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Request for Proposals (RFP) No. 18-01:

**Adult** **Program Services for Asian and Pacific Islanders**

**Funded by:**

* **Workforce Innovation and Opportunity Act**
* **King County Veterans, Seniors, and Human Services Levy**
* **City of Seattle Office of Economic Development**

**Release Date: Friday, October 5, 2018**

**Proposal Deadline: Monday, November 5, 4:00 pm (PST)**

**Contract Period: December 1, 2018 – June 30, 2019**

*The Workforce Development Council of Seattle-King County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to persons with disabilities. WTRS7-1-1.*

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| WDC INFORMATION |

Contact information for the Workforce Development Council of Seattle-King County, herein after referred to as the “WDC”:

Attn: Operations

Address: Workforce Development Council of Seattle-King County

2003 Western Avenue, Suite 250

Seattle, WA 98121-2162

Email: operations@seakingwdc.org

The WDC website is located at [www.seakingwdc.org](http://www.seakingwdc.org).The website will be the sole mode of communication between the WDC and potential bidders. Interested parties can download this Request for Proposals during the procurement period, including any updates, review weekly Q&A digests, and learn of upcoming events and deadlines at: <http://www.seakingwdc.org/rfp18-01>.

***Bidders are responsible to check the webpage frequently to stay informed throughout the procurement process.***

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| PROCUREMENT TIMELINE |

**RFP 18-01 Release Date: Friday, October 5, 2018**

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| **Letter of Intent to Bid Due – MANDATORY** | **Friday, October 19, 2018, 12:00 pm (PDT)** |
| **Last Day to Submit Questions** | **Friday, October 26, 2018, 12:00 pm (PDT)** |
| **Proposal Packages Due – RFP DEADLINE**  | **Monday, November 5, 2018, 4:00 pm (PST)**  |
| **Contract Start/End Date** | **December 1, 2018 – June 30, 2019** |

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| MANDATORY LETTER OF INTENT TO BID |

**All organizations that intend to submit one or more proposals MUST submit a Letter of Intent to Bid by Friday, October 19, 2018, at 12 pm (PDT).**

The Letter of Intent (LOI) must state the name of the agency or organization intending to bid and include the key contact person’s name, title, phone number, and email address.

The LOI must be delivered via email to: operations@seakingwdc.org

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| RFP QUESTIONS AND ANSWERS |

Beginning with the release of this RFP and continuing through Friday, October 26, 2018, 12:00 pm (PDT), bidders may submit questions to: operations@seakingwdc.org

Questions *will not* be answered over the phone, in person, via email, or directly to inquiring parties in any form.

A question-and-answer digest will be updated weekly and posted on the WDC website at:

<http://www.seakingwdc.org/rfp18-01>

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| IMPORTANT NOTES FOR BIDDERS |

* This RFP does not commit the WDC to award a contract.
* The WDC reserves the right to accept or reject any or all proposals received, and to accept or reject portions of proposals received.
* The WDC may award more or fewer dollars to any budget proposal, unless the bidder qualifies its proposal by specific limitations.
* Awards are contingent upon fund availability and demonstrated administrative capacity of the bidder, as determined by WDC staff.
* No costs will be paid to cover the expense of preparing a proposal package or negotiating a contract for services.
* Proposers are advised that most documents in the possession of WDC are considered public records and are subject to disclosure under Federal and State public records laws.
* See **Section 5: WDC Disclaimers and General Provisions** for additional procurement conditions and qualifiers.

# SECTION 1: PURPOSE AND BACKGROUND

## 1.1 WDC OVERVIEW

The WDC is a nonprofit workforce grant-making organization whose mission is to champion a workforce and learning system that allows our region to be a world leader in producing a vibrant economy, and lifelong employment and training opportunities for every resident. The WDC is nationally recognized as a trailblazer in implementing WIOA in Seattle-King County. Under WDC oversight, the WorkSource Seattle-King County system provides the highest quality services for job seeker and business customers by connecting businesses and job seekers with the necessary resources and tools for successful employment, life-long learning, and business development.

The success and accountability of the WorkSource system depends on these values that the WDC and its partners use to guide their planning and operations: integrated, accountable, affirmative outreach, continuous improvement, partnership, and regional strategy. All WDC initiatives and grants align strategically within four Focus Areas: WorkSource Seattle-King County, Youth Education and Employment, Sector Strategies, and Research & Innovation; see links in Information section below.

## 1.2 KEY DOCUMENTS AND INFORMATION

The work of the WDC and its partners is driven by local agreements as well as state and federal rules and regulations. All interested parties preparing proposals in response to this RFP must be familiar with and plan to follow the guidelines, rules, policies and procedures identified below.

|  |  |
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| **DOCUMENTS FOR BIDDERS TO REVIEW** | **INFORMATION LOCATION** |
| Seattle-King County Workforce Development Plan (2016-2020) | PLAN – [LINK](https://static1.squarespace.com/static/53c04ba6e4b0012ad48d079e/t/5bad358fa4222ffe847eeee6/1538078101699/2016-2020%2BSeattle-King%2BCounty%2BLocal%2BWorkforce%2BDevelopment%2BPlan_FINAL%2B7.27.16.pdf) |
| WIOA Memorandum of Understanding for WorkSource Seattle-King County (2017 – 2020) | MOU – [LINK](https://static1.squarespace.com/static/53c04ba6e4b0012ad48d079e/t/5bad3c7c4785d3767589ea1d/1538079871268/WDC-SKC%2B2018%2BWIOA%2BMOU_FINAL.pdf) |
| WDC Focus Areas: 1. [WorkSource Seattle-King County](http://www.worksourceskc.org/)
2. [Youth Education and Employment](http://www.seakingwdc.org/youth-1)
 | 1. [Sector Strategies](http://www.seakingwdc.org/sector-initiatives)
2. [Research & Innovation](http://www.seakingwdc.org/think-tank)
 |
| WDC Policies and Guidelines | WDC – [LINK](http://www.seakingwdc.org/policies-guidelines)  |
| Employment Security Department (ESD) Integrated Service Delivery with Co-Enrollment Site | ISD – [LINK](https://esd.wa.gov/ISD) |
| Department of Labor “Career Pathways Toolkit: A Guide for System Development”  | TOOLS - [LINK](https://www.doleta.gov/usworkforce/pdf/career_pathways_toolkit.pdf) |
| The Self Sufficiency Calculator for Washington State | CALCULATOR – [LINK](https://www.thecalculator.org/)  |
| Department of Labor (DOL) guidance on serving individuals who experience barriers to employment | TEGL 19-16 – [LINK](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_acc.pdf) |
| King County Veterans, Seniors, and Human Services Levy Implementation Plan | KC PLAN - [LINK](https://www.kingcounty.gov/~/media/depts/community-human-services/VHS-Levy/VSHSL%20Planning/VSHSL_Implementation_Plan_-_Passed.ashx?la=en) |

## 1.3 PURPOSE OF RFP

The purpose of this RFP is to expand services for the Asian LEP population and to foster career pathways that move individuals with limited English proficiency to self-sufficiency.

As a part of the Regional Workforce Strategy Group, convened by King County and the City of Seattle, workforce and education partners across the county have looked at gaps in services to particular populations and the opportunity for population-specific strategies to address these gaps. While there are a number of workforce development services available in the region, the data show that Asian individuals, and likely particular subpopulations of this group, are disproportionately underserved.

Seattle-King County’s accelerated economic growth and low unemployment rate masks the disparities experienced by residents in connecting to employment and living wage careers. Data from the Brookings Institute [“Meet the Out of Work”](https://www.brookings.edu/research/meet-the-out-of-work/) report highlight these disparities. Several demographic groups are overrepresented among the out-of-work relative to the total King County population. Among these populations overrepresented in the out-of-work are Asians and people with Limited English Proficiency (LEP). The Asian and LEP population has also seen a decrease in services from WIOA Title I providers over the past year. At the same time, the Regional Workforce Strategy Group has focused substantially on how individuals with limited English proficiency could be provided with more effective employment and training services with more flexible funding.

This grant is a first example of funding that will be directed to particular population needs as we further our understanding of populations that are being underserved and work with stakeholders and community members to define strategies that will best serve these groups. The Workforce Innovation and Opportunity Act allows local WDCs to allocate Title I funds to specific populations based on need, confirmed by the Department of Labor’s Region 6 Office and WA State Employment Security Department (ESD).

This RFP solicits proposals for the delivery of workforce services integrated with the WorkSource Seattle-King County system for residents of King County. Contracts awarded are anticipated to commence December 1, 2018, and continue through June 30, 2019 (hereafter, **“the program period**”), contingent upon available funding.

## 1.4 RFP FUNDING

King County through its Department of Community and Human Services (DCHS), will grant the WDC $100,000 to procure employment services for API populations. The City of Seattle (COS) will grant the WDC an additional $15,000. These dollars are to be blended with $50,000 WIOA Adult funds that have been identified by the WDC.

Bidders should use the funding estimates below for their proposals. **These estimates are provided solely to offer guidance to bidders in preparing budget and cost proposals.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ESTIMATED WIOA FUNDS AVAILABLE** | **ESTIMATED DCHS FUNDS AVAILABLE** | **ESTIMATED COS FUNDS AVAILABLE** | **ESTIMATED****AWARD** |
| $50,000 | $100,000 | $15,000 | $165,000 |

The WDC with King County and the City of Seattle seek program proposals to provide career services to API adults within the WorkSource system of Seattle-King County. Basic and Individualized career services may be provided to customers with WIOA Adult funds, King County DCHS funds, and/or City of Seattle funds. Career services will be provided by staff who will serve job seekers while making efforts to partner with the WorkSource system.

*Policy Note:* For guidance on Basic vs. Individualized Career Services, please see [WDC Policy No. 02-2017](https://static1.squarespace.com/static/53c04ba6e4b0012ad48d079e/t/59e7b9b290bcce130499b2a2/1508358580119/Co-EnrolledIntegratedServiceDelivery-Policy_WDC-SeaKing.pdf), [*Co-Enrolled Integrated Services Delivery*](http://www.seakingwdc.org/s/Co-EnrolledIntegratedServiceDelivery-Policy_WDC-SeaKing.pdf), and [ESD Policy No. 1023, Rev. 1, *Integrated Service Delivery Policy and Operations Manual*](http://media.wpc.wa.gov/media/WPC/adm/policy/1023.pdf).

1. WIOA funds are for the program period of December 1, 2018 to June 30, 2019 and may only be used to provide career services to eligible WIOA Title I Adults. Allowable career services under WIOA rules include wages, benefits, administrative operating expenses, and participant costs. Use of federal funds must be in compliance with WIOA regulations and ESD and WDC policies.
2. King County DCHS funds are for the period of January 1, 2019 to June 30, 2019 and are specifically designated for API populations that are King County residents. These funds are flexible for use in employment training and support, and may be used to provide services to immigrants and refugees. Job placement services will require appropriate documentation. Funds may be used for staff, such as case managers and navigators, but may *not* be used for administrative operating expenses. Use of county funds must be consistent with the [Vulnerable Population Funds from the Veterans, Seniors and Human Services Levy Implementation Plan](https://www.kingcounty.gov/~/media/depts/community-human-services/VHS-Levy/VSHSL%20Planning/VSHSL_Implementation_Plan_-_Passed.ashx?la=en) (VSHSL).
3. City of Seattle funds are for the period of the grant, and are specifically designated to benefit API populations who are Seattle residents, low English proficient (LEP), and low-income (defined as below 200% of the [Federal Poverty Guidelines](https://aspe.hhs.gov/poverty-guidelines)).

## 1.5 ELIGIBILITY

Government, business, non-profit, educational institutions, and faith-based organizations are eligible to apply for funding. WIOA fiscal, administrative management, performance outcomes and compliance with equal opportunity requirements are rigorously and regularly monitored by the WDC.

# SECTION 2: PROPOSAL NARRATIVE

Narrative proposals may not exceed **10 pages** (excluding table of contents, organizational charts, budget form, budget narrative, and other required attachments). Narratives should be written using concise language and include quantifiable measurements whenever possible. See *Appendix A – Proposal Instructions* for additional proposal narrative formatting and submission instructions.

## 2.1 ORGANIZATIONAL BACKGROUND AND CAPACITY

All bidders are instructed to provide the following information about the organization:

1. Brief history of the organization;
2. Description of the organization’s qualifications as related to the delivery of the required service components;
3. Examples showing specific history and expertise in serving API and API LEP communities;
4. Staff experience and workforce system knowledge to enable delivery of program services with cultural and linguistic relevance to API communities;
5. Overview of the organization’s staffing and management structure, including an organization chart that depicts levels of staff responsibility and division of work;
6. The organization’s ongoing staff development plan to engage staff in gaining knowledge, skills, and abilities to better serve API customers;
7. Grant recipient and fiscal agent role, and the organization’s experience in managing federal, state, and other public funds, and experience in fund accounting; and

## 2.2 PAST PERFORMANCE HISTORY

All bidders are instructed to provide the following information about the organization’s past performance education and employment outcomes, goals, and objectives by providing specific examples and/or performance data for the past three to five (3 – 5) years in the following areas:

1. Evidence of the organization’s ability to meet program performance goals and objectives in recruiting and delivering workforce services to API individuals;
2. Evidence in support of past performance derived from the organization’s most recent audit and monitoring reports;

See list of all required documents in *Appendix B – Compliance Checklist* and data requirements in *Appendix C – Data Reporting Requirements*

## 2.3 CAREER SERVICES FOR ADULTS

For each proposal, bidders must clearly detail and describe how the organization will develop and implement career services activities in these required program design elements:

1. **Integrated Service Delivery –** Describe the organization’s program plan to seamlessly integrate delivery of services provided in the WIOA funding categories with services provided by other WIOA and non-WIOA funded service providers. [Integrated Service Delivery](https://wpc.wa.gov/adm/ISD) (ISD) braids relevant resources and services of all WorkSource partners to seamlessly address the training and employment needs of customers in an individualized and personal way.
2. **In-community Outreach –** Describe the organization’s program plan to identify and provide services to API individuals who experience barriers to employment and increase outcomes for barriered populations; see [TEGL 19-16](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_acc.pdf) for definition of barriers to employment. In addition, describe the organization’s program plan to flexibly meet customers in their communities, and coordinate with the In-Community Outreach site teams, if applicable, to strengthen connections between WorkSource and other community-based organizations. This should include a plan to connect job seekers with the WorkSource system.
3. **Customer Engagement –** Describe the organization’s program plan to provide front-end triage processes or contact WorkSource remotely. This requires that all staff be well informed about the WorkSource system and be prepared to present each API individual with the full range of resources and tools available to facilitate their job search**.**
4. **Work-Based Learning** – Describe the organization’s program plan to increase work-based learning opportunities tied to specific career pathways for both job seekers and employers, including on-the-job training, registered apprenticeships, and paid internships.
5. **Career Pathways** – Refer to the “Career Pathways” toolkit link in RFP Section 1.2 above. Proposals must describe clear career pathway models indicating what services will be provided and by whom for program participants, including education, training, employment, and provision of intensive case management services. Each customer receiving individualized career services must have a written career pathway plan that identifies specific steps and activities that will lead to placement into jobs or postsecondary education/training. Career pathway plans must provide clear advancement opportunities and transitions for customers.
**Required: Attach a sample career pathways diagram to proposal**
6. **Progress to Self-Sufficiency** – Describe the organization’s plan to incorporate strategies to help API individuals realize their potential on a pathway towards self-sufficiency by increasing education and/or skill-level, using [The Self Sufficiency Calculator for Washington State](https://www.thecalculator.org/) to understand how much income is needed for an individual or family to meet basic needs. Service strategies to help individuals progress toward self-sufficiency may include:
7. Stipends to complete English language learning, specialized training, apprenticeship, or to supplement part-time employment for incumbent workers in training.
8. Partnerships between community-based organizations and colleges to offer relevant cultural and linguistic navigation services to API individuals; partnerships could focus on supporting people in Title II programs.
9. Continuing services for people after employment placement so they can navigate employment and/or further training to progress towards self-sufficiency.
10. Providing incumbent workers in low-wage jobs with job retention and advancement services.
11. Exploration of barriers to I-BEST for LEP individuals and investments in pathways to I-BEST programs that integrate basic education skills training to reach LEP students, pairing a classroom instructor with a professional-technical instructor who co-teach an integrated course of English language and vocational training.
12. Programs that include leadership and personal agency development alongside skill development to help individuals to better understand their skills and strengths, articulate goals, and what they need to do to achieve their goals.
13. **Sector Strategies** – Refer to the “Sector Strategies” links in RFP Section 1.2 above. Proposals must describe how the program will:
14. Promote employer involvement in workforce planning and the development of workforce solutions, especially small and medium size businesses;
15. Integrate workforce development with regional economic development efforts to enhance business retention and growth;
16. Lead efforts to respond to industry needs with sector-based solutions; and
17. Strengthen regional employer connections to grow work-based learning and non-traditional training opportunities such as: apprenticeships, pre-apprenticeships, on-the-job training, and internships for adult and youth job seekers.
18. **Projected Outcomes** – Proposals should seek to develop and implement strategies to address workforce development service gaps available to API populations with target outcomes of:
19. Serving a minimum of 40 API job seekers and incumbent workers;
20. 50% of enrollees will have limited English proficiency;
21. 100% of enrollees will receive career guidance and case management services;
22. **Projected Participation and Performance Goals** – Proposals must include a completed chart of program participation and performance outcomes in this format:

|  |  |
| --- | --- |
| PARTICIPATION AND PERFORMANCE | GOALS |
| 1. Number of Participants:
 |  |
| 1. Number of Participants who Entered Training:
 |  |
| 1. Number of Participants who Completed Training:
 |  |
| 1. Number of Participants who Earned a Credential:
 |  |
| 1. Number of Participants who Gained Employment\*:
 |  |
| 1. Number of Incumbent Worker Participants who establish a career pathway plan:
 |  |

 \* For the purposes of these projections, employment is defined as working at the time of exit and *does not* require two quarters of follow-up (a WIOA “entered employment” performance attainment).

# SECTION 3: BUDGET FORM AND NARRATIVE

Bidders must complete and submit a Budget and Cost Proposal form and submit a separate Budget Narrative, not to exceed two (2) pages.

See *Appendix D – Budget and Cost Proposal*

Budget Narrative Requirements:

1. Bidders must describe in the Budget Narrative how WIOA funding, King County funding, and City of Seattle funding will be leveraged with other financial and non-financial resources to achieve the maximum benefit to customers and specifically identify all leveraged resources.
2. Administrative and overhead costs must be minimized.
3. All administrative and operating, overhead, and indirect costs will be reviewed by WDC staff and are subject to negotiation and reduction as part of any proposal evaluation and contract negotiation.
4. King County DCHS funding may be spent on provider staff such as case managers and navigators, but cannot be used for administrative, operating, overhead, or indirect costs.
5. Budget Narrative and Cost Proposals will be scored on the following criteria:
6. The Budget Narrative aligns with proposed program activities and details all major expenditures anticipated for successful program delivery;
7. The Budget and Cost Proposal spreadsheet contains a realistic cost itemization for the services to be provided;
8. Operating, overhead, and/or indirect costs are within reasonable limits;
9. Direct participant service costs (per participant) are calculated properly and provide value; and
10. Staff wages and fringe benefits are reasonable within the local labor market.

# SECTION 4: PROPOSAL NARRATIVE SCORING

Proposals that meet the minimum compliance requirements will be scored on program design and elements with possible point assignments as follows:

|  |  |
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| **Section 2.1 – Organizational Background and Capacity** | **35/100 points** |
| 1. History of the organization and qualifications to provide services
 | **10** |
| 1. History serving API communities, including engagement and employment service to LEP individuals, and a demonstrated commitment to serving a broad range of API community needs
 | **15** |
| 1. History of staff that can provide relevant cultural and linguistic workforce services and are receiving appropriate training to serve API; the organization has capability to implement service delivery design and manage federal grants; **Organizational Chart (required attachment)** shows appropriate levels of responsibility
 | **10** |
| **Section 2.2 – Past Performance History** | **10/100 points** |
| 1. O**rganization demonstrates** ability to meet program performance goals and recruit customers; has experience with data systems and using performance data to improve service design and delivery; acceptable recent **Audit and Monitoring Reports are provided (required)**
 | **10** |
| **Section 2.3 – Career Services for API Adults** | **40/100 points** |
| 1. Program design clearly identifies strategies to develop workforce in API communities with continued outreach and engagement; design incorporates innovation in service provision and links to Regional Workforce Strategy Group goals; service design and delivery plan adds value and is integrated with WorkSource system; plan identifies career services to be provided (training, education, apprenticeship, retention, etc.) including technology use and proposed learning structures; **the Career Pathways diagram (required attachment)** clearly illustrates specific steps to jobs, training, and education; sector strategies reflect employer needs; service strategies are identified to help individuals progress towards self-sufficiency
 | **30** |
| 1. Projected targets demonstrate achievable outcomes, including enrollments, training, placement, cost per participant; “**Participation and Performance Table” (required in body of Program Narrative)** aligns with proposed program plan
 | 10 |
| **Section 3 – Budget/Cost Proposal and Narrative** | **15/100 points** |
| 1. Appendix D – Budget and Cost Proposal is clearly itemized, properly calculated, and costs are appropriate; Budget Narrative aligns with proposed program activities
 | **15** |

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| SECTION 5: WDC DISCLAIMERS AND GENERAL PROVISIONS |

1. All competitive procurements undertaken by the Workforce Development Council (WDC) will be conducted in compliance with [WDC Policy No. 03-2002, Procurement and Selection of Service Providers](http://www.seakingwdc.org/s/Policy-03-2002_Procurement_V5_0604-2018_EC-Rev.pdf).
2. This RFP does not commit the WDC to award a contract.
3. No costs will be paid to cover the expense of preparing a proposal or negotiating a contract for services.
4. 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 public records and/or the Freedom of Information Act.
5. Proposals should follow the format and adhere to the minimum requirements in this RFP.
6. Contract award is subject to all of the following: receipt of funds by the WDC, successful contract negotiation, and approval by the WDC.
7. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to WIOA legislation and rules, all applicable Federal regulations, State of Washington policies, and WDC policies and procedures.
8. Bidders selected for funding must also ensure compliance with 2 CFR Part 200.
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. 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 has a high overall score 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. Bidders will be expected to adhere to WDC procedures to collect and verify data and submit accurate monthly or quarterly reports, as required, as well as monthly invoices to the WDC.
15. Any entity who submitted a proposal that was evaluated may appeal an award decision. The WDC’s appeal procedures are fully described in [WDC Policy No. 03-2002, Procurement and Selection of Service Providers](http://www.seakingwdc.org/s/Policy-03-2002_Procurement_V5_0604-2018_EC-Rev.pdf), and summarized as follows: (a) an appeal must be made in writing within 7 calendar days form the date of the Notice of Award decision is issued to the bidder; (b) the appeal must state the procedural reason(s) for the appeal and the desired remedy; (c) appeals are only accepted for procedural matters such as alleged bias, discrimination, or conflict of interest on the part of the rater(s), or non-compliance with WDC procurement policies. Appeal requests that are not based on procedural matters will not be considered.
16. 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 WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, or political affiliation, or belief.

**\* Specific *only* to RFP 18-01, which is limited to the provision of services to Asian and Pacific Islanders populations, equal opportunity requirements related to race, color, and national origin will apply *only* within the target populations.**

1. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
2. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the WDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or improper program operations.
3. 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 the Federal or State governments.
4. Bidders who have proposals accepted and funded by the WDC will allow local, State, and Federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain these records for proposals funded by WDC for three years, beginning on the last day of the program year.
5. 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.
6. The WDC reserves the right to cancel an award immediately if new local, State or Federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
7. 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.
8. 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.
9. The WDC reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals*.*
10. The WDC reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order, or similar nonmaterial errors.

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| APPENDIX A – PROPOSAL INSTRUCTIONS |

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

Hard copies of the following must be submitted by Monday, November 5, 4:00 pm (PDT) to:

 Attn: Operations

Workforce Development Council of Seattle-King County

2003 Western Avenue, Suite 250

 Seattle, WA 98121-2162

1. One (1) original proposal shall be submitted in a sealed envelope marked
“WDC RFP 18-01: ORIGINAL RESPONSE”
2. Ten (10) additional copies of the proposal shall be submitted in a separate, sealed envelope marked “WDC RFP 18-01: RESPONSE COPIES”

Proposal Requirements:

1. Proposals (hard copies) must be received at the WDC office no later than the deadline. Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Faxed or emailed proposals will not be accepted. A postmark will not be accepted if the proposal does not arrive by the deadline.
2. Include all the required attachments that pertain to the proposal. No additional attachments are allowed. Failure to include required attachments will disqualify the proposal. See *Appendix B – Compliance Checklist* for a list of required forms and attachments.
3. Proposal narrative is limited to 10 pages (required table of contents, budget narrative, organization charts, and the budget and cost proposal form do not count toward the narrative page limit).
4. Budget narrative may not exceed 2 pages, single spaced.
5. Print on only one side of the paper.
6. Use 12-point, Times New Roman font and 1-inch margins.
7. Do not staple your proposal, bind it in any way, or use divider tabs; removable clips are acceptable.

**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 per the Freedom of Information Act.

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| APPENDIX B – 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 forms and attachments 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 at** **operations@seakingwdc.org**

**For each proposal being submitted, include the following:**

* RFP No. 18-01 Proposal Cover Sheet
* Signed Statement of Compliance Form
* One (1) original and ten (10) copies of the proposal, each including:
	+ Proposal Table of Contents (1 page)
	+ Proposal Narrative Response, with attached: (10 pages maximum)
		- Organizational Chart, and (1 page)
		- Career Pathways Diagram (1 page)
	+ Budget Narrative Response (2 pages maximum)
	+ Appendix D – Budget and Cost Proposal (1 page)

**Submit one (1) copy of the following documents with the original proposal:**

* One copy each of the bidder’s last two years of audited financial statements **and** last two years of monitoring reports (if applicable); if audited statements are not available, submit a brief explanation of why and submit unaudited financial statements
* One copy of the bidder’s business license

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| APPENDIX C – DATA REPORTING REQUIREMENTS |

WDC service providers are required to enter service delivery data into the official management information system (MIS), which is currently Efforts to Outcomes (ETO).

Direct data entry by staff members providing career services is strongly preferred by the WDC. However, the WDC may approve centralized data entry if the service provider submits a data entry plan (prior approval is required). The plan must demonstrate that a centralized approach will mitigate the following factors:

1) The service provider has established:

a. Firm parameters ensuring data is entered into ETO in a timely manner (within the allowable time windows);

b. Sufficient data security to minimize risk of breach; and

c. Confirmation that data entered into ETO is specifically reported by the Career Specialist, no interpretation by the data entry staff is allowed;

2) Provide a quantifiable increase in customer service efficiency (e.g. staff can serve X-more customers versus spending Y number of hours entering data into ETO); and

3) Evidence that the service provider is not invoicing duplicative amounts for information reporting (Career Specialist and Data Entry).

All service providers will be required to enter data into the MIS system for every customer. **The WDC estimates that the average cost per computer, appropriately configured, 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. Proposers may either incorporate the estimated cost of MIS implementation into their budgets (computer hardware and personnel), or link with organizations that currently have the capacity to enroll individuals.

MIS Requirements

* All available participant and service MIS data is to be entered in accordance with WIOA and Washington state policy.
* Participants shall be reported to MIS by identifying a service, program affiliation, and contract assignment to enroll under.
* **Business Services Provider(s)** shall also record prescribed data into the B2B Engage Customer Relationship Management Tool purchased and managed by the WDC.

Database Requirements

WIOA service providers are required to attend MIS training and sign a data sharing agreement and non-disclosure agreement to safeguard personal information. For more information, please refer to: <http://www.wa.gov/esd/wit/SecurityAdmin.htm>

In addition, WIOA service providers must have digital literacy skills and use computer systems that meet MIS requirements.

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| Recommended Systems Requirements – Hardware |
| Processor | 2.4 gigahertz (GHz) or faster processor |
| Memory | 4 gigabyte (GB) RAM 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 |

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| Recommended System Requirements – Software |
| Operating System | Windows 7 or higher |
| Service Pack | Latest service pack applied |
| Internet Explorer | Internet Explorer 10 or higher |
| Adobe Acrobat Reader | Adobe Acrobat Reader – current available version |
| Microsoft Office | Microsoft Office 2010 or higher |

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| APPENDIX D – BUDGET AND COST PROPOSAL |



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| RFP 18-01 PROPOSAL COVER SHEET |

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| Name of Bidding Organization: |  |
| Mailing Address: |  |
|  |  |
| Contact Person Name and Title: |  |
| **Telephone:** |  | **E-mail:** |  |

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| Total Amount of Funds Requested: |  |

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| **Proposal Summary:** *Please summarize your program proposal in a brief paragraph* |

To the best of my knowledge and belief, all information in this proposal is true and correct, the document has been duly authorized by the governing body of the bidding organization.

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| **Name of Authorized Representative** |  | **Title of Authorized Representative** |

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| **Signature of Authorized Representative** |  | **Telephone Number**  |  | **Date** |

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| STATEMENT OF COMPLIANCE FORM |

As the authorized signatory official for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (*Bidding Organization*)

I hereby certify:

* That the above-named bidder is legally authorized to submit this proposal and funding request;
* That the above-named bidder agrees to execute all work related to this application in accordance with federal, state, and Workforce Development Council of Seattle-King County (WDC) policies and guidelines, and King County and City of Seattle requirements. The bidder shall notify the WDC within 30 calendar days after issuance of any amended directives if it cannot comply with amendments;
* That the above-named bidder will ensure special efforts to prevent fraud and other program abuses, including but not limited to deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
* That the contents of the proposal are truthful and accurate, and the above-named bidder agrees to comply with the policies stated in this RFP;
* That this proposal represents an actual request subject only to mutually agreeable term negotiation outcomes and that the above-named bidder is in agreement that the WDC reserves the right to accept or reject any proposal for funding;
* That the above-named bidder has not been debarred or suspended from receiving federal grants, contracts, or assistance; and
* That the above-named bidder waives any right to claims against the individual Board members and staff of the Workforce Development Council.

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| **Name of Authorized Representative** |  | **Title of Authorized Representative** |

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| **Signature of Authorized Representative** |  | **Telephone Number**  |  | **Date** |