



**WORKFORCE DEVELOPMENT COUNCIL
Of SEATTLE-KING COUNTY**

Our Workforce, Our Future

**Youth at Work Summer Employment
Workforce Innovation and Opportunity Act
Request for Proposal #15-04**

Release Date

March 13, 2015

Due Date: April 3, 2015, 5 p.m. (Pacific Standard Time)

Proposed Contract Period

May 1, 2015 – September 30, 2015

The Workforce Development Council of Seattle-King County (WDC)
is an Equal Opportunity Employer
and provider of employment and training programs.
Auxiliary aids and services are available to persons with disabilities.
Washington Telecommunications Relay Service 800.833.6384 or 7-1-1

**Youth at Work Summer Employment # 15-04
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CALENDAR

Release Date: March 13, 2015

There will be no bidder's conference.

Questions can be submitted online to operations@seakingwdc.org

Questions and answers posted weekly to the WDC website

Last day to submit questions:

March 31, 2015 at 5:00 p.m.

Proposal Packages due:

**April 3, 2015
5 p.m. Pacific Time**

Oral interviews, if requested

April 13, 2015

Announcement of Awards:

April 20, 2015

Estimated Contract Start:

May 1, 2015

Note:

This RFP does not commit the Workforce Development Council of Seattle-King County (WDC) to award a contract. **The WDC reserves the right to accept or reject any or all proposals received. The WDC reserves the right to waive informalities and minor irregularities in offers received.** All solicitations are contingent upon availability of funds.

The WDC may accept any item or group of items of any offer, or award more or fewer dollars at the same price bid, unless the bidder qualifies its offer by specific limitations. All awards are contingent upon demonstrated administrative capacity determined by site visits and staff interviews prior to services start date.

No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under the Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA).

Proposers are advised that most documents in the possession of WDC are considered public records and subject to disclosure under the federal and state public records laws. Please see the complete list of WDC Disclaimers and General Provisions on pages 20-22. The WDC may require oral interviews from bidders as part of this process. Interviews will take place during the week of April 13, 2015.

WDC WEBSITE INFORMATION

The WDC's website at www.seakingwdc.org will be used as the primary mode of communication between the WDC and potential bidders. **Beginning March 13, 2015**, interested parties can download the Request for Proposals and learn of upcoming events and deadlines. A question-and-answer page on the website will be updated at least weekly (see below). It is the bidder's responsibility to check the web page frequently to stay informed throughout the procurement process.

If you do not have the capacity to download large electronic files, please email your request to the WDC to receive a hard copy of the RFP.

Workforce Development Council of Seattle-King County
2003 Western Avenue, Suite 250
Seattle, WA 98121-2162

Phone: 206.448.0474

Fax: 206.448.0484

Attn: Operations

Email: operations@seakingwdc.org

BIDDER Q&A

Beginning with the release of the RFP on March 13, 2015 through March 31, 2015, bidders may submit questions in writing to WDC staff. Questions *will not* be answered over the phone, in person, or directly to inquiring parties in any form. Answers will be posted on the WDC website on a weekly basis, or more frequently as needed.

There is **no bidder's conference** scheduled with the release of **RFP #15-04**. Instead, answers will be posted in the Q&A section of the WDC website.

To submit a question to the WDC, send it via email to operations@seakingwdc.org.

OVERVIEW OF WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY (WDC)

The Workforce Development Council of Seattle-King County (WDC) is a private nonprofit workforce think tank and grant making organization whose mission is to support a strong economy and ensure the ability of each person to achieve self-sufficiency. The WDC works throughout the community, bringing employers, job seekers, youth, educators, labor groups and other nonprofits together to find and fund solutions to workforce gaps.

The WDC is led by a board of directors with a private sector majority. The WDC oversees a wide range of employment-related programs and initiatives, serving thousands of King County youth, adults, and businesses each year. The WDC believes that jobs are key to family self-sufficiency. The WDC supports job training services to job seekers and is a local and national leader in advocacy and policy regarding workforce system needs and improvements. The WDC's mission is *"to support a strong economy and ensure the ability of each person to share in our region's prosperity."*

SECTION I: BACKGROUND

Although the unemployment rate has declined significantly in King County, the youth unemployment rate remains alarmingly high. In 2013, 17% of young people in King County ages 16 to 24 were unemployed. Research from the Institute for Education and Social Policy¹ shows that when we put youth to work, they are more likely to graduate from high school and become productive members of society. Youth employment improves long-term financial well-being, while increasing cognitive and non-cognitive skills, such as grit, responsibility, determination, and self-confidence. When youth are employed, they are less likely to be involved in criminal activity and are better able to attain self-sufficiency in the future.

In response to the need for more youth employment opportunities, the WDC is seeking proposals from organizations and partners that can quickly ramp up services to provide work experience and other relevant services during the period of May 1, 2015 through September 30, 2015.

WORKFORCE INNOVATION AND OPPORTUNITY (WIOA) YOUTH GOALS

Federal legislation directing the public employment and training system is in the midst of significant change. The Workforce Investment Act (WIA) will conclude on June 30, 2015 and the Workforce Innovation and Opportunity Act (WIOA) will begin implementation on July 1, 2015, funding will be available prior to WIOA implementation date. .

Bidders should be cognizant of youth-specific WIOA changes, and should align proposals toward the implementation of WIOA.

¹ Institute for Education and Social Policy, (2014). *Making Summer Matter: The Impact of Youth Employment on Academic Performance*. Retrieved from http://steinhardt.nyu.edu/scmsAdmin/media/users/spa2/Schwartz_et_al_Making_Summer_Matter.pdf

Out-of-School Youth:

- **16 to 24** years old
- AND not attending any school
- AND Defined Barrier(s)

Removes income eligibility for most out-of-school youth with a defined barrier.

In-School Youth:

- 14 to 21 years old
- AND Attending School
- AND Low-Income (means high-poverty area or free/reduced lunch eligible)
- AND Defined Barrier(s)

Also expands the in-school youth eligibility to include low-income individuals

WIOA requires at least 75% of program services must be spent on out-of-school youth and a maximum of 25% of program services can be spent on in-school youth

*Any substantive changes resulting from the pending WIOA Notice of Proposed Rulemaking (NPRM) will affect this RFP.

A. PURPOSE OF RFP

The WDC's Request for Proposals (RFP) will solicit competitive bids under the Workforce Innovation and Opportunity Act (WIOA) for the WDC's Youth at Work Summer Employment program. The WDC is requesting proposals for summer youth employment programs, that provide high-quality summer employment and workforce training opportunities, for the period beginning as early as May 1, 2015 and ending on September 30, 2015.

In order to expedite the start-up of summer youth employment programs for summer 2015, this RFP will identify qualified service providers with proven records of success and experience in providing youth employment services.

Additionally, providers should demonstrate the capacity to effectively implement all of the required elements of the program in a timely manner.

Bidders may base their proposal budgets on the figures below, which represent the approximate amount available for this RFP.

For immediate impact and effectiveness of scale, the WDC has established a **minimum funding request of \$200,000 for each bidder.**

Estimate of pending available funds for summer 2015 activities:

- \$700,000 Total Funds

B. PROGRAM DESCRIPTION – SUMMER YOUTH EMPLOYMENT

The Youth at Work Summer Employment program is an initiative of the Workforce Development Council of Seattle-King County (WDC) that encompasses efforts to create meaningful summer employment opportunities for youth ages 16- 24 in our community. With employers, local government and community organizations as our partners, we can make these critical opportunities a reality. Youth at Work connects young adults under age 24 with employers and organizations through summer jobs, internship opportunities, career fairs, job-search skills training and employment resources. Youth at Work is intended to provide opportunities for youth to gain paid career-related work experiences, soft skills, job readiness, and career exploration, resume building, and financial literacy.

Selected youth service providers will participate in the WDC's youth-employer match process. The WDC will conduct a program evaluation at the end of the program term, in order to measure the efficacy and impact of the Youth at Work Summer Employment program.

1. YOUTH PROGRAM ELEMENTS & DESIGN

It is the intent of this solicitation to (1) seek innovative approaches in youth programs and services; (2) connect more young people in King County with work opportunities; (3) increase young peoples' job search and work readiness and competitiveness in future employment; and (4) increase career planning and skills development offered to young people including post-secondary education. Accordingly, program designs should include career exploration, job search, and occupational skills training, pre-internship/employment preparation, and follow up services, in addition to the paid work experience.

2. REQUIRED CORE SERVICES

Bidders for youth services must include **a detailed and robust program design** to meet the following required core components:

- a. Outreach, Recruitment and Orientation Plan and Goals**
- b. Eligibility Determination and Registration**
- c. Assessment**
- d. Individual Service Strategy (ISS)**
- e. Summer Employment-** including but not limited to internships, job-shadowing, apprenticeships, subsidized and unsubsidized employment
 - At least 75% of program services must be spent on out-of-school youth
 - A maximum of 25% of program services can be spent on in-school youth
- f. Curriculum and Supporting Materials-** For Employment and Job Search Readiness Program- including but not limited to pre-employment and ongoing lesson plans/workshops on job readiness, job search, soft skills and interpersonal competencies (communication and conflict, interview skills, resume building, workplace etiquette and attire), career and post-secondary exploration, and financial literacy
- g. Ongoing Case Management-** including but not limited to ongoing support, **regular contact/check-ins** with youth participants and employers

- h. Events-** including but not limited to hiring events. Event plans must have a youth outreach, marketing and engagement strategy; including a method for tracking and collecting youth attendance data, services delivered and employment outcomes.
- i. Supportive services-** that may include linkages to community services
- j. Referrals**
- k. Follow-up services-** including an end-of-program reflection exercise and **transition plan** for youth participants after the Youth at Work summer program

3. ADDITIONAL YOUTH SERVICES ELEMENTS

Because this program is not intended to be a stand-alone activity but rather an entry to the array of services for youth in our county, each youth bidder is responsible for connecting Youth at Work participants to services that complement the work experience activities either directly or through collaborative partnerships. These include additional services aimed at improving leadership development, financial literacy, educational achievement, entrepreneurial skills, youth development, preparing for, and succeeding in employment.

4. PROGRAM DATES & TARGET GROUP

- This RFP is for services to be delivered as early as May 1, 2015 and ending on September 30, 2015.
- The WDC is targeting this program to youth and young adults ages 16-24.
 - At least 75% of youth served must be out-of-school youth and up to 25% can be in-school-youth.
- In addition, the WDC is targeting this program towards youth that meet the low-income standards described the WIOA eligibility policy. For this program there will be no 5% window for non-low income youth.
- All eligibility factors must be documented
- Veterans up to age 24 have priority for these programs.
- This program is intended to increase the number of youth receiving these services and is targeted to “new” enrollments. Youth currently enrolled in WIA-funded programs should not be included in the performance plan.

C. ELIGIBILITY FOR SUBMISSION OF PROPOSALS

Government, business, non-profit, for-profit, education, community and technical college, and faith-based organizations are eligible to apply for Youth at Work Summer Employment funding. All applicants must document the lead agency (if a partnership) and the organization that will be the fiscal agent. WIOA fund management and performance outcomes are rigorous and are regularly monitored by the WDC. The WDC recognizes that smaller community-based organizations may not have the capacity to manage WIOA funding but have distinct expertise in working with a specific target population. In these and other instances, the WDC encourages potential bidders to consider partnering with other organizations in the community that can provide administrative assistance and oversight. For this grant, the WDC will consider the following types of applications:

1. **Sole agency applicant:** Serving as lead and fiscal agent. Applicant will not subcontract.
2. **Partnership and/or Consortium Model:** More than one agency applying together to conduct activities under the grant. Typically, each agency leverages the others' strengths. One fiscal agent and lead agency must be clearly articulated. Partnership can occur through in-kind support or through subcontracted funding by the lead agency.

D. SERVICE DELIVERY GUIDELINES AND CONSIDERATIONS

1. **Workplace Guidelines.** Proposers must adhere to current workplace safety guidelines and applicable federal/state wage laws.
2. **Priority of Service for Veterans and Eligible Spouses.** WIOA programs are required to provide priority of services for veterans and eligible spouses.
3. **Program Design Considerations.** Applicants should consider the following design elements in developing their service delivery plans:
 1. Assessment and Individual Service Strategies
 2. Age-Appropriate Activities and Work Readiness Goals
 3. Meaningful Work Experience
 4. Connections to Registered Apprenticeship
 5. Integration of Work-Based and Classroom-Based Learning Activities – focused on job readiness skills, resume building, interview skills, soft skills and staying employed
 6. Academic and Occupational Linkages
 7. Credit Retrieval and Credential attainments
 8. Focus on Youth with the most needs

SECTION II: PROPOSAL FORMAT

A. RESPONSE FORMAT AND RATING CRITERIA

All responses will be scored according to the following criteria. 100 total points are available for all sections.

I. Demonstrated Ability and Capacity	Maximum 30 Points
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1. Describe previous or current services in summer youth employment, placing youth in employment, youth workforce preparation and/or youth development. Quantify these services by citing number of youth served, number of youth placed and specific locations of placements.
2. Describe your history of meeting contract performance goals. Include specific numbers and outcomes.
3. Cite and describe any best practices which are the foundation for your service design and approach.
4. Describe your ability to manage administrative oversight and reporting in a timely manner.

5. Describe the payroll system and capacity for processing and distributing paychecks to large numbers of youth.
6. Describe your ability to quickly ramp up a summer work-experience program for youth, starting as early as May 1 and concluding the program/transiting youth by September 30, 2015.

II. Service Design and Approach

Maximum 50 Points

1. **Youth Outreach and Recruitment (10 points):** Please describe in detail the process for outreach, recruitment, and enrollment of youth. Emphasize specific outreach and recruitment strategies for youth ages 16-24, outreach to high schools, veterans and their spouses, diverse populations, and youth with greatest needs. Also, include a timeline and the planned number of youth to be placed in employment. Include details for eligibility determination and registration, assessment, and the Individual Service Strategy (ISS).
2. **Worksites and Projects (10 points):** Describe both planned and established worksites and projects that will support quality work experiences this summer; include employer engagement plans. *Please note the number of internship placements of each site. WIOA includes an emphasis on career pathways and sector strategies to promote employment in in-demand industries and occupations. Include how the proposed summer employment opportunities link to career pathways, regional in-demand sectors, advanced training, GED/high school completion, post-secondary opportunities, employment, and/or additional services and training during and after the Youth at Work Summer Employment program.*
3. **Program Services and Supports (15 points):** Describe the program design for the Summer Employment program. Include the **Curriculum and Supporting Materials-** for the Employment and Job Search Readiness Program- including but not limited to **pre-employment** and **ongoing lesson plans/workshops** on job readiness, job search, soft skills, and interpersonal competencies (*communication and conflict, interview skills, resume building, workplace etiquette and attire*), career and post-secondary exploration, and financial literacy. The Youth at Work Summer Employment program can include internships, job-shadows, apprenticeships, subsidized and unsubsidized employment.

Include **assessment** and **tracking** strategies for work-readiness attainment, skills, and summer employment.

Consider the following:

- At least 75% of program services must be spent on out-of-school youth
- A maximum of 25% of program services can be spent on in-school youth

4. **Referral and On-going Support (10 points):** Describe how the program design will deliver ongoing Case Management and include a plan for **regular contact/check-ins** with youth participants and employers. Describe how the proposed program design will

implement follow-up services- including an **end-of-program reflection exercise, transition plan**, and services for youth participants after the Youth at Work Summer program. Explain the supportive services (may include linkages to community services), and plans for referrals. Detail **proposed events**; include a **youth outreach, marketing, and engagement strategy**, including a method for tracking and collecting youth attendance data, services delivered and employment outcomes.

5. **Collaboration, Partnerships, Leverage (5 points)**: Describe the collaborative partnerships you will use to implement the program. Include leveraged resources and specific roles and responsibilities of each partner.

III. Budget and Budget Detail

Maximum 20 Points

Provide all required forms and attachments – see Compliance Checklist

B. INSTRUCTIONS

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.

The following must be submitted by 5:00 p.m. Pacific Daylight Time on April 3, 2015 to:

Workforce Development Council of Seattle-King County (RFP #)
2003 Western Avenue Suite 250
Seattle, WA 98121-2162

1. One original copy of the proposal in a sealed envelope marked “WDC Request for Proposals #15-04.”
2. Five additional single-sided copies of the proposal marked “COPY.”

Requirements:

1. Proposals must be received at the WDC office by 5:00 p.m. Pacific Daylight Time on April 3, 2015. Proposals not received by this time will be automatically disqualified from competition—**no exceptions**. Faxed or emailed proposals will not be accepted.
2. Include all of the required attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition. See Compliance Checklist for a complete list of required forms.
3. Proposal narratives are limited to 5 pages, plus 2 pages for the budget narrative. Print on only one side of the page.
4. Use 12-point Times New Roman type, 1-inch margins and single spacing.
5. Do not staple your proposal, bind it in any way, or use dividers with tabs, as WDC staff must make photocopies. Removable clips are acceptable.
6. If your proposal has been prepared by a non-permanent employee or outside consultant or firm, indicate this on the cover sheet of the proposal.

Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the WDC. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the WDC and may be subject to public disclosure according to the Freedom of Information Act.

**RFP #15-04 Youth at Work Summer Employment Response Package
Cover Sheet**

Name of Lead Agency/Organization _____

Mailing Address _____

Contact Person _____

Proposal writer (if not permanently employed by your agency) _____

Phone _____

Fax _____

E-mail _____

Total WIA Youth Funds Requested: \$ _____	Funding Category and Amount:
	Out-of-School Youth: \$ _____
	In-School Youth: \$ _____

Proposal Summary: Please summarize your program design in a brief paragraph.

To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded.

Typed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Telephone Number

Date

Compliance Checklist

It is the bidder's responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified from consideration. No exceptions will be granted. If you have any questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to the WDC to be answered on our website Q&A.

Before submitting your proposal, check the following:

- One original and five (5) copies
- Cover Sheet
- Statement of Compliance Form
- Proposal Table of Contents
- Proposal Narrative Response (max. 5 pages single spaced)
- Required Attachments:
 - Planned Performance Form
 - Budget Summary Form
 - Budget Narrative Response (max. 2 pages single spaced)
 - One copy each of the last two years' audited financial statements (if audited statements are not available, please submit a brief explanation why and submit unaudited financial statements)
 - One copy of your business license

SECTION III: REQUIRED FORMS

A. PLANNED PERFORMANCE FORM

The following chart should reflect new enrollees for summer 2015. (May 1– September 30, 2015). Include only customer outcomes/activities to occur during this period.

Please complete a separate Planned Performance form for each category (Note that for YouthATWork Summer Employment – At least 75% of program funds must be spent on Out-of-School Youth):

In-School Youth (ISY)

Out-of-School Youth (OSY)

Youth at Work SUMMER EMPLOYMENT PLAN LEVELS:	Total Youth (all ages,16-24 years old)
<i>Total New Registrations</i>	
Skill Attainments	
Enrolled in Employment and Job Search Readiness Program	
Completed Employment and Job Search Readiness Program	
Total Work Experiences*	
Subsidized Summer Employment/ Internship	
Unsubsidized Summer Employment/ Internship	
Total Exits	
Completed Transition Plans	
Exit into Post-Secondary Ed., Apprenticeship, or other Advanced Training	
Placement into Unsubsidized Employment (UE)	

*For Summer Youth activities offered between May 1, 2015 and September 30, 2015 it is expected that all participants will participate in a work experience component.

B. BUDGET SUMMARY FORM

Instructions: Submit a 5-month budget summary for the period of May 1, 2015 – September 30, 2015.

1. Bidder's Budget Summary

Including grant and leveraged funds, and contractor and subcontractor costs, enter in the appropriate space:

- **Personnel costs**—Include staff salaries and fringe benefits.
- **Operating**—Include all other non-personnel costs (i.e. rent, office supplies, indirect costs, audit costs, etc.) with the exception of direct participant costs and sub-contracts with service providers.
- **Direct participant costs**—Direct participant costs are a key part of Workforce Innovation and Opportunity Act (WIOA) services, and include such items as, tuition, books and supplies, work experience wages, and support services. The WDC encourages bidders to maximize the use of direct participant funds in their service delivery model.
- **Sub-Contracts**—Include what will be contracted out to other service providers. Do not include contractual items such as audits, janitorial services, and payroll processing. These are operational costs to be included in “non-personnel costs.”

Category – Contractor and Subcontractor	WIA Requested Funds
1. Personnel Costs	\$
2. Number of FTE	
3. Operating Costs	\$
4. Direct Participant Costs	\$
5. Sub –Contracts	\$
6. Total (Add lines 1 - 4)	\$

2. Budget Narrative

In no more than 2 pages single spaced, please provide a narrative description of your budget. Please provide an explanation of each budget category, including details such as staffing/FTEs (and their positions) and services to be provided under sub-contracts. Please also provide a description of what services, staffing, and other costs leveraged funds will provide.

C. STATEMENT OF COMPLIANCE

As the authorized signatory official for: _____,

Submitting Firm/ Lead Organization

I hereby certify:

- that the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (WIOA) (the legal signatory for the organization applying).
- that the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Investment Act, U.S. Department of Labor, State of Washington Employment and Training issuances, Workforce Development Council of Seattle-King County (WDC) policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The vendor shall notify the WDC within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- 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 the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above-named proposer is in agreement that the WDC reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the Workforce Development Council and the Operators' Consortium.

Authorized Representative Signature

SECTION IV: REFERENCE MATERIALS

A. INTERNET LINKS (The WDC is not responsible for the content or maintenance of non-WDC websites.)

WDC Youth Services and Programs web pages:

<http://www.seekingwdc.org/youth-1/>

Youth at Work website:

www.youthatwork.info

WDC Industry Sector Pages:

<http://www.seekingwdc.org/sector-initiatives/>

Other WDC Related Policies and Documents

<http://www.seekingwdc.org/policies-guidelines>

- *Assessment Policy: #01-2004*
- *Conflict of Interest Policy: #09-2002*
- *Complaint and Grievance Policy: #05-2002*
- *Equal Opportunity Discrimination Complaint Processing Policy & Procedures: #01-2003*
- *Fiscal Controls and Accounting Guidelines Policy #02-2002*

Workforce Innovation and Opportunity Act (WIOA)

www.doleta.gov/wioa

Additional detailed information can be found at [WIOA 101 Youth Programs](#)

B. SKIES TECHNICAL REQUIREMENTS

NOTE: WIOA service providers are required to enter service delivery data into SKIES. This must be accomplished by the staff member who delivered the service(s) to the customer, not a centralized data entry person. Services must be entered within the required time period as defined by [WorkSource Information Notice 0029 – SKIES Services Data Integrity](#) – seven (7) days for services entered on the Seeker Services Screen and fourteen (14) days for services entered on the Service Plan screen. Accurate data entry must be accomplished in order to maintain or exit participation WIOA program participants in accordance with policies and procedures. Participants must receive at least one qualifying service within 90 days of the previous qualifying service to continue program participation. [WorkSource Information Notice 0061 – SKIES Changes and Data Capture Requirements](#) outlines requirements in line with Department of Labor Training and Employment Guidance Letters (TEGLs) 17-05 and 4-13. Case notes must also be entered into SKIES. Data integrity is critical to program performance. Lack of compliance with established policy or guidance will result in corrective action.

SKIES (Service Knowledge Information Exchange System) is a computer-based information system designed to integrate employment and training program services and the Workforce Investment Act (WIOA). SKIES provides customer tracking and enables Washington State to meet federal and state-mandated WIOA reporting requirements. The SKIES application uses a single state-managed database that supports statewide employment and training business operations.

All service providers will be required to enter data into the SKIES system for every customer. **The WDC estimates that the average cost per computer, appropriately configured to run SKIES, will not exceed \$1,500.** Bidders should note that this cost is a technical cost only, and does not include the personnel costs associated with timely customer data entry into the SKIES system. Proposers may either incorporate the estimated cost of SKIES implementation into their budgets (computer hardware and personnel), or link with organizations that currently have the capacity to enroll individuals into SKIES.

MIS Requirements

- All available participant MIS data is to be entered into SKIES by the last workday of each month for reporting by the third week of each month.
- All available participant MIS data pertaining to the end of the contract, is to be entered by September 30, 2015 for reporting by the third week of October.
- Participants shall be reported to MIS by identifying a service, program affiliation, and contract assignment to enroll under.

Database Requirements

WIA service providers are required to attend SKIES training and sign a data sharing agreement and non-disclosure agreement to safeguard personal information. For more information, please refer to the Inside SKIES Security and Administration page:

<http://www.wa.gov/esd/skies/SecurityAdmin.htm>.

In addition, WIOA service providers must have digital literacy skills and use computer systems that meet SKIES Basic Network Technology Standards, located here:

http://www.wa.gov/esd/skies/docs/usersupport/tech_standards.pdf.

Although several different hardware and software component combinations have been extensively tested by the SKIES technical team, it is recommended that computers used to connect to SKIES meet the following hardware and software system requirements:

Recommended Systems Requirements – Hardware	
Processor	1 gigahertz (GHz) or faster processor
Memory	1 gigabyte (GB) RAM for x86 systems or 2 GB RAM for x64 systems or more
Storage	20 GB available hard disk space or more
Graphics	DirectX 9 graphics device with WDDM 1.0 or higher
Network	10/100 Mbps Ethernet or greater
WAN Bandwidth	Full T1 or greater

Recommended System Requirements – Software	
Operating System	Windows Vista, or Windows 7
Service Pack	Latest service pack applied
Internet Explorer	Internet Explorer 7 or higher
Java RunTime Environment	JRE v6 or higher
Adobe Acrobat Reader	Adobe Acrobat Reader v7 or higher
Microsoft Office	Microsoft Office 2007 or higher

C. WDC DISCLAIMERS AND GENERAL PROVISIONS

1. This RFP does not commit the Workforce Development Council (WDC) to award a contract.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under Workforce Investment Act.
3. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the WDC and be subject to disclosure under the Freedom of Information Act.
4. Proposals should follow the format set forth in the RFP Response Format and Required Forms section of the RFP and adhere to the minimum requirements specified therein.
5. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of Workforce Investment Act funds by the WDC of Seattle-King County, results of negotiations between selected bidders and WDC staff; and continued availability of Workforce Investment Act funds.
6. Any changes to the Workforce Investment Act program, funding level or board direction may result in a change in contracting. In such instances, the WDC will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal Workforce Investment Act legislation, all applicable federal regulations, State of Washington policies, and WDC policies and procedures.
8. Bidders selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 2 CFR part 200: OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements; and 29 CFR part 93,37,2, and 98.
9. The WDC may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during contract negotiations.
10. Additional funds received by the WDC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the WDC.
11. The WDC may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the WDC, the services proposed are not needed, or the costs are higher than the WDC finds reasonable in relation to the overall funds available, or if past management concerns lead the WDC to believe that the bidder has undertaken services that it cannot successfully carry out.
12. The WDC may choose not to award a contract to the bidders with lowest cost or highest rating when taking into account other factors such as balancing services to customers.
13. Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the WDC staff. This site visit will establish, to the WDC's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the WDC, that the bidder may not be able to fulfill contract expectations, the WDC reserves the right not to enter into contract with the organization, regardless of WDC approval of the bidder's proposal.

14. The WDC is required to abide by all Workforce Investment Act legislation and regulations. Therefore, the WDC reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
15. Bidders will be expected to adhere to WDC procedures to collect and verify data and submit required monthly reports as well as invoices to the WDC.
16. All grievances arising out of Workforce Investment Act or this RFP must be filed according to the WDC's established grievance procedures (WDC Customer Concern and Complaint Resolution Policy #01-2013).
17. All bidders must ensure equal opportunity to all individuals. No individual in the Seattle-King County local area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Investment Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation or belief.
18. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
19. Bidders must accept liability for all aspects of any Workforce Investment Act program conducted under contract with the WDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
20. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments.
21. Bidders will allow local, state, and federal representatives access to all Workforce Investment Act records, program materials, staff, and participants. In addition, bidders are required to maintain all Workforce Investment Act records for three years, beginning on the last day of the program year (29 CFR Part 95).
22. The contract award will not be final until the WDC and the bidder have executed a mutually satisfactory contractual agreement. The WDC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WDC Executive Committee approval of the award and execution of a contractual agreement between the successful bidder and the WDC.
23. The WDC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
24. The WDC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
25. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
26. The WDC reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals.

27. The WDC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar in consequential errors.
28. Bidders must accept liability for all aspects of any Workforce Investment Act program conducted under contract with the WDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.