgment for that of the RFP and Proposal Review Committee. There is a presumption that the actions of the original agency were not arbitrary or capricious.

Any request for appeal must be made in writing within 7 days (by April 3, 2020) of the date of the award decision (March 27, 2020.) The appeal must be made in writing and submitted via registered or certified mail. The request for review of appeal decision must site specific violations of the law or document specific irregularities that may have resulted in an unfair, arbitrary, or capricious decision on the part of the local area Proposal Review Committee.

ADULT & DISLOCATED WORKER PROPOSAL COVER SHEET
Request for Proposal

Northeastern Workforce Development Board

Name of Respondent Organization: _____

Address: _____

Federal Tax identification Number: _____

RFP Contact: _____

Phone: _____

Fax: _____

E-mail: _____

Authorized Negotiator if different than above: _____

Total Funding requested: _____

Total number of participants to be served: _____

Certification: *The information contained in this proposal fairly represents the Agency, Organization or Business and its proposed operating plans and budget for the specified WIOA activity. I acknowledge that I have read and understand the requirements of the Request for Proposal and the Agency, Organization, or Business is prepared to implement the activity as specified in this proposal. I certify that the proposed program activity and services contained in this proposal have been designed in compliance with the Request for Proposal requirements, the Workforce Innovation Opportunity Act, and implementing regulations. I also certify that I am authorized to sign this application on behalf of the Agency, Organization or Business submitting the application. This request is firm for a period of at least ninety (90) days from the closing date for submission.*

Signature of Authorized Representative and Date

Assurances and Certifications

Please sign and include with completed proposal package

A. Equal Employment Opportunity (EEO)

The applicant assures compliance with all applicable laws regarding discrimination:

- Age Discrimination Act of 1975 (42 U.S.C. 6101 et.seq.)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et.seq.)
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et.seq.)

All participants and staff will be informed of EEO policies and guidelines and the name of the EEO Officer during enrollment.

All Grievances and complaints submitted by WIOA participants involving allegations of discrimination, violations of the Workforce Innovation Opportunity Act as amended or criminal fraud, abuse or misconduct must be processed in accordance with the NWDB Grievance/Complaint Procedures.

B. Internal Program Management

WIOA successful bidder is required to establish internal program management procedures to assure compliance and to review program progress. The service provider agrees to monitor and review the following major areas of operation:

1. Compliance with the provisions of the Workforce Innovation Opportunity Act (20 CFR Part 652, et al) and regulations or any applicable federal or state regulations;
2. Compliance with provisions of the WIOA contract;
3. Compliance with all applicable State and workforce board policies; and
4. Compliance with WIOA Regulations regarding record maintenance.

The internal program management procedures must be sufficient to prevent fraud and abuse. All reports of, information creating suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the NWDB, the Maine Department of Labor, and the U.S. Department of Labor. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained and confirm adherence to the specific program requirements and limitations. The NWDB requires that WIOA successful bidder utilize monitoring guides for reviewing OJT contracts with employers for compliance with federal regulations.

C. Records Retention

The following records and documents must be maintained for WIOA participants and employees. The successful bidder agrees to make these records available for monitoring and review by the NWDB and agrees to retain these records, subject to audit, for three (3) years from completion of services. Release of responsibility to retain records after the three (3) year

period will not be authorized until final audit, resolution of audit questioned costs and all questioned costs are paid or accepted as allowable. In the event the successful bidder goes out of business or ceases to be an organization prior to the expiration of records retention responsibility, the successful bidder will deliver all records required to be retained hereunder to the NWDB. The following records shall be transmitted to the NWDB for acceptance in an orderly fashion, with documents properly labeled and filed and in an acceptable condition for storage:

1. General ledger or equivalent;
2. Cash receipts and cash disbursement journals/reports or equivalent;
3. Bank statements, reconciliation, deposit slips, and canceled checks for each bank account which WIOA funds were received or disbursed;
4. WIOA contract, including all amendments;
5. All financial reports and requirements for reimbursement;
6. Payroll records including Individual Earning Record, Employee Withholding Authorization (W-4), FICA reporting forms, Federal and State Withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plan;
7. Invoices and/or supporting data for non-payroll disbursements;
8. Participant records including data forms, verification/documentation items, assessment tests and results and the Individualized Service Strategy; and
9. Monthly Financial Status and Program Performance reports.

D. Internal Financial Management

The Successful bidder agrees to conduct internal financial reviews of the following major areas:

1. Compliance with the provisions of the Workforce Innovation Opportunity Act and its regulations;
2. Compliance with the provisions of the WIOA Contract;
3. Compliance with the applicable State and workforce board policies;
4. Compliance with WIOA Regulations regarding record maintenance;
5. Compliance with accepted financial management and accounting practices as appropriate;
6. Compliance with OMB Circulars A-87, A-110, A-122, and others as appropriate.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of, information creating suspicion of, or instances of criminal misconduct, fraud or willful and gross misconduct, in connection with any WIOA program shall be reported immediately to the NWDB, the Maine Department of Labor, and to the U.S. Department of Labor. Internal financial management procedures must also ensure the auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding the allowable costs and allocation of cost to proper cost categories. The successful bidder shall document all internal financial compliance reviews.

E. Monitoring and Audit Procedures

The NWDB has developed a systematic fiscal and programmatic monitoring system for evaluating the quality and effectiveness of WIOA funded programs. Monitoring is the process

whereby the NWDB gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvement to the program. It is the quality control system for job training projects operated with WIOA funds. The NWDB will ensure that monitoring covers activities, services, and management practices supported by WIOA funds. In many instances, fiscal and programmatic monitoring are interrelated, and conducted simultaneously.

According to Section 667.410 of the Act, successful bidder must cooperate with any monitoring, inspection, audit or investigation of activities related to WIOA contracts. These activities may be conducted by the Maine Department of Labor, the U.S. Department of Labor, and the NWDB, or their designated representatives. Successful bidder must provide access to the premises for the purpose of interviewing employees or participants and permit the examination of, and/or photocopying of books, records, files, or other documents related to the WIOA funded program.

F. Invoicing, Reporting and Contractor Close-out

The NWDB will reimburse the successful bidder for total allowable costs incurred as agreed upon between the NWDB and the successful bidder. The successful bidder will submit weekly invoice reports to be provided by the NWDB for reimbursement of allowable costs. This report must be submitted to the NWDB according to weekly drawdown schedule.

In order to assure that the funds provided are used in accordance with the provisions of the contract, the successful bidder will: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for payments received and proper disbursement of such payments; and (b) provide the NWDB and authorized representatives of the State of Maine, U.S. Department of Labor or the Comptroller General of the United States access to and the right to examine any books, documents, papers, records, property, and equipment pertaining to funds provided or activities undertaken concerning the project.

The final contract close-out report is to be furnished to the NWDB within forty-five (45) days after the ending date of the contract.

G. Submission of Most Recent Audit to the Administrative Entity

As a recipient of WIOA funds, all proposed successful bidders must have an annual financial and compliance audit performed in accordance with Section 667.200 of the Act. The WIOA audits must be conducted according to auditing standards set forth in the financial and compliance handbook entitled “Standards for Audit of Governmental Organizations, Program Activities and Functions” issued by the Comptroller General of the United States. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the State of Maine and/or the Office of the State Auditor, as appropriate.

This requirement will be met by providing the NWDB with a copy of the annual audit according to OMB Circular A-128 or A-133 as appropriate. The audit should be submitted within 30 days after the completion and acceptance by the service provider’s Board.

H. Requirements for Depository Accounts Holding WIOA Funds

The proposed contractor must assure that U.S. Treasury restrictions on excess cash will be observed and that interest will be properly tracked and reported to the NWDB and used for WIOA operations as program income.

I. Program Income Requirements

The U.S. Department of Labor requires that all income generated under any WIOA program shall be reported and used to further program objectives. The potential service provider assures that it will comply with WIOA sec. 195(7)(A) and (B) Program Income.

J. Property Management Requirements

Any purchases with a unit cost value of \$5,000 or more to be purchased with WIOA funds must be approved by the NWDB and the State, prior to purchase. The NWDB must take the request. The State will monitor the inventory of all items purchased or leased with a value of \$5,000 or more.

The successful bidder agrees not to dispose of or transfer any property purchased with WIOA funds which has a value of \$500 or more and/or a life expectancy of one year or more until written authorization is received from NWDB. Any disposal of WIOA property must be in accordance with applicable Federal, State, and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must revert to a WIOA activity.

The successful bidder will be responsible for maintaining an accurate inventory of all WIOA property in their possession.

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the successful bidder will notify appropriate law enforcement officials immediately. The NWDB Executive Director must be notified within three (3) working days of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the NWDB.

The successful bidder agrees to pay for or replace any property purchased with WIOA funds which is lost or destroyed through the negligence of the successful bidder, its staff, or representatives.

K. Medical/Accident Insurance

The successful bidder shall provide adequate on-site medical and accident insurances for all enrollees not covered by the Maine Workers' Compensation Law. Contributions to a self-insurance plan, to the extent that they are comparable in cost and extent of coverage had insurance been purchased, are allowable upon prior approval by the State (Maine Department of Labor), throughout the NWDB region. Requests for such approval are to be submitted in writing to the NWDB.

L. General Assurances

1. The Project Applicant (hereafter referred to as the "Contractor") assures full compliance with the requirements of the Workforce Innovation Opportunity Act and its regulations, all Federal Regulation issued pursuant to the Act, NWDB Plan

approved by the workforce board, the Chief Elected Official for the NWDB, and the Maine Department of Labor.

2. The Contractor assures that it will administer its services under the Workforce Innovation Opportunity Act in full compliance with safeguards against fraud and abuse as set forth in the WIOA and the WIOA regulations; that no portion of its WIOA services will in any way discriminate against, deny employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, or political affiliation or belief; that it will target employment and training services to those most in need of them.
3. The Contractor assures that it will administer its services under the WIOA in accordance with these provisions: (1) a trainee will receive no payments for training activities in which the trainee fails to participate without good cause; (2) on-the-job training participants will be compensated by the employer at the same rate, including periodic increases, as similarly situated employees or trainees and in accordance with applicable Law, but in no event less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 of the applicable Minimum Wage Law; and (3) participants employed in activities authorized under the Act must be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938, (b) the minimum wage under the applicable State Minimum Wage Law, or the prevailing rates of pay for individuals employed in similar occupations by the same employer.
4. The Contractor assures that it will administer its services under the Workforce Innovation Opportunity Act as amended in full compliance with health and safety standards established under State and Federal Law and that those conditions of employment and training be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the participant.
5. The Contractor assures that all staff and participants/enrollees paid from the grant funds and employed in any service will be covered by workers compensation benefits in accordance with State Law; that enrollees in WIOA work-related training will be provided accident or medical insurance to cover any injury resulting from participation in the program; and that enrollees employed in subsidized jobs will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.
6. The Contractor assures that no funds available under the Workforce Innovation Opportunity Act will be used for contribution on behalf of any enrollee to retirement systems or plans; to impair existing conditions for services or collective

bargaining agreements; to assist, promote, or deter union organization; and to displace any currently employed worker.

7. The Contractor assures that no enrollee will be employed or fill a job opening when any other individual is on layoff from the same or substantially equivalent job, or when the employer terminates the employment of any regular employee or otherwise reduces its work force with the intention of filling vacancies so created by hiring participants subsidized under the Act; and no funds may be used to create promotional lines that infringe upon any current promotional opportunities.
8. The Contractor assures compliance with all federal rules and DOL regulations of 29 CFR Part 93 which prohibits the use of WIOA funds to lobby the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan. If lobbying has occurred utilizing other than Federal appropriated funds, the service provider agrees to file a disclosure report if applicable.
9. The Contractor assures and certifies that it is in compliance with federal rules and regulations, Debarment and Suspension, 29 CFR Part 98 and is not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal department or agency.
10. The Contractor assures and certifies that the Contractor has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and subcontractors and other interested parties.
11. The Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which requires fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
12. The Contractor will comply with the provisions of the Hatch Act, which limits the political activity of certain State and local government employees.
13. The Contract will comply with NC-GS-234 which contains a provision that prohibits public officials and employees from having a personal interest in any contract to which he is also a party in an official capacity.

14. The Contractor assures and certifies that it will comply with restrictions regarding conducting business with businesses on the Environmental Protection Agency’s List of Violating Facilities. Contracts and subcontracts in excess of \$100,000, or circumstances where the State of Maine has determined that orders under an ‘indefinite quantity financial agreement’ in any year will not exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.C. 1319 (c)] and is listed by the Environmental Protection Agency or is not otherwise exempt, the Contractor assures that: (1) no facility to be utilized in the performance of the proposed grant has been listed on the EPA List of Violating Facilities; and (2) it will notify the NWDB, prior to award of the receipt of any communication from the Director of Federal Activities, U.S.E.P.A., indicating that a facility to be utilized for a contract is under consideration to be listed on the EPA List of Violating Facilities.
15. The Contractor assures and certifies that it, and all its subcontractors, will comply with applicable provisions of the following laws as they relate to employment and training procedures:
- The Drug Free Workplace Act
 - The Immigration Reform and Control Act
 - The American’s with Disabilities Act
 - The Davis-Bacon Act
 - Child Labor Laws
 - The Fair Labor Standards Act

I certify that the information contained in this RFP response is accurate and reflects our plan to meet the program requirements for this request. All assurances and certifications are accepted and met in this response.

Signatory Official: _____

NWDB Adult and Dislocated Worker Services Staffing Plan Chart

List all positions dedicated to meeting the intent and outcomes as described in this RFP. Bidder must list all positions to be funded (wholly or partially) with WIOA funding, whether those positions are in house or procured through vendor-based agreements. Indicate position title, function (management, MIS, fiscal, case management, etc.) and total number of FTEs.

Reproduce this table and/or add lines as necessary.

Position	Function	In-house or vendor-based agreement?	# of FTEs	% Funded By WIOA

**RIDER D
PY19 WIOA LINE ITEM BUDGET**

OPERATING COSTS	Adult	DW	Admin	Total
A. Personnel				
a. Salary & Wages				-
b. Fringe & Benefits				-
B. Staff Travel				
a. In State				-
b. Out of State				-
C. Equipment (Copiers/Computers)				
a. Purchase				-
b. Lease/Fees				-
c. Maintenance				-
D. Materials /Supplies				-
E. Premises				
a. Rent				-
b. Utilities				-
c. Maint/Other				-
F. Communications				
a. Telephone				-
b. Postage				-
c. Outreach/Advertising				-
G. Operational Services				
a. Fiscal Audit				-
b. Fiscal Monitoring				-
c. Legal/Web/Other				-
d. Insurance				-
H. Subcontract				
a. Fiscal Management				-
b. Payroll Services				-
c. Other				-
I. Other				
a. Conference				-
b. Dues/Subscriptions				-
c. Staff Training				-
d. Advertising				-
e.				-
J. Indirect/ Shared Costs				-
TOTALS	-	-	-	-

DIRECT PARTICIPANT SERVICES COSTS				
A. Direct Training				
a. Occupational (Training/Tuition/Books/Fees)				-
b. OJT Training				-
c. Customized Training				-
d. Literacy in conjunction w/ Occ. Trng.				-
e. Entrepreneurial Training				-
f. Job Ready in conjunction w/Occ. Trng				-
g. Transitional Jobs				-
h. Work Based Trng w/related instruction				-
i. Work Experience				-
j. Support Services				-
B. Career Services				-
TOTALS	-	-	-	-
GRANT TOTALS	-	-	-	-

WIOA ADULT IMPLEMENTATION PLAN				
ADULT Service Summary	Q1	Q2	Q3	Q4
A. New Enrollments				
B. Carry-Ins				
C. Total Adult Enrollments (A+B)	-	-	-	-
D. Total Exiters				
E. Total Entered Employment				
1. Placed w/ Employer-Assisted Benefits				
2. Placed in NTO Employment				
3. Placed in Apprenticeship				
ADULT Standards/Goals	Q1	Q2	Q3	Q4
A. Direct Training				
B. Career Services				
C. Other				
ADULT Performance Measures	Q1	Q2	Q3	Q4
A. Employed 2nd Qtr. after Exit				
B. Employed 4th Qtr. after Exit				
C. Median Wage 2nd Qtr after exit.				
C. Attained Credential				

ADULT Budget Information Summary	Q1	Q2	Q3	Q4
A. Carry-In-PY18				
B. PY19 Program Funding				
C. Totals (A + B)	-	-	-	-

WIOA DISLOCATED WORKER IMPLEMENTATION PLAN

DW Service Summary	Q1	Q2	Q3	Q4
A. New Enrollments				
B. Carry-Ins				
C. Total DW Enrollments (A+B)	-	-	-	-
D. Total Exiters				
E. Total Entered Employment				
1. Placed w/ Employer-Assisted Benefits				
2. Placed in NTO Employment				
3. Placed in Apprenticeship				

DW Standards/Goals	Q1	Q2	Q3	Q4
A. Direct Training				
B. Career Services				
C. Other				

DW Performance Measures	Q1	Q2	Q3	Q4
A. Employed 2nd Qtr. after Exit				
B. Employed 4th Qtr. after Exit				
C. Median Earnings 2nd Qtr. after Exit				
D. Attained Credential				

DW Budget Information Summary	Q1	Q2	Q3	Q4
A. Carry-In-PY18				
B. PY19 Program Funding				
C. Totals (A + B)	-	-	-	-

Fiscal Questionnaire

Please answer the following questions by checking the applicable response. Provide explanation where required.

Bidder Background		
Public/Private Status. Please indicate appropriately. Public ____ Private for Profit ____ Private Non-Profit ____		
In the past five years ...		
Were grievances or complaints filed against the entity (not including discrimination)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were lawsuits or judgments filed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were there investigations of fraud, abuse, conflict of interest, political activities, nepotism, or any criminal activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was there a default or breach of contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was bankruptcy or receivership by this organization or a parent organization declared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were there any discrimination complaints or rulings against the agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If any one of the above occurred, please provide the following information as a separate attachment and label it "Bidder Background": Date initiated Parties involved Brief description of circumstances Final disposition and date A brief explanation if action is still pending.		
Since July 1998, has your agency had any contracts (JTPA, WIA, TANF or others) that were either not renewed or terminated due to deficiencies? If yes, provide a brief explanation of what changes are being proposed to overcome deficiencies or problems identified. Include as part of "Bidder Background" attachment	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Financial Procedures		
Does the organization have a financial management system capable of monthly tracking and accounting for funds received and disbursed? If no, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your organization conduct an internal review of funds under its control? If yes, how often is such a review conducted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the organization do its own accounting? If no, please provide the name and address of your accounting firm: Name: _____ Address: _____ Contact person: _____ Phone number: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the organization have a current financial policies and procedures manual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate below what journals are maintained by your organization: <input type="checkbox"/> General Journal <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Cash Disbursements <input type="checkbox"/> Payroll Register <input type="checkbox"/> Employee Earnings Record Other (specify) _____		
Does the organization have a general ledger?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How often is a trial balance prepared?		
Does the organization have a federally approved indirect cost rate? If yes, indicate the rate and the approving agency:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, does the organization have a cost allocation plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fiscal Controls		
Is the organization bonded or bondable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a bank reconciliation prepared on a monthly basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does the organization have the fiscal capability of providing services pending payment or reimbursement by the agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all disbursements made by check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all checks pre-numbered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who is authorized to sign checks? NAME:		
What is the organization's current ratio of assets to liabilities?		
What insurances does the organization carry? Please list. May include but is not limited to general liability, director's and officer's, and error & omissions etc.		
Audit		
Is your organization audited by an independent auditing firm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How frequently is your organization audited by an independent auditing firm?		
What audit standard is used (2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants)		

NWDB Adult/Dislocated Worker Services RFP: Transition Schedule

Activity	Position Responsible	Beginning Date	Milestone(s)	Ending Date	Facility	Program Services	Human Resources	Technology	Information	Communications	Budget