



REQUEST FOR PROPOSALS

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Adult and Dislocated Worker Programs

Funded by Title I of the Workforce Innovation and Opportunity Act (WIOA)

Contract Period: July 1, 2026 – June 30, 2029
Initial Funding Period: July 1, 2026 – June 30, 2027

Serving the Counties of:
Beaufort, Bertie, Hertford, Martin and Pitt

Request for Proposals Release Date: March 13, 2026
Mandatory Intent to Apply: March 20, 2026, 4:30 p.m. eastern
Mandatory Bidder's Conference: April 2, 2026, 3:00 p.m. eastern
Proposals Due: April 23, 2026, by 4:30 p.m. eastern time

Rivers East Workforce Investment Consortium is an Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request for individuals with disabilities

WIOA Title I programs (Adult and Dislocated Worker) are supported by the Employment and
Training Administration of the U.S. Department of Labor as part of an award totaling
\$941,563. All programs are 100% supported by DOL-ETA funds.

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**COMPLETE THE PROPOSED BUDGET AND BUDGET DETAIL FORM
PROVIDED IN SEPARATE DOCUMENT**

SECTION 1: GENERAL INFORMATION

1-1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit competitive proposals from qualified organization(s) with the capacity and qualifications to provide comprehensive services to adults and dislocated workers through local NCWorks Career Centers as outlined in the Workforce Innovative and Opportunity Act (WIOA), Title I, Public Law 113-128, which began July 1, 2015.

Proposals should address innovative strategies that enhance a participant's ability to move into self-sustaining employment, resulting in an upwardly mobile career path and higher earnings potential. The provision of a full array of services should be included in your proposal response. Program designs should include: 1) strategies that reflect effective integration within the local NCWorks Career Center; 2) proactive strategies to involve employers in the design of service strategies and implementation of the program, specific to work-based learning opportunities; and 3) the delivery of services to both job seekers and employers.

Mid-East Commission serves as the Administrative Entity and Grant Recipient for the Rivers East Workforce Investment Consortium and administers funds received through WIOA via an agreement with the North Carolina Department of Commerce Division of Workforce Solutions. The local workforce delivery area consists of Beaufort, Bertie, Hertford, Martin and Pitt counties.

These programs are administered under the guidance and oversight of the Rivers East Workforce Development Board (WDB). The WDB oversees the NCWorks Career Center one-stop system in the five county area, approves the annual workforce development plan, and approves all WIOA funded subrecipients. All policies are available for review at www.riverseastwdb.org. This procurement is being conducted by an independent contractor to ensure an arms-length process.

1-2 Background

The Workforce Innovation and Opportunity Act (WIOA), Title I, Public Law 113-128, which began July 1, 2015, is the nation's principal workforce development legislation. WIOA is designed to help job seekers access employment, education, training, and supportive services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA strengthens the workforce development system and reaffirms the role of the NCWorks Career Center system, the cornerstone of the public workforce investment system, and brought together and enhanced several key employment, education and training programs.

WIOA legislation emphasizes the alignment of federal investments to support job seekers and employers; strengthens the governing bodies that establish state, regional and local workforce investment priorities; helps employers find workers with necessary skills; and aligns goals and increases accountability and information for job seekers and the public.

Proposers are strongly encouraged to review the USDOL's WIOA resource page for information and the latest updates at www.doleta.gov/wioa.

1-3 Eligible Subrecipient

Any governmental, education, community-based organization, nonprofit, private-for-profit entity engaged in employment, training, educational opportunities, and public service is eligible to submit a proposal to be the WIOA Title I Adult and Dislocated Worker service provider.

Workforce development focused organizations with or without previous experience in career development and employment services are encouraged to submit proposals; however, only proposals from organizations that can thoroughly demonstrate that they have the ability to provide workforce development services in the local area will be considered. Services offered will be delivered through the established and designated one-stop delivery system known as NCWorks Career Centers.

An organization may not compete for funds if: (1) the organization has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the organization's previous contract with this board was terminated for cause; (3) the organization has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the organization's name appears on the suspension of funding list.

Outstanding Monitoring, Audit or Legal Concerns: Proposers must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the proposer's other contracts prior to receiving a contract resulting from this RFP. Additionally, proposers must disclose any legal judgements, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals.

Competency: Proposers are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP. They must meet high standards of public service and fiduciary responsibility. Proposers are responsible for knowing all laws, regulations, rules and policies of the specific funding sources involved and applying them in developing the RFP response.

1-4 Available Funds

Proposals should be developed based on the current year WIOA Funding by County for the 12-month period. Adult and Dislocated Worker funding includes One Stop funds.

	Adult	Dislocated Worker
Beaufort County	\$71,596	\$34,315
Bertie County	\$44,133	\$21,404
Hertford County	\$61,436	\$29,736
Martin County	\$61,436	\$29,736
Pitt County	\$15,704	\$76,352

The above amounts are based on Program Year 2025 allocations. Respondent's proposed budgets must be within the amounts indicated and must be reasonable based on proposed service level and service delivery plans. Staff costs can be no more than 60% of the total allocated funds. Subsequent

revisions and negotiations of final contract budgets may be required due to actual allocation received and funding award decisions.

For-profit entities may include profit in budgeted expenses. Please include in the “other” line item of the budget. Profit will be negotiated on reasonableness of costs and measurable delivery standards. Current profit measures are calculated based on following four metrics, each weighted at 25%: Total Customers Served, Number Enrolled in Occupational Skills Training, Credential Attainment, and Number Placed in On-the-Job Training/Work Experience.

1-5 RFP Schedule

RFP Packet Available	3/13/26
Intent to Apply (MANDATORY)	3/20/26 by 4:30 pm eastern
Question Deadline	3/31/26 by 4:30 pm eastern
Bidders Conference (MANDATORY)	4/02/26 at 3:00 pm eastern
Proposal Packages due	4/23/26 by 4:30 pm eastern

Proposals must be emailed to malaw528@gmail.com with an RE: of Rivers East NC WIOA Service Provider Proposal(s) and will not be accepted after 4:30 PM EDST on April 23, 2026

Rivers East WDB Selection/Approval	5/4/26
Initial Contract Start Date	7/1/26

1-6 Intent to Apply and Bidder’s Conference

Potential offeror’s are REQUIRED to submit an Intent to Apply to malaw528@gmail.com by 4:30 pm eastern time on March 20, 2026. The email RE must be *Rivers East Intent to Apply to be a WIOA Service Provider*.

There will be a MANDATORY in-person bidders’ conference for those organizations that have submitted an Intent to Apply. The Bidders Conference will be held April 2, 2026 at 1502 N Market St, Washington, NC 27889.

All bidders should become familiar with the RFP prior to the conference and be prepared to discuss any questions they have or issues requiring clarification. Questions submitted in advance will be reviewed in the in-person bidder’s conference.

1-7 Questions

Questions regarding this request for proposal must be **submitted by e-mail only** to MaryAnn Lawrence (malaw528@gmail.com) by March 31, 2026, by 4:30 pm eastern time. After that date, we will not accept nor respond to any emailed questions. Questions may be asked at the bidder’s conference in addition to what was submitted. Questions submitted in advance will be reviewed in the in-person’s bidder’s conference. Any emailed questions must have a RE that reads *Rivers East WIOA Service Provider RFP Questions*.

Should technical corrections need to be made to the Request for Proposal (RFP) package, said corrections and responses to any written questions received/answered will be posted on the website www.riverseastwdb.org. It is the responsibility of the prospective bidder to check the website for any updates.

1-8 Contract Information

The bidder(s) that is (are) selected will be awarded a one-year contract with two optional years. The initial funding period is for one year from July 1, 2026, through June 30, 2027. The Rivers East WDB reserves the right to modify all contracts on a year-to-year basis. Continuation is subject to future funding and legislative authority. A second and third contract year will be contingent upon evaluation and approval by the Workforce Development Board and the Chief Elected Officials.

Procurement Policy requires that WIOA Adult and Dislocated Worker funds be awarded under a competitive process at least every three years. Based on funding availability, the option to extend the contract for a second or third year exists with the opportunity for renegotiation to be initiated in writing by the WDB at least sixty days before the expiration date of the contracted year. In order for the WDB to exercise this option, the subrecipient must meet the performance requirements as outlined in the contract. However, the WDB is not bound to exercise the subsequent year(s) contract solely on stated performance criteria. With sufficient justification, the local Board can renew an annual contract for up to two additional years without benefit of competitive procurement, not to exceed a total of three years. Each renewal shall be limited to a one-year period.

Contracts will be reviewed annually and may be extended for each additional program year based on the following:

- Funding is sufficient to allow an extension for a longer time period
- Performance expectations under the existing Contract were met
- There have been no serious issues related to performance or invoicing
- The service being provided remains of value to participants and a need for the specific type of service remains
- The Subrecipient has met all external audit requirements

TYPE OF CONTRACT: Bidders must propose a cost reimbursement contract that provides for payment to the subrecipient of a negotiated fee that is fixed at the inception of the contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the subrecipient may not exceed (except at subrecipient's risk) unless the awarding party agrees to amend the contract to provide additional funds. A line-item budget shall be based on all legitimate costs to be incurred by the subrecipient in carrying out the training activity. The subrecipient is reimbursed for actual expenses according to the approved line-item budget.

The Subrecipient is expected to make, in a timely manner, all payments on behalf of customers (such as tuition, supportive services, work experience payroll, OJT reimbursement, etc.). The Subrecipient shall reimburse the Grantor for any questioned or disallowed costs identified through monitoring, audit, or review that are attributable to the Subrecipient's error, omission, or noncompliance.

Based on funding availability, the local Board may extend a contract if it appears to be in the best interest of the WIOA Programs and agreeable with the Subrecipient. Similarly, the training slot levels and/or number of participants served and/or associated costs may be modified at any time during a contract period by executing a contract modification agreement signed by both parties.

If any part of the work covered by this request is to be subgranted, the grantee shall identify the subgranting organization and a subgrant agreement must be entered into between the two parties. Copies of the subgrant agreements must be submitted to the WDB and receive prior written approval.

1-9 General Requirements

- A. This RFP does not commit the WDB to award a grant.
- B. No costs will be paid to cover the expense of preparing a proposal or to procure a contract for services or supplies under WIOA.
- C. Ownership of all data, material, and documentation originated and prepared by the subrecipient pursuant to the contract shall belong exclusively to the WDB.
- D. Proposals should be submitted in the format set forth in the Proposal Format and Required Forms section of the RFP and adhere to the minimum requirements specified therein.
- E. Formal notification to award a contract and the actual execution of a contract are subject to the following:
- Receipt of WIOA funds granted under the WIOA.
 - Results of negotiations between selected subrecipients and WDB administrative staff; and
 - Continued availability of WIOA funds.
 - In the event the WDB or its administrative entity are awarded a contract through the competitive bidding process, the independent consultants recommendation on the award will be approved by the Chief Elected Official.
- F. Any changes to the WIOA program, the State of North Carolina WIOA Plan, or the WDB WIOA Plan, may result in a change in contracting. In such instances, the WDB will not be held liable for what is in the Offeror's proposal or this Request for Proposal package.
- G. Each offeror submitting a proposal will be notified in writing of the WDB's decision concerning its proposal.
- H. Proposals submitted for funding consideration must be consistent with the federal WIOA legislation, all applicable Federal Regulations, the North Carolina Division of Workforce Solutions policies, the WDB Policies and Procedures.
- I. Offerors selected for funding must also ensure compliance with the following: USDOL Regulations 20 CFR Part 652, Office of Management and Budget Circulars A-21, A-87, A-110, A-122 A-133 or 48 CFR Part 31, whichever is applicable.
- J. WDB and/or Chief Elected Official may require selected subrecipients to participate in negotiations and to rewrite their proposals as agreed upon during the negotiations.
- K. Additional funds received by the WDB may be contracted by expanding existing programs, or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the WDB.
- L. The WDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the WDB, the services proposed are not needed, or the costs are higher than the WDB finds reasonable in relation to the overall funds available, or if past management concerns lead the WDB to believe that the subrecipient has undertaken more services than it can successfully handle.

M. Any proposal approved for funding is contingent on the results of a pre-award survey that may be conducted by the WDB administrative staff. This survey will establish, to the WDB's satisfaction, whether the proposed subrecipient is capable of conducting and carrying out the provisions of the proposed contract. If the results of the survey indicate, in the opinion of the WDB, that the proposed subrecipient may not be able to fulfill contract expectations, the WDB reserves the right not to enter into contract with the organization, regardless of WDB approval of the Offeror's proposal.

N. The WDB is required to abide by all WIOA legislation and regulations. Therefore, the WDB reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by State or Federal agencies.

O. Programs must be operated according to the federal WIOA provisions and all applicable federal regulations, the North Carolina Division of Workforce of Workforce Solutions (DWS) policies and WDB policies and procedures.

P. Subrecipients will be expected to adhere to WDB procedures to collect, verify, and submit required monthly reports as well as invoices to the WDB.

Q. All grievances arising out of the WIOA or this RFP must be filed according to the Rivers East Workforce Investment Consortium's grievance procedures.

R. All subrecipients must fully comply with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, Title VI and VII of the Civil Rights Acts of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; The Age Discrimination Act of 1975, as amended; Americans with Disabilities Act of 1990, as amended; Non-Traditional Employment for Women Act of 1991, as amended; with all other applicable requirements imposed by or pursuant to the regulations implementing those laws, including but not limited to 29 CFR Part 38.

S. Subrecipients must accept liability for all aspects of any WIOA program conducted under contract with the WDB. Subrecipients will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

T. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a subrecipient fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

U. Subrecipients will allow access to all WIOA records, program materials, staff, and participants to local, state, and federal representatives. In addition, subrecipients are required to maintain all WIOA records for a period of 6 years (3 years from the program year which the client completed follow-up services and 3 years beyond that date).

V. Selected proposer(s) shall give credit to the Rivers East WDB, as the program activity funding source, in all oral presentations, written documents, publicity and advertisements regarding any activities funded as a result of this RFP. All outreach materials must be pre-approved by the WDB staff.

1-10 General Rules and Regulations

The operation and performance of all components will be in accordance with the Workforce Innovation and Opportunity Act (WIOA), the accompanying Federal Regulations; and any interpretations published by the U. S. Department of Labor (USDOL) and the State of North Carolina; the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and instructions issued by the WDB. **[If new policies are implemented, all subrecipients will be required to operate in accordance with these mandates.]** All subrecipients are directed to familiarize themselves with the WIOA Act to ensure compliance. Bidders are responsible for obtaining copies of the above listed documents. These and related documents can be obtained online at <http://usdol.gov>.

A. SUBCONTRACTS

If a Bidder anticipates using sub-subrecipients to provide any services proposed, those sub-subrecipients must be clearly identified and their specific responsibilities clearly defined and prior written approval must be obtained from the WDB administrative staff.

B. INSURANCE

Subrecipients receiving WIOA funding must provide proof of the following insurance upon notice of the award:

Medical/Accident Insurance. The Subrecipient shall provide adequate on-site medical and accident insurance for all participants not covered by the North Carolina Workers' Compensation law. This coverage shall not include income maintenance. 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 (North Carolina Division of Workforce Solutions)

Bonding. The Subrecipient shall ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks or other instruments of payment for program costs is bonded to provide protection against loss. Bond coverage shall be for \$100,000 or an amount of the present contract.

Automobile Insurance. Any Subrecipient using motor vehicles in conducting programmatic activities shall provide automobile insurance which clearly specifies that the WDB and/or LA is held harmless against claims arising from the ownership, maintenance, or use of said vehicle. The WDB requires a minimum coverage of \$100,000.00 per person and \$300,000.00 per accident for bodily injury and \$25,000.00 per accident for property damage.

C. COST CATEGORIES

WIOA costs fall into two categories – Staff and participant costs. The definition for each of these categories is included in the Act. Staff costs can be no more than 60% of the total allocated funds.

D. MULTIPLE PROGRAMS/COMBINATION BIDS

Bidders who wish to operate more than one program must submit a separate budget for each program and for each county included in the RFP. Each proposal should indicate the cost if only that proposal (for a specific county) is funded, but bidders should also submit a transmittal letter that presents any cost reductions that would result from funding more than one proposal (or county).

This requirement does not apply to bidders who propose to link more than one service (e.g. classroom training and on-the-job training) in a single program. In such cases, the Program Description must clearly describe both services and explain how this combination strengthens the training.

E. PERSONNEL REQUIREMENTS

1. Selection

After the award of a contract, all suitable employment openings must be listed with the local NCWorks Career Center office. The subrecipient will not discriminate against applicants for employment or employees because of race, color, religion, sex, national origin, age, disability, political affiliation or belief. The subrecipient must comply with all River's East WDB Issuances pertaining to Equal Opportunity.

2. Replacement of Key Staff

Changes in the approved listing of key staff represent a contract modification and should not be made without prior notification. The Local Area is to be notified of replacement of staff in a timely manner. In the event of staff turnover, the subrecipient will replace staff within a maximum of 60 days.

Personnel Qualifications

The WDB shall require key staff members to perform the duties set forth in their approved job descriptions and may require the removal of key staff members for non-performance of their duties.

F. Local Area/WDB FURNISHED PROPERTY

No material, labor, or facilities will be furnished by the Local Area/WDB unless otherwise provided for in the Solicitation.

G. MONITORING

As a part of the bid, each bidder shall show evidence of its previous compliance monitoring to include compliance with any other federal contracts, federal regulations, state guidelines, the WIOA/WIOA Strategic Plan, Affirmative Action plans, management action plans, and LA management issuances/policies. Programmatic monitoring, conducted during each monitoring visit, focuses on areas of concern that are affecting program performance and compares the subrecipient's actual performance with planned performance. Each subrecipient receives a written monitoring report within thirty (30) working days following the visit. A management action plan explaining how the findings will be addressed is due to the Rivers East Workforce Development Director ten (10) working days after receipt of the report. WDB staff will conduct on-going analysis of compliance with goals for target groups.

H. TECHNICAL ASSISTANCE FOR CONTINUOUS IMPROVEMENT

Technical Assistance will be provided to all subrecipients to ensure compliance with LA program expectations. Results of scheduled, on-site technical assistance visits will be documented. Subrecipients are expected to participate in technical assistance, training and monitoring sessions scheduled by the Rivers East Workforce Development Board staff to ensure coordination and continuous improvement.

I. ADMINISTRATIVE REQUIREMENTS

Any contract awarded as result of this Solicitation will include a list of certain administrative activities which are required by the WDB to ensure that clients receive the appropriate level of support and that these services are adequately documented. These requirements are as follows:

1. Reporting and Record Retention

- A. The Subrecipient will submit to the Local Area the participant data as specified by the LA and the NCWorks Online System.
 - B. The Subrecipient will designate a staff person to review all participant data and financial information forms and make necessary revisions.
 - C. The Subrecipient will gather necessary documentation for participation verification for data validation reviews as required by the Division of Workforce Solutions and the Local Area.
 - D. The Subrecipient will maintain a record of referrals made to other human service agencies for supportive services. Documentation of referral and outcome is required to be entered into NCWorks Online.
 - E. The Subrecipient will record all counseling sessions and the recommended interventions in NCWorks Online.
 - F. The Subrecipient will maintain a record of contacts and methodology used for outreach.
 - G. The Subrecipient will be required to obtain necessary eligibility items to be verified as specified in NCWorks, Rivers East, and state eligibility guidelines. Documentation sources must be in accordance with State and Rivers East guidelines.
2. The Subrecipient will scan into NCWorks Online all documentation gathered at the time of eligibility determination and maintain such records, redacting personally identified information (PII).
 3. The Subrecipient will take swift and immediate action to exit participants determined ineligible for WIOA activities via self or Local Area monitoring.

All registration, intake, and enrollment will be performed by the Subrecipient and will be directed toward the eligible populations. **The Subrecipient will be responsible for entering all participant data accurately and in a timely manner into NCWorks Online (WIOA computerized database).**

The Subrecipient staff assigned to eligibility determination will ascertain the correct family status, barriers, calculate family income, determine public assistance status, etc. in order to determine WIOA eligibility. This information will serve as the basis for initiating a WIOA enrollment for each consumer. An assigned Subrecipient staff will interview the customer to ascertain adequate information to complete the required data. Customers shall be required to submit eligibility documentation as applicable. Such documentation shall be scanned into NCWorks Online by the Subrecipient. Once the required data is complete, the Subrecipient staff shall review with the eligible applicant all data directly related to eligibility and fraud/misleading information clauses. The Subrecipient will be responsible for all completed participant documents so that the Local Area office can monitor this information as required.

The subrecipient is responsible for reviewing each client's WIOA application to ensure that services are provided only to applicants who have been determined eligible for the appropriate title. These verification documents must be scanned in NCWorks Online and will be subject for review by the Local Area.

Because WIOA resources are generally insufficient to provide the full range of training or support services identified as needed in the Individual Employment Plan, every reasonable effort must be made to arrange job search and training as well as supportive services through other community resources for participants. WIOA subrecipients and integrated services staff shall utilize the Individual Employment Plan document provided within NCWorks Online.

J. INSURANCE AND WORKING CONDITIONS

The subrecipient shall provide adequate on-site medical and accident insurance for all enrollees not covered by North Carolina's Workers' Compensation law. This coverage shall not include income

maintenance. Contributions to a self-insurance plan, to the extent that they are comparable in costs and extent of coverage had insurance been purchased, are allowable upon prior approval by the State of North Carolina, Division of Workforce Solutions through the Local Area. Requests for such approval are to be submitted in writing to the Local Area. OJT employers must provide proof of workers' compensation prior to execution of the OJT contract.

No WIOA client will be required or permitted to work or receive services or training in a building or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the client's health or safety.

K. JOB REFERRAL AND PLACEMENT

Each program is responsible for placing its participants. Each subrecipient is responsible for job development and placement of participants, as applicable. Each subrecipient's program design should also include job search training which teaches the participant skills such as interviewing techniques, getting a job and keeping it, acceptable employee relations, how to complete an application, resume preparation, etc.

1-11 Selection of Subrecipients

The primary consideration in selecting agencies or organizations to deliver services will be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated performance, in terms of the likelihood of meeting performance goals, cost, quality of training, and characteristics of participants. Selection in considering agencies or organizations shall also include time management of participant files and NCWorks (case management).

Determinations will take into consideration such matters as whether the organization has:

1. Adequate financial resources or the ability to attain them.
2. The ability to meet the program design specifications at a reasonable cost, as well as the ability to meet performance goals.
3. A satisfactory record of past performance (in employment and training related activities), including demonstrated quality of training, the ability to provide or arrange for appropriate supportive services, retention in employment at follow-up and earning rates of participants.
4. The ability to provide services that can lead to long-term unsubsidized employment for participants with identified deficiencies.
5. A satisfactory record of integrity, business ethics and fiscal accountability.
6. The necessary organization, experience, accounting and operational controls.
7. The technical skills and time to perform the work; and an adequate plan to provide services and all related aspects of providing services as described in the offeror's proposal.

1-12 Appeals

A. The WDB reserves the right to accept or reject any or all proposals received. The WDB reserves the right to waive informalities and minor irregularities in offers received. All solicitations are contingent upon availability of funds.

B. The WDB may accept any item or group of items of any offer, or award more or fewer slots at the same price bid, unless the offeror qualifies its offer by specific limitations.

C. The WDB may select a subrecipient based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and technical standpoint that the offeror can submit to the WDB. However, the WDB reserves the right to request additional data or oral discussion or documentation in support of written offers.

APPEAL PROCEDURES

Appeals by proposing organizations denied funding are limited to procedural appeals only; such appeals shall be based solely on allegations of irregularities in the solicitation and awards procedure and not on the relative merit of the offers submitted. If an offeror believes to have been harmed by the violation or misapplication of procedure or regulation of this program, the offeror has the right to file a grievance. This grievance should be filed according to the written procedures established by the Rivers East WDB and may be obtained by contacting the Rivers East Workforce Development Director at 1502 N. Market Street, Suite A, Washington, NC 27889.

A. Terms of Contract

After the Rivers East WDB has determined the most qualified applicant, an attempt to negotiate the final terms of a contract will begin. If negotiations with the first applicant are unsuccessful, Rivers East will stop all negotiations with the first applicant and proceed to negotiate contract terms with the second applicant. The same procedure will occur with the third applicant if negotiations fail with the second applicant. If an agreement is not negotiated with any of the first three applicants, additional applicants may be selected.

B. Procurement Records

The Rivers East Local Area staff shall maintain records sufficient to detail the significant history of procurement, i.e., rationale for method of procurement, selection of contract type and subrecipient selection and/or rejection. Such record(s) may include detailed WDB minutes, detailed committee minutes, RFP evaluation sheets, and corrective action/negotiation records.

Procurement Appeals Policy/Process

A. Background

The procurement appeals policy provides the process by which complaints by subrecipients or prospective subrecipients for the operation of Workforce Innovation and Opportunity Act programs are handled. For the purposes of this section, any use of the word **complaint** or **grievance** refer to the appeals process relating to the procurement of WIOA subrecipients. Procedures for resolving complaints filed by WIOA program subrecipients or participants are not detailed in this policy.

B. Notification of Subrecipient Selection

Written notification of subrecipient selection is provided to each entity submitting an RFP. Within one (1) working day following the WDB meeting at which funding decisions are made, the consultant will advise by email any offeror not present or represented at that meeting of the WDB's decision. (NOTE: The consultant will retain a log indicating the time of the email and the representative contacted.)

C. Appeal Procedures

Subrecipient, potential subrecipient, or any entity adversely affected in the selection of the subrecipient may file a complaint. The following is the level to which these entities have the opportunity to make an appeal of the subrecipient selection process and the steps involved:

Rivers East Workforce Development Board/Workforce Development Consortium

1. The subrecipient, potential subrecipient, or any entity adversely affected in the subrecipient selection process may file a formal complaint with the Rivers East Workforce Development Board.
2. The written complaint must specifically state the decision, the basis for the complaint, and the remedy sought by the complaint. All matters not raised in the complaint will be deemed waived.
3. The written complaint must be made to the Rivers East Workforce Development Director.
4. Within three (3) working days following telephone notification, the bidder must advise the Workforce Development Director of intent to appeal. This notification may be oral or written and shall be recorded by staff.
5. Within five (5) working days following telephone notification, the bidder must provide the Workforce Development Director with a written appeal.
6. Within fifteen (15) days following receipt of the written appeal, the Rivers East Workforce Development Director, on behalf of the WDB, may call a hearing at which time the Chairperson may take oral or written evidence and may entertain oral or written argument. Any entity that could be affected by the complaint shall be notified and permitted the opportunity to present or submit evidence. **[NOTE: Only those appeals which were declared by Step 4 and which document procedural irregularities (see "NOTE" below) will be considered].**
7. Within thirty (30) days following receipt of the written appeal, the impartial review panel will meet to review the written appeal, WDB/Committee's response, any substantiating documents, and to hear testimony.
8. The determination and basis for the determination shall be rendered in writing within sixty (60) days following receipt of the written appeal to the complainant and any affected party. A copy of the determination shall also be provided to Rivers East Workforce Development Director and Rivers East Workforce Investment Consortium Chairperson.
9. If the bidder is still aggrieved following this action on the appeal or if the WDB/Consortium exercises the right to refuse to consider an appeal which in its opinion does not identify specific procedural shortcomings, the bidder will be notified of their right and may appeal to the Governor (DWS). Such appeal must be made within ten (10) days following the notification of the decision.

NOTE: These appeal procedures are established to provide recourse for bidders who think that their proposal did not receive proper consideration. Bidders entering an appeal should be prepared to **document** specific factors (e.g., conflict of interest, nepotism, etc.), which put the aggrieved bidder at a competitive disadvantage and/or document violation of specific sections(s) of the Act or Regulations. Bidders should not appeal **simply** because they believe their program to be superior to one selected. The Rivers East Workforce Development Board reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings.

Section 2: PROGRAM & ELEMENTS

2-1 Scope of Services

A. Snapshot of Services Provided at NCWorks Career Centers:

Job Seekers	Employers
Resume Preparation	Outreach/Recruitment Assistance
Eligibility Determination and Financial Aid Info	Labor Market Information Services
Assessments	Information on Tax Credits and other hiring incentives
Career and Training Information and Opportunities	A coordinated approach to obtain and fill job orders
Case Management	Worker Dislocation Services (Plant Closures)
Labor Market Information	Job Profiling
Job Placement and Follow-up Services	Clearinghouse for Training Information
Supportive Services Information	<ul style="list-style-type: none"> • Apprenticeship Programs • On-the-Job Training • Customized Training • Work Experience • Skill Upgrade Training • Workplace Literacy
Services to Disabled	
School-to-Work Connections	
Occupational and Literacy Training	
Information on Upgrading Skills	
Job Readiness Training	
Job Search Assistance	

B. Description of Services Provided to NCWorks Career Center Customers

Services will include, but are not limited to the following:

- a) determination of eligibility to receive assistance (see Federal Register 20 CFR § 680.210).
- b) outreach, intake (which may include worker profiling), and orientation to the information and other services available through the Center.
- c) assessments of skill levels, aptitudes, abilities, and supportive service needs.
- d) job search and placement assistance.
- e) career counseling/advising.
- f) provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas including job vacancy listings in such labor market areas, information on job skills necessary to obtain the jobs, and information relating to local occupations in demand and the earnings and skill requirements for such occupations.
- g) provisions of performance information and program cost information on eligible providers of training services provided by programs and eligible providers of adults and dislocated worker activities, providers of adult education, providers of post-secondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act and providers of vocational rehabilitation program activities described in title I of the Rehabilitation Act.
- h) provision of information regarding how the Local Area is performing on the local performance measures and any additional performance information with respect to the Center delivery system in the Local Area.

- i) provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the Local Area, and referral to such services as appropriate.
- j) provision of information regarding filing claims for unemployment compensation.
- k) assistance in establishing eligibility for programs of financial aid assistance for training and education programs that are not funded under the WIOA and are available in the Local Area.
- l) follow-up services including counseling regarding the workplace for participants in WIOA activities that are placed in unsubsidized employment for not less than 12 months after the first day of employment, as appropriate.
- m) short term prevocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.
- n) Training Services, that may include, but are not limited to:
 - Occupational skills training, including training for nontraditional employment.
 - On-the-job training.
 - Programs that combine workplace training with related instruction which may include cooperative education programs.
 - Training programs operated by the private sector.
 - Skill upgrading and retraining.
 - Entrepreneurial training.
 - Job readiness training.
 - Customized training conducted with a commitment by an employer or group of employers to employ an individual or group of individuals upon successful completion of the training.

Training services shall be provided in a manner that maximizes consumer choice in the selection of an eligible provider of such services.

Training services shall be provided to eligible adults and dislocated workers through the use of Individual Training Accounts (ITAs).

It is expected that the provision of training will follow the Local Area's WIOA approved occupational training programs. It is expected that customers will exit training with an industry-recognized credential.

Other sources of training funding, such as Pell Grants, Scholarships, or other financial awards are expected to be evaluated prior to the use of WIOA funds. Subrecipients will use NCWorks Online as a source for eligible training providers available to participants receiving training funding.

2-2 Program Requirements

Proposals should address how the following requirements will be met as part of an overall WIOA Adult and Dislocated Worker services design:

A. Outreach and Recruitment

Outreach and recruitment includes but is not limited to, identifying potentially eligible adults and dislocated workers, communicating with schools, colleges, and community organizations regarding recruitment efforts. As part of orientation, all applicants must receive information on all services available through the Bidder and the NCWorks Career Center, including programs or activities provided by vendors and partners. The subrecipient will make efforts to broaden the composition of the pool of those considered for participation to include members of both sexes, the various race/ethnicity and age groups and individuals with disabilities until planned enrollment levels must

be met. All recruitment brochures and information must contain the NC Relay numbers for use by the hearing impaired and must contain the “equal opportunity employer/program” statement. All material must also include the statement that “auxiliary aids and services are available upon request to individuals with disabilities.” The subrecipient must comply with all related sections of 29 CFR Part 38. All outreach and recruitment materials must be approved by the Local Area.

Outreach and recruitment will be performed through coordination between the Subrecipient and other human service delivery agencies within the Local Area, especially those that are partners in the NCWorks Career Centers. The Subrecipient will coordinate with human service agencies to include but not limited to the following: the Public Schools, the Housing Authorities, Department of Social Services, Veterans' Services, Health Department, Community Colleges, Community Based Organizations, Vocational Rehabilitation, Services for the Blind, Title V programs, and Department of Correction. Coordination will be achieved among subrecipients through WIOA orientation/training sessions and written coordination agreements, if needed. Other agencies will be advised of the WIOA services available in the county through newspapers, fact sheets, and/or media public service announcements, electronic linkages, and the NCWorks Career Centers.

B. Eligibility Determination and Verification/WIOA Registration

Subrecipients are responsible for determining eligibility of all applicants recruited to the program, determining suitability for program services, and collecting and verifying all necessary eligibility documents. These verification documents must be maintained electronically in NCWorks Online. Electronic files will be reviewed periodically. The Rivers East Workforce Investment Consortium will provide technical assistance on the eligibility determination process and training on how to use the WIOA database system known as NCWorks Online.

C. Comprehensive Assessment

WIOA requires that Subrecipients/Subrecipients administer or obtain a thorough and in-depth assessment of the academic level, skill levels, and service needs of each participant at the time of enrollment into WIOA activities. Assessments should be carefully planned and administered to collect specific, relevant information leading to an appropriate mix and sequence of services and interventions. Initial/entry assessment will include basic skills, work readiness skills, occupational skills, prior work experience, barriers to employment, family situation, occupational interests and aptitudes, financial resources and needs, supportive service needs, and developmental needs. This information should be acquired through various means, including, but not limited to, standardized tests, structured interviews, behavioral observations, inventories, career guidance instruments, performance-based or competency-based assessment tools, and where the information is current and reliable, assessment results from another subrecipient (school or agency). Rivers East requires use of the Tests of Adult Basic Education (TABE) for basic skills testing, and assessment tools for assessing career interests and aptitudes.

Assessment instruments, especially on-line tools, used to measure learning styles, life skills, etc. must be adequately researched by WIOA staff prior to use to determine that they are objective, and conform to widely accepted standards for validity and reliability, WIOA staff must have adequate training on the administration, scoring, and proper use of test results. Information collected from the assessment process serves as the basis for individualized service planning in order to achieve the educational and employment outcomes desired for each participant. Assessment should be an ongoing process throughout participation in WIOA in order to track progress and to measure and

record personal growth, skill goal attainment, and achievement of planned objectives for each participant.

D. Individual Employment Plan (IEP)

Each adult or dislocated worker enrolled into WIOA will have a written, individualized plan of services and activities based on the entry assessment information. Rivers East will utilize a standardized electronic form in NCWorks Online for completing each participant's Individual Employment Plan (IEP). The IEP is intended to provide in-depth information about a participant, both history and present circumstances, in order to create a plan of action agreed upon by the participant and staff working together. Service plans should be flexible and responsive to the changing needs of the participant as they move through WIOA. Each service plan will outline the appropriate mix and sequence of services, indicate the rationale for decision-making, and include appropriate achievement objectives and expected timeframes. The IEP will be developed in partnership with each participant; will be client-centered and flexible in accommodating changes in plans as needs and situations change. The IEP will set clear and realistic goals for educational advancement, entry into employment in a targeted industry, support to remove barriers, and continued learning and development. Assessment should occur throughout the program, at time of enrollment and then at appropriate intervals to document participant progress.

At a minimum, every 90 days, a review of the IEP will be made to evaluate the progress of each participant in meeting the objectives of the service strategy. The participant's progress in acquiring basic skills, work readiness skills and occupational skills, as appropriate, and the adequacy of the supportive services provided will also be included in the periodic evaluation. The IEP will be used as the basic instrument for the LA to document the appropriateness of the decisions made concerning the combination of services for the participant, including referrals to other programs for specified activities. Training provided by the subrecipient should be in accordance with the IEP. The IEP is an informal "contract" between the WIOA subrecipient and the participant. The proposed subrecipient must assist the participant in attaining the goals set forth in the IEP.

Because WIOA resources are generally insufficient to provide the full range of training or support services identified as needed in the IEP, every reasonable effort must be made to arrange basic, work readiness and occupational skills training as well as supportive services through other community resources for participants. WIOA subrecipients shall utilize the IEP document provided in NCWorks Online.

E. Comprehensive Case Management

The WIOA subrecipient will provide comprehensive case management services to adult and dislocated worker participants to attain meaningful outcomes. Staff is expected to work closely with participants to provide support and guidance, address needs and barriers, solve problems, and assist in the attainment of the objectives and goals agreed upon in the IEP. The IEP will be reviewed and updated by staff every 90 days to arrange for needed services, identify and address concerns as they arise, and document progress made during participation. Regular personal contact between a Career Advisor and the participant is essential. Based on the case management relationship, the participant should be aware that he/she has support and accountability in working to achieve his/her personal goals. Primary case management functions are services coordination, advising and counseling, advocacy, follow-up and accurate and timely record keeping.

All WIOA staff are expected to be informed of and adhere to, professional standards of client confidentiality. Staff with access to, or control over WIOA records or other confidential information is

expected to safeguard such information. No staff member, volunteer, or other person associated with the WIOA Subrecipient shall release or disclose information concerning participants without securing a signed release of information authorization prior to releasing the records. This includes information sharing that is verbal, written or electronic. Exchange of information is generally to be used for eligibility verification, coordination of services and activities, tracking progress and participation, securing additional services, and for follow-up purposes.

F. WIOA Data Validation and Record Keeping

The US Department of Labor has issued a data validation policy that establishes record keeping requirements to ensure the accuracy and integrity of information collected and reported on WIOA activities and program outcomes. The federal policy mandates that states "demonstrate the validity of reported data," and conduct data validation annually. North Carolina has set statewide policy for data validation. Rivers East staff will provide staff training and ongoing technical assistance for data validation.

G. Information and Referrals for WIOA-Eligible Adults and Dislocated Workers

Eligible adult and dislocated workers will be provided information on services and opportunities that are available from WIOA Subrecipients, through the NCWorks Career Center System, and other appropriate education and training opportunities in the community. WIOA Subrecipients will refer eligible individuals to other educational, employment, training, community agencies, and/or human service organizations that have the capacity to serve them. This requirement applies to individuals who may benefit from services other than, or in addition to, WIOA-funded activities. Records of these referrals and the outcome of the referral should be recorded in case/activity progress notes within NCWorks Online.

H. Information & Referrals

Eligible adults and dislocated workers will be provided information on services and opportunities that are available from WIOA Subrecipients, through the NCWorks Career Center System, and other appropriate education and training opportunities in the community. WIOA Subrecipients will refer eligible participants to other educational, employment, training, community agencies, and/or human service organizations that have the capacity to serve them. This requirement applies to participants who may benefit from services other than, or in addition to, WIOA-funded activities. Records of these referrals and the outcome of the referral should be recorded in case/activity progress notes within NCWorks Online. Those who are not eligible for WIOA or those who can be better served by another agency or program should be referred to appropriate agencies and/or organizations in the community.

I. Employer Engagement

Employer engagement serves as a centerpiece in the development of effective opportunities for Center customers. Rapport must be established with local and regional employers to promote in-demand occupations and to build connections between work and learning. Subrecipients must engage industry and coordinate work-related activities for program participants. Career Advisors and any Business Services Staff will engage employers and secure work-based learning opportunities including, but not limited to, internships, job shadowing, work experience, on-the-job training, pre-apprenticeship and apprenticeship along with unsubsidized job placements for program participants. In order to assist with these placements, subrecipients will be expected to review the case load information on a monthly basis to evaluate each participant's anticipated career path and current status. Career Advisors will also be responsible for

reporting outcomes and retention of individuals placed in subsidized employment to the board for tracking purposes.

2-3 Subrecipient Staffing Requirements/Apprenticeship Program

The Rivers East Workforce Development Board, along with its administrative entity, registered its first Apprenticeship program in March 2020. This program is designed to ensure all Career Advisors working in the NCWorks Career Centers in the region are adequately trained to provide the best possible service to our customers. All subrecipient staff are required to enroll and work towards completing all Related Instruction within a two year period of being hired.

In addition, the Board requested the position be profiled and a standard job description and task list has been completed per ACT guidelines. Individuals applying for the role of Career Advisor will need to have taken the National Career Readiness Certification and have at minimum, at Level 3 in Applied Math, a Level 3 in Graphic Literacy, and a Level 5 in Workplace Documents within 30 days of hire. Both documents are in the attachments.

Subrecipients are required to use the WDB job description provided. Subrecipients can add their employer-specific requirements, but at minimum, the job description must include the tasks listed in the WDB profiled job description.

2-4 Eligibility Requirements

For the Adult Program, services are available to individuals who are 18 years of age or older. All individuals must be a United States Citizen (or legally authorized to work in this country), and if male, be in compliance with Selective Service Registration requirements. A disadvantaged adult is an adult who received income or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of the poverty line or 70 percent of the lower living standard income level.

In general, Dislocated Workers are individuals who: have been terminated or laid off due to no fault of their own, or have received notice of termination or layoff or; eligible for or has exhausted unemployment insurance; or is not eligible for unemployment benefits due to insufficient earnings or having performed services for an employer that were not covered under State unemployment compensation; and is unlikely to return to the previous industry or occupation. It also includes those who were self-employed but are unemployed as a result of general economic conditions in the community or because of natural disasters, displaced homemakers, spouse of member of Armed Forces on active duty, and the long-term unemployed (12 or more consecutive weeks).

2-5 Service Levels and Expenditure Requirements

For any program year, subrecipients are required to expend, at minimum, 80% of the funds available to provide training for Adult and Dislocated Worker participants. 30% of funds are required to be spent on training services which includes, but is not limited to, classroom training (occupational skills training) and work-based learning (work experience, on-the-job training, internships, apprenticeships, etc.). In addition, 6% of Adult funds are required to be expended on apprenticeship and pre-apprenticeship.

For PY 2025, the following number of Adult/Dislocated Worker Career Advisor positions were funded by the Rivers East WDB. Each Career Advisor is expected to maintain a caseload of approximately 50 participants.

Beaufort .5 position (shared with Pitt)
 Bertie/Hertford/Martin County 1 position
 Pitt County 1.5 positions

NOTE: This is for information only. Bidders may propose different levels in their RFP.

2-6 Performance Expectations

The WIOA system-wide performance outcomes, called Common Measures, are an effort to simplify and consolidate performance measures across many federal grants. Programs should emphasize retention in program services until participants have reached the goals identified in their service strategy plan.

PY25 performance goals for Rivers East are listed below. PY26 and PY27 targets have not been negotiated at the time of this RFP; however, the subrecipient will need to be prepared to adjust targets to meet or exceed all measures.

	Rivers East WDB			
	Adult		Dislocated Worker	
	PY 2025	PY 2026*	PY 2025	PY2026*
Employment (Second Quarter after Exit)	79%	79%	74.5%	74.5%
Employment (Fourth Quarter after Exit)	80.5%	80.5%	73.5%	73.5%
Median Earnings (Second Quarter after Exit)	\$7,924	\$7,924	\$7,905	\$7,905
Credential Attainment Rate	59.5%	59.5%	65.6%	65.6%
Measurable Skill Gains	59.8%	59.8%	68%	68%

In addition, measurable skills gains and effectiveness in servicing employers will be measured. Subrecipients are required to use NCWorks Online to track all required data. The software was specifically developed to provide an automated client intake, tracking, case management and reporting. The NCWorks Online system will fulfill the functions of eligibility determination and certification, comprehensive case management, and reporting participant outcomes and will be required as the case management system and data validation system used by all Subrecipients. The subrecipient is responsible for timely input of information into NCWorks.

User access to NCWorks is allowed only upon completion of system training that is conducted by designated Rivers East "Super User." Usernames and passwords will be assigned to users after the training is satisfactorily completed.

2-7 Locations

The WDB, in partnership with the workforce development agencies, has one full-time comprehensive Center located in Pitt County. We maintain four satellite locations, one each in Beaufort, Bertie, Hertford and Martin counties. Satellite locations in Beaufort, Hertford, and Martin counties are open to the general public two days each week, other times by appointment. Bertie County is open one day a week.

Each Center is staffed on a full- or part-time basis by workforce staff, DWS staff, and additional partners as specified in the WIOA legislation. Please note that your staff must maintain a physical presence and a service strategy for all counties/locations served by the Local Area to which you are applying. The board covers all cost of occupancy in the Career Centers.

Comprehensive NCWorks Career Center

Pitt County NCWorks

3101 Bismarck Street, Greenville, NC 27834
Contact: Chanda Speller, Manager
Phone: 252.355.9067

Satellite Locations

Beaufort County NCWorks

1502 N. Market Street, Washington, NC 27889
Contact: Greg Smith, Assistant Manager
Phone: 252-940-0900

Bertie County NCWorks

Housed on Martin CC-Bertie Campus
409 West Granville Street, Windsor, NC 27983
Contact: Shamioka Carey, Assistant Manager
Phone: 252.794.4861

Hertford County NCWorks

Housed on Roanoke Chowan CC Campus
109 Community College Road, Ahoskie, NC 27910
Contact: Shamioka Carey, Assistant Manager
Phone: 252.862.1291

Martin County NCWorks

Housed on the Martin CC Campus
1161 Kehukee Park Rd, Williamston, NC 27892
Contact: Shamioka Carey, Assistant Manager
Phone: 252.792.7816

SECTION 3: PROPOSAL FORMAT AND REQUIRED FORMS

Proposals should include all items listed below, in the order shown. The following forms should be completed with all information requested and executed properly. Proposals must be clear and in the order in which they appear in accordance with the guidelines below. Omissions, inaccurate submissions, or out-of-order responses may result in a section being deemed incomplete or non-responsive and a low rating during the review process. Proposals that fail to include all applicable forms and information will not be considered.

3-1 Submittal of Proposals

Proposals must be emailed to malaw528@gmail.com with the RE: of Rivers East NC WIOA A-DW Service Provider Proposal Section __ and will not be accepted after 4:30 PM EDST on April 23, 2026. Bidders will receive an email notification after each file is uploaded as proof of receipt. If you have problems emailing

the proposal contact MaryAnn Lawrence at 317-946-7916 by text or phone call. There should be 5 emails per proposal representing the sections identified below. The last part of the email RE should include what section the email represents.

Proposals should be sent as grouped below labeled with the bidders name first, then the section and letter as listed below:

Section A - WIOA response package cover sheet and narrative

Section B - Budgets

Section C- Program and Financial Management Section including financials, audit, and Federal ID number

Section D- Assurances and Certifications

Section E- Job Descriptions, Resumes, agency grievance procedures, bond coverage, org chart, charter and bylaws, cost allocation plan

3-2 Response Package Cover Sheet

RIVERS EAST WORKFORCE INVESTMENT CONSORTIUM

(All bidders must complete)

NAME OF ORGANIZATION: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX I.D. NUMBER: _____

Check the box that most appropriately describes your organization:

Unit of local government Private Nonprofit For Profit Other: _____

This proposal includes providing employment and training services in the following counties:

(Check all that apply)

Beaufort Bertie Hertford Martin Pitt

Summary of Proposed Budget:

TOTAL STAFF COSTS	\$	%
TOTAL PARTICIPANT COSTS	\$	%
TOTAL FUNDS REQUESTED	\$	%

Are funds from other funding sources being requested in order to implement this proposed program?

Yes No

If the answer to the above question is yes, complete the following information to indicate sources, amounts, and expected dates of funding approval. Provide an explanation of how the other funding source will be used in the WIOA Program.

Other Expected Funding Sources	Expected Amount	Expected Date of Approval
TOTAL OTHER FUNDS EXPECTED		

Planned service level numbers:

	Total Enrollment	Total in Training (Occupational Skills)	Total in Training (Work Based)	Total Exited	Total Cost Per Participant
Adult					
Dislocated Worker					

Proposed Performance Outcomes:

	Adult	Dislocated Worker
Entered Employment 2nd Qtr.		
Entered Employment 4th Qtr.		
Median Earnings		
Credential Attainment		
Measurable Skill Gains		

CERTIFICATION: I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed WIOA Employment, Training and Services Program Activities described herein. I acknowledge that I have read and understand the requirements of the Request For Proposal (RFP) and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating therefrom on behalf of the entity submitting the proposal. This PROPOSAL or OFFER is firm for a period of at least ninety (90) days from the closing date for submission, which is April 23, 2026, at 5:00 p.m.

This Response Package Cover Sheet has the following PARTS attached. The signatory official must initial on the line beside each item listed verifying it is attached:

- 1) _____ PROGRAM PROPOSAL NARRATIVE
- 2) _____ BUDGET SUMMARY AND BUDGET DETAIL
- 3) _____ PROGRAM AND FINANCIAL MANAGEMENT
- 4) _____ EQUAL OPPORTUNITY NON-DISCRIMINATION
- 5) _____ LA CODE OF CONDUCT/CONFLICT OF INTEREST
- 6) _____ LA GENERAL ASSURANCES & CERTIFICATION FORM
- 7) _____ CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS
- 8) _____ STATEMENT OF COMPLIANCE FORM
- 9) _____ DRUG FREE CERTIFICATION
- 10) _____ ASSURANCES NON-CONSTRUCTION PROGRAMS
- 11) _____ COPELAND ACT CERTIFICATION
- 12) _____ IRAN DIVESTMENT ACT OF 2015
- 13) _____ JOB DESCRIPTION (S)
- 14) _____ FEDERAL ID NUMBER
- 15) _____ FINANCIAL STATEMENT AND COPY OF LAST AUDIT
- 16) _____ AGENCY GRIEVANCE PROCEDURES
- 17) _____ COPY OF BOND COVERAGE (or explanation of planned coverage if an award is made)
- 18) _____ CURRENT ORGANIZATIONAL CHART
- 19) _____ CHARTER AND BYLAWS OF ORGANIZATION & LIST OF CURRENT BOARD MEMBERS
- 20) _____ COST ALLOCATION PLAN (if applicable, provide a copy of the agency Indirect Cost Plan)

Signature of Signatory Official

Date

Printed Name of Signatory Official

Job Title

Notary Name

My Commission Expires: _____

Date

Affix Notary Seal

PROGRAM PROPOSAL NARRATIVE - RESPONSE SECTION

(All bidders must complete this section)

The proposal narrative allows the proposer to provide a detail description of the services proposed and provides the opportunity for the proposer to describe in detail how the WIOA activity will be developed and maintained. It is assumed the bidder has a working knowledge of the Workforce Innovation and Opportunity Act (WIOA). When addressing each area, do not quote WIOA law and/or corresponding regulations. The WDB is expecting a plan outlining your plans for providing services to Adult & Dislocated Worker customers in the NCWorks Career Center.

RESPONSES ARE TO BE INSERTED AFTER EACH QUESTION

1. Provide a concise description of your organization including mission and vision statements, history, major lines of work, and how it related to the provision of workforce development services.
2. Describe your organization's financial and administrative experience in managing and accounting for multiple federal, state and local funding sources in accordance with Generally Accepted Accounting Principles (GAAP). Include how your organization is currently funded, along with a list of all PY 24 and PY 25 contracts for workforce related programs along with contact information.
3. Detail the plan to staff the proposed services including the number of staff (full-time or part-time), job titles, duties, qualifications, planned duty station, timeline for having staff in place and expectations of providing ongoing staff training for professional development.
4. Describe how your Title I funded staff members will work in cooperation with Title III (DWS) staff members in an Integrated Service Delivery environment under the daily functional supervision of the One Stop Operator.
5. Describe in-house monitoring systems that will be utilized to ensure that services are delivered efficiently and effectively while complying with applicable federal, state and local laws, rules, regulations, and policies. Provide examples of how your organization conducts self-monitoring for contract performance and compliance, and development of a continuous improvement model.
6. Describe specific experience with providing business services, including providing information and education to employers on services available, developing worksites, and partnering with other business facing staff to best match the employer and job seeker customers.
7. Describe your strategies for community outreach & recruitment of job seekers identified as target populations in this RFP. Please identify any unique recruiting timelines and strategies for maintaining an active caseload through the year by providing a sample outreach plan.
8. Describe how you will serve varying individuals who will receive career services within the integrated delivery system. Specifically address service delivery to those individuals with barriers to employment including low-income individuals, persons with limited education, offenders, low skilled job seekers, veterans and persons with disabilities.
9. Describe efforts the organization will make to support sector strategies and career pathways.
10. Describe how you will engage and motivate a customer to be successful from orientation to training to employment. Include how you will assist customers with overcoming barriers and integrating life skills and work readiness training.

11. Describe the process for informing customers of training opportunities for high-growth, high-demand, and economically vital occupations that lead to employment with above average earnings potential. Include strategies that will ensure services are in alignment with current local and regional labor market demands.
12. Describe how the organization will manage the eligibility and enrollment process to ensure that all customers enrolled are eligible and appropriate for WIOA services. Include information about staff training, tools, supervision, internal monitoring, and development of the Individual Employment Plan.
13. Explain how you will provide work-based learning opportunities to include paid or unpaid internships, volunteering, transitional jobs, and/or on-the-job training. Include criteria and guidelines for selecting job seekers and identifying employers.
14. Describe how your program will collaborate with the Title I Youth program to seamlessly serve 18-24 year old youth and how you will ascertain if a youth would be best served as an adult or youth.
15. Describe strategies for meeting or exceeding performance measures, both mandated and established by the board.
16. Describe how you will provide required follow up services and what it will include.
17. Does the subrecipient plan any subcontracts with others for services or activities contained in the proposal. If so, please describe the nature of the subcontracts. All third-party agreements or subcontracts must have prior approval.
18. Outline your organization's plan and method for leveraging non-WIOA funding to enhance the system of services and opportunities for participants.
19. Indicate start up priorities include the timeframes and strategy for hiring and training staff and effectively implementing the proposed program within the first 30 days after the contract is awarded or July 1, whichever is sooner.
20. Explain any instances your organization has had with previous workforce related contracts being discontinued in the past five years.

PROGRAM AND FINANCIAL MANAGEMENT

(All bidders must complete)

Instructions: Please complete the following section. Areas that address compliance issues must identify the appropriate member of the agency's staff responsible for compliance. Add any comments you find necessary for clarification.

A. Internal Program Management

All WIOA subrecipients are required to establish internal program management procedures to assure compliance and to review program progress. The subrecipient agrees to monitor and review the following major areas of operation.

1. Compliance with the provisions of the Workforce Innovation and Opportunity Act (P. L. 105-220) and regulations or any applicable federal or state regulations.
2. Compliance with the provisions of the contract.
3. Compliance with all applicable State and WDB policies; and
4. Compliance with WIOA regulations regarding records maintenance and NCWorks data entry.

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 WDB, the North Carolina Division of Workforce Solutions, and the U.S. Department of Labor. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA participants and confirm adherence to specific program requirements and limitations. The WDB will require that WIOA subrecipients adhere to the established monitoring procedures for ensuring program compliance with federal regulations.

Indicate how internal program management will be accomplished by your agency:

Identify the staff person(s) responsible for internal program management, compliance monitoring and performance reviews.

Staff Assigned	Job Title	Phone Number and E-Mail
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B. Monitoring Procedures

The WDB has developed a systematic monitoring system for evaluating the quality and effectiveness of WIOA funded programs. Monitoring is the quality control system whereby the WDB gathers and analyzes information to detect problems, identify strengths and weaknesses, and propose improvements to the program. Monitoring activities are conducted periodically to determine whether programs are in compliance with contractual agreements, WDB policies, WIOA regulations, and WDB requirements. The WDB monitors performance, programmatic, and fiscal activities. In many instances, the different types of monitoring are interrelated, and conducted simultaneously. Oversight and monitoring is required by 20 CFR 667.410. Subrecipients must cooperate with any monitoring, inspection, audit or investigation of

activities related to WIOA contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, State of North Carolina, the U.S. Department of Labor, the WDB, and/or their designated representatives. This cooperation includes access to the premises for the purpose of interviewing employees or participants and permitting the examination of, and/or photocopying of books, records, files, or other documents related to the contractual agreement. Each subrecipient receives a written monitoring report within thirty (30) working days following the monitoring visit. A management action plan, including corrective actions, explaining how the monitor's recommendations will be implemented must be submitted by the subrecipient to the Local Area ten working days after receipt of the report.

C. Technical Assistance for Continuous Improvement

Technical Assistance will be provided to all subrecipients to ensure compliance with Local Area program expectations. Results of schedule, on-site technical assistance visits will be documented. Subrecipients are expected to participate in technical assistance, training and monitoring sessions scheduled by the WDB staff to ensure coordination and continuous improvement.

D. Records Retention

The following records and documents must be maintained for WIOA participants and employees. The proposed subrecipient agrees to make these records available for monitoring and review by the WDB and agrees to retain these records, subject to audit, for three years from completion of services.

Release of responsibility to retain records after the six (6) year period will not be authorized until final resolution of all audit findings. In the event the subrecipient goes out of business or ceases to be an organization prior to the expiration of records retention responsibility, the subrecipient will deliver all records required to be retained hereunder to the WDB. The following records shall be transmitted to the WDB 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 through which WIOA funds were received or disbursed.
4. Contract with WDB, including all amendments.
5. All financial reports and requests 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. All Participant records including data forms, verification/documentation items, assessment tests and results and the Employment Plan.
9. Monthly Participant and Financial Reports and Monthly Program Performance reports.
10. Any other financial records requested by the WDB.

E. Internal Financial Management

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

- 1) Compliance with the provisions of the Workforce Innovation and Opportunity Act and its regulations.
- 2) Compliance with the provisions of the WIOA Contract.

- 3) Compliance with the applicable State and WDB Policies.
- 4) Compliance with the WIOA contract regarding record maintenance.
- 5) Compliance with accepted financial management and accounting practices as appropriate (20 CFR Part 652).
- 6) Compliance with applicable OMB Circulars and CFRs.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All 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 WDB, the North Carolina Division of Workforce Solutions and to the U.S. Department of Labor. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of costs to proper cost categories. The subrecipient shall document all internal financial compliance reviews.

List the name and title of the person(s) responsible for maintaining financial records, monitoring fiscal activities for contractual compliance and assisting monitors/auditors during on-site visits.

Staff Assigned	Job Title	Phone Number and E-Mail
Staff Assigned	Job Title	Phone Number and E-Mail

F. Invoicing, Reporting and Subrecipient Closeout

The WDB will reimburse the subrecipient for total allowable costs incurred as agreed upon between the WDB and the WIOA subrecipient. The subrecipient will submit a Monthly Invoice and Financial Statement form (invoice) for reimbursement of incurred allowable costs. The invoice must be submitted to the WDB within time frames established by the WDB with the following payment schedule: for payment on the 30th/31st, invoices must be received by close of business on the 10th of each month.

In order to assure that the WDB reimbursements are used in accordance with the provisions of the contract, the subrecipient shall: (a) use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for reimbursements received; and (b) provide the WDB and authorized representatives of the 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 program.

All subrecipient invoices and other reports must contain information required by the WDB. The final contract closeout report must be furnished to the WDB within Thirty (30) days after the ending date of the contract.

G. Submission of Most Recent Audit

As a recipient of WIOA funds, subrecipients will comply with the audit requirements of OMB Uniform Guidance for institutions of higher education, hospitals, non-profit organizations and governmental organizations. For-Profit WIOA Subrecipients must have an annual financial and compliance audit performed as required by the WDB. The audit shall be performed by an independent Certified Public Accountant selected by methods recommended by the NC Local Government Commission.

This requirement will be met by providing WDB a copy of the annual audit. The audit should be submitted within 30 days after the completion and acceptance by the subrecipient's Board, but not later than nine months after the end of the audit period.

ATTACH a copy of the organization's most recent annual financial and compliance audit in Section 3, as referenced in Section 3-1 of this RFP.

If a copy of the most recent audit has previously been submitted, please indicate below.

Audit Firm	Audit Period	Date Submitted to WDB
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For private organizations, have an independent CPA complete the certification below. For governmental agencies, the signature must be that of the financial officer.

CERTIFICATION OF ACCOUNTING SYSTEMS	
I certify that _____ has an established accounting system with internal controls adequate to safeguard assets, check the accuracy and reliability of the accounting data, promote operating efficiency, and permit compliance with the Local Area requirements. I further certify that the information provided with the balance sheet and CPA's report is accurate and true.	
Signature:	_____
Printed Name and Title:	_____
Firm/Agency:	_____
Date:	_____

H. Fundraising Activities

Fundraising Activities must be documented and funds tracked through a separate account and reported to the Local Area monthly. Expenditures and documentation must be maintained and available during on-site monitoring visits.

I. Bonding Insurance Requirements

Agencies must meet bonding requirements as required through the Office of Management and Budget Circulars or other applicable regulations. Public agencies are required by the North Carolina General Statute to be bonded. Non-governmental agencies shall procure a blanket fidelity bond, position bond, or name schedule fidelity bond for **all** persons or positions authorized to receive or disburse WIOA funds. The Subrecipient must maintain all bonding in force for the period of the contractual agreement. The proposed subrecipient must submit a written notice to the WDB within fifteen (15) calendar days prior to any reduction in the limits stated on the bonding document.

Similarly, the subrecipient must provide written notice of any cancellation of the bonding policy to the WDB immediately upon receipt of the cancellation notices. The bond coverage limit shall be for the total contracted amount or \$50,000.00, whichever is less.

J. Requirements for Depository Accounts Holding WIOA Funds

Attach a copy of the current bonding document, issued by the vendor's insurance company, clearly indicating the staff/job titles covered.

Provide the name of the depository with whom the proposed program funds will be deposited.

Name and Address of Depository

Will the depository account for WIOA funds be an interest bearing account? Yes No

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

K. Program Income Requirements

The subrecipient assures that it will comply with the addition method, described at 29 CFR 95.24 or 29 CFR 97.25 (g)(2), as appropriate, for all program income earned under the WIOA.

Indicate how program income will be tracked by the subrecipient and recorded on financial reports to the WDB:

L. Property Management Requirements

The subrecipient agrees to maintain careful accountability of all WIOA purchased non-expendable property (property with a life expectancy of one year or more and a unit cost of \$500.00 or more) and to maintain an inventory of all properties Issued by the WDB or subsequently acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$500.00 (including taxes, shipping and handling costs) or more must be approved by the WDB, **prior to the purchase**. The WDB will maintain a fixed-asset listing to be verified for physical location and serviceability at your agency at least annually.

1. Any purchases made for \$5,000 or more with WIOA funds must be approved by the WDB and the State. The State will monitor the inventory of all items purchased or leased with a value of \$5,000 or more.

2. The subrecipient agrees not to dispose of or transfer any non-expendable property purchased with WIOA funds that has a unit cost of \$500 or more and/or a life expectancy of one year or more until written authorization is received from the WDB. Any disposal of WIOA property must be according to 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.

3. The subrecipient will be responsible for maintaining an accurate inventory of all WIOA property in their possession. A copy of the updated annual inventory shall be submitted by the subrecipient to the WDB with the contract closeout document.

4. In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the subrecipient will notify appropriate law enforcement officials immediately. The WDB 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 WDB.

5. The subrecipient agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed. Funds may not be used to pay for, or replace, the missing property.

Identify the staff specifically assigned to maintain property inventory records and serve as a liaison with the WDB Director (or designee) regarding matters of non-expendable property, inventory and accountability.

Staff Assigned	Job Title	Phone Number and E-Mail
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M. Accident Insurance

The subrecipient shall provide adequate on-site accident insurance for all enrollees not covered by the North Carolina Workers' Compensation law. This coverage shall not include income maintenance. 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 (NC Division of Workforce Solutions), through the WDB. Requests for such approval are to be submitted in writing to the WDB.

N. General Liability Insurance

General public liability insurance coverage in the amount of \$500,000 single limit coverage is required of all WIOA subrecipients except where a lesser amount maybe agreed to by the Consortium.

NOTE: Subrecipients that are state agencies or political subdivisions of the State of North Carolina are exempt from the public liability insurance requirement referenced above.

Provide information about your organization's General Liability Insurance Carrier as specified below:

Name and Address of Liability Insurance Carrier _____

Policy #: _____ Amount: _____

O. Automobile Insurance

Subrecipients using motor vehicles in conducting program activities shall provide automobile insurance that clearly specifies that the Rivers East Workforce Investment Consortium, Rivers East Workforce Development Board, and/or staff are held harmless against claims arising from ownership, maintenance, or use of said vehicle. The WDB requires a minimum coverage of \$100,000 per person and \$300,000 per accident for bodily injury and \$25,000 per accident for property damage.

JOB DESCRIPTION – WORKFORCE INNOVATION AND OPPORTUNITY ACT

Proposer/Subrecipient: _____

Job Title: _____

Complete a separate job description for each position that will provide WIOA services under the terms of this agreement, whether funded in full, in part, or not at all, with WIOA funds from this program. The job title used above should agree with the job title used in the Budget Summary Worksheet. The time allotted to WIOA services should agree with the percentage of time in the Budget Summary Worksheet.

1. Describe actual job duties or tasks to be performed in relation to the above named WIOA program and job title:

2. Minimum education and experience qualifications required of the person to perform the above job duties:

3. This person will devote time to this WIOA program as follows:

- a. _____ hours per day, (**maximum of 8 hours**).
- b. _____ hours per week (**maximum of 40 hours**).

4. This person will normally devote a total of _____ hours per week to all programs (including both WIOA and non-WIOA). **Maximum of 40 hours.**

5. This person will devote _____% of his/her time to this WIOA program on a weekly basis. *This % should agree with the % used on the Budget Summary Worksheet.*

Attach staff resumes that include the following: educational level, work experience, and special training. If the subrecipient's staff is not employed when this proposal is due to the Local Area, the subrecipient will be required to submit the staff's resume to the Local Area Staff within 2 weeks after the hire date. If transition in staffing occurs, the provider is required to provide the Local Area staff resumes no later than 30 days after hire.

Workforce Development Board Code of Conduct

NO WORKFORCE DEVELOPMENT BOARD MEMBER, PROGRAM SUBRECIPIENT STAFF, OR BOARD STAFF SHALL:

- a. Accept any financial benefit, direct or indirect, from any source other than their employing agency as a result of their performance of official duties under Workforce Innovation and Opportunity Act activities.
- b. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- c. Accept any position or engage in any business which will require the disclosure of confidential information gained by reason of official position.
- d. Disclose confidential information acquired during the performance of official duties or use such information to further personal gain.
- e. Use or attempt to use official position to secure personal privileges or exemptions or which would give the appearance of such.
- f. By conduct, writing, or other communication, give a reasonable person the impression that official duties may be improperly influenced.
- g. Violate any Board conflict of interest, statute, or law.
- h. Take part in any political activities in violation of the federal Hatch Act.
- i. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- j. Promote or oppose unionization in the discharge of official duties.
- k. Participate in any effort to violate any other applicable federal, state, and local laws and regulations.
- l. Conflict of Interest. It shall be a breach of ethical standards for any Workforce Development Board Member, Program Subrecipient Staff or Board Staff Member to participate directly or indirectly in a procurement when the employee knows that:
 - (1) The Board Member, Program Subrecipient Staff or Board Staff Member or any member of their immediate family has a financial interest pertaining to the procurement.
 - (2) A business or organization in which the Board Member, Program Subrecipient Staff, or Board Staff Member or any Member of their immediate family has a financial interest pertaining to the procurement; or
 - (3) Any other person, business, or organization with whom the Board Member, Program Subrecipient Staff or Board Staff member or any member of their immediate family is negotiating or has any arrangement concerning prospective employment is involved in the procurement

- m. Discovery of Actual or Potential Conflict of Interest. Upon discovery of an actual or potential conflict of interest, the Board Member, Program Subrecipient Staff Member or Board Staff Member shall immediately notify their supervisor and withdraw from further participation in the transaction involved. Further, should a Board Member, Program Subrecipient Staff Member or Board Staff Member reasonably believe an undisclosed conflict or potential conflict exists for another staff Member, it is the duty and obligation of that person to make the matter known immediately to their supervisor, the Workforce Development Board Director, or other appropriate official.

Violations of any provision of this Code of Conduct by Board Members, Program Subrecipient Staff Members, or Board Staff Members may be cause for immediate dismissal. All are subject to any penalties, sanctions, or other disciplinary measures set forth in applicable federal, state, or local laws.

By my signature below, I acknowledge that I have received a copy of this Code of Conduct, have reviewed the same, and understand the provisions contained therein.

Printed Name of Signatory Official

Title

Signature of Signatory Official

Date

LOCAL AREA GENERAL ASSURANCES AND CERTIFICATION

- A. The Program Applicant (hereinafter referred to as the “Subrecipient”) assures that it will fully comply with the requirements of the Workforce Innovation and Opportunity Act and its regulations, the WIOA Local Area Plan approved by the Rivers East Local Workforce Investment Consortium, the Chief Elected Official for the Workforce Investment Consortium, and the North Carolina Division of Workforce Solutions.
- B. The Subrecipient assures that it will administer its services under the WIOA in full compliance with safeguards against fraud and abuse as set forth in WIOA and the WIOA regulations; that no portion of its WIOA service will in any way discriminate against, deny benefits to, 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.
- C. The Subrecipient assures that it will administer its services funded 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 State 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.
- D. The Subrecipient assures that it will administer its services under the WIOA in full compliance with health and safety standards established under State and Federal law and that 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.
- E. The Subrecipient 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.
- F. The Subrecipient assures that no funds available under the WIOA will be used for contributions 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.
- G. The Subrecipient 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.

- H. The Subrecipient assures compliance with all federal rules and regulations which prohibit 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 subrecipient agrees to file a disclosure report if applicable.
- I. The Subrecipient 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, for debarment, declared ineligible, or involuntarily excluded from participation in this transaction by any Federal department or agency.
- J. The Subrecipient assures and certifies that the Subrecipient has in place an established grievance procedure to be utilized for grievances or complaints about its program and activities from participants/enrollees, sub-grantees, and sub subrecipients and other interested parties.
- K. The Subrecipient 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.
- L. The Subrecipient will comply with the provisions of the Hatch Act which limits the political activity of certain State and local government employees and enrollees in federally funded programs.
- M. The Subrecipient will comply with NC-GS-234 which prohibits public officials and employees from having a personal interest in any contract to which s/he is also a party in an official capacity.
- N. The Subrecipient 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 Division of Employment and Training 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 I] and is listed by the Environmental Protection Agency (PA) or is not otherwise exempt, the Subrecipient assures that: (1) no facility to be utilized in the performance of the grant has been listed on the EPA List of Violating Facilities; and (2) it will notify the Rivers East Investment Consortium, 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.
- O. The Subrecipient will comply with the provisions of nepotism related to federally funded programs.
- P. The Subrecipient assures and certifies that enrollees will not be employed on the construction, operation, or maintenance of so much of any facility as is used or to be used for sectarian instruction or as a place for religious worship.
- Q. The Subrecipient assures and certifies that it, and all of its sub subrecipients, 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 Act
 - The American's with Disabilities Act
 - Child Labor Laws
 - The Fair Labor Standards Act
 - The Davis-Bacon Act

- R. The Subrecipient assures that funds will not be used to duplicate services available in the area.
- S. The Subrecipient assures that participants will not be charged fees for job placement or referral.
- T. The Subrecipient assures that funds will not be used for (1) employment generating activities, economic development activities and similar activities that are not directly related to training for eligible individuals, and (2) foreign travel.
- U. The Subrecipient assures that they will abide by the Act, regulations, and applicable business licensing, taxation, and insurance requirements.

Certification

This is to certify that all specifications contained in the Rivers East Workforce Investment Consortium Statement of Work have been read, understood, and addressed in the proposal; that the required format has been followed; that all of the information contained in this packet is true and correct; that the Subrecipient organization will comply with all of the above assurances; and that this packet has been duly authorized by the governing body of the Subrecipient organization.

Printed Name of Signatory Official

Title

Signature of Signatory Official

Date

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98, Section 98.510, Participant Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register. (Pages 19160-19211).

BEFORE SIGNING THIS CERTIFICATION, READ THE ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name of Signatory Official

Title

Signature of Signatory Official

Date

INSTRUCTIONS FOR CERTIFICATION – LOWER TIER TRANSACTIONS

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies, including suspension and/or debarment, this transaction may be terminated.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred or proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the grantor agency.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred or proposed for debarment, suspended, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. The participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs. [<http://epls.arnet.gov>]
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred or proposed for debarment, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, this transaction may be terminated.

STATEMENT OF COMPLIANCE

As the authorized signatory official for _____, I hereby certify:

That the above named proposer is duly approved to submit this application requesting funding under the Workforce Innovation and Opportunity Act (WIOA); and

that the above named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, the associated Code of Federal Regulations, United States Department of Labor policies, the Division of Workforce Solutions issuances, the Local Area policies, and other administrative requirements issued by the Governor of North Carolina; and that it will comply with any changes, revisions or amendments to the above named documents. This shall include changes resulting from WIOA reauthorization or passage of legislation to replace WIOA. The vendor shall notify the Local Area within 30 calendar days after issuance of any amended directives if it cannot comply with the amendments; and

that the above named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and

that the contents of this application are truthful and accurate and the above named vendor agrees to comply with the policies stated in this application; and

that the cost data contained in this application is accurate and complete; and

that this application represents a firm request subject only to mutually agreeable negotiations; and

that the above named proposer waives any right to claims against the Workforce Development Board members in their individual capacities.

Signature of Signatory Official

Date

Printed Name of Signatory Official

Job Title

Notary Name

My Commission Expires: _____

Date

Affix Notary Seal

DRUG-FREE WORKPLACE CERTIFICATION

Workplace Certification is required pursuant to Government Code Sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract, and the subrecipient may be subject to debarment from future contracting, if the state agency determines that specified acts have occurred. Pursuant to Government Code Section 8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person’s or organization’s workplace and specifying actions which will be taken against employees for violations of the prohibition.
- b) establishing a drug-free awareness program to inform employees about all of the following:
 - 1) the dangers of drug abuse in the workplace.
 - 2) the person’s or organization’s policy of maintaining a drug-free workplace.
 - 3) the availability of drug counseling, rehabilitation and employee-assistance programs.
 - 4) the penalties that may be imposed upon employees for drug abuse violations.
- c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement. I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the entity determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Agency: _____

Printed Name of Signatory Official

Title

Signature of Signatory Official

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Standard Form 424B (Rev. 7-97)

Copeland Anti-Kickback Act

Who is Covered

The Anti-Kickback section of the Copeland Act applies to all subrecipients and sub subrecipients performing on any federally funded or assisted contract for the construction, prosecution, completion or repair of any public building or public work – except contracts for which the only Federal assistance is a loan guarantee. This provision applies even where a labor standards statute does not cover the contract. The regulations pertaining to Copeland Act payroll deductions and submission of the weekly statement of compliance apply only to subrecipients and sub subrecipients performing on federally funded contracts in excess of \$2,000 and federally assisted contracts in excess of \$2,000 that are subject to Federal wage standards.

Basic Provisions/Requirements

The Anti-Kickback section of the Act precludes a subrecipient or sub subrecipient from inducing an employee, in any manner, to give up any part of his/her compensation to which he/she is entitled under his/her contract of employment. The Act and implementing regulations require a subrecipient and sub subrecipient to submit a weekly statement of the wages paid each employee performing on covered work during the preceding payroll period. The regulations also list payroll deductions that are permissible without the approval of the Secretary of Labor and those deductions that require consent of the Secretary of Labor.

Assistance Available

The Wage and Hour Division of the Employment Standards Administration enforces the provisions of the Act and implementing regulations. More detailed information, including copies of the regulatory materials may be obtained by contacting the local Wage and Hour offices.

Penalties

Any subrecipient or sub subrecipient who induces an employee working on a covered contract to give up any part of the compensation to which he/she is entitled is subject to a \$5,000 fine, or imprisonment for up to 5 years, or both. The willful falsification of the statement of compliance may subject the employer to civil or criminal prosecution and may be cause for contract termination or debarment. Subrecipients may appeal determinations on debarment to an administrative law judge. Administrative law judge decisions may be appealed to the Administrative Review Board. Final determinations on debarment may be appealed to and are enforceable through the courts. Civil and criminal sanctions are pursued through the courts.

Relation to State, Local and Other Federal Laws

The Anti-Kickback provisions apply to any contract assisted in whole or in part by loans or grants from the Federal government except those contracts where the only federal assistance is a loan guarantee. The provisions of the Act and the regulations pertaining to the weekly statement of wages and payroll deductions apply to federally assisted contracts that are subject to Federal wage standards.

Agency: _____

Printed Name of Signatory Official

Title

Signature of Signatory Official

Date

IRAN DIVESTMENT ACT CERTIFICATION

RFP Title: _____

Name of Vendor or Bidder: _____

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Printed Name of Signatory Official

Title

Signature of Signatory Official

Date

Notes to person signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that subrecipients with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must **not** utilize any subsubrecipient found on the State Treasurer’s Final Divestment List.

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

3-5 Evaluation Criteria

EVALUATION CRITERIA AND SELECTION OF SUBRECIPIENTS

EVALUATION CRITERIA The criteria which will be used to evaluate proposals are listed below along with their point values.

POINT VALUE

- 50** **A. Probable Program Effectiveness-** Information to indicate a Proposer's ability to:
1. Achieve the specified goals as proposed in the scope of work response package
 2. Provide services to the eligible population
 3. Demonstrate prior successes in providing services to adults and dislocated workers
 4. Describe required program elements in program design
 5. Provide individual case management services
 6. Address individual participant supportive service needs and barriers to employment
 7. Provide participant follow-up for twelve months after the participant is employed
- 25** **B. Proposer Qualifications-** Response to indicate proposer's capabilities related to:
1. Experience in providing employment and training services for similar target groups
 2. Past performance
 3. Current staff job duties, education, experience, and/or job duties, required education and/or experience of additional staff
- 15** **C. Budget-** Soundness and/or reasonableness of budget in respect to:
1. Staff, operating and total program cost
 2. Cost per participant, by category, and supportive service costs
- 10** **D. RFP Responsiveness**
1. Demonstrated an understanding of and conformance to the format of the RFP
 2. Provides adequate, specific, and thorough information in response to the narrative questions and responds with logic, consistency and accuracy

PROPOSAL SCORING SHEET

Proposed Subrecipient: _____

Program(s): Adult Dislocated Worker Youth Other: _____

Service Area(s) for Bid: _____

Date of Review: _____

Proposal meets general requirements: Yes No

(If no, proposal is considered non-responsive/do not continue evaluation of proposal)

		<u>Max Points</u>	<u>Points Given</u>
1.	Probable Program Effectiveness	<u>50</u>	_____
2.	Proposer Qualifications	<u>25</u>	_____
3.	Budget	<u>15</u>	_____
4.	RFP Responsiveness	<u>10</u>	_____
	Grand Total	<u>100</u>	_____

Reviewer: _____