



***MAINE'S NORTHEASTERN WORKFORCE DEVELOPMENT  
AREA***

***WORKFORCE INNOVATION OPPORTUNITY ACT FUNDING  
YOUTH PROGRAM SERVICES***

**REQUEST FOR PROPOSAL (RFP)**

**RESPONSES DUE: 4:00PM EDT, APRIL 8, 2022**

**PERFORMANCE PERIOD: JULY 1, 2022 – JUNE 30, 2024**

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**

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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 service providers (with a lead contract administrator) to serve as the provider of the Workforce Innovation Opportunity Act (WIOA) Title IB services for the Youth Program 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 our 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 we can accomplish our mutual goals more effectively—and 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, [www.northeasternwdb.org](http://www.northeasternwdb.org) where you will find the most current approved strategic plan,

a listing of board and committee members, partners and stakeholders, as well as board and committee meeting minutes.

**The NWDB will award one contract for the WIOA Youth Program services.** To be fiscally responsible and reduce redundancies in the system the NWDB will award one WIOA Youth Program contract. 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**

The NWDB is issuing this RFP to identify a service provider of WIOA Youth Services (Maine's Youth Advisory Committee describes youth as Young Mainers) for the northeastern region. The workforce system serves Aroostook, Hancock, Penobscot, Piscataquis, and Washington Counties in accordance with WIOA, including but not limited to WIOA youth service elements. The purpose of these funds is to provide career development activities for eligible youth. Bidders must demonstrate the ability to establish integration between the WIOA and a broad range of State and local providers. **The period of performance will include a base contract year that begins July 1, 2022, and ends on June 30, 2023.**

The selected applicant will implement a proven WIOA model with a dual-customer focus on employers and youth. A service provider can choose to spend 100% of the funding on Out-of-school youth, or at least 75% funding on Out-of-school youth and 25% on In-school-youth. The program design must align with the NWDB's 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 Young Mainers to education and employers.

### **OVERVIEW: WIOA, ONE-STOP CENTERS, YOUTH PROGRAM SERVICES**

#### **WIOA Overview**

**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 to select one provider of WIOA Title IB Youth Services within the local area.** The service provider 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 young Mainers. These services are defined by Title IB of WIOA, which is why providers of youth services are often called Title IB providers. The term “Title IB provider” is used interchangeably throughout this RFP with “Youth service provider.”

### **Northeastern Local Area**

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 Young Mainers of all education and skill level, utilizing services for a variety of reasons related to their education and career development. Some users engage with the help of technological tools and informational resources while others may participate in more comprehensive, individualized education, career development, and job 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 see the One Stop Operator and regional partners work towards providing customers with the 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 Young Mainers and businesses with access to a broad range of information, services and career opportunities. As such, a diverse range of stakeholders utilize the northeastern region's workforce system to pursue positive educational and career development outcomes. Young Mainers come to the Bangor CareerCenter and affiliate sites with differing levels of experience, skills, abilities, and barriers to career development opportunities in various occupations. The selected applicant(s) will have demonstrated experience in delivering workforce development services to a similarly diverse young adult population ages 16 years old to 24 years old on a comparable scale. **Eligible youth:** Except as provided in subtitles C and D of WIOA title IB, the term "eligible youth" means an in-school youth or out-of-school youth.

## Program Dates

### Anticipated Program Dates and Contract Periods

<b>Year One</b>	<b>July 1, 2022</b>	<b>June 30, 2023</b>	<b>Base Contract</b>
<b>Year Two</b>	<b>July 1, 2023</b>	<b>June 30, 2024</b>	

## Anticipated Award

### (Estimate Based on Program Year 2021 Allocations)

Service Provider Award for PY21 was \$596,573

## Funding Streams

<b>Program Year 2021</b>	<b>Youth Program</b>
<b>Aroostook County</b>	<b>\$ 170,592</b>
<b>Hancock County</b>	<b>\$ 78,906</b>
<b>Penobscot County</b>	<b>\$ 235,110</b>
<b>Piscataquis County</b>	<b>\$ 26,994</b>
<b>Washington County</b>	<b>\$ 84,971</b>

## **AWARD DURATION**

The award duration for activities solicited in this RFP will be twenty-four (24) consecutive months from July 1, 2022 – June 30, 2024. 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, 2026 or may be terminated as early as June 30, 2023. Contract provisions also provide for early termination for a variety of factors including noncompliance and convenience. 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.

## **COVID-19**

The NWDB's previous RFP review started on March 6, 2020. The NWDB's procurement process continued as specified in the last RFP's timeline until the State of Maine was feeling the impact of COVID-19. On March 24, 2020, the full board met, discussed the issues related to how the COVID-19 virus has affected our workforce area, and voted unanimously to postpone the procurement process as well as extend the current service providers' WIOA contracts for one more year.

Before COVID-19 significantly hit Maine and social distancing measures took place in March 2020, Maine's unemployment rate was 3.1% and the labor participation rate (seasonally adjusted) was 62.5%. As of May 2021, however, our state's unemployment rate has floated around 4.7% for a few months and the participation rate is 60.1% - 2.4% lower than pre-pandemic measures. At the same time, many employers report a struggle to find and retain employees, forcing many businesses to reduce operations. The NWDB is eager to hear how bidders plan to help 1) increase the labor participation rate (i.e., get people who are not looking for work to start doing so) and 2) current job seekers find and sustain a satisfactory job.

Given that we are still recovering from the COVID-19 pandemic and that another crisis could occur, the NWDB would like to ensure the service provider(s) are adaptable and better suited to future challenges. To that end, the board is interested in hearing how bidders adapted to the pandemic and its consequent impact on services and their forms of delivery.

Furthermore, bidders should explain how recent lessons have influenced preparation for future potential challenges. This can be demonstrated by sharing an up-to-date emergency management plan, a description of how customers can be served under various scenarios, or through another way the bidder prefers.

## **YOUTH PROGRAM DESIGN**

All programs and services must be client driven, NOT program driven. Programs must be geared to the needs of Young Mainers (youth) and the economy and specific counties being served.

### **WIOA Section 129(c)(1)**

- An objective, individualized assessment of the academic levels, skill levels, and service needs of each youth. Assessment should include a review of basic skills, work readiness skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs and developmental needs for the purpose of identifying appropriate services and career pathways for youth. Recent assessments conducted pursuant to another education or training program may be utilized.
- Development of individual service strategies for all youth served. The Service Strategy is an individual plan that identifies career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the youth, considering the assessment results. Recent service strategies developed for the youth under another education or training program may be utilized.
- Services that provide:
  - Activities leading to the attainment of secondary school diploma or recognized equivalent or a recognized postsecondary credential;
  - Preparation for postsecondary educational and training opportunities;
  - Strong linkages between academic and occupational education and that lead to the attainment of recognized postsecondary credentials;
  - Preparation for unsubsidized employment opportunities, in appropriate cases; and
  - Effective connections to employers, including small employers, of in-demand industry sectors and occupations of the local and regional labor markets.

## **YOUTH PROGRAM ELEMENTS**

**WIOA Section 129(c)(2) (provided directly or through referrals to other resources) must include:**

- Instructions leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate;
- Alternative secondary school services, or dropout recovery series, as appropriate;
- Work-based learning including paid and unpaid work experiences with an academic and occupational education component, including year-round employment opportunities, pre-apprenticeship programs, internships, job shadowing, and on-the-job training opportunities, as appropriate;

- Occupational skill training, with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster;
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area such as career awareness, career counseling, and career exploration services;
- Activities that help youth prepare for the transition to postsecondary education and training;
- Financial literacy education;
- Entrepreneurial Skills/ Training;
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, as appropriate;
- Comprehensive guidance and counseling which may include referral to other support agencies as needed;
- Supportive services;
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
- Follow-up service for 12 months after the completion of participation.

The specific services youth participants will receive is based upon the youth's objective assessment and individual service strategy.

## **OUTCOMES**

### **WIOA Section 116**

Services for youth must result in:

- Achieving employment or involved in education/training activities or unsubsidized employment after exit from program;
- Median earnings of participants in unsubsidized employment during second full calendar quarter after exit from program;
- Attainment of recognized postsecondary credential, (including registered apprenticeship), and a secondary school diploma or its recognized equivalent either during program or within 1 year after program exit.
- Participation during a program year in education/training programs leading to recognized postsecondary credential or employment and achieving measurable skill gains toward such a credential or employment;
- Primary indicators of effectiveness of programs serving employers.

A minimum of 75% of participants served must be out-of-school youth. The provider must include strategies to engage disconnected youth to ensure that youth attain a high school diploma or equivalent, have an occupational skill (recognized postsecondary credential), as well as successful placement and retention in employment or education/training activities.

In-school youth services will include drop-out prevention strategies to ensure that youth attain a high school diploma or equivalent or recognized postsecondary credential as well

as transition strategies to postsecondary education, employment, military service, or apprenticeships.

Youth services should encompass the following priorities:

- Support career exploration opportunities that provide youth with knowledge of demand/Science, Technology, Engineering, and Math, (S.T.E.M.) and non-traditional occupations.
- Support community connections through service learning and civic engagement.

## **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 30 pages and must contain visible 12 font, 1” margins, and 1.5 line spacing. Do not send reports, brochures, or similar attachments. All text within pictures, graphs, and charts must contain visible 12 font, 1” margins, and 1.5 line spacing. Shrinking pictures, graphs, and charts to post within the proposal will be grounds for disqualification.
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. Hand delivered proposals must be scheduled by appointment. Bidders may overnight proposals via USPS to **Northeastern Workforce Development Board, P.O. Box 737, Bangor, ME. 04402-0737.** Please provide notice of shipment and delivery date to Joanna Russell, [jrussell@northeasternwdb.org](mailto:jrussell@northeasternwdb.org) 207-951-2549. One electronic copy (via flash drive) and one hard copy of the proposal must be received no later than 4:00pm EDT, April 8, 2022.
8. **Proposals not meeting all the requirements, not conforming to the application format, or missing the submission deadline will be eliminated from funding consideration.**

**Budget Narrative- (Maximum 8 pages- please attach to the budget template when submitting your proposal- the budget narrative will NOT count towards your statement of work narrative):** Provide a budget narrative to accompany the submitted 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 the 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.

The NWDB's Review Committee will assess, score, and make a recommendation to the Board. Upon receipt of the Review Committee's recommendation, the Board will hold a public meeting, at which the Review Committee will summarize their recommendation and answer questions from NWDB members and members of the public. At the conclusion of the Review Committee's presentation, the Board will vote to conditionally award the contract.

If, at any point, a proposal is found non-compliant with all requirements, the NWDB will reject the proposal. **The bidder is reminded that the NWDB reserves the right to accept or reject any or all proposals submitted under this RFP at any point during the review process, to negotiate with any or all qualified bidders, and/or to cancel part or all this solicitation at any point in time.** The conditional award decision will be communicated to all bidders. The conditional contract award will become final once any and all appeals are resolved.

Any changes to specifications will be posted on NWDB's website [www.northeasternwdb.org](http://www.northeasternwdb.org) under "RFP". Bidders are strongly encouraged to frequently check the NWDB website for any updates.

### **PROGRAM COST REIMBURSEMENT**

Payment related to any agreement resulting from this RFP will be made on a cost reimbursement basis. This means the awarded organization must have the financial capacity to pay all program costs up front. 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 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.

### **CONSIDERING PARTNERING 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 Youth Program services within the local one-stop career system – Bangor CareerCenter and all affiliate sites. The selected applicant will deliver high quality youth services to Young Mainers in accordance with WIOA that create opportunities for economic and career success and connect jobseekers with employer-driven placement, education, and training options. In order to gain the best outcomes, the WIOA Title IB Youth Provider must collaborate and partner with the NWDB. The NWDB encourages 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. The NWDB works closely with multiple partners across the five-county region including partners focused on reducing poverty and decreasing substance use disorder, how will you address these and similar issues? How will you ensure that the WIOA Youth Program reinforces the work of the One Stop Operator to provide universal access to all our workforce sites in the northeast region?

### **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. 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, administrative capabilities and 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.

As the primary provider of WIOA Title IB Youth 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 US Department of Labor including, but not limited to, the following:

- 20 CFR Parts 675,677,678,681, and 683;
- TEGL 23-14: WIOA Youth Program Transition;
- TEGL 8-15: Youth Program Transition Guidance;
- TEGL 21-16: WIOA Title I Youth Formula Program Guidance.

### **NARRATIVE - STATEMENT OF WORK- (Maximum 30 pages)**

A program Narrative should be written as described below, and in the format outlined on pages 10 and 11 under *Proposal Requirements*.

#### **1. Need**

Describe the northeastern region's local labor market. Identify counties where different needs exist and explain why. Describe the needs of eligible youth. Include relevant demographic and/or survey data. The Need Statement should relate to the services you are providing.

#### **2. Services for Eligible Youth**

Summarize the services to be provided that will enable you to achieve identified program outcomes. Relate the identified services to the Need Statement and identify for each, as appropriate, the different services strategies to be utilized for in-school and out-of-school, as well as how those strategies differ for year-round and summer youth.

- a) Describe the methods of outreach and recruitment of eligible youth and documentation of eligibility (age, income, and barriers) for the WIOA. Click on the following link to access the NWDB's "Youth Requires Additional Assistance" policy #003 <https://www.northeasternwdb.org/wp-content/uploads/2021/06/Appendix-15-NWDB-Policy-003-Local-Definition-of-Youth-Requires-Additional-Assistance.pdf>
- b) Describe in detail the assessment methods for youth; how will basic skills, occupational skills, work readiness skills, prior work experience, employability, interests, aptitudes (including interest & aptitudes for non-traditional jobs), support service needs, and developmental needs of each participant be assessed? Identify the test(s) and other methods that will be used. How will assessment be administered, and the results documented? How will other education and training programs in which the youth is involved be coordinated?
- c) Describe the methods to be used to develop Individual Service Strategies for year-round and summer youth. Describe what the Service Strategies will include and how they are developed based on the assessments. Please be specific and attach a small sample copy of the Individual Service Strategy that will be used. How will the ISS become a motivational tool to drive the youth's career plans?
- d) Describe the facilitation and document referrals for youth who are not enrolled for services (Section 129(c)(3)).
- e) Describe the career services that will provide/facilitate to help year-round and summer youth overcome barriers to achieve their goal(s).
- f) Describe how youth participants will explore careers, identify a career pathway, and develop a career plan to access that occupation.
- g) Describe how each of the following will provide: (include what partnerships to be develop with other organizations/agencies serving youth):
  - Activities leading to the attainment of a secondary school diploma or recognized equivalent or a recognized postsecondary credential;
  - Preparation for postsecondary educational and training opportunities;
  - Strong linkages between academic and occupational education that lead to the attainment of recognized postsecondary credentials;
  - Preparation for unsubsidized employment opportunities, in appropriate cases; and
  - Effective connections to employers, including small employers, of in-demand industry sectors and occupations of the local and regional labor markets.
- h) Describe how to provide each of the following services and include whether those services will be provided directly or facilitate referrals to other organizations/agencies service youth. Include when each of the services are appropriate for youth.

- Instruction leading to completion of secondary school or recognized equivalent or a recognized postsecondary credential, including dropout prevention and recovery strategies, tutoring and study skills training, as appropriate.
- Paid and unpaid work experiences with an academic and occupational education component, including pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities, as appropriate.
- Occupational skill training, with priority consideration for training programs that lead to recognized postsecondary credentials aligned with in-demand industry sectors or occupations, as appropriate.
- Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster.
- Services that provide labor market and employment information about in-demand industry sectors or occupations in the local area such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for the transition to post-secondary education and training.
- Financial literacy education.
- Entrepreneurial skills training.
- Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors, such as:
  - Exposure to postsecondary education possibilities;
  - Community and service-learning projects;
  - Peer-centered activities, including peer mentoring and tutoring;
  - Training in decision-making, including determining priorities and problem solving;
  - Citizenship training; including life skills training such as parenting or work behavior training; and
  - Other activities that place youth in leadership roles such as serving on a committee like the NWDB Youth Advisory Committee. The WIOA Youth Service Provider will be expected to sit on the advisory committee and take a leadership role in events and new projects.
- Comprehensive guidance and counseling, which may include substance use disorder counseling and referral, as appropriate.
- Support services.

- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months, and must;
  - Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
  - Include a mentor who is an adult other than the assigned youth case manager/counselor/advisor;
  - Provide financial literacy education that is age appropriate, timely and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
  - Implement other approaches to help participants gain the knowledge skills and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.
- Follow-up services for 12 months after the completion of participation. Follow-up services are critical services provided following a youth's exit from the program that help ensure the youth is successful in employment or education as they progress along their career pathway. Follow-up services may include:
  - Regular contact with the youth's employer to address work related problems that arise;
  - Assistance in securing better paying jobs, career pathway development, and further education or training;
  - Work related peer support groups;
  - Adult mentoring; and/or
  - Offering ongoing membership on the NWDB's Young Workers Advisory Committee
  - Services necessary to ensure the success of youth in employment or education/training.
- i) Describe how each youth is assured information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, and referral to appropriate training and educational programs that have the capacity to serve youth either on a sequential or concurrent basis.
- j) What service strategies will be used to meet the differing needs of each county that were identified in the Needs Statement? How will the strategies differ by county?

- k) Describe the provision of comprehensive career counseling services that will ensure that youth participants are knowledgeable about high growth industries/demand occupations in the five-county northeast region. Describe the delivery of the skills necessary to compete for these occupations? What strategies will be used to connect youth to local employers who hire for these occupations?
- l) Employers have indicated that work readiness skills (“soft skills”) and critical thinking skills are a major consideration in hiring and retaining employees. Describe in detail how the delivery of such skills will address work readiness skills and retention skills for in-school and out-of-school youth.
- m) Employers have also indicated that basic skills, including math and reading, are lacking in the current workforce. Describe in detail the delivery of the basic skills for youth.
- n) The purpose of a work experience is for youth to gain work readiness skills. Once a youth has successfully attained work readiness skills through a work experience, it is expected that they complete an internship in their career interest area. Describe how youth with work readiness skills will be given internship opportunities in their career interest area.
- o) Describe how the engagement of youth in apprenticeship opportunities will be addressed.
- p) What drop-out prevention strategies will be utilized to ensure that all In-school-youth attain their high school diploma?
- q) How will youth who lack interest be recruited and enrolled? How will you keep them motivated?
- r) Financial literacy is an important component of daily living skills for youth and young Mainers. Describe how your organization will address financial literacy for in-school and out-of-school youth?
- s) Identify any other resources that will be coordinated with the WIOA to serve area youth.

### **3. *Commitment to Partnership***

- a) Describe in detail the relationship and commitment your organization plans to have with the area’s Workforce Centers. Describe what services will be provided at area Workforce Centers.
- b) How will your organization achieve coordination of funding sources to ensure that WIOA funds will not duplicate or supplant other sources of funding.

### **4. *Customer Satisfaction***

One of the primary objectives of the workforce system is ensuring that customer satisfaction and readily accessible services is achieved. Please describe:

- a) How will customer satisfaction from youth and employers be achieved?
- b) How will customers access services in each of the five counties?

c) What strategies will your organization use to measure your success?

#### **5. Continuous Improvement**

- a) The NWDB desires a service provider with prior experience working with low-income young adults. Describe what new or additional strategies will be implemented for continuous improvement of the youth services.
- b) Given that we are still recovering from the COVID-19 pandemic and that another crisis could occur, the NWDB would like to ensure the service provider(s) are adaptable and better suited to future challenges. To that end, the board is interested in hearing how bidders adapted to the pandemic and its consequent impact on services and their forms of delivery.
- c) Furthermore, bidders should explain how recent lessons have influenced preparation for future potential challenges. This can be demonstrated by sharing an up-to-date emergency management plan, a description of how customers can be served under various scenarios, or through another way the bidder prefers.

The successful bidder for WIOA service delivery in the northeastern region will need to demonstrate a high degree of fiscal accountability, transparency and integrity in its financing and budgeting. Moreover, the successful bidder will need to demonstrate the ability to maintain separate accounting streams for WIOA funds and be able to clearly show that WIOA funds have been used for their intended and allowable purposes under MDOL, State Workforce Board (SWB), and NWDB policy.

**For applications to be considered complete, all the required attachments must be completed in full, (Budget Form, Budget Narrative, Fiscal Questionnaire), and any supplementary information requested because of the answers must be provided in full.**

The successful agency's proposal selected for funding will require the submission of a more detailed, final budget prior to a contract award being made. Budget adjustments based on changes in funding level, and/or as a result of a detailed cost analysis that will be undertaken by NWDB to determine the reasonableness of all costs may be requested.

The NWDB will not fund any organization that fails to demonstrate the technical, managerial and financial capacities needed to deliver WIOA services in the northeastern region. The responses in the section should clearly demonstrate the organization's current capacities and history of competence in these areas. Please address each of the elements below in the Financial Component of your proposal:

- Describe the organization's financial structure including dedicated fiscal staff, budget size, and type of cost-allocation methodology.
- Give an overview of the revenue sources that identifies each source of funding and the percentage that each source represents in the total budget for the last two

years of operation. If this proposal is funded, what proportion of the budget will it constitute?

- Describe how the organization maintains separate accounting streams for its various sources of revenue. How will the organization ensure WIOA funds are used for their intended and allowable purposes under MDOL and NWDB policy?
- Within the past five years, have independent audits identified deficiencies that resulted in questioned costs, costs recommended for disallowance, an “adverse” opinion by auditors, or the auditors “disclaiming” an opinion? For each such instance, indicate what actions were taken in response to the letter and opinions. **(If necessary, include supplementary explanatory information under Section VI, Required Attachments).**
- Provide complete information (i.e., source and amount) related to all in-kind and/or non-WIOA funds that will be used to support your delivery of WIOA services.

### **REQUIRED ATTACHMENTS**

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

- Cover Sheet (p. 24)
- Assurances & Certifications (p. 25 – 32)
- Staffing Plan (p. 33)
- Budget Form and Implementation Plan Summary (p. 34 – 36)
- Budget Narrative (Attach to Budget Form and Implementation Plan)
- Fiscal Questionnaire (p. 37 – 39)
- Transition Schedule (p. 40)
- Most recent COMPLETED financial audit report for the bidder’s organization or company
- A copy, or copies, of the bidder’s Youth Program Year 2019 WIOA annual 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 submitted 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 the responsible use of resources;
- One letter from a project partner which can attest to the organization’s ability to collaborate;

- 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 that 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 shall show how the operational structure involves all 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 the 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. EDT, April 8, 2022;
- 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 comply to formatting requirements; failure to demonstrate the organizational capacity to effectively coordinate and provide for WIOA service delivery in the Northeastern region; and/or failure to demonstrate the fiscal competencies required by NWDB, SWB and MDOL.

Proposals will be reviewed 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 (Must not exceed 30 pages)

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

#### **A. Program Management Experience (15%)**

- Demonstrated experience and success in providing WIOA services for youth; demonstrated experience and success in working collaboratively with other organizations; knowledge, expertise and experience of the Northeastern region (or of similar regions).

#### **B. Organizational Capacity (10%)**

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

#### **C. Services Implementation Plan (25%)**

- Demonstrated ability to sustain and strengthen current WIOA youth services delivery configuration; innovative approaches to identifying and recruiting eligible youth; demonstrated competence in using assessment tools; an implementation plan that clearly demonstrates how WIOA performance standards for youth 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.

#### **D. 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.

#### **E. One Hour Bidder Interview (10%)**

Each bidder will be required to participate in a one-hour interview on or about April 15, 2022. Interview participants will include the RFP review committee, NWDB staff, and the bidders designated WIOA program management employee(s). Bidders are encouraged to be creative and may utilize Power Point, video clip(s), participant testimony, and any other presentation tool they choose during the 45 minutes presentation.

##### Interview Agenda

1. Introductions (Name, time in position, and work history)
2. Bidders' 45-minute presentation, "tell us why you should win the contract award(s)."

3. Questions and answers related to the presentation

**F. Financial Component [up to 8 pages] (25%)**

- 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 no later than April 22, 2022. The successful bidder and other RFP respondents will be officially notified through email of NWDB's decision by no later than close of business day April 22, 2022.**

**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, April 22, 2022 and appeal letters must be **received** by May 2, 2022 no later than 4:00 p.m. EDT. They must be submitted in writing to:

**Charles E. Gilbert III, Appeal Panel Chairman**

Gilbert Law Offices

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](mailto: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 Panel 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 May 2, 2022; or
- The request is capricious, frivolous, or without merit.

The Appeal Panel review either will validate or invalidate the award decision, based solely on the RFP requirements, made by NWDB. The Appeal Panel cannot change or modify the award. If the award decision is invalidated, the RFP will be re-issued. 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 at any point in time. NWDB also may require the successful bidder to participate in negotiations and submit proposal revisions as needed.

If there is an appeal of a decision made through the bidding appeal process at the Local Workforce Development Board level, 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 MRSAS§§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 Panel be convinced that the truth of the assertions on appeal is highly probable, as opposed to more probable as not. The Appeal Panel 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 Panel 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 10 days (May 2, 2022) of the date of the award decision (April 22, 2022). The appeal must be made in writing and submitted via registered or certified mail, **received** no later than 4pm EDT, May 2, 2022. 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 NWDB Proposal Review Committee.

**YOUTH 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 Contractor 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 Youth 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  
PY22 WIOA LINE-ITEM BUDGET**

OPERATING COSTS	Youth	Total	KEEP BLANK
<b>A. Personnel</b>			
a. Salary & Wages			-
b. Fringe & Benefits			-
<b>B. Staff Travel</b>			
a. In State			-
b. Out of State			-
<b>C. Equipment (Copiers/Computers)</b>			
a. Purchase			-
b. Lease/Fees			-
c. Maintenance			-
<b>D. Materials /Supplies</b>			-
<b>E. Premises</b>			
a. Rent			-
b. Utilities			-
c. Maint/Other			-
<b>F. Communications</b>			
a. Telephone			-
b. Postage			-
c. Outreach/Advertising			-
<b>G. Operational Services</b>			
a. Fiscal Audit			-
b. Fiscal Monitoring			-
c. Legal/Web/Other			-
d. Insurance			-
<b>H. Subcontract</b>			
a. Fiscal Management			-

b.	Payroll Services			-
c.	Other			-
<b>I.</b>	<b>Other</b>			
a.	Conference			-
b.	Dues/Subscriptions			-
c.	Staff Training			-
d.	Advertising			-
e.				-
<b>J.</b>	<b>Indirect/ Shared Costs</b>			-
<b>TOTALS</b>		-		-
<b>DIRECT PARTICIPANT SERVICES COSTS</b>				
<b>A.</b>	<b>Direct Training</b>			
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			-
<b>i.</b>	<b>Work Experience</b>			-
j.	Support Services			-
<b>B.</b>	<b>Career Services</b>			-
<b>TOTALS</b>		-	-	-
<b>GRANT TOTALS</b>				
		-	-	-

<b>WIOA YOUTH IMPLEMENTATION PLAN</b>				
<b>YOUTH Service Summary (Aged 16-24)</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
A. New In-School Enrollments				
B. In-School Carry-Ins				
C. New Out-of-School Enrollments				
D. Out-of-School Carry-Ins				
E. Total Enrollments (A+B+C+D)	-	-	-	-
F. Total Exiters				
G. Total Employed or In Education				
1. Placed w/ Employer-Assisted Benefits				
2. Placed in NTO Employment				
3. Placed in Apprenticeship				
<b>YOUTH Performance Measures</b>				
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
A. Employed / in Education 2nd Qtr. after exit				
B. Employed / in Education 4th Qtr. after exit				
C. Attained Credential				
<b>YOUTH Budget Information Summary</b>				
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
A. Carry-In-PY20				
B. PY21 Program Funding				
C. Totals (A + B)	-	-	-	-

## Fiscal Questionnaire

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

<b>Bidder Background</b>		
Public/Private Status. Please indicate appropriately.  Public ___ Private for Profit ___ Private Non-Profit ___		
<b>In the past five years ...</b>		
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

<b>Financial Procedures</b>		
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

<b>Fiscal Controls</b>		
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.		
<b>Audit</b>		
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 (OMB-133, other?)		

